



Use this checklist as a guide to assist you in selecting the best Solar System Installation Contractor (installer of record). Preferably, a minimum of 3 contractor proposals should be reviewed before you make your selection. Your Solar System Contractor is responsible to confirm your site is appropriate, create a conceptual design based on your site and electric load/needs, provide the financial costs (ROI, NPV & IRR), incentives and applicable savings (tax credits, utility/local rebates, etc.) along with the financial benefit analysis and financing options. They should also provide and review, the expected systems environmental attributes, a short and long-term performance analysis as well as a description of what is required to operate and maintain the system.

References should be contacted to confirm the contractor performed as proposed, in the time specified, the customer service meets your expectations, the system was interconnected as planned, the after-interconnection support and maintenance is adequate.

I) Contractor Qualifications (demonstrate experience):

a) **Work History** (site evaluation, system design, equipment selection, legal proposal, install, permit, maintain)

- 3 years of company work experience installing residential solar PV systems *or*
- 5 years of personnel work experience installing residential solar PV systems

b) **Financial Solvency** (one or more of the following):

- Audited financial statements
- Bank references
- Supplier references

c) **Health and Safety:**

- Contractor Site Supervisor completed a minimum of Occupational Safety and Health Administration (OSHA) 30-hour Construction Industry training, and all site personnel completed a minimum of OSHA 10-hour Construction Industry training
- All site personnel must be equipped with complete personal protective equipment (PPE) and trained on any specific hazards associated with their jobs
- Contractor Site Supervisor completed a jobsite orientation with all workers onsite

d) **Insurance** (a dated and signed copy should be included with their proposal):

- General liability - \$1,000,000 per occurrence, \$2,000,000 aggregate, and
- Workers' compensation - \$1,000,000 each accident, each employee, policy limit
- Insurance policies should name the Provider and any intermediaries as additional insured(s)

e) **Industry Qualifications, Trade Credentials, Legal Certifications** (one or more of the project participants):

- Proprietary technology training offered by an original equipment manufacturer
- North American Board of Certified Energy Practitioners (NABCEP) Certified Installation Professional (NAVCEP PV Entry Level) and/or
- Licensed electrician (master or journeyman, apprentice)
- Other PV Specific Certified professional training

f) **Trade Licenses** (if required other than above dictated by the state, local AHJ [county/town]):

- \_\_\_\_\_

g) **Customer references** (includes name, system size, location and contact information [phone and/or email]):

- 1 week old
- 1 month old
- 6 months old
- 1 year old