**Attachment 5**

[Bidder Letterhead]

[Bidder's Address]

[City, State, ZIP Code]

[Date]

To:

NOVEC

[2025BESSRFPLetterofIntent@novec.com](mailto:2025BESSRFPLetterofIntent@novec.com)

10323 Lomond Drive  
Manassas, VA 20109

**Subject: Letter of Intent to Offer – 2025 BESS RFP**

Dear NOVEC,

On behalf of [Bidder’s Legal Entity Name] (“Bidder”), this Letter of Intent ("LOI") confirms our intent to participate in [Phase Two and/or Phase Three] of the Request for Proposal (“RFP”) issued by NOVEC concerning the development of utility-scale Battery Energy Storage System (BESS) facilities.

We, [Bidder’s Legal Entity Name] acknowledge and confirm our understanding of the requirements and expectations outlined in the RFP and are committed to providing a comprehensive and competitive Offer.

We hereby submit our formal intent to offer services as outlined in the RFP and affirm the following:

**1. Demonstration of Experience and References**

[Bidder’s Legal Entity Name] affirms our experience in the design, construction, and commissioning of utility-scale Battery Energy Storage System (BESS) facilities, as required for Phase Two of this RFP. [Describe relevant Phase Two services for build transfer solution].

[Bidder’s Legal Entity Name] also have relevant experience for Phase Three services, including [briefly describe relevant Phase Three services for O&M, delete this paragraph if you do not intend to bid on Phase Three].

A summary of our relevant projects and references is attached, demonstrating our capability to perform the services for which [Bidder’s Legal Entity Name] intend to submit an Offer.

**2. Certification of RFP Requirements**

[Bidder’s Legal Entity Name] hereby certify in writing that:

All requirements of the RFP have been thoroughly revied and are fully understood.

[Bidder’s Legal Entity Name] will comply with all RFP requirements for all Offers submitted.

[Bidder’s Legal Entity Name] understands that failure to meet all RFP requirements for the services offered will result in automatic rejection of our Offer.

**3. Bidder’s Qualification Questionnaire**

[Bidder’s Legal Entity Name] have completed and attached the Bidder’s Qualification Questionnaire as required.

**4. Intent to Proceed**

[Bidder’s Legal Entity Name] intends to proceed to:

☐ Phase Two – Build transfer solution for Perimeter Facility

☐ Phase Two – Build transfer solution for Balls Ford Facility

☐ Phase Three – O&M for Perimeter Facility

☐ Phase Three – O&M for Balls Ford Facility

(Please check all that apply.)

**5. Project/Service Identification**

[Bidder’s Legal Entity Name] are submitting an Offer for the following project/service(s):

[Clearly specify the project(s) or service(s) for which the Offer will be provided.]

**6. Confidentiality Agreement**

[Bidder’s Legal Entity Name] have reviewed, executed, and attached the Confidentiality Agreement (Attachment 4) as required by the RFP.

**7. Contact Information**

For all correspondence regarding this Letter of Intent and the RFP process, please contact:

Name:

Title:

Email:

Phone:

Address:

[Bidder’s Legal Entity Name] appreciate the opportunity to participate in this procurement process and look forward to submitting a comprehensive Offer in accordance with the RFP requirements.

We look forward to the opportunity to contribute to the success of this initiative and respectfully submit this LOI in accordance with the guidelines set forth in the RFP.

Please do not hesitate to contact us at [Phone Number] or [Email Address] should you have any questions.

Sincerely,

[Authorized Representative Name]

[Title]

[Bidder Company Name]

[Signature]

[Date]

**Attachments:**

1. References demonstrating relevant experiences for build transfer solution and/or O&M services
2. Executed Confidentiality Agreement (Attachment 4)
3. Executed Bidder’s Qualification Response (Attachment 5)

**Bidder’s Qualification Response**

**All Bidders must provide the following information to be considered for moving to Phase Two of this RFP.**

Indicate which Phase of the RFP the responses below are for:

☐ Phase Two – Build transfer solution

☐ Phase Three – O&M

The purpose of these requirements are to assess the Bidder’s experience, organizational structure, financial viability and fit for performing all the requirements for which the Bidder is providing an Offer.

**Company & Organizational Information**

1. Provide Bidder’s name, full address and zip code.

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| --- | --- |
| Response | Additional Information |
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2. Provide contracting party’s name, full address and zip code if applicable and different from Bidder.

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| Response | Additional Information |
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3. List the legal registered name of all owners and Affiliates of the Bidder, including but not limited to any partial owners or interested partners participating with the Bidder of the Project and their relative percentage ownership and specific roles and services they will provide.

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| Response | Additional Information |
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4. Describe in detail Bidder’s organizational structure. A written description and flow chart diagram showing links are required. List the legal registered name of all owners and participants, including but not limited to joint Offer participants, of the Project and their relative percentage ownership.

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| Response | Additional Information |
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5. Address all the following that apply if Bidder is:

i. A Subsidiary or Affiliate of any other entity or corporation, provide details as to the relationships and identify the ultimate parent,

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| Response | Additional Information |
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ii. Part of a partnership, provide the names of all partners and, if a limited partnership, identify the General Partner(s),

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| Response | Additional Information |
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iii. A joint venture, identify the members of the joint venture, the corporate form of the joint venture (or if a contractual joint venture), the respective interests of the members, and the controlling entity (if any),

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| Response | Additional Information |
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iv. A limited liability company, identify each member and, if applicable, the entities Controlling each member,

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| Response | Additional Information |
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v. Acting as a member of a consortium or other organization, association or group of persons acting in concert for purposes of submitting a joint Offer, provide the names of all the members and indicate the controlling member of the consortium, organization, association, or group;

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| Response | Additional Information |
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vi. Subcontracting Plan - Provide information about the extended project team. This shall include any subcontracts, EPC, developers, integrators, or construction contractors.

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| Response | Additional Information |
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6. Identify the state in which each entity named above is incorporated or formed and authorized to do business with an “active” status. If an entity is also registered in Virginia, but under a different name or d/b/a, please provide that name.

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| Response | Additional Information |
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7. Describe Bidder’s business ethics.

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| Response | Additional Information |
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8. List all existing commitments, pending legal claims and contingencies (lease agreements, guarantees, etc.) to which bidder is party that relates to Bidder’s ability to enter into and perform under a proposed Offer.

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| Response | Additional Information |
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**Credit Information**

1. If the Bidder is rated, state its Credit Rating and the associated Rating Agency. If the Bidder’s Credit Rating changes between Phase One and Phase Two, the Bidder is obligated to provide an update.

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| Response | Additional Information |
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2. If the contracting party is rated, state its Credit Rating and the associated Rating Agency. If the contracting party’s Credit Rating changes between Phase One and Phase Two, the Bidder is obligated to provide an update.

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| Response | Additional Information |
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3. If the Bidder and contracting party are different entities, explain the relationship between the two.

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| Response | Additional Information |
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**Financial Information**

1. Provide three (3) years of audited financial statements of the Bidder and contracting party, if applicable.

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| Response | Additional Information |
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**Development Experience**

Describe Bidder’s background and experience in developing utility scale BESS projects. If an Offer for O&M services is submitted, provide a description of the services provided (feel free to expand upon the template and requested information below).

1. Provide a listing of utility scale BESS projects in which the Bidder participated and completed using the following template:

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| --- | --- | --- | --- | --- | --- | --- |
| Project Name | MW | MWh | Use Case | Contact/ Reference | Bidder’s Role | COD Date |
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2. For those Offers submitted to provide O&M services, please provide a listing of all projects for which these services were/are provided using the following template:

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| Project Name | MW | MWh | Use Case | Contact/ Reference | Bidder’s Role; O&M | Date |
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