

# RET Vendor List Application Website Application Instructions

## **PART 1 – INTRODUCTION**

### **1.1 Purpose**

The purpose of this document is to provide you with step-by-step instructions on how to apply to the RET Vendor List through the RET Vendor List Application Website.

### **1.2 Breakdown**

This document has been prepared on the assumption that you have read and understand the RET Vendor List Website Rules (you have the right service offering and know the qualification criteria) and that you have successfully registered with the RET Vendor List Application Website (you have agreed to the Application Agreement).

Should you require additional clarification regarding these instructions or the qualification criteria, message the RET Vendor List Team through the My RET Vendor Messaging Center.

The APPLICATION SUBMISSION section of this document provides you with directions and describes the information you will need to complete and submit an application form electronically. If you do not have all the information you need to complete the application form in one session, you may save a draft copy and return to complete your application at a later time.

## **PART 2 – APPLICATION SUBMISSION**

### **2.1 Completing an Application Form**

Now that you have registered and activated your RET Vendor List Application Website account, you can log into your My RET Vendor List home page, and you will be able to create, save and submit an application.

To begin creating a new application, click on “Already Registered.”

The website allows you to work on your application in more than one session. You can save your completed fields for the next session by hitting the “save” button before exiting the page.

#### **2.1.1 The Application Form**

Most of the fields are self explanatory or are precluded by explanatory text. Below is a summary of the application form, including aid for sections and fields which require more care, or are weighted more heavily when evaluating qualification to the RET Vendor List.

#### ***Step 1***

(i) Applicant Details

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This area requires you to provide primary contact and secondary contact information, as well as a brief description of your business profile (250 words).

### (ii) Identification of RET Products and/or Services

This area requires you to indicate the types of products and/or service(s) that your company offers for each technology. You may select multiple services and multiple technologies.

A supplier/manufacturer and/or contractor/installer must be involved with one or more of the following five categories of RET:

- (1) Category 1: Solar Photovoltaic;
- (2) Category 2: Solar Water Heating;
- (3) Category 3: Solar Air Heating;
- (4) Category 4: Geo-Thermal; or
- (5) Category 5: Small Wind.

### (iii) Identify the Geographic Regions

You must provide goods/services to at least one region listed on the map in order to qualify to be on the vendor list.

### (iv) Domestic Content Information

You will only be required to complete this section if you indicate that you provide solar photovoltaic goods or services. Select only those activity descriptions that your product or service satisfies. If your product or service does not satisfy any of the activity descriptions, you must indicate "none." At least one of these options must be checked in order to submit your application. Whether or not you select any designated activity description will not impact your eligibility for the vendor list.

### (v) Investment Information

Questions with an asterisk require a mandatory response.

### (vi) Tax Declaration

A tax compliance form is available for download. You must fill in the relevant information and upload a scanned signed copy.

### (vii) Insurance

You are required to upload a scanned copy of the current certificate of insurance showing commercial general liability of insurance for third party bodily injury, personal injury and property damage, to an inclusive limit of not less than \$2,000,000. The certificate of insurance must show that your insurer has a secure A.M. Best rating of B+ or greater.

### (viii) Workplace safety and Insurance Board of Ontario (WSIB) information

You are required to identify whether you are:

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(1) Not an independent operator

- You are required to upload a valid WSIB clearance certificate.

(2) An independent operator without employees

- You are required to complete the declaration provided in the section.

(3) Not Applicable with explanation

- In very limited circumstances the above two options may not be applicable to applicant. Briefly explain in the provided text box why the two options do not apply.
  - For example: You currently operate outside of Ontario and do not require WSIB registration at this time

### **Step 2**

(ix) Past Experience

You are required to provide at least three relevant past projects that reflect the experience of your company with respect to the RET service you wish to provide.

### **Step 3**

(x) Warranty

Provide your standard warranty information for each of the technologies that you selected earlier. The main components of the technology have been pre-populated. You have the option to add up to five other component parts for specific warranty information (if applicable).

### **Step 4**

(xi) Standards

The respective standards will appear according to the technologies that you chose in Section 1. You are required to read and acknowledge the standard requirements by clicking the box "I agree." Failure to comply with the requirement may result in removal from the vendor list. Applicants are required to click the button before they can proceed with the submission.

Solar Air/ Solar Water applicants (manufacturers/suppliers) must provide the make and model number of their product.

Geothermal applicants (Contractor/Installer) must be a qualified firm or company by the Canadian Geoechange Coalition (CGC) and must provide the exact name listed with the CGC.

### **Step 5**

(xii) Product Information

This is an optional field to provide additional information regarding products and/or services pertaining to RET technologies.

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### **Step 6**

(xiii) Declarations

You are required to read and acknowledge the two declarations in this section. Both must be checked off prior to application submission.

### **2.2 Submitting an Application Form**

You will find a number of action options at the bottom of your application form. Each option is explained below.

#### **2.2.1 Save Draft Application**

The "Save draft application" feature allows you to save an application form before it is submitted. If you wish to return to the application form at a later time, you will be able to do so by logging into the application website. Please remember to save your application form before exiting the page, otherwise the information you have entered on the form will be lost.

#### **2.2.2 Complete Step 1**

This feature triggers the system to perform a verification to ensure you have completed all the required fields in Step 1 of the application. The system will highlight the missing information field(s) upon completion of the verification.

#### **2.2.3 Back to My RET Vendor List Home Page**

This feature brings you back to the home page. It allows you to navigate to different steps and edit completed fields if necessary.

#### **2.2.4 Submit Application**

Please validate the application form before you submit. If the form is completed properly, hit the "Submit" button. When you have submitted your application, the system will generate an email acknowledging the receipt of your application.