

SAN DIEGO COMMUNITY POWER

REQUEST FOR PROPOSALS

FOR

SAN DIEGO REGIONAL ENERGY NETWORK ADMINISTRATIVE, TECHNICAL AND COMPLIANCE SUPPORT

Date of Issuance: February 4, 2025

**Submittals Due:
March 25, 2025 at 5:00 PM Pacific Time (PT)**

No. 25-001

SAN DIEGO COMMUNITY POWER
SDREN ADMINISTRATIVE, TECHNICAL AND COMPLIANCE SUPPORT RFP

I. BACKGROUND AND INTRODUCTION

San Diego Community Power (Community Power) is a Community Choice Aggregator formed via a Joint Powers Authority by the cities of Chula Vista, Encinitas, Imperial Beach, La Mesa, National City, San Diego and the County of San Diego’s unincorporated areas. As a public not-for-profit entity, Community Power is focused on bringing cleaner power at competitive rates to its customers and investing any excess revenue back into the communities it serves. Community Power began service in 2021 and now serves approximately 960,000 customer accounts. Community Power’s mission is to bring 100 percent renewable power to its customers by 2035 or sooner, in advance of current State targets.

In 2023, Community Power developed its Community Power Plan, a five-year strategic plan for selecting, developing and offering local customer energy programs. The Community Power Plan is a culmination of a community needs assessment to ensure investments in programs and initiatives align with the priorities, needs, and goals of its communities; a program market assessment to understand the universe of existing energy programs available in the San Diego region; a program prioritization framework tool to identify and rank programs; an analysis of funding sources available to implement program offerings; and a recommendation of program types and funding considerations. Energy efficiency (EE) was identified as a critical decarbonization strategy, with available funding to administer EE programs from the California Public Utilities Commission (CPUC) via formation of a Regional Energy Network.

On January 5, 2024, Community Power, in partnership with the County of San Diego, submitted its Motion for Approval of the San Diego Regional Energy Network Energy Efficiency Portfolio Application. As detailed in its 2024-2027 Portfolio Plan, the San Diego Regional Energy Network (“SDREN”) program portfolio consists of ten programs across the residential, commercial, public, and cross-cutting (Codes and Standards, and Workforce, Education, and Training) sectors. The programs aim to serve individuals, residential and commercial customers, public agencies and Tribal communities throughout San Diego County. On August 7, 2024, the CPUC issued D.24-08-003, which approved the proposal for SDREN and authorized SDREN as a new EE Portfolio Administrator (PA). Decision 24-08-003 approved the application in its entirety, including the 2024-2027 energy savings goals and funding, as well as the 2024-2031 Strategic Business Plan.

Through this Request for Proposals (RFP), Community Power is seeking proposals from qualified firms¹ to provide administrative, technical and compliance support across the SDREN portfolio (Services). Community Power expects the work for this RFP to commence on or around

¹ Use of the term “firm” throughout this document shall mean individual proprietorship, partnership, limited liability company, corporation (whether for profit or not-for-profit), joint venture, or other public or private entity duly existing and operating under California law or authorized to do business in California.

July 7, 2025. Proposers shall review Community Power’s Procurement Policy² and Inclusive and Sustainable Workforce Policy³ to ensure compliance when drafting proposals.

A. About the San Diego Regional Energy Network

SDREN’s governance structure is made up of an Oversight and Administration team, an Advisory Committee, a Lead Portfolio Administrator, and a Program Operations Team as described below:

- The Oversight and Administration team consists of Community Power and the County of San Diego. Its role is to provide portfolio-level vision and strategy, enact program changes during the portfolio cycle, and oversee future Business Plan development.
- The Lead Portfolio Administrator is Community Power, and its role is to fulfill all fiscal, regulatory, procurement, and program management duties.
- The SDREN Advisory Committee will include local and regional governments, community-based organizations, and other stakeholders with the role to advise on outreach and enrollment, provide feedback on program evaluation reports, and recommend program improvements.
- The Program Operations Team, primarily composed of Community Power employees and third-party implementers, will oversee day-to-day program operations.

SDREN’s vision is to be a driving force for communities to adopt clean, reliable energy through community-driven solutions that contribute to local and State EE and climate goals. SDREN’s core values guide the design and execution of its program portfolio. These values are to integrate a collaborative and purposeful investment in the region’s underserved and hard-to-reach communities, grow a regional clean energy economy that creates opportunities for the local workforce, and be a trusted local resource to coordinate regional policy, partnerships, and programs.

SDREN’s overall portfolio goal is to advance decarbonization, improve outcomes for local communities and accelerate the clean energy economy by catalyzing collaboration, supporting community-driven change and advancing environmental equity.

B. Budget

The total expected not-to-exceed time and materials budget for this scope of work for 2025-2027 is \$800,000.

II. PROPOSAL SCHEDULE

² https://sdcommunitypower.org/wp-content/uploads/2022/08/SDCP-Procurement-Policy_Adopted_2022.07.28.pdf

³ https://sdcommunitypower.org/wp-content/uploads/2022/02/SDCP_ISWF-Policy.pdf

The estimated timetable for this RFP is as follows:

Description	Date
Release of RFP	February 4, 2025
Deadline for Written Questions	February 11, 2025 at 5:00 PM Pacific Time (PT)
Responses to Questions Provided	February 19, 2025
Proposals Due	March 25, 2025 at 5:00 PM PT
Interviews	April 14-18, 2025
Notice of Intent to Award	Late-April 2025
Board Approval of Contract	June 26, 2025
Expected Commencement of Work	July 7, 2025

The above scheduled dates are tentative and Community Power retains the sole discretion to adjust the above schedule. Nothing set forth herein shall be deemed to bind Community Power to award a contract for the above-described Services, and Community Power retains the sole discretion to cancel or modify any part of or all of this RFP at any time.

III. QUESTIONS AND RESPONSES

Proposers may submit questions regarding this RFP using the online Questions Submissions Form. The question form can be accessed by using the following hyperlink: wkf.ms/3PmGM6Z.

All questions must be received by 5:00 PM PT on February 11, 2025. When submitting questions, please specify which section of the RFP you are referencing and quote the language that prompted the question. Questions may address issues or concerns that the evaluation criteria and/or business requirements would unfairly disadvantage Proposer or, due to unclear instructions, may result in Community Power not receiving the best possible responses from Proposer.

Community Power will post responses to questions on the Community Power Solicitations webpage⁴ on February 19, 2025. Community Power reserves the right to group similar questions when providing answers.

IV. PROPOSAL SUBMISSION DEADLINE

Proposals must be submitted electronically to Community Power as a single PDF document using the online Proposal Submission Form by March 25, 2025. The Proposal Submission Form can be accessed by using the following hyperlink: wkf.ms/4h0eL0H.

A complete Proposal Submission Form from a Proposer is required to be considered as part of the RFP process.

⁴ <https://sdcommunitypower.org/resources/solicitations/>

It is the sole responsibility of the Proposer to ensure that the proposal is received before the submission deadline. Proposers shall bear all risks associated with delays in delivery. Any proposals received after the scheduled closing date and time for receipt of proposals will not be accepted.

V. REQUEST FOR PROPOSALS

A. Contemplated Administrative, Technical and Compliance Support Scope of Work

The Services sought under this RFP are set forth in more detail in the contemplated Scope of Work (**Attachment A**), attached hereto, and incorporated herein by reference. Notwithstanding the inclusion of such Services in **Attachment A**, the final scope of Services negotiated between Community Power and the successful Proposer shall be set forth in the Professional Service Agreement (Agreement) executed by and between Community Power and the successful Proposer. A copy of the sample Agreement is attached hereto as **Attachment E**. Community Power expects the initial contract term for this work to be three (3) years. Community Power reserves the right to contract for up to two additional one-year extensions for these services.

Proposers are strongly encouraged to review the following supplemental documents listed below:

- SDREN's 2024-2031 Strategic Business Plan⁵
- SDREN's 2024-2027 Portfolio Plan⁶

B. Content and Format of Proposal

Proposals shall be concise, well organized, and demonstrate qualifications and applicable experience and approach necessary to provide the capabilities and tasks in **Attachment A**. An **Attachment F** (Proposer Submission Checklist) has been included in this RFP package to assist Proposers with preparing and submitting a complete proposal. Ideally, proposals should use Calibri 12-point font and be single-spaced with 1-inch margins. Proposals shall be submitted in Adobe PDF format. Proposers shall submit their Proposals as a single PDF and include the following items shown in this section and in the order listed as a PDF:

1. Cover Letter⁷ (No more than 2 pages):

⁵ SDREN's 2024-2031 Strategic Business Plan: https://sdcommunitypower.org/wp-content/uploads/2024/01/Exhibit-1_SDRENS-2024-2031-Strategic-Business-Plan.pdf

⁶ SDREN's 2027-2027 Portfolio Plan: https://sdcommunitypower.org/wp-content/uploads/2024/01/Exhibit-2_SDRENS-2024-2027-Portfolio-Plan-1.pdf

⁷ The Cover Letter shall be signed by an individual, partner, officer or officers authorized to execute legal documents on behalf of the Proposer.

- a. Legal name and address of the company.
- b. Legal form of company (partnership, corporation).
- c. If company is a wholly owned subsidiary of a “parent company,” identify the “parent company.”
- d. Name, title, address, and telephone number of the proposed representative to contact concerning the Proposal Submittal.
- e. California Business License Number.

2. Experience and Qualifications Narrative (No more than 5 pages): Provide an Experience and Qualifications Narrative that addresses the following:

- a. A high-level organizational structure of the proposal team or organizational chart with all proposed team members. Please include any subcontractors that will support delivery of the services.
- b. The proposal team’s experience delivering the relevant administrative, technical and compliance support including the number of years of experience, types and sizes of clients, and approximate number of clients.
- c. The proposal team’s experience working with Regional Energy Networks (RENs), California Investor-Owned Utilities, and/or California Community Choice Aggregators (CCAs) within the energy regulatory landscape.

3. Proposed Approach Narrative (No more than 5 pages): Provide a Proposed Approach Narrative that addresses the following:

- a. The proposed approach, methods and services to meeting the capabilities and tasks described in **Attachment A** and the collaborative approach to working with SDREN.
- b. Include a schedule for pre-launch activities and milestones.
- c. Explain common implementation challenges and how your firm will work with SDREN to resolve those challenges.

4. Proposed Budget and Narrative (No more than 1 page for the Budget Narrative for each program): Provide the total labor and non-labor time and materials cost for the Proposer to deliver the contemplated scope of work described in **Attachment A**. See **Attachment B** for the Budget template (including a Subcontractor Budget Template) and **Attachment C** for the Compensation Billing Rates that should be filled out and included along with the Proposer’s submission. Subcontractor Budget Template(s) must be completed for any subcontractor with a budget allocation that is \$100,000 or more of the total requested budget.

5. Resumes and Qualifications (No more than 1 page per team member): Provide resumes for the 5-7 key personnel who will be responsible for delivering the contemplated scope of work identified in **Attachment A**. Included resumes

should correspond with the labor rates provided in the Compensation Billing Rates (**Attachment C**).

6. References (No more than 1 page): Provide three references that are similar to the contemplated scope of work described in **Attachment A**. See **Attachment D** for the Reference template that should be filled out and included along with the Proposer's submission.

C. Protests

1. Protest Contents: A Proposer may protest a contract award if the Proposer believes that the award was inconsistent with Community Power's Procurement Policy or if this RFP is not in compliance with applicable law. A protest may be submitted electronically to cstephens@sdcommunitypower.org within five business days after receipt of notification of the contract award. Any protest submitted after 5:00 PM on the fifth business day after notification of the contract award will be rejected by Community Power as invalid and the Proposer's failure to timely file a protest will waive the Proposer's right to protest the contract award. The Proposer's protest must include supporting documentation, legal authorities in support of the grounds for the protest and the name, mailing address, and telephone number of the person representing the Proposer for purposes of the protest. Any matters not set forth in the protest shall be deemed waived.

2. Community Power Review: Community Power will review and evaluate the basis of the protest provided the protest is filed in strict conformity with the foregoing. Community Power shall provide the Proposer submitting the protest with a written statement concurring with or denying the protest. Action by Community Power relative to the protest will be final and not subject to appeal or reconsideration. The procedure and time limits set forth in this section are mandatory and are the Proposer's sole and exclusive remedy in the event of protest. Failure to comply with these procedures will constitute a waiver of any right to further pursue the protest, including filing a government code claim or legal proceedings.

D. Submittal Requirements

1. General: Proposals must be submitted in the format identified in section V(B) to allow Community Power to fully evaluate and compare the proposals. All requirements and questions in the RFP must be addressed and all requested information supplied. Community Power reserves the right to request additional information which, in Community Power's opinion, is necessary to assure that the Proposer's competence, qualifications, number of qualified employees, business organization and financial resources are adequate to perform the Services according to the terms of the Agreement.

2. Preparation: Proposals should be prepared in such a way as to provide a straightforward, concise delineation of capabilities to satisfy the requirements of this RFP. Responses should emphasize the Proposer's demonstrated capability to perform work of this type. Expensive bindings and promotional materials, etc., are not necessary or desired. However, technical literature that supports the approach to providing the Services and work plan should be forwarded as part of the proposal. Emphasis should be concentrated on completeness, approach to the work, and clarity of the proposal.

3. Authorization: The proposal shall be signed by an individual, partner, officer or officers authorized to execute legal documents on behalf of the Proposer.

E. Miscellaneous

1. Exceptions Certification to this RFP: In submitting a proposal in response to this RFP, Proposer is certifying that it takes no exceptions to this RFP including, but not limited to, the sample Agreement. If any exceptions are taken, such exceptions must be clearly noted in the proposal and may be reason for rejection of the proposal. As such, Proposer is directed to carefully review the attached sample Agreement and, in particular, the insurance and indemnification provisions therein.

2. Amendments to Proposals: No amendment, addendum or modification will be accepted after a proposal has been submitted to Community Power. If a change to a proposal that has been submitted is desired, the submitted proposal must be withdrawn and the replacement proposal submitted to Community Power prior to the proposal due date and time.

3. Price Validity: Prices provided by Proposers in response to this RFP are valid for 180 calendar days from the proposal due date. Community Power intends to award the contract within this time but may request an extension from the Proposers to hold pricing until negotiations are complete and the contract is awarded.

4. Right to Reject Proposals: Community Power reserves the right to accept any part or all of any proposals, waive any irregularities, and to reject any and all, or parts of any and all proposals, whenever, in the sole opinion of Community Power, such action shall serve its best interests and those of ratepayers. The Proposers are encouraged to submit their best prices in their proposals, and Community Power intends to negotiate only with the Proposers whose proposal most closely meets the requirements of this RFP. The contract award, if any is awarded, will go to the Proposer whose proposal best meets these requirements.

5. Prevailing Wages: If applicable, proposers shall take cognizance of the requirements of California Labor Code Sections 1720 et seq., as well as California Code of Regulations, Title 8, Section 16000 et seq. (Prevailing Wage Laws), which require the payment of prevailing wage rates and the performance of other requirements on certain “public work” and “maintenance” projects. To the extent applicable, the Proposer must agree to fully comply with and to require its subcontractors/subconsultants to fully comply with such Prevailing Wage Laws. If the Services are funded in whole or in part by federal funds or otherwise require compliance with the Davis-Bacon Fair Labor Standards Act, the successful Proposer and all its subcontractors/subconsultants shall pay the higher of the state or federal prevailing wage rates.

F. Proposal Evaluations and Criteria

Proposals will be reviewed and ranked by a selection committee composed of SDREN staff. During the evaluation process, Community Power reserves the right to request additional information or clarification for responses to this RFP. All submittals deemed responsive, on time and complete will be evaluated in accordance with the following evaluation criteria:

	Evaluation Criteria	Criteria Weight
1.	Proposal Team’s Qualifications, Experience, and Demonstration of Past Success	40
2.	Approach to Program Implementation and Feasibility	30
3.	Proposer’s Budget	30
	Total	100

Following the initial evaluation, Community Power may select one Proposer or select a number of Proposers (with or without interviews); or conduct interviews with a short-list of Proposers, consisting of those Proposers reasonably likely, in the opinion of Community Power, to be awarded the contract. Any interview may include discussions about services offered, conflicts of interests with other clients, or fees/compensation amount or structure. Interviews may take place through written correspondence, telephone or video conference, or face-to-face interviews, at Community Power’s sole discretion. Community Power reserves the right to not convene interviews or discussions, and to make an award on the basis of initial proposals received. References may be contacted at any point in the evaluation process.

After a Proposer has been selected, Community Power will negotiate a contract for execution. The Selected Proposer will be asked to complete and execute a separate Non-Disclosure Agreement. If a satisfactory contract cannot be negotiated, Community Power may, at its sole discretion, begin contract negotiations with the next qualified Proposer who submitted a proposal, as determined by Community Power. Proposers are further notified that Community Power may disqualify any Proposer with whom Community Power cannot satisfactorily negotiate a contract.

VI. RESERVATION OF RIGHTS

This RFP is a solicitation for proposals only and is not intended as an offer to enter into a contract or as a promise to engage in any formal competitive bidding or negotiations. Community Power may, at its sole discretion, accept or reject any or all proposals submitted in response to this RFP. In addition, Community Power may, at its sole discretion, only elect to proceed with contract negotiations for some of the services included in the proposal. Community Power further reserves the right to cancel this RFP at any time prior to contract award without obligation in any manner for proposal preparation, interview, fee negotiation, or other marketing costs associated with this RFP. Community Power also reserves the right to waive minor errors and omissions or inconsequential disparities in proposals and request additional information.

Community Power shall not be liable for any costs incurred by the Proposer in connection with the preparation and submission of any proposal. Community Power has the right to amend the RFP, in whole or in part, by written addendum, at any time. Community Power is responsible only for that which is expressly stated in the solicitation document and any authorized written addenda. Such addendum shall be made available to each person or organization which Community Power records indicate has received this RFP. Should such addendum require additional information not previously requested, failure to address the requirements of such addendum may result in the proposal being found non-responsive and not being considered, as determined in the sole discretion of Community Power. Community Power is not responsible for and shall not be bound by any representations otherwise made by any individual acting or purporting to act on its behalf prior to an award of contract by Community Power. Community Power has the right to reissue the RFP at a future date.

VII. CONFIDENTIALITY AND PUBLIC RECORDS

Proposals submitted in response to this RFP shall become the exclusive property of Community Power. Community Power is subject to the California Public Records Act (CPRA). The proposal will become a matter of public record when contract negotiations are complete and when an agreement is executed by Community Power. Exceptions to disclosure may be available to those parts or portions of proposals that are justifiably and reasonably exempted under the CPRA, such as trade secrets. If a Proposer desires to exclude a portion of its proposal from disclosure under the CPRA, the Proposer must prominently mark it "Confidential" and state the specific provision in the CPRA that provides the exemption as well as the factual basis for claiming the exemption. A blanket statement of confidentiality or the marking of each page of the proposal as confidential shall not be deemed sufficient notice of a CPRA exemption. A Proposer who indiscriminately and without justification identifies most or all of its proposal as exempt from disclosure or submits a redacted copy may be deemed non-responsive.

Although the CPRA recognizes that certain confidential information or other exempt records may be protected from disclosure, Community Power is not in a position to establish that the information that a Proposer submits is exempt. If a request is made for information marked "Confidential," Community Power will provide Proposers who submitted the information with reasonable notice to seek protection from disclosure by a court of competent jurisdiction.

Community Power shall not, in any way, be liable or responsible for any resulting disclosure of any such record or any parts thereof pursuant to the CPRA or otherwise by law.

VIII. CONFLICTS OF INTEREST

Community Power is governed by the Political Reform Act, Government Code Section 1090, Government Code Section 84308, and other requirements governing conflicts of interest, campaign contributions, and gifts. Proposers are required to review all applicable conflict of interest laws. In addition, Community Power has adopted policies governing procurement. Proposers are advised to review all policies, including the Procurement Policy, available on the San Diego Community Power Key Documents webpage⁸.

If it is discovered that the Proposer contacted and received information from anyone other than mediums used to share information about this solicitation specified above and under the process specified herein regarding this solicitation, Community Power may, in its sole discretion, disqualify the proposal from further consideration.

All contact regarding this RFP or any matter relating thereto must be in writing and submitted using the Questions Submissions Form. The question form can be accessed here: wkf.ms/3PmGM6Z.

IX. REPORTING OF SUPPLIER DIVERSITY INFORMATION

Public Utilities Code Section 366.2(m) requires certain community choice aggregators, including Community Power, to annually submit to the California Public Utility Commission (CPUC): (1) a detailed and verifiable plan for increasing procurement from small, local, and diverse business enterprises; and (2) a report regarding its procurement from women, minority, disabled veteran, persons with disabilities, and LGBT business enterprises.

General Order (GO) 156, adopted by the CPUC, requires certain California public utilities to engage in outreach activities and meet specific procurement goals from women, minority, disabled veteran, persons with disabilities, and LGBT business enterprises. Qualified businesses become GO 156 certified through the CPUC and are then added to the GO 156 Supplier Clearinghouse database.⁹

To assist Community Power with its reporting obligations under Public Utilities Code Section 366.2(m) and with evaluating its supplier outreach and other activities, the successful Proposers that is awarded the contract will be asked to voluntarily disclose their certification status with the CPUC Clearinghouse, as well as their efforts to work with diverse business enterprises, including women business enterprises (WBEs), minority business enterprises (MBEs), disabled veteran business enterprises (DVBES), and lesbian gay bisexual transgender business enterprises (LGBTBES).

⁸ <https://sdcommunitypower.org/key-documents/>

⁹ thesupplierclearinghouse.com

Except as otherwise expressly provided under Community Power's Procurement Policy and/or required by applicable state or federal law or funding requirements (including, without limitation, any grant or loan conditions), Community Power shall not use any demographic information received from potential vendors in any way as part of its decision-making or selection process. Rather, Community Power will use such information solely for compliance with its reporting obligations to the CPUC and evaluation of Community Power's outreach and other activities consistent with applicable law.

X. NON-DISCRIMINATION

Community Power will not unlawfully discriminate and will require its contractors to not unlawfully discriminate on the basis of race, gender expression, gender identity, religion, national origin, ethnicity, sexual orientation, age, or disability in the solicitation, selection, hiring, or treatment of contractors, subcontractors, vendors, or suppliers. The successful Proposer shall provide equal opportunity for subcontractors to participate in subcontracting opportunities.

XI. ATTACHMENTS

Attachment A – Contemplated Administrative, Technical and Compliance Support Scope of Work

Attachment B – Budget Template

Attachment C – Compensation Billing Rates

Attachment D – Prospective Proposer References

Attachment E – Community Power Sample Professional Services Agreement

Attachment F – Proposer Submission Checklist

ATTACHMENT A
CONTEMPLATED ADMINISTRATIVE, TECHNICAL AND COMPLIANCE SUPPORT
SCOPE OF WORK

This scope of work is to be used as a general guide and is not intended to be a complete list of all work associated with this project. Proposers may suggest alternative approaches that will support the intent of the project and result in similar deliverables. Community Power reserves the right to revise or remove tasks based on recommended approaches presented in proposals.

The tasks for Administrative, Technical and Compliance Support may include, but are not limited to, the following:

- **Task 1 Regulatory Reporting:**
 - Task 1.1 Provide portfolio-wide California Public Utilities Commission (CPUC) regulatory support and advisement, including but not limited to the following:
 - Attend CPUC and relevant stakeholder meetings and workshops (as needed)
 - Stay abreast of regulatory reporting requirements
 - Convey/advocate solutions that serve the best interests of the San Diego Regional Energy Network's (SDREN)
 - Monitor relevant proceedings at the CPUC, California Energy Commission (CEC), and other state agencies to provide SDREN technical and strategic guidance and relevant policy updates, including ad hoc technical and regulatory services that arise due to changes in relevant legislation and/or CPUC guidance
 - Assist with the technical portions of Advice Letters, Comments and other necessary documents
 - Work with SDREN to develop and advocate for a more REN-appropriate approach to cost-effectiveness, and advance approach with CPUC and its stakeholders
 - Miscellaneous reporting tasks as identified by SDREN staff
 - Task 1.2 Coordinate CPUC compliance on program attribution and energy savings claims across SDREN programs, including but not limited to the following:
 - Provide review of monthly, quarterly and annual submissions to the California Energy Data and Reporting System (CEDARS) to ensure accuracy
 - Complete cost Effectiveness Tool (CET) runs (as needed)
- **Task 2 SDREN Business Plan and Portfolio Application**
 - Task 2.1 Support the development of filings, reporting and other submittals to support SDREN's subsequent Business Plan and Portfolio Application due to be filed in 2026, including but not limited to the following:

- Coordinate with SDREN to lead narrative development
 - Assist with developing budgets and completing required budget templates
 - Coordinate and attend California Energy Efficiency Coordinating Committee (CAEECC) meetings and Energy Efficiency Reporting Project Coordination Group (PCG) meetings (as needed)
 - Lead oversight and review of new and amended program Implementation Plans
 - Packaging of materials for submittal
- Task 2.2 Support development of metrics, application tables, savings projections and CET runs
- **Task 3 Data Request Support:** Provide assistance to SDREN on data collection and other items requested by the CPUC for data requests, impact evaluations, and other duties as necessary.
- **Task 4 Metrics Support:** Represent SDREN, as requested, at relevant stakeholder and CPUC meetings, including meetings with CPUC evaluators, regarding program and portfolio metrics. This task includes establishing tracking systems, supporting SDREN program staff on data collection and ensuring that the data that is reported is accurate.
- **Task 5 Ad Hoc Regulatory Support:** Provide support for ad hoc regulatory activities.
- **Task 6 General Administrative Support and Miscellaneous Tasks:** Provide support for administrative activities that may not fall under tasks one through four above but are necessary to support ongoing SDREN operations. These tasks could include, but are not limited to, creating a detailed report of monthly activities, scheduling meetings, preparing and maintaining documentation, managing communication with stakeholders, and research and analysis.

ATTACHMENT B
BUDGET TEMPLATE

The budget template will be posted on the San Diego Community Power Solicitations webpage¹⁰ under the announcement for this RFP as an Excel file (.xlsx). Please include the completed spreadsheet as a PDF in your submittal.

¹⁰ <https://sdcommunitypower.org/resources/solicitations/>

**ATTACHMENT C
COMPENSATION BILLING RATES**

<u>Name</u>	<u>Title</u>	<u>Hourly Rate</u>
--------------------	---------------------	---------------------------

**ATTACHMENT D
PROSPECTIVE PROPOSER REFERENCES**

Proposer's Name: _____

Provide three references where the same or similar scope of services were provided in order to meet the Minimum Requirements stated in this solicitation.

1.	Name of Firm	Address of Firm	Contact Person	Telephone #	Fax #
	Project Name or Contract #	# of Years / Contract Term		Type of Service	Dollar Amount
2.	Name of Firm	Address of Firm	Contact Person	Telephone #	Fax #
	Project Name or Contract #	# of Years / Contract Term		Type of Service	Dollar Amount
3.	Name of Firm	Address of Firm	Contact Person	Telephone #	Fax #
	Project Name or Contract #	# of Years / Contract Term		Type of Service	Dollar Amount

ATTACHMENT E
COMMUNITY POWER SAMPLE PROFESSIONAL SERVICES AGREEMENT

Community Power's standard Professional Services Agreement will be posted on the San Diego Community Power Solicitations webpage¹¹ under the announcement for this RFP in PDF form.

¹¹ <https://sdcommunitypower.org/resources/solicitations/>

ATTACHMENT F
PROPOSER SUBMISSION CHECKLIST

The following checklist outlines all items to be provided in response to this RFP. This is meant to be used as a tool to support you in the process. This checklist does not need to be submitted as part of the Proposal. Proposal Submission Form Hyperlink: wkf.ms/4h0eL0H.

- ☐ Cover Letter - *No more than 2 pages*
- ☐ Experience and Qualifications Narrative - *No more than 5 pages*
- ☐ Proposed Approach Narrative - *No more than 5 pages*
- ☐ Proposed Budget and Narrative - *No More than 1 page*
- ☐ Resumes and Qualifications - *No more than 1 page per team member*
- ☐ References - *No more than 1 page*