Orange County Power Authority
RFP for Technical Assistance & Program Support
Questions & Answers

Solicitation Number: 24-001

1. **Is the term "Community Power Plan" OCPA's version of a Climate Action Plan (CAP)?**
   o OCPA's Community Power Plan (CPP) is fairly similar to a CAP. OCPA's CPP will be the blueprint to develop and offer innovative programs as a means of both investing back into local communities and enhancing environmental performance in our member cities by helping our communities achieve their climate action goals. The CPP will refine both an overall community investment strategy based on a community needs assessment and a series of program offerings.

2. **The Company Profile portion requests "number and tenure of all employees" ...confirming you'd like tenure for every employee at the organization? Or only employees who are proposed to work on the project?**
   o The tenure of people working on the project or supporting the project.

3. **Could you highlight where the foundational funding source will be for the OCPA programs and ambitions and ideas for rate-payer funding?**
   o The foundational funding will come from reinvesting revenue back into customer programs based on our not-for-profit status.
   o OCPA allocates funding to energy programs yearly through the annual budget process. OCPA has allocated $250,000 annually for energy programs in previous years.

4. **Note that page 10 of the RFP says: "Proposals must be submitted electronically by e-mail and must be received by OCPA prior to the deadline."**
   o Thank you for that correction. All proposals must be submitted electronically through www.bidnetdirect.com.
   o See revised RFP available at ocpower.org and on www.bidnetdirect.com

5. **To confirm, if we complete the budget template provided, that fulfills the budget requirement? No additional supporting language or information is necessary?**

- No additional information is necessary, but a greater explanation of the budget through a narrative can be added to strengthen a response. The template budget can be used by itself, or your own budget template can be used as well. If we need further budget clarification, OCPA will reach out or request an interview.

6. **Hello, my question is regarding Implementation Support.**
Can you please advise on whether OCPA would be open to considering new software for Program Management, such as a dedicated Project Management Information Software (PMIS) platform? Thank you for the opportunity.
   - A Project Management Information Software (PMIS) platform can be part of your proposal for best practices. However, the proposal for program implementation should answer the Program Implementation Support questions listed on Section C1, page 7 of the RFP.

7. **The bullets under components 2, 3, 4, and Services Requested are broad and cover a lot of ground, but under Proposal Format, the questions are a subset; just confirming that answering the specific questions will suffice and you do not want us to cover the grounds covered under Services Requested.**
   - Services requested is a greater description of what we hope to see from each component. To respond to RFP components, you must answer the questions for each given component under Section C1, including details requested in the Proposal Format section.

8. **Is it a possibility that only a subcontractor from the proposal gets hired if they fit some of OCPA's needs?**
   - To be contracted for this Technical Assistance & Program Support RFP, a vendor must submit a competitive and successful proposal.

9. **Budget compensation/budget template, if one team member is doing the reporting, do we add the hours under report development or staff?**
   - You may tailor the Community Power Plan budget template to reflect the most accurate representation of costs and fees for your organization. Administration and Overhead costs (executives, hr, legal, etc.) must be separated from direct staff costs (report writers, researchers, etc.).
   - If staffing costs for staff helping develop the report are already included in the Staff line item, do not double count them in Report Development line item.

- Proposers may submit alternative budgets in addition to the hourly tables in Components 2, 3, and 4.
- The panel may request additional detail during the interview process.

10. Are you looking to break down the cost of salary and overhead?
- According to the RFP, Terms and Pricing will be weighted at 25% of the total score. It is highly encouraged to include details where possible.

11. Could you confirm that you are not requesting references for past work, as part of the RFP response?
- There is no reference request requirement during proposal submission.
- References may be requested prior to contract execution.

12. It appears that a scope of work and schedule clarifying the basis for the proposed fees for the Development of a Community Power Plan would be beneficial – however, those are not requested as part of the submittal. Would OCPA like us to develop and provide a proposed scope of work and schedule as part of this RFP response?
- A vendor-proposed scope of work and fee schedule is acceptable as an additional exhibit. The final scope of work and fee schedule will be subject to negotiation upon contract execution.

13. Please let us know if the OCPA is targeting CPUC rate payer program funding for their programs, and where you anticipate the foundational funding for OCPA programs to come from.
- The foundational funding will come from reinvesting revenue back into customer programs based on our not-for-profit status.
- OCPA allocates funding to energy programs yearly through the annual budget process. OCPA has allocated $250,000 annually for energy programs in previous years.

14. Regarding Exhibit C, Compensation Budget Template for Development of a Community Power Plan,
- Are you asking for a firm fixed price or time and materials?
  - No preference
  - If proposers prefer to submit a fixed price for the development of the Community Power Plan, please include a full scope of work and fee schedule.
- The listing of separate line items for Administration & Overhead vs. Staff (Salaries and Employee Benefits) on the table, implies that you would like

direct and indirect costs broken out, as opposed to fully loaded labor costs. Please confirm.

- Administration and Overhead costs (executives, hr, legal, etc.) must be separated from direct staff costs (report writers, researchers, etc.).
- If staffing costs for staff helping develop the report are already included in the Staff line item, do not double count them in Report Development line item.

o The listing of Report Development as a line item, implies that you would like the budget to be listed by task. Please confirm.

- You may tailor the Community Power Plan budget template to reflect the most accurate representation of costs and fees for your organization. Administration and Overhead costs (executives, hr, legal, etc.) must be separated from direct staff costs (report writers, researchers, etc.).
- If staffing costs for staff helping develop the report are already included in the Staff line item, do not double count them in Report Development line item.
- The panel may request additional details during the interview process.

15. **Can we use the budget templates for components 2-4 for the Community Power Plan budget instead of the CPP budget template provided?**

o You may tailor the Community Power Plan budget template to reflect the most accurate representation of costs and fees for your organization. Administration and Overhead costs (executives, hr, legal, etc.) must be separated from direct staff costs (report writers, researchers, etc.).

o If staffing costs for staff helping develop the report are already included in the Staff line item, do not double count them in Report Development line item.

o Proposers may submit alternative budgets in addition to the hourly tables in Components 2, 3, and 4.

o The panel may request additional details during the interview process.