

CPA Diversity, Equity, and Inclusion Implementation Planning Services Request for Proposals (RFP)

Questions & Responses

#	Question	Response
1	Related to Task #1, b (“Design and administer DEI survey to staff, Board, and other key stakeholders....”) our question is: how many staff members does CPA have? Additionally, how many “key stakeholders” are there and who would they be?	<p>CPA Staff: 44 as of January 3, 2022.</p> <p>Board of Directors: 32 regular directors and up to 64 alternate directors. See Section 4.2 of Joint Powers Agreement (JPA) for information about regular vs. alternate directors. The JPA is available at: https://cleanpoweralliance.org/wp-content/uploads/2018/10/HOA_101927329_1.pdf.</p> <p>Key Stakeholders: 15 Community Advisory Committee members; 10-15 community-based organizations and additional stakeholders to be identified in consultation with CPA staff.</p>
2	Related to Task #3 (“Facilitate staff and Board review, discussion and drafting revising of statement of CPA vision, mission, principles and value and work with staff to get buy-in from CPA staff, Community Advisory Committee and Board members”): what is the community advisory committee and how many members is it comprised of?	<p>The Community Advisory Committee (CAC) is comprised of 15 customers who are leaders in their communities from seven diverse geographic sub-regions within CPA’s territory, with a cross-section of community and professional backgrounds. The CAC advises the CPA Board of Directors on policies, programs and planning, while also serving as customer advocates. See Section 5.9.1(c) of the JPA and Article VIII of CPA’s Bylaws available at: https://cleanpoweralliance.org/wp-content/uploads/2020/02/Item-3.2-Restated-and-Amended-Bylaws-1-1-20.pdf.</p> <p>Community Advisory Committee agenda packet and minutes are available at: https://cleanpoweralliance.org/get-involved/agendas-minutes/.</p>
3	Related to II. Project Background (“In January 2021, CPA launched an internal DEI working group”): will the internal DEI working group continue to be involved with DEI? Would	<p>CPA anticipates that the internal DEI working group will continue to be involved in DEI planning and implementation. The composition and leadership of the group may evolve based on organizational needs and contractor recommendations.</p>

	they be the group involved most actively in the assessment and values creation?	
4	<p>Page 1, Section II - Project Background</p> <p>Without an estimated budget in hours or dollars there is no way to determine the size of the task you are requesting. Can you provide guidelines regarding how much time and/or resources CPA is looking to invest in this project? This information will aid in sizing the bidder's effort to match CPA's requirements.</p>	<p>CPA expects that Proposers will identify the approach necessary to complete the Services in their Proposals. The Proposal should inform the level of effort necessary to complete each Deliverable. CPA expects that the price to perform the work to be commensurate with the level of effort necessary to complete each Deliverable.</p>
5	Can we use subconsultant team members to meet the minimum qualifications?	<p>Please see Section VII (Proposal Requirements) of the RFP for requirements regarding documentation of subcontractor roles and responsibilities.</p>
6	Due to the tight deadline (1 week) between when the questions will be posted and the proposal due date, will Clean Power Alliance approve our request for a 2-week extension?	<p>Not at this time. CPA reserves the right to amend the RFP, in whole or in part, including the RFP schedule by written addendum, at any time. See RFP, Sec. VIII.</p>