



REQUEST FOR PROPOSALS (RFP)

FOR

CREATIVE SERVICES

ADDENDUM NO. 1

1. OBJECTIVE

Clean Power Alliance of Southern California (“CPA”) is seeking proposals (“Proposals”) from qualified and experienced contractors (individually, a “Proposer” and collectively, “Proposers”) to provide engaging and effective digital marketing, website, social media support, and creative design services to support its day-to-day communications and marketing operations that enhance CPA’s brand, customer programs, and organizational initiatives.

2. PROJECT BACKGROUND

CPA is a Community Choice Aggregation (“CCA”) program, established as a Joint Powers Authority, made up of 35 local agencies across Los Angeles and Ventura Counties (CPA’s member agencies are set forth in Attachment C). These agencies have banded together to provide cleaner electricity at competitive rates, offering a choice of electricity service providers to approximately three million residents and businesses through approximately one million customer accounts in Southern California.

The goal of this RFP is to solicit creative services from experienced full-service contractors to supplement CPA’s Communications and Marketing team in the planning and execution of high-quality, compelling, creative content in support of CPA’s brand, programs, community outreach and events, and website. The selected Proposer will collaborate with CPA’s communications team, internal stakeholders, and other marketing and advertising agencies to ensure alignment and consistency in creative output.

3. QUALIFICATIONS AND EXPERIENCE

A qualified Proposer should have the following minimum qualifications and experience:

- Proposer must have applicable qualifications and demonstrated experience providing digital marketing and communications support services, including comprehensive website and social media support, as well as organic and paid digital advertising, including search engine optimization.
- Proposer must have applicable qualifications and experience to support integrated marketing and campaign strategy, execution, and measurement.

- Proposer must have applicable qualifications and experience with providing marketing and communication support services for CCAs, electric/municipal utilities, regional government agencies, or public institutions serving a large volume of customers in Southern California.
- Proposers must have applicable qualifications and demonstrated experience providing video production services for Proposals that include Task #5: Video Production Services.
- Proposers must have applicable qualifications and demonstrated experience providing website support services for Proposals that include Task #6: Website Support.

4. SCOPE OF SERVICES

4.1. Scope of Work

A detailed description of the Scope of Work for digital marketing, website, social media support, and creative design Services is contained in Attachment A (“Contemplated Scope of Services”).

CPA’s goal is to select a firm (or firms) that can provide the full scope of Services outlined in Attachment A. Proposers are encouraged to submit Proposals for the entire scope outlined Attachment A, but may also choose to submit Proposals:

- Which do not include Video Production Services (Task #5).
- Which do not include Website Support (Task #6).
- Which do not include either Video Production Services (Task #5) or Website Support (Task #6).
- Which only include Video Production Services (Task #5).
- Which only include Website Support (Task #6).

4.2. Term of Work

Services under this RFP are expected to commence on June 10, 2024, and continue until June 9, 2025 (“Initial Term”). At the end of the Initial Term, the Parties may renew this Agreement for two (2) successive one (1) year terms for a maximum of two (2) years (each, a “Renewal Term”).

5. PRICING

5.1. Proposer must (a) describe in detail the compensation structure to meet the Scope of Services specified in **Attachment A**; (b) describe in detail any fees or charges for travel, telephone calls, and any other expenses anticipated to be incurred, which shall be separately billed (NOTE: any compensation for such fees or expenses shall be at-cost, i.e., no margin, or additional fees shall be charged); and (c) describe in detail any discounts or downward adjustments that

are available and the conditions for such discounts. The compensation structure can include (i) fixed price or (ii) hourly rates, in which case the Proposer must specify the rate increments for each professional who will or is anticipated to perform services outlined herein, and a not-to-exceed amount.

5.2. Proposer may, at its option, submit one (1) alternative pricing proposal but that proposal must specify any additional amounts proposed and justify in detail the cost breakdown for each individual scope item described in Attachment A, or by another divisible increment. CPA reserves the right, at its sole discretion, to reject or accept any alternative pricing proposal.

5.3. CPA's budget for Creative Services during the Initial Term is anticipated to be \$1,300,000 but is subject to change at CPA's discretion.

6. RFP PROCESS

6.1. RFP Schedule

The timetable for this RFP is as follows:

Description	Date
Release of RFP	March 27, 2024
Deadline for Written Questions	April 3, 2024
Responses to Questions Provided	April 10, 2024 April 17, 2024
RFP Proposals Due	April 19, 2024 (by 4:00 p.m. Pacific Time) April 26, 2024 (by 4:00 p.m. Pacific Time)
Evaluation of Proposals	April 22 – May 3, 2024 April 29 – May 10, 2024
Interviews (if needed)	May 6 – 10, 2024 May 13 – 17, 2024
Notice of Intent to Award Provided	May 20, 2024
Contract Negotiations	May 13 – May 17, 2024 May 20 – 24, 2024
Presented to the Board for Approval and Execution of Contract	June 6, 2024
Commencement of Work	June 10, 2024

6.2. Proposer Questions and CPA Responses

Potential proposers may submit questions regarding this RFP by sending an email to contracting@cleanpoweralliance.org with a copy to araimondo@cleanpoweralliance.org. All questions must be received by 4:00pm (Pacific Time) on April 3, 2024. When submitting questions, please specify which section of the RFP you are referencing and quote the language that prompted the question. CPA will post responses to all of the questions received for this solicitation to CPA's website at: <https://cleanpoweralliance.org/contracting-opportunities/> on April 10, 2024.

CPA reserves the right to group similar questions when providing answers. Questions may address issues or concerns that the evaluation criteria and/or business requirements would unfairly disadvantage providers or, due to unclear instructions, may result in CPA not receiving the best possible responses from provider.

6.3. Proposal Submission Deadline

A proposal should be submitted by email to contracting@cleanpoweralliance.org by 4:00 pm on April 19, 2024. Please include "PROPOSAL FOR CREATIVE SERVICES" in the email subject line.

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

6.4. Proposal Evaluation Criteria

Proposals will be evaluated in accordance with the following evaluation criteria:

Evaluation Criteria
Proposer's qualifications and experience (see Section 3).
Proposer's ability to provide the Contemplated Scope of Services identified in Attachment A .
Proposer's Pricing (see Section 5)

6.5. Evaluation Process

CPA will evaluate the proposals pursuant to the criteria specified in Section 6.4 above. CPA may select one particular Proposer or select a combination 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 CPA, 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, and/or face-to-face interviews, at CPA's sole discretion.

CPA reserves the right not to 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, CPA will negotiate a contract for execution. If a satisfactory contract cannot be negotiated, CPA may, at its sole discretion, begin contract negotiations with the next qualified Proposer who submitted a proposal, as determined by CPA. Proposers are further notified that CPA may disqualify any Proposer with whom CPA cannot satisfactorily negotiate a contract. A contract may be presented to CPA's Board of Directors for approval.

7. PROPOSAL REQUIREMENTS

7.1. Proposals shall include the following components:

- 7.1.1. A comprehensive portfolio highlighting the Proposer's expertise in brand campaigns incorporating video and social strategies, customer acquisition case studies localized to the Los Angeles County, Ventura County, and/or Southern California markets, and examples of multicultural language utilization.
 - 7.1.1.1. A comprehensive portfolio highlighting the Proposer's expertise in video production for Proposals which include Task #5: Video Production Services.
 - 7.1.1.2. A comprehensive portfolio highlighting the Proposer's expertise in website support for Proposals which include Task #6: Website support.
- 7.1.2. Proposer's qualifications and experience with the elements specified in Section 3 (Qualifications and Experience). Proposer must provide qualifications for all team members, including the principal, company official(s), and other personnel who Proposer anticipates will be assigned to work on behalf of CPA. This requirement includes, but is not limited to, Proposer's anticipated subcontractors or teaming partners.
- 7.1.3. Proposer's explanation for how it plans to meet Task and Deliverables specified in Attachment A (which will be attached as the scope of work to the final agreement as Exhibit A). This section must include:

- 7.1.3.1. A list of the Proposer's planned project team, who will be assigned to work on behalf of CPA, and an explanation for each project team member's role and responsibility.
 - 7.1.3.2. A list of subcontractors, if any, and their respective roles and responsibilities separated by task.
 - 7.1.3.3. Proposer must provide its pricing proposal, including the information required in Section 5, "Pricing," above. Proposer should describe any fixed fees or hourly billing rates, fees, or other compensation that Proposer may seek from CPA for services, inclusive of staff time, equipment, materials, travel, administrative/clerical, overhead and other out-of-pocket expenses, if applicable to this contract.
 - 7.1.3.4. If a teaming arrangement is being proposed, teaming partner or subcontractor costs should be broken out separately.
- 7.1.4. Proposer's completed Prospective Contractor References Form. See **Attachment B**.
- 7.1.5. Any required changes to CPA's Pro Forma Contract. See **Attachment D**.
- 7.1.6. Proposer's completed Campaign Contribution Form. See **Attachment E**.

8. 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. CPA may, at its sole discretion, accept or reject any or all proposals submitted in response to this RFP. CPA also may, in its sole discretion, make no award for this RFP or cancel this RFP in its entirety. In addition, CPA may, at its sole discretion, only elect to proceed with contract negotiations for some of the services included in the proposal. CPA reserves the right to select one or more Proposers, a combination of Proposers, multiple Proposers for the same services. CPA further reserves its right to waive minor errors and omissions in proposals, request additional information or revisions to offers, and to negotiate with any or all Proposers.

CPA shall not be liable for any costs incurred by the Proposer in connection with the preparation and submission of any proposal. CPA reserves the right to waive inconsequential disparities in a submitted proposal. CPA has the right to amend the RFP, in whole or in part, by written addendum, at any time. CPA 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 CPA 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 CPA. CPA 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. CPA has the right to reissue the RFP at a future date.

9. CONFIDENTIALITY AND PUBLIC RECORDS

Responses to this RFP shall become the exclusive property of CPA. CPA is subject to the California Public Records Act ("CPRA"). The recommended Proposer's proposal will become a matter of public record when contract negotiations are complete and when an agreement is executed by CPA. Exceptions to disclosure may be available to those parts or portions of proposals that are justifiably and reasonably defined as business or trade secrets, and plainly marked by the Proposer as "Trade Secret", "Confidential", or "Proprietary". CPA shall not, in any way, be liable or responsible for the disclosure of any such record or any parts thereof, if disclosure is required or permitted under the CPRA or otherwise by law.

In the event CPA receives a CPRA request for any of the aforementioned documents, information, books, records, and/or contents of a proposal marked "Confidential", "Trade Secrets", or "Proprietary", Proposer agrees to defend and indemnify CPA from all costs and expenses, including reasonable attorneys' fees, incurred in connection with any action, proceedings, or liability arising in connection with the CPRA request.

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, and 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.

10. CONFLICTS OF INTEREST

CPA is governed by the Political Reform Act, Government Code Section 1090, Government Code Section 84308, and other requirements governing conflicts, campaign contributions, and gifts. Proposers are required to review all applicable conflict of interest laws. In addition, CPA has adopted policies governing bidder conduct. Proposers are advised to review all policies, including the Vendor Communication Policy available here: <https://cleanpoweralliance.org/key-documents/>.

You may not contact or receive information outside of this RFP process. If it is discovered that the Proposer contacted and received information from anyone other than the email address specified above and under the process specified herein regarding this solicitation, CPA may, in its sole discretion, disqualify your proposal from further consideration.

All contact regarding this RFP or any matter relating thereto must be in writing and may be emailed to contracting@cleanpoweralliance.org with a copy to araimondo@cleanpoweralliance.org

ATTACHMENTS

Attachment A – Scope of Services

Attachment B – Prospective Contractor References

Attachment C – CPA Member Agencies

Attachment D – CPA Sample Contract

Attachment E – Campaign Contribution Form (Government Code 84308)

ATTACHMENT A
SCOPE OF SERVICES

The principal responsibility of the selected Proposer(s) is to provide a full range of digital marketing, website, social media support, and creative design services that include, but are not limited to, the following:

Task #1: CPA Brand Growth: Creative Development

Lead the creative development and execution of CPA's brand year-round.

1. Manage the creative concept and visual execution of CPA's brand campaign throughout the year in Los Angeles and Ventura Counties. The campaign will help increase CPA's brand awareness, understanding of who CPA is and what we do, build trust in the diverse communities we serve, and position CPA as a thought leader in the clean energy space.
2. Develop an innovative campaign that aligns with CPA's values, creating compelling and culturally reflective visuals and written content, and ensuring consistency in messaging across all marketing channels.
3. Collaborate with CPA's Communications and Marketing (Marcom) team and CPA's paid media agency of record to develop strategic creative assets and messaging in-culture and in-language (English, Simplified Chinese, and Spanish).

Task #1 Anticipated Deliverables:

1. Develop up to three (3) multichannel brand campaign concepts for review and approval by CPA staff for the final campaign.
2. Brand campaign concepts should focus on helping increase CPA's brand awareness, understanding of who CPA is and what CPA does, building trust in the diverse communities CPA serves, and CPA's position as a thought leader in the clean energy space.

Timeline for Task #1:

1. Brand campaign concepts will commence in July 2024, and be delivered in August 2024.

Task #2: CPA Brand Growth: Creative Content

Create engaging content across various channels.

1. To ensure a compelling brand message that resonates with CPA customers, the selected Proposer will utilize CPA's brand guidelines, segmentation study data, and content strategy as foundational elements in crafting culturally relevant campaigns.

2. This comprehensive approach will encompass a wide array of marketing collateral and campaign assets aimed at fostering brand awareness growth. These assets may span across various digital channels such as webpages, short form videos, social media, and email marketing, as well as traditional channels including print ads, out-of-home displays, and radio broadcasts. By strategically aligning with CPA's branding and leveraging insights from segmentation studies, the selected Proposer will create impactful campaigns that effectively engage and resonate with the target audience, driving significant brand visibility and awareness, and customer interactions.

Task #2 Anticipated Deliverables:

1. Brand campaign creative assets, including production for media buy, landing pages and multimedia content (in-culture and in three languages English, Spanish and Mandarin).
2. Creative asset optimizations dependent on customer engagement.

Timeline for Task #2:

1. Brand campaign creative assets will be dependent on paid media campaign anticipated for September 2024 – June 2025.

Task #3: Marketing Strategies for CPA Program Recruitment

Develop and implement comprehensive marketing strategies for CPA program recruitment.

1. Collaborate closely with CPA's Marcom team to develop the narrative and creative concept for CPA's first customer program awareness and engagement campaign. CPA currently has programs categorized into three (3) core areas, all aimed at advancing the future of clean energy:
 - 1.1. Grid management and resiliency.
 - 1.2. Transportation and building electrification.
 - 1.3. Local energy procurement.
2. Develop enrollment campaigns for CPA programs.
 - 2.1. Objectives will vary for each program.
 - 2.2. Undertake the responsibility of developing a new program's identity and value proposition, crafting strategic creative campaigns, collateral, and stakeholder materials tailored to the unique qualities and outcome needs of each initiative. This may entail, among other tasks, crafting messaging, designing collateral for event street teams, creating webpages, producing paid media assets, and developing stakeholder engagement materials.
 - 2.3. Optimize existing residential, commercial, and community partner program content such as emails, digital banners, flyers/brochures and webpages.
3. Cultural adaptation for program recruitment campaigns.

- 3.1. Many of CPA's program recruitment campaigns, collateral, and website content will be adapted for English, Spanish, and Chinese-speaking customers to ensure authenticity and cultural relevance and resonance for local customers.
- 3.2. This includes language localization, cultural reflection in imagery and messaging, and consideration of cultural preference and nuances in campaign execution.

Task #3 Anticipated Deliverables:

1. Develop up to three (3) program awareness campaign concepts for review and approval by CPA staff for the final campaign.
2. Creative and copy development for paid media production, including social media, banners, short form video, landing pages, and emails.
3. Strategic recruitment campaign plans as assigned for each CPA program.
4. Creative assets, including ad creative, landing pages, and multichannel content.
5. Recommendations for ongoing optimization and improvement of recruitment efforts.

Timeline for Task #3:

1. Program campaign concepts will commence in October 2024, and be delivered in November 2024.
2. In July 2024, the selected Proposer will be briefed on the Solar Storage Rebate Program. All creative and copy are expected to be finalized by September 2024.
3. In August 2024, the selected Proposer will be briefed on the new Energy Advisor Program. All creative and copy are expected to be finalized by October 2024.
4. Additional Program requests will be made as necessary.

Task #4: Experiential Events and Community Activations

Create and support CPA's experiential strategy for the 2024/2025 fiscal year.

1. Experiential Events and Community Activation Strategy.
 - 1.1. Develop a strategic plan to create an immersive brand experience that aligns with CPA's storytelling and engagement objectives and deeply resonates with our diverse communities in Los Angeles and Ventura Counties.
 - 1.2. This comprehensive strategy will encompass a meticulously crafted outreach calendar outlining key experiential marketing initiatives and activations to be executed throughout the duration of the contract. It will also involve identifying and leveraging relevant events and potential sponsorships, festivals, and cultural moments that closely align with CPA's values.
 - 1.3. The overarching goal of event participation is to maximize brand exposure, foster engagement with CPA customers, and effectively inform and educate them about CPA and its initiatives.

- 1.4. The strategy will incorporate a robust measurement and analysis framework to evaluate the effectiveness of the experiential marketing initiatives in achieving CPA's brand and program objectives and provide recommendations to maximize benefits of outreach.
2. Develop a compelling and innovative creative concept for the experiential marketing campaign that aligns with CPA's mission and effectively communicates the benefits of clean energy adoption, resiliency efforts and sustainability.
3. Plan and execute a series of experiential events and activations to engage the target audience at community events and engagements.
4. Propose interactive displays, installations, workshops, and other experiences that integrate with CPA's community outreach efforts to showcase clean energy technologies, industry leadership, and enhance experiences and interactions.

Task #4 Anticipated Deliverables:

1. Experiential strategy for CPA's 2024/2025 fiscal year.
2. Event planning, support, and coordination:
 - 2.1. Develop comprehensive event plans for CPA events, community engagements, key sponsorships, and media events.
 - 2.2. Organize and execute experiential events and activations, including securing venues, permits, vendor management, coordinating logistics, and on-site event support.
 - 2.3. Oversee event timelines and provide on-site event management and coordination during events to ensure smooth event execution, including but not limited to setup, registration, guest assistance, and program flow.

Timeline for Task #4:

1. Experiential strategy will be delivered by October 2024.
2. Timing will align with overall brand campaign planning, as directed by CPA.

Task #5: Video Production Services

Collaborating closely with CPA's Marcom team, develop high quality short-form videos that embody the spirit of the CPA brand, attract customers to CPA programs, and foster pride among stakeholders and thought leaders through compelling storytelling.

1. Craft narratives that deeply resonate with the diverse audiences of Los Angeles and Ventura Counties. These narratives should authentically reflect the local culture, lifestyle, and values of CPA, ensuring strong connections with CPA's key target audiences, including customers, stakeholders, and the clean energy community.

- 1.1. Utilizing a blend of stock video footage and original content, deliver a comprehensive suite of video assets tailored for deployment across both traditional and digital platforms.
- 1.2. These assets will serve various purposes, from campaign promotion to stakeholder education and website engagement, driving forward our mission with impact and effectiveness.
2. Provide concepts, scriptwriting, storyboarding, and creative development of video content.
3. Provide pre-production planning, including location scouting, casting, scheduling, and logistics management.
4. Provide post-production services include editing, color correction, sound design, voice talent, and motion graphics.
5. Deliver final video assets in various formats suitable for different platforms and purposes.

Task #5 Anticipated Deliverables:

1. CPA projects producing up to eight (8) one (1) minute digital format videos during the fiscal year. CPA has currently identified four (4) potential videos; each outlining a key part of CPA's brand, including:
 - 1.1. Explainer video of what CPA is and does.
 - 1.2. Promotional video about CPA's many customers programs.
 - 1.3. Explainer video about clean energy and power sources.
 - 1.4. Explainer video about CPA's leadership position in green power, benefits to the region, and reduction of GHGs.
2. Additional videos will be determined by CPA throughout the year.

Timeline for Task #5:

1. As directed by CPA as part of the overall brand strategy, with two (2) video releases anticipated per quarter.

Task #6: Website Support

CPA's website serves as the digital hub for all interactions with CPA's customers and stakeholders, acting as the primary platform for communication. The selected Proposer will be pivotal in providing comprehensive technical support to elevate CPA's website, guaranteeing a seamless and optimized user experience. This includes creative input and front and back-end assistance.

1. Collaborate with Marcom's internal developer, to implement new templates and components to enhance the website's functionality and effectiveness.
2. Provide robust support in quality assurance testing to identify and rectify any issues or bugs meticulously, thus ensuring the website operates flawlessly at all times.

3. User Experience and User Interface expertise.
 - 3.1. Design new webpages and identify opportunities to enhance the website's usability, accessibility, and overall engagement.
 - 3.2. Collaborate with Marcom's developer to craft clear user pathways that facilitate visitors' understanding of CPA, seamless program enrollment, and interaction with news articles and other content.
 - 3.3. Refine the visual layout and color schemes to create an aesthetically pleasing and unified user interface that elevates the overall user experience.
4. Front end and back-end development support.
 - 4.1. Provide back-end development support, including enhancing the website's functionality, performance, and security. This may involve optimizing server-side technologies (SWS), databases, and server configurations to ensure optimal website performance and scalability.
 - 4.2. Work with CPA's team on implementing new features and functionalities based on CPA's requirements and objectives, including developing custom plugins, modules, or integrations to extend the website's capabilities and support new initiatives.
 - 4.3. Assist in maintaining and updating the website's back-end infrastructure, including regular software updates, security patches, and backups to ensure the ongoing stability and security of the website.

Task #6 Anticipated Deliverables:

1. New template and component designs to improve website user experience.
2. Design and editing of webpages as directed by CPA.
3. Monthly website health checks in collaboration with CPA's team that include speed, security, plugin and server stability.
4. On-demand hot fixes performed within short time frames.

Timeline for Task #6:

1. Ongoing over the duration of the Services.

Task #7: Social Media Support

Provide day-to-day support for CPA's social media channels, including Instagram, Facebook, LinkedIn, X, and YouTube.

1. Enhance and elevate CPA's social media messaging through strategic planning, content creation, and data driven recommendations for organic growth and sponsored content to meet audience reach and engagement goals.
2. Develop social media content calendar to plan monthly evergreen and seasonal/campaign specific content.
3. Develop social media content as assigned for all platforms (may include writing, graphic design, animation).

4. Leverage social media dashboard and metrics to provide recommendations on content, boosting and sharing opportunities.
5. Develop hashtag and linking strategies to amplify audience visibility, reach, and engagement.

Task #7 Anticipated Deliverables:

1. Social media content calendar.
2. Social media content for all platforms.
3. Reports detailing recommendations on content, boosting, and sharing opportunities.
4. Hashtag and linking strategies.

Timeline for Task #7:

1. Social media calendar to be created by September 2024 through consultation with Marcom team.
2. Continued content planning ongoing over the duration of the Services.

Task #8: As-Needed Services

Under the direction of CPA staff, the selected Proposer shall provide additional as-needed digital marketing, website, social media support, and creative design services that include, but are not limited to, the following:

1. As-needed graphic design work related to asset creation for social media, web page creation and messaging, and related creative assets for brand and program campaigns.
2. As-needed creative support related to projects associated with brand and program campaigns.

Task #8 Anticipated Deliverables:

1. Completion of the as-needed services as set forth above.

Timeline for Task #8:

1. Ongoing over the duration of the services.

ATTACHMENT B
PROSPECTIVE CONTRACTOR REFERENCES

Contractor's Name: _____

List three (3) 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	Contact	Telephone # ()	Fax ()
Name or Contract No.	# of Years / Term of Contract		Type of Service	Dollar Amt.
2. Name of Firm	Address of	Contact	Telephone # ()	Fax ()
Name or Contract No.	# of Years / Term of Contract		Type of Service	Dollar Amt.
3. Name of Firm	Address of	Contact	Telephone # ()	Fax ()
Name or Contract No.	# of Years / Term of Contract		Type of Service	Dollar Amt.

ATTACHMENT C
LIST OF CPA MEMBER AGENCIES

County/City
1. Agoura Hills
2. Alhambra
3. Arcadia
4. Beverly Hills
5. Calabasas
6. Camarillo
7. Carson
8. Claremont
9. Culver City
10. Downey
11. Hawaiian Gardens
12. Hawthorne
13. Hermosa Beach
14. LA County
15. Malibu
16. Manhattan Beach
17. Monrovia
18. Moorpark
19. Ojai
20. Oxnard
21. Paramount
22. Redondo Beach
23. Rolling Hills Estates
24. Santa Monica
25. Santa Paula
26. Sierra Madre
27. Simi Valley
28. South Pasadena
29. Temple City
30. Thousand Oaks
31. Ventura City
32. Ventura County
33. West Hollywood
34. Westlake Village
35. Whittier

ATTACHMENT D
SAMPLE CONTRACT

Attached is a sample CPA Agreement that will be negotiated between the CPA and the selected Proposer. Additional terms and conditions will be incorporated dependent on circumstances, including scope of services, the space selected, any tenant improvement or allowance, and other factors.

Clean Power Alliance of Southern California

This Professional Services Agreement (this "Agreement"), dated and effective as of [DATE] (the "Effective Date"), is made by and between:

CLEAN POWER ALLIANCE OF SOUTHERN CALIFORNIA ("CPA"), and
[Legal Name of Contractor]. ("Contractor").

CPA and Contractor are sometimes collectively referred to herein as the "Parties" and each individually as a "Party." In consideration of the terms of this Agreement, and for other good and valuable consideration, the Parties make the following acknowledgments and agreements:

RECITALS

WHEREAS, CPA may contract with a provider for [Describe briefly the services being requested and what CPA hopes to accomplish with this contractor];

WHEREAS, CPA conducted [Describe the contracting process from in the Non-Energy Contracting Policy, e.g., Request for Proposal ("RFP")] and CPA selected Contractor because Contractor has the expertise and experience to provide the specified services to CPA and offered CPA the Best Value;

WHEREAS, Contractor desires to provide these specified services to CPA;

WHEREAS, the purpose of this Agreement is to set forth the terms and conditions upon which Contractor shall provide services to CPA;

NOW, THEREFORE, it is agreed based on the consideration set forth below by the Parties to this Agreement as follows:

AGREEMENT

1. Definitions

- a. The definition of "Confidential Information" is set forth in paragraph 10.b. of this Agreement.
- b. "CPA Data" shall mean all data gathered or created by Contractor in the performance of the Services pursuant to this Agreement, including any customer or customer-related data.

- c. "CPA Information" shall mean all confidential, proprietary, or sensitive information provided by CPA to Contractor in connection with this Agreement.
- d. "CPA Materials" shall mean all finished or unfinished content, writing and design materials but not limited to messaging, design, personalization, or other materials, reports, plans, studies, documents and other writings prepared by Contractor, its officers, employees and agents for CPA for the performance of, the purpose of, or in the course of implementing this Agreement.
- e. "CPA Product" includes collectively CPA Data, CPA Information, and CPA Materials.
- f. "Services" shall mean the scope of work Contractor provides to CPA as specified in Exhibit A.

2. Exhibits and Attachments

The following exhibits and attachments are attached to this Agreement and incorporated into this Agreement by this reference:

Exhibit A – Scope of Work

Exhibit B – [Contractor's Workplan and Schedule] [Reserved] [Include Exhibit B if services include implementation, deliverables, phases/stages, or the work is complex]

Exhibit C – Compensation [This is the description of the contractor's compensation]

Exhibit D – [Reserved] [Optional: Attach Contractor's bid response, e.g., proposal, statement of qualifications, or other material that describes Contractor's commitment]

Should a conflict arise between language in the body of this Agreement and any exhibit or attachment to this Agreement, the language in the body of this Agreement controls, followed by Exhibit A, B, C, and D in that order.

3. Services to be Performed by Contractor

In consideration of the payments set forth in this Agreement and in Exhibit C, Contractor shall perform services for CPA in accordance with the terms, conditions, and specifications set forth in this Agreement and in [Exhibits A and B] ("Services").

4. Compensation

CPA agrees to compensate Contractor as specified in Exhibit C:

- a. In consideration of the Services provided by Contractor in accordance with all terms, conditions and specifications set forth in this Agreement and Exhibit A [and Exhibit B], CPA shall make payment to Contractor on a [time and materials, not-to-exceed, or fixed fee] basis and in the manner specified in Exhibit C.
- b. Unless otherwise indicated in Exhibit C, Contractor shall invoice CPA monthly to accountspayable@cleanpoweralliance.org for all compensation related to Services performed during the previous month. Payments shall be due within

fifteen (15) calendar days after the date the invoice is submitted to CPA at the specified email address. All payments must be made in U.S. dollars.

5. Term

Subject to compliance with all terms and conditions of this Agreement, the term of this Agreement shall be one (1) year from the Effective Date (“Initial Term”). [Optional: “At the end of the Initial Term, the Parties may renew this Agreement for two successive one (1) year terms for a maximum of two additional years (each, a “Renewal Term”), unless either Party provides ninety (90) days prior written notice of its intent not to renew the term of the Agreement (“Renewal Notice”)]

6. Termination

- a. Termination for Convenience. CPA may terminate the Agreement in accordance with this paragraph in whole, or from time to time in part, whenever CPA determines that termination is in CPA’s best interests. A termination for convenience, in part or in whole, shall take effect by CPA delivering to Contractor, at least thirty (30) calendar days prior to the effective date of the termination or prior to a Notice of Termination specifying the extent to which performance of the Services under the Agreement is terminated.

If the termination for convenience is partial, Contractor may submit to CPA a request in writing for equitable adjustment of price or prices specified in the Agreement relating to the portion of this Agreement which is not terminated. CPA may, but shall not be required to, agree on any such equitable adjustment. Nothing contained herein shall limit the right of CPA and Contractor to agree upon amount or amounts to be paid to Contractor for completing the continued portion of the Agreement when the Agreement does not contain an established price for the continued portion. Nothing contained herein shall limit CPA’s rights and remedies at law.

- b. Termination for Default. If Contractor fails to provide in any manner the Services required under this Agreement, otherwise fails to comply with the terms of this Agreement, or violates any ordinance, regulation or law which applies to its performance herein and such default continues uncured for thirty (30) calendar days after written notice is given to Contractor, CPA may terminate this Agreement by giving five (5) business days’ written notice. If Contractor requires more than thirty (30) calendar days to cure, then CPA may, at its sole discretion, authorize additional time as may reasonably be required to effect such cure provided that Contractor diligently and continuously pursues such cure.
- c. Termination for Lack of Third-Party Funding. CPA may terminate this Agreement if funding for this Agreement is reduced or eliminated by a third-party funding source.
- d. Effect of Termination. Upon the effective date of expiration or termination of this Agreement: (i) Contractor may immediately cease providing Services in its entirety or if a termination to a part of the Agreement, cease providing the Services that have been terminated; (ii) any and all payment obligations of CPA under this Agreement will become due immediately except any equitable adjustment pursuant to Paragraph 5(a); (iii) promptly transfer title and deliver to CPA all CPA Product or any work in progress pursuant to this Agreement; and (iv) each Party

will promptly either return or destroy (as directed by the other Party) all Confidential Information of the other Party in its possession as well as any other materials or information of the other Party in its possession.

Upon such expiration or termination, and upon request of CPA, Contractor shall reasonably cooperate with CPA to ensure a prompt and efficient transfer of all data, documents and other materials to CPA in a manner such as to minimize the impact of expiration or termination on CPA's customers.

7. Contract Materials

CPA owns all right, title and interest in and to all CPA Materials and CPA Data. Upon the expiration of this Agreement, or in the event of termination, CPA Materials and all CPA Information, in whatever form and in any state of completion, shall remain the property of CPA and shall be promptly returned to CPA. Upon termination, Contractor may make and retain a copy of such CPA Materials if required by law or pursuant to the Contractor's reasonable document retention or destruction policies.

8. Payments of Permits/Licenses

Contractor bears responsibility to obtain any license, permit, or approval required for it to provide the Services to be performed under this Agreement at Contractor's own expense prior to commencement of the Services.

9. No Recourse against Constituent Members

CPA is organized as a Joint Powers Authority in accordance with the Joint Exercise of Powers Act of the State of California (Government Code Section 6500, et seq.) pursuant to the Joint Powers Agreement and is a public entity separate from its constituent members. CPA shall solely be responsible for all debts, obligations and liabilities accruing and arising out of this Agreement. Contractor shall have no rights and shall not make any claims, take any actions or assert any remedies against any of CPA's constituent members in connection with this Agreement.

10. Confidential Information

- a. Duty to Maintain Confidentiality. Contractor agrees that Contractor will hold all Confidential Information in confidence, and will not divulge, disclose, or directly or indirectly use, copy, digest, or summarize, any Confidential Information unless necessary to comply with any applicable law, regulation, or in connection with any court or regulatory proceeding applicable in which case, any disclosure shall be subject to this paragraph, 10.c., and 10.d., below.
- b. Definition of "Confidential Information". The following constitutes "Confidential Information," whether oral or written: (a) the terms and conditions of, and proposals and negotiations related to, this Agreement, (b) information, in whatever form, that CPA shares with Contractor in the course and scope of this Agreement, or (c)

information that either Contractor stamps or otherwise identifies as “confidential” or “proprietary” before disclosing it to the other.

Confidential Information shall not include: (1) information that is generally available to the public or in the public domain at the time of disclosure; (2) information that becomes publicly known other than through any breach of this Agreement by Contractor or its Representatives; (3) information which is subsequently lawfully and in good faith obtained by Contractor or its Representatives from a third party, as shown by documentation sufficient to establish the third party as the source of the Confidential Information; provided that the disclosure of such information by such third party is not known by Contractor or its Representatives to be in breach of a confidentiality agreement or other similar obligation of confidentiality; (4) information that Contractor or its Representatives develop independently without use of or reference to Confidential Information provided by Contractor; or (5) information that is approved for release in writing by Contractor.

- c. California Public Records Act. The Parties acknowledge and agree that the Agreement including but not limited to any communication or information exchanged between the Parties, any deliverable, or work product are subject to the requirements of the California Public Records Act (Government Code Section 6250 et seq.). In order to designate information as confidential, the Disclosing Party must clearly stamp and identify the specific portion of the material designated with the word “Confidential.” The Parties agree not to over-designate material as Confidential Information. Over-designation includes stamping whole agreements, entire pages or series of pages as “Confidential” that clearly contain information that is not Confidential Information.
- d. Third Party Request for Confidential Information. Upon request or demand of any third person or entity not a Party hereto pursuant to the California Public Records Act for production, inspection and/or copying of Confidential Information (“Requested Confidential Information”), CPA will as soon as practical notify Contractor in writing via email that such request has been made. CPA will be solely responsible for taking at its sole expense whatever legal steps are necessary to prevent release to the third party of the Confidential Information designated by Contractor. If Contractor takes no such action after receiving the foregoing notice from CPA, CPA shall, at its discretion, be permitted to comply with the third party’s request or demand and is not required to defend against it. If Contractor does take or attempt to take such action, Contractor agrees to indemnify and hold harmless CPA, its officers, directors, employees and agents (“CPA Indemnified Parties”), from any claims, liability, award of attorneys’ fees, or damages, and to defend any action, claim or lawsuit brought against any of CPA Indemnified Parties for Contractor’s attempt to prevent disclosure or CPA’s refusal to disclose any Confidential Information.

11. Insurance

All required insurance coverages shall be substantiated with a certificate of insurance and must be signed by the insurer or its representative evidencing such insurance to CPA within 10 business days after the Agreement is fully executed. The general liability policy shall be endorsed naming Clean Power Alliance of Southern California and its employees, officers and agents as additional insureds. The certificate(s) of insurance and required

endorsement shall be furnished to CPA prior to commencement of work and maintained throughout the Term and any Renewal Term. Each certificate shall provide for thirty (30) days advance written notice to CPA of any cancellation or reduction in coverage. Said policies shall remain in force through the life of this Agreement and shall be payable on a per occurrence basis only, except those required by paragraph (d) below which may be provided on a claims-made basis consistent with the criteria noted therein.

Nothing herein shall be construed as a limitation on Contractor's obligation under paragraph 12 of this Agreement to indemnify, defend, and hold CPA harmless from any and all liabilities arising from the Contractor's negligence, recklessness or willful misconduct in the performance of this Agreement. CPA agrees to timely notify the Contractor of any negligence claim.

Failure to provide and maintain the insurance required by this Agreement will constitute a material breach of the Agreement. In addition to any other available remedies, CPA may suspend payment to the Contractor for any services provided during any time that insurance was not in effect and until such time as the Contractor provides adequate evidence that Contractor has obtained the required coverage.

a. General Liability

The Contractor shall maintain a commercial general liability insurance policy in an amount of no less than one million (\$1,000,000.00) with a two million dollar (\$2,000,000.00) aggregate limit. CPA shall be named as an additional insured on the commercial general liability policy and the Certificate of Insurance shall include an additional endorsement page.

b. Auto Liability

Where the services to be provided under this Agreement involve or require the use of any type of vehicle by Contractor in order to perform said services, Contractor shall also provide comprehensive business or commercial automobile liability coverage including non-owned and hired automobile liability in the amount of one million dollars combined single limit (\$1,000,000.00).

c. Workers' Compensation

The Contractor acknowledges the State of California requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the Labor Code. If Contractor has employees, a copy of the certificate evidencing such insurance or a copy of the Certificate of Consent to Self-Insure shall be provided to CPA prior to commencement of work.

d. Professional Liability Insurance

Coverages required by this paragraph may be provided on a claims-made basis with a "Retroactive Date" either prior to the date of the Agreement or the beginning of the contract work. If the policy is on a claims-made basis, coverage must extend to a minimum of twelve (12) months beyond completion of contract work. If coverage is cancelled or non-renewed, and not replaced with another claims made policy form with a "retroactive date" prior to the Agreement effective date, the Contractor must purchase "extended reporting"

coverage for a minimum of twelve (12) months after completion of contract work. Contractor shall maintain a policy limit of not less than \$1,000,000.00 per incident. If the deductible or self-insured retention amount exceeds \$100,000.00, CPA may ask for evidence that Contractor has segregated amounts in a special insurance reserve fund or Contractor's general insurance reserves are adequate to provide the necessary coverage and CPA may conclusively rely thereon.

Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the performance of the Agreement. Contractor shall monitor the safety of the job site(s) during the project to comply with all applicable federal, state, and local laws, and to follow safe work practices.

12. Indemnification

Contractor agrees to indemnify, defend, and hold harmless CPA, its employees, officers, and agents, from and against, and shall assume full responsibility for payment of all wages, state or federal payroll, social security, income or self-employment taxes, with respect to Contractor's performance of this Agreement. Contractor further agrees to indemnify, and hold harmless CPA from and against any and all third-party claims, liabilities, penalties, forfeitures, suits, costs and expenses incident thereto (including costs of defense, settlement, and reasonable attorney's fees), which CPA may hereafter incur, become responsible for, or pay out, as a result of death or bodily injuries to any person, destruction or physical damage to tangible property, or any violation of governmental laws, regulations or orders, to the extent caused by Contractor's negligent acts, errors or omissions, or the negligent acts, errors or omissions of Contractor's employees, agents, or subcontractors while in the performance of the terms and conditions of the Agreement, except for such loss or damage arising from the sole negligence or willful misconduct of CPA, elected and appointed officers, employees, agents and volunteers.

13. Independent Contractor

- a. Contractor acknowledges that Contractor, its officers, employees, or agents will not be deemed to be an employee of CPA for any purpose whatsoever, including, but not limited to: (i) eligibility for inclusion in any retirement or pension plan that may be provided to employees of Contractor; (ii) sick pay; (iii) paid non-working holidays; (iv) paid vacations or personal leave days; (v) participation in any plan or program offering life, accident, or health insurance for employees of Contractor; (vi) participation in any medical reimbursement plan; or (vii) any other fringe benefit plan that may be provided for employees of Contractor.
- b. Contractor declares that Contractor will comply with all federal, state, and local laws regarding registrations, authorizations, reports, business permits, and licenses that may be required to carry out the work to be performed under this Agreement. Contractor agrees to provide CPA with copies of any registrations or filings made in connection with the work to be performed under this Agreement.

14. Compliance with Applicable Laws

Contractor shall comply with any and all applicable federal, state and local laws and

resolutions affecting Services covered by this Agreement.

15. Nondiscriminatory Employment

Contractor and/or any permitted subcontractor, shall not unlawfully discriminate against any individual based on race, color, religion, nationality, sex, sexual orientation, age, protected veteran status, or condition of disability. Contractor and/or any permitted subcontractor understands and agrees that Contractor and/or any permitted subcontractor is bound by and will comply with the nondiscrimination mandates of all federal, state and local statutes, regulations and ordinances.

16. Work Product.

All finished and unfinished reports, plans, studies, documents and other writings prepared by and for Contractor, its officers, employees and agents in the course of implementing this Agreement shall become the sole property of CPA upon payment to Contractor for such work. CPA shall have the exclusive right to use such materials in its sole discretion without further compensation to Contractor or to any other party. Contractor shall, at CPA's expense, provide such reports, plans, studies, documents and writings to CPA or any party CPA may designate, upon written request. Contractor may keep file reference copies of all documents prepared for CPA.

17. Notices

Any notice, request, demand, or other communication required or permitted under this Agreement shall be deemed to be properly given when **both**: (1) transmitted via email to the email address listed below; and (2) sent to the physical address listed below by either being deposited in the United States mail, postage prepaid, or deposited for overnight delivery, charges prepaid, with an established overnight courier that provides a tracking number showing confirmation of receipt.

In the case of CPA, to:

Name/Title: Theodore Bardacke, Chief Executive Officer
Address: 801 S. Grand Ave., Suite 400, Los Angeles, CA 90017
Telephone: (213) 269-5890
Email: tbardacke@cleanpoweralliance.org

In the case of Contractor, to:

Name/Title: [Name, Title]
Address: [Address]
Telephone: [Phone]
Email: [Email]

18. Assignment

Neither this Agreement nor any of the Parties' rights or obligations hereunder may be transferred or assigned without the prior written consent of the other Party. Subject to the preceding sentence, this Agreement shall be binding upon and inure to the benefit of the

Parties and their respective successors and permitted assigns.

19. Subcontracting

Contractor may not subcontract Services to be performed under this Agreement without the prior written consent of CPA. If the CPA's written consent to a subcontract is not obtained, Contractor acknowledges and agrees that CPA will not be responsible for any fees or expenses claimed by such subcontractor.

20. Retention of Records and Audit Provision

Contractor and any subcontractors authorized by the terms of this Agreement shall keep and maintain on a current basis full and complete documentation and accounting records, employees' time sheets, and correspondence pertaining to this Agreement. Such records shall include, but not be limited to, documents supporting all income and all expenditures. CPA shall have the right, during regular business hours, to review and audit all records relating to this Agreement during the Agreement period and for at least five (5) years from the date of the completion or termination of this Agreement. Any review or audit may be conducted on Contractor's premises, or, at CPA's option, Contractor shall provide all records within a maximum of fifteen (15) days upon receipt of written notice from CPA. Contractor shall refund any monies erroneously charged. Contractor shall have an opportunity to review and respond to or refute any report or summary of audit findings and shall promptly refund any overpayments made by CPA based on undisputed audit findings.

21. Conflict of Interest

- a. No CPA employee whose position with the CPA enables such employee to influence the award of this Agreement or any competing Agreement, and no spouse or economic dependent of such employee, shall be employed in any capacity by the contractor or have any other direct or indirect financial interest in this Agreement. No officer or employee of the Contractor who may financially benefit from the performance of work hereunder shall in any way participate in the CPA's approval, or ongoing evaluation, of such work, or in any way attempt to unlawfully influence the CPA's approval or ongoing evaluation of such work.
- b. Contractor shall comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter to be enacted during the term of this Agreement. The Contractor warrants that it is not now aware of any facts that create a conflict of interest. If the Contractor hereafter becomes aware of any facts that might reasonably be expected to create a conflict of interest, it shall immediately make full written disclosure of such facts to CPA. Full written disclosure shall include, but is not limited to, identification of all persons implicated and a complete description of all relevant circumstances. Failure to comply with the provisions of this paragraph shall be a material breach of this Agreement.

22. Publicity

Contractor shall not issue a press release or any public statement regarding the Agreement,

Services contemplated by this Agreement, or any other related transaction unless CPA has agreed in writing the contents of any such public statement.

23. Governing Law, Jurisdiction, and Venue

This Agreement shall be governed by, and construed in accordance with, the laws of the State of California. The Contractor agrees and consents to the exclusive jurisdiction of the courts of the State of California for all purposes regarding this Agreement and further agrees and consents that venue of any action brought hereunder shall be exclusively in the County of Los Angeles.

24. Amendments

None of the terms and conditions of this Agreement may be changed, waived, modified or varied in any manner whatsoever unless in writing duly signed by the Parties.

25. Severability

Should any provision of this Agreement be held invalid or unenforceable by a court of competent jurisdiction, such invalidity will not invalidate the whole of this Agreement, but rather, the remainder of the Agreement which can be given effect without the invalid provisions, will continue in full force and effect and will in no way be impaired or invalidated.

26. Complete Agreement

This Agreement constitutes the entire Agreement between the parties. No modification or amendment shall be valid unless made in writing and signed by each party. Failure of either party to enforce any provision or provisions of this Agreement will not waive any enforcement of any continuing breach of the same provision or provisions or any breach of any provision or provisions of this Agreement.

27. Counterparts

This Agreement may be executed in one or more counterparts, including facsimile(s), emails, or electronic signatures, each of which shall be deemed an original and all of which together will constitute one and the same instrument

IN WITNESS WHEREOF, the parties have executed this Agreement on the date first above written.

[Name of contractor].

Clean Power Alliance of Southern California

By: [Name]

By: Theodore Bardacke

Title: [Fill in]

Title: Chief Executive Officer

ATTACHMENT E

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Government Code Section 84308

In accordance with California law, bidders and contracting parties are required to disclose, at the time a proposal is submitted or pre-qualified provider receives a Task Order solicitation, information relating to any campaign contributions made to Clean Power Alliance of Southern California's (CPA) Regular or Alternate Directors, including: the name of the party making the contribution (which includes any parent, subsidiary or otherwise related business entity, as defined below), the amount of the contribution, and the date the contribution was made. 2 Cal. Code of Regs. (C.C.R.) §18438.8(b).

California law prohibits a party, participant, or an agent, from making campaign contributions to a CPA Director of more than \$250 while their contract is pending before the CPA Board; and **further prohibits a campaign contribution from being made for three (3) months following the date of the final decision by the CPA Board.** Gov't Code §84308(d).

For purposes of reaching the \$250 limit, the campaign contributions of the bidder or contractor plus contributions by its parents, affiliates, and related companies of the contractor or bidder are added together. 2 C.C.R. §18438.5.

In addition, a CPA Director must abstain from voting on a contract or permit if they have received a campaign contribution from a party or participant to the proceeding, or agent, totaling more than \$250 in the 12-month period prior to the consideration of the item by the CPA Board. Gov't Code §84308(c).

The names of the Regular and Alternate Directors and their member agency is attached hereto as Attachment 1.

* * * * *

Every bidder or contractor must disclose as follows:

Section 1

Bidder/Contractor (Legal Name)_____.

List any parent, subsidiaries, or otherwise affiliated business entities of Contractor (See definitions in 2 C.C.R.. §18703.1(d)):

*Attach additional pages, if necessary

Section 2

Has Contractor or Bidder (identified in Section 1) and/or any parent, subsidiary, or affiliated company, or agent thereof, made a campaign contribution(s) totaling \$250 or more in the aggregate to a Director of CPA's Board in the 12 months preceding the date of execution of this disclosure?

Yes

No

If YES, proceed to Section 3 and complete. Then, sign and date under Section 4. If NO, proceed to Section 4.

Section 3

Regular/Alternate Director	Amount of Contribution	Date of Contribution

*Attach additional pages, if necessary

Section 4

I, _____, [print name] am authorized to sign this disclosure on behalf of the Contractor/Bidder identified in Section 1. I acknowledge and understand Government Code Section 84308 requirements. I declare the foregoing disclosures to be true and correct.

TITLE: _____

SIGNATURE: _____

DISCLOSURE DATE: _____

The following individuals listed are elected officials who serve on Clean Power Alliance's Board of Directors as either Regular or Alternate Directors. Non-elected alternate directors are not included, unless they are campaigning for elected office.

REGULAR DIRECTORS

Member Agency	Regular Directors	Title
1. Agoura Hills	Deborah Klein Lopez	Councilmember
2. Alhambra	Jeff Maloney	Councilmember
3. Arcadia	Michael Cao	Councilmember
4. Beverly Hills	Julian Gold	Councilmember
5. Calabasas	David Shapiro	Councilmember
6. Camarillo	Susan Santangelo	Councilmember
7. Carson	Cedric Hicks	Councilmember
8. Claremont	Corey Calaycay	Councilmember
9. Culver City	Albert Vera	Mayor
10. Downey	Mario Trujillo	Councilmember
11. Hawaiian Gardens	Maria Teresa Del Rio	Councilmember
12. Hawthorne	Alex Monteiro	Councilmember
13. Hermosa Beach	Justin Massey	Councilmember
14. Los Angeles County	Lindsey Horvath	Supervisor, 3 rd District
15. Malibu	Marianne Riggins	Councilmember
16. Manhattan Beach	Amy Howorth	Councilmember
17. Monrovia	VACANT	
18. Moorpark	Renee Delgado	Councilmember
19. Ojai	Betsy Six	Mayor
20. Oxnard	Bert Perello	Councilmember
21. Paramount	Vilma Cuellar Stallings	Councilmember
22. Redondo Beach	Paige Kaluderovic	
23. Rolling Hills Estates	Debby Stegura	Councilmember
24. Santa Monica	Gleam Davis	Councilmember
25. Santa Paula	Jenny Crosswhite	Councilmember
26. Sierra Madre	Robert Parkhurst	Councilmember
27. Simi Valley	Rocky Rhodes	Councilmember
28. South Pasadena	Jon Primuth	Councilmember
29. Temple City	Fernando Vizcarra	Councilmember
30. Thousand Oaks	David Newman	Councilmember
31. City of Ventura	Liz Campos	Councilmember
32. Ventura County	Vianey Lopez	Supervisor, 5 th District
33. West Hollywood	John Erickson	Councilmember
34. Westlake Village	Ned Davis	Councilmember
35. Whittier	Fernando Dutra	Councilmember

ALTERNATE DIRECTOR(S)

County/City	Alternate Director(s)	Title
1. Agoura Hills	Illece Buckley Weber	Councilmember
2. Alhambra	Sasha Renee Perez	Councilmember
3. Arcadia		
4. Beverly Hills	VACANT	
5. Calabasas	Ed Albrecht	Councilmember
6. Camarillo	Martita Martinez-Bravo Tony Trembley	Councilmember Councilmember
7. Carson	Jim Dear	Councilmember
8. Claremont	Jennifer Stark	Councilmember
9. Culver City	Yasmine-Imani McMorrin	Councilmember
10. Downey	Tim Horn	Councilmember
11. Hawaiian Gardens		
12. Hawthorne		
13. Hermosa Beach		
14. Los Angeles County		
15. Malibu	Steve Uhring	Councilmember
16. Manhattan Beach	David Lesser	Councilmember
17. Monrovia		
18. Moorpark		
19. Ojai		
20. Oxnard		
21. Paramount	Isabel Aguayo	Councilmember
22. Redondo Beach	Todd Lowenstein	Councilmember
23. Rolling Hills Estates	Frank Zerunyan	Councilmember
24. Santa Monica		
25. Santa Paula		
26. Sierra Madre		
27. Simi Valley	Fred Thomas	Councilmember
28. South Pasadena		
29. Temple City	William Man Tom Chavez	Councilmember
30. Thousand Oaks		
31. City of Ventura	Mike Johnson	Councilmember
32. Ventura County	Janice Parvin	Supervisor, 4 th District
33. West Hollywood	Chelsea Byers	Councilmember
34. Westlake Village	Susan McSweeney	Councilmember
35. Whittier	Octavio Martinez	Councilmember