



## REQUEST FOR PROPOSALS (RFP)

### FOR

## MULTIFAMILY ELECTRIC VEHICLE CHARGING PROGRAM

### 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 a full range of technical and administration services to implement a multifamily electric vehicle (“EV”) charging program (the “Program”) that provides property owner outreach and engagement, technical assistance, and rebates to multifamily properties to support the installation of EV chargers within CPA’s service territory.

### 2. PROJECT BACKGROUND

CPA is a Community Choice Aggregator (“CCA”) program, established as a Joint Powers Authority, made up of 38 local agencies across Los Angeles and Ventura Counties (CPA’s member agencies are set forth in Attachment E). 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.

CPA is committed to promoting access to electric vehicles by removing traditional barriers to adoption. Lack of reliable home charging is a significant barrier to vehicle adoption, particularly for residents of multifamily properties. In order to install charging at multifamily properties, property managers or owners must have the funds and technical knowledge to assess their site, review options, and implement the best solution. Many properties lack both the expertise and the budget to complete these installations. Deed restricted and low-income properties face additional challenges in installing EV chargers, further restricting access to chargers for a large number of CPA’s customers.

This Program is seeking experienced Proposers with deep multifamily experience to provide multifamily residential buildings (consisting of two (2) or more attached units) within CPA’s service territory with outreach and continued engagement to support their evaluation and installation of EV chargers. The selected Proposer will be responsible for providing a turn-key solution to target, screen, enroll and support these customers through the process. This will include a tiered approach to technical assistance, offering virtual tools and remote or online resources to smaller properties and comprehensive assessments to larger properties with demonstrated capacity to progress to installation

of charging infrastructure. The selected Proposer will also be responsible for rebate management, including creating an application process, verifying eligibility for the site and solutions(s), issuing rebates, and tracking and reporting. The Program will provide rebates for the installation of low-powered smart charging outlets, including level one charging (“L1”) and level two charging (“L2”) infrastructure as well as additional measures that support the installation of EV charging, such as panel upgrades and makeready infrastructure. Rebate levels and measures may change over time at the discretion of CPA.

### 2.1. Program Goals

The Program aims to enable the transition to electric transportation within the CPA service territory by supporting current and future EV drivers who reside in multifamily properties by providing technical assistance and rebates to eligible properties for the installation of outlets and chargers.

### 2.2. Program Budget and Engagement Targets

There are approximately 21,000 multifamily buildings within CPA’s service territory. CPA expects to implement EV charging at a minimum of forty-five (45) properties over three (3) years and provide forty-five (45) properties with virtual or in-person technical assistance (“TA”). It is assumed that some properties will receive rebates without TA and some properties will receive TA without following through to implementation, with approximately thirty (30) of the forty-five (45) properties receiving both. CPA intends to support the installation of a minimum of 550 ports (excluding makeready) at the participating properties.

CPA is targeting that a minimum of thirty percent (30%) of the participating properties will meet equity eligibility requirements (the “Equity Eligibility Requirement”), which would qualify applicants for higher rebates (see “Equity” column in Table 1 below). CPA proposes defining the Equity Rebate Requirement as either (1) at least two-thirds (2/3) of tenants at a property are enrolled in either the California Alternate Rates for Energy (“CARE”) and/or Family Electric Rate Assistance Program (“FERA”), or (2) at least two-thirds (2/3) of the units in a multifamily property are designated as affordable housing units by Los Angeles County or Ventura County (collectively “Deed-Restricted Affordable Housing”). Rebate structures, eligibility, and targets may be adjusted over time at CPA’s discretion and with input from the selected Proposer.

<b>Table 1: Draft Rebate Values</b>		
<b>Measure</b>	<b>Market Rate</b>	<b>Equity</b>
L1 & L2 Smart Outlet	\$2,250	\$2,750
L2 EVSE	\$7,000	\$8,500
Panel Upgrade (per panel)*	\$3,500	\$4,200
Makeready (per port)*	\$800	\$960

\*Rebates for a panel upgrade and makeready infrastructure can only be issued in conjunction with EV charging measures. Makeready rebates will be capped at a percentage of total rebates per property.

### **3. QUALIFICATIONS AND EXPERIENCE**

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

- Proposer must have applicable qualifications and experience with developing and implementing technical assistance programs that analyze and recommend EV charging technologies at multifamily properties (including L1 and L2 outlets, and L2 chargers).
- Proposer must have applicable qualifications and experience with developing and implementing transportation electrification rebate programs at multifamily properties on behalf of CCAs, municipalities, or electric utilities.
- Proposer must have experience validating and issuing rebates, preferably associated with EV charging installations.
- Proposer must have expertise and relationships in the multifamily market and experience with affordable housing. Experience within the multifamily market in Southern California is preferred.
- Proposer must have technical experience needed to integrate application programming interfaces (“API”), build webforms, and manage customer data following CPA’s specifications.

### **4. SCOPE OF SERVICES**

#### **4.1. Scope of Work**

A detailed description of the Scope of Work for Multifamily Electric Vehicle Charging Program Services is contained in Attachment A (“Contemplated Scope of Services”).

#### **4.2. Term of Work**

Services under this RFP are expected to commence on September 7, 2026, and continue until September 6, 2029 (“Initial Term”). At the end of the Initial Term, the Parties may renew the Agreement for two (2) successive one (1) year terms for a maximum of two (2) additional 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.** Proposer(s) should provide a pricing matrix that follows the format set forth in Attachment F. The pricing matrix should align with the scope set forth in Attachment A, including pricing for each tier of TA.

## **6. RFP PROCESS**

### **6.1. RFP Schedule**

The timetable for this RFP is as follows:

<b>Description</b>	<b>Date</b>
Release of RFP	April 14, 2026
Deadline for Written Questions	April 21, 2026
Responses to Questions Provided	April 30, 2026
RFP Proposals Due	May 28, 2026 <b>(by 4:00 p.m. Pacific Time)</b>
Evaluation of Proposals	May 28 – June 19, 2026
Interviews (if needed)	June 22 – July 10, 2026
Notice of Intent to Award Contract Provided	July 13, 2026
Contract Negotiations	July 13 - August 14, 2026
Last Day to Submit Notice of Intent to Protest	August 18, 2026
Last Day to Protest	August 21, 2026
CPA Response to Protest	August 28, 2026
Anticipated Presentation to the Board for Approval and Execution of Contract	September 3, 2026
Anticipated Commencement of Work	September 7, 2026

### **6.2. Proposer Questions and CPA Responses**

Potential proposers may submit questions regarding this RFP by sending an email to [contracting@cleanpoweralliance.org](mailto:contracting@cleanpoweralliance.org) with a copy to [sstone@cleanpoweralliance.org](mailto:sstone@cleanpoweralliance.org). All questions must be received by 4:00pm (Pacific Time) on April 21, 2026. 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 30, 2026.

If a proposer has questions about the RFP Solicitation process, including any instructions or requirements, the Proposer must raise these questions through this Questions and Response process. Any failure by a Proposer to raise any concern relating to the solicitation process or requirements through this Questions and Responses process, shall be deemed a waiver of the Proposer’s right to protest any decision for contract award relating to any aspect of the RFP Solicitation’s process, or requirement.

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](mailto:contracting@cleanpoweralliance.org) by 4:00 pm on May 28, 2026. Please include "PROPOSAL FOR MULTIFAMILY ELECTRIC VEHICLE CHARGING PROGRAM 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:

Proposal Evaluation Criteria		
Proposal Evaluation Criteria	Proposal Criteria Weight	Final Score Weight
Proposer’s qualifications and experience, including references (see Section 3).	40%	50%*
Proposer’s ability to provide the Contemplated Scope of Services identified in <b>Attachment A</b> .	40%	
Proposer’s Pricing (see Section 5)	20%	

The Proposal Evaluation Criteria scoring will determine which Proposers are selected for interviews, if interviews are conducted.
*If CPA conducts interviews; in the event that CPA does not conduct interviews, the Proposal Evaluation Criteria will account for 100% of the final score.

<b>Interview Evaluation Criteria (If Applicable)</b>		
<b>Interview Evaluation Criteria</b>	<b>Interview Criteria Weight</b>	<b>Final Score Weight</b>
Proposer’s qualifications and experience (see Section 3).	40%	50%*
Proposer’s ability to provide the Contemplated Scope of Services identified in <b>Attachment A</b> .	60%	
*If CPA conducts interviews; in the event that CPA does not conduct interviews, the Proposal Evaluation Criteria will account for 100% of the final score.		

**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 at CPA’s sole discretion, 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 qualifications, experience, ability to provide required 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, at its sole discretion, to request a ‘best and final offer’ (“BAFO”) after it evaluates the proposals and to re-evaluate or re-score based on the BAFO or interviews (if any).

CPA reserves the right not to convene interviews or discussions, and to make an award on the basis of initial proposals received. References will be contacted during 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, or cancel all or part the RFP. 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.

**6.6. Protest Process**

Any Proposer who wishes to submit a written protest must notify CPA by no later than August 18, 2026, by no later than 5:00 p.m. (Pacific Time) of its intent to protest the award. The notice of intent to protest must be e-mailed to [contracting@cleanpoweralliance.org](mailto:contracting@cleanpoweralliance.org). Any failure to submit an intent to protest constitutes a waiver of Proposer's right to submit a written protest.

If a notice of intent to protest has been timely submitted, then a full and complete written protest must be submitted by no later than 9:00 a.m. (Pacific Time) on August 21, 2026, unless this date is further amended through an Addendum. Any written protest must contain a full and complete statement specifying in detail the grounds of the protest and the facts in support thereof. The written protest must be e-mailed to [contracting@cleanpoweralliance.org](mailto:contracting@cleanpoweralliance.org).

If CPA's Board of Directors ("Board") is the final approval authority for any contract(s) awarded from this RFP, you may also give a public comment when the item is scheduled before the Board. If you want to give a public comment, please contact CPA's Board Clerk prior to the meeting at [clerk@cleanpoweralliance.org](mailto:clerk@cleanpoweralliance.org).

## **7. PROPOSAL REQUIREMENTS**

### **7.1. Proposals shall include the following components:**

- 7.1.1. 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.
- 7.1.2. 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:
  - 7.1.2.1. 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.
  - 7.1.2.2. A list of subcontractors, if any, and their respective roles and responsibilities separated by task.
  - 7.1.2.3. 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.

7.1.2.4. If a teaming arrangement is being proposed, teaming partner or subcontractor costs should be broken out separately.

7.1.3. Proposer's completed pricing matrix as set forth in Attachment F.

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 or Data Protection Requirements. See **Attachments C and 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 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 may issue an addendum, at any time, and based on its sole discretion. 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"). Any responses submitted in response to this RFP 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" in submitting its proposal to CPA. CPA retains and therefore, reserves the right to determine whether the marked areas or documents are subject to an exemption within the CPRA and may, at its sole discretion, disclose records without redaction. **CPA shall not, in any way, be liable 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 documents, information, books, workpapers, contents and/or other submitted marked as "Confidential", "Trade Secrets", or "Proprietary" and CPA is required to release Confidential Information, it shall notify the Proposer of the required disclosure, such that the Proposer may attempt (if it so chooses), at its sole cost, to cause the recipient of the Confidential Information to treat such information in a confidential manner, and/or to prevent such information from being disclosed or otherwise becoming part of the public domain. By submitting a proposal, Proposer agrees to defend, hold harmless, and indemnify CPA, its directors, officers, employees, and agents from all costs and expenses, including reasonable attorneys' fees, incurred in connection with any action, proceedings, or liability arising in connection a Proposer's actions to treat its information in a confidential manner.**

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.

CPA does not intend to disclose any part of any proposal before it completes its contract negotiations with the recommended Proposer, on the grounds that there is a substantial public interest in not disclosing proposals during the evaluation or contract negotiation process.

## **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/public-documents/administrative-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](mailto:contracting@cleanpoweralliance.org) with a copy to [sstone@cleanpoweralliance.org](mailto:sstone@cleanpoweralliance.org).

## **ATTACHMENTS**

**Attachment A** – Scope of Services

**Attachment B** – Prospective Contractor References

**Attachment C** – CPA Sample Contract

**Attachment D** – Data Protection Requirements

**Attachment E** – Campaign Contribution Form (Government Code 84308)

**Attachment F** – Pricing Matrix Template

**ATTACHMENT A**  
**SCOPE OF SERVICES**

The principal responsibility of the selected Proposer(s) is to provide a full range of technical and administration services to implement a multifamily electric vehicle (“EV”) charging program (the “Program”) that provides property owner outreach and engagement, technical assistance, and rebates to multifamily properties to support the installation of EV chargers within CPA’s service territory. The Services shall include, but are not limited to, the following:

**Task #1: Program Start Up**

The selected Proposer shall support Program start up and development, including the development of the Program implementation plan and other documents, systems, and processes needed to implement the Program.

1. Program start up.
  - 1.1. Develop a Program implementation plan (the “Implementation Plan”). In collaboration with CPA, develop a strategy document that describes the outreach and implementation approach, key roles, timelines, reporting requirements, and anticipated results for the Program. This document will describe the strategy to reach CPA’s EV port implementation, project, and equity goals. The Implementation Plan will describe the full approach to Program implementation and operations, including the technical assistance application, the rebate application, and rebate payout process. The Implementation Plan will include the following:
    - 1.1.1. Describe a tiered approach to providing technical assistance, where limited technical tasks are performed for eligible applicants until they have been validated as likely to proceed with implementation. This will include a process to screen customers for major implementation concerns (e.g., lack of grid capacity) and likelihood of installing ports, and other items determined in coordination with CPA staff. The Implementation Plan will include a data collection plan to ensure compliance with Program and reporting requirements.
    - 1.1.2. Finalize Program design in coordination with CPA staff. Review the Program details (such as rebate amounts, project caps, etc.) provided by CPA and work with CPA staff to understand CPA concerns and priorities in order to recommend best practices and finalize Program design, to be documented in the Implementation Plan.
    - 1.1.3. Finalize Program requirements, such as customer eligibility and equipment eligibility, and create a public-facing list of eligible equipment using existing resources where possible (such as EnergyStar).

- 1.1.4. In coordination with CPA staff, develop a process for evaluating technical assistance and rebate applications, and issuing and tracking rebate payments to customers.
- 1.1.5. Advise on best practices to ensure that Program projects adhere to applicable state, federal, and local laws and regulations, for example California Type Evaluation Program (“CTEP”) requirements. These recommendations will be incorporated into the Implementation Plan. This will ensure that any equipment or configuration recommendations provided through technical assistance meet applicable laws and regulations.
- 1.1.6. Determine the method of collecting project-level data as described in Task 3, Section 2.
- 1.2. Set up and configure a customer relationship management system (“CRM”) to manage all stages of the Program. The CRM will have the ability for CPA to view and export participant information directly, or the information will be integrated into the tracker, as described below in Task 1 Section 1.6.
- 1.3. Support CPA staff in developing Program documents and internal and external processes. This includes, but is not limited to, the following:
  - 1.3.1. In coordination with CPA staff, develop a technical assistance application form and procedure, as well as the rebate application form and procedure. This should include a streamlined process for technical assistance participants to request rebates for their project without completing a second application. Forms should include an option for a charging vendor to apply on behalf of a participating property. Application forms will be hosted on the CPA website and include an integrated application programming interface (“API”) for confirming customer status.
  - 1.3.2. Provide support for CPA’s website landing page, including but not limited to drafting text, advising on topics to include, sharing best practices and other support as reasonably requested by CPA.
  - 1.3.3. Create all required program documents: write a public-facing program guide for potential participants that includes all program requirements, create a frequently asked questions (“FAQ”) one pager, and all other forms and documents necessary to implement the Program.
  - 1.3.4. Provide technical advice to support the development of the Program’s participant agreement, including language to ensure Low Carbon Fuel Standard (“LCFS”) credits are assigned to CPA.
  - 1.3.5. Provide technical advice to CPA staff to support the development of marketing and outreach materials.
- 1.4. Develop presentation(s) templates for use with property owners, property managers, and charging vendors to inform them about the Program and its benefits. All materials will be reviewed and approved by CPA staff.

- 1.5. Develop templates for customer-facing deliverables that will be produced through Task 5, Technical Assistance, such as the site assessment and site design report. Templates may include one or more drafts.
- 1.6. Develop a Program tracker (the “Tracker”). The Tracker will document participant-level information, including outreach and participant conversion, application status for both technical assistance and rebate, participant progress through technical assistance services. The Tracker will also document project challenges, needs, as well as any other key metrics. The Tracker will also document overall Program budget and progress towards key metrics.

Task #1 Anticipated Deliverables:

1. Program Implementation Plan.
2. CRM configuration.
3. Program documents, processes and application forms.
  - 3.1. Rebate and technical assistance applications.
  - 3.2. Program guide, FAQs, and other necessary items.
4. Property owner, property manager, and charging vendor presentation templates.
5. Technical assistance deliverable templates.
6. Program Tracker.

Timeline for Task #1:

1. Work on the Implementation Plan will commence one (1) week after the contract execution and a first draft is expected within thirty (30) days. Final draft to be provided within fifteen (15) days of receiving feedback from CPA staff.
2. First drafts of all other documents and forms to be provided within sixty (60) days of contract execution, and final drafts to be provided within fifteen (15) days of receiving feedback from CPA Staff.

**Task #2: Resource Development**

Develop and maintain self-service and online resources that provide EV charging support to all interested parties, including, but not limited to, small properties that do not qualify for live technical assistance and those who are not interested in the Program’s live technical assistance offerings.

1. Develop externally facing resources and educational materials that will be publicly available on CPA’s website, utilizing CPA’s style guide. Resources should mirror the live technical assistance in terms of topic and scope and be comprised of both static resources and downloadable calculators or tools, as appropriate. Resources will include:
  - 1.1. Site assessment worksheet and/or calculator. This resource should take into account available load, existing and future load from EV charging ports,

parking lot style, and other relevant factors. It should also provide tips on how to collect this data and recommend charging types based on common results.

- 1.2. Description of charger types, applicability, and power management options. This resource should describe the types of chargers (low powered smart outlets and L2 chargers) and best use cases for each options, including for charging if the panel and or grid is at or near capacity, including best practices for managed charging and load sharing.
- 1.3. Project implementation best practices sheet. This resource should provide an overview of a general implementation process and timeline and how to select equipment and conduct a solicitation for equipment and installation contractors. It should also discuss best practices and requirements around permits, installation, and commissioning. This resource will include references to applicable laws and requirements, such as Americans with Disabilities Act (“ADA”) requirements.
- 1.4. Best practices for engaging tenants. This resource will include best practices for communicating to tenants about planned EV chargers and how they can utilize the chargers.
- 1.5. Cost calculator or worksheet. This resource will describe the factors that must be taken into account to calculate the cost to purchase and operate for the property owner, and how to determine a cost to consumer for the utilized electricity.
- 1.6. Summary of existing funding opportunities. This will provide information about rebates, incentives, and grants for EV charging installations at multifamily properties, including relevant dates, links, and available funds. This summary should be updated quarterly to reflect when funding becomes available or sunsets.
2. All customer-facing resources must be made available, at minimum, in English, Spanish and Simplified Chinese. In addition to digital formats, the selected Proposer will work with CPA staff to develop a paper-based application process to accommodate participants who may have limited internet access or low digital proficiency.

#### Task #2 Anticipated Deliverables:

1. Program Resources to be published online in English, Spanish, and Simplified Chinese.

#### Timeline for Task #2:

1. First drafts to be provided within thirty (30) days after completion of Task 1, and final drafts within fifteen (15) days of receiving feedback from CPA staff. Updates as requested to reflect changes in the program or market.
2. Summary of existing funding opportunities to be updated quarterly throughout the contract term.

### **Task #3: Program Administration**

Complete necessary steps to ensure program operations in alignment with the Scope of Services and Implementation Plan, including on-going meetings, project-level data collection, and reporting.

1. Coordination meetings.
  - 1.1. Hold weekly meetings with CPA to provide an update on activities, discuss project needs and timelines, report on key metrics, and discuss the Program budget using the Tracker. Provide an agenda in advance of each meeting and summary notes and action items within one (1) business day after the meeting. Meeting cadence may be adjusted based on the needs of the Program and with approval by CPA staff.
  - 1.2. Hold semi-annual review meetings with CPA staff to provide updates on key contractual and Program goals, discuss strategies to improve Program success and identify opportunities and risk to implementation. Provide an agenda one week in advance of each meeting and summary notes and action items within one (1) business day after the meeting.
2. Project data collection. Collect data required to implement Program as defined in the Implementation Plan. Track and record information on installation progress and post-installation data. The following information will be tracked and reported:
  - 2.1. Key milestones and duration of project development and installation activities.
  - 2.2. Equipment and technology installed, include installer, costs, and other funding sources utilized.
  - 2.3. Information required for CPA to collect LCFS credits.
  - 2.4. Charger uptime and utilization data.
3. Manage and maintain all Program data in accordance with CPA's Privacy Policy and the requirements set forth in CPUC Decision D. 12-08-045.
4. Program reporting.
  - 4.1. Annual reports. Provide a report to review annual progress at the end of each contract year; which shall be each annual anniversary of the execution date of the contract. The annual report shall include:
    - 4.1.1. An executive summary.
    - 4.1.2. Major accomplishments to date and progress to goals.
    - 4.1.3. Lessons learned and recommendations for improvement.
    - 4.1.4. Installed ports reporting. Provide reporting on types of ports installed, total kilowatt ("kW") installed, uptime and utilization data of Program-supported charging and provide a written summary describing findings.
    - 4.1.5. Other topics to be determined in collaboration with CPA staff.
  - 4.2. Final report. Provide a final report and presentation of Program achievements and impacts for public use. This will include projects that used

Proposer's services and those that did not. The report format will include an executive summary, challenges encountered, lessons learned, best practices, summary of total Program cost and impacts, and key performance indicators utilized in annual reports. A final outline of topics to include will be developed in coordination with CPA staff.

Task #3 Anticipated Deliverables:

1. Participation in coordination meetings and semi-annual review meetings.
  - 1.1. Meeting agendas and notes.
2. Data to be integrated into annual and final reports.
3. Annual and final Reports, with an outline and at least one (1) draft each.

Timeline for Task #3:

1. Coordination meetings will be held weekly beginning after contract execution and semi-annual review meetings will be held twice per contract year, or as determined by mutual agreement. Proposer will provide an agenda one (1) week in advance of each meeting and summary notes and action items within one (1) business day after the meeting.
2. Project-level data tracking will be incorporated into the annual and final reports, though a summary may be requested at an earlier interval.
3. Annual report will be due within fifteen (15) business days of the end of the contract year, or as mutually determined. Final report and presentation materials will be provided within fifteen (15) business days of the end of the Program. All reports will include an outline for review by CPA staff and at least one (1) draft.

**Task #4: Program Outreach**

Utilizing the strategy developed in the Implementation Plan, engage in ongoing outreach to prospective participants. Provide a single point of contact ("POC") to support engagement and maintain awareness of other multifamily programs at CPA. It is expected that the outreach strategy will be refined as the Program progresses to maintain progress towards Program goals.

1. Property manager, property owner, and charging vendor outreach. Utilize Proposer's existing relationships and databases of prospective participants (such as Costar) to undertake proactive outreach to encourage program participation.
  - 1.1. Engage prospective applicants both in-person or virtually using culturally and linguistically appropriate approaches designed to reflect the communities served with the intent to onboard them into the Program, supporting participants who need technical assistance and those that seek only rebates.
  - 1.2. Engage with vendors who may apply on behalf of properties.
  - 1.3. Provide presentations to associations, property managers, owners, and other potential participants to educate them about the program and its benefits.

- 1.4. Education and outreach should be provided in English, Spanish, and simplified Chinese.
2. Summarize Program outreach and results in the Tracker, utilizing the CRM as necessary. Outreach summaries will track the potential participant's name, key contacts, potential site address (or portfolio of sites) associated with the potential participant, relevant dates, summary of activities, next steps, and whether or not an application has been submitted.
3. Provide a single POC to support inquiries with a response time of one (1) business day or less via dedicated email address or phone number. POC should be able to provide support and answer questions in English, Spanish and simplified Chinese. All engagements should be tracked and summarized in the Tracker.
  - 3.1. POC must be a live human providing responses, not an artificial intelligence ("AI") response generator.
  - 3.2. Provide a list of potential questions that they expect to be received by the POC (Task 4, Section3) and draft planned responses, to be reviewed and revised by CPA staff. This is to ensure alignment with CPA on the general approach to questions that are likely to be received.
  - 3.3. Inquiries and responses will be documented in the Tracker.
4. Maintain an awareness of other multifamily-focused offerings. This includes external programs that potential participants can use to support their project and multifamily programs at CPA.
  - 4.1. Maintain an awareness of existing EV charging programs that are relevant to the multifamily sector in order to share the opportunities with prospective participants where appropriate. Be prepared to answer questions about the relative pros and cons of different programs and make recommendations based on the prospective participant's needs.
  - 4.2. CPA will have other multifamily-focused offerings. Maintain awareness of active multifamily programs and initiate cross promotion and customer hand-offs with CPA staff as needed. This can include funneling projects to the other program as appropriate and working with CPA staff to coordinate work at a property that is participating in both programs.

Task #4 Anticipated Deliverables:

1. Property manager, property owner, and charging vendor outreach.
2. Program outreach summaries.
3. POC services.
  - 3.1. Draft Q&A document
4. Cross promotion and customer hand-offs or existing multifamily EV charging programs and coordination with CPA on relevant CPA programs.

Timeline for Task #4:

1. Outreach will be ongoing beginning after completion of program setup and resource development (Tasks 1 & 2). This constitutes the launch of the program.
2. Program outreach summaries will be delivered weekly, to be included in the Tracker.
3. POC will be made available at program launch and continue through the duration of the Program.
4. Cross promotion and customer hand-offs to other multifamily EV charging programs and coordination with CPA on internal programs from program launch shall continue throughout the duration of the Program.

### **Task #5: Technical Assistance**

Receive and evaluate applications for technical assistance, and screen for appropriate technical assistance level. Provide technical assistance that supports customers in evaluating EV charging options and costs for their site in order to drive adoption of this technology within the multifamily segment, with a specific focus on low power and power management opportunities. Provide a tiered approach to technical assistance to manage costs and level of effort to maximize the number of properties served.

1. Manage the application process. Receive, review and manage all applications for technical assistance in accordance with the process set forth in the Implementation Plan (Task 1, Section 3).
  - 1.1. Proposer will receive and review applications as they arrive for evaluation
  - 1.2. Evaluate the eligibility of the applicant to ensure that the applicant and the project are eligible and that the application meets all programmatic requirements as defined in the Implementation Plan.
  - 1.3. Coordinate with CPA staff to screen for customer status, which will involve inputting information into CPA's API to check customer status and coordinating with CPA to determine a path forward if the API results are inconclusive. The API should be integrated within the application.
  - 1.4. Determine if the participant's site is eligible for technical assistance (site with more than ten (10) parking spaces).
  - 1.5. Discuss issues as they arise with CPA and engage with applicants as needed to resolve. Issues may include unclear or incomplete information etc.
  - 1.6. Communicate results of the application to the applicant and track status in the Tracker.
2. Conduct participant screening. For eligible technical assistance applications, determine the appropriate level of live technical assistance for the project, if any. Screening will include the following:
  - 2.1. Screen for likelihood of project implementation. This will include an assessment of their intent to install chargers, a high-level assessment of

- major roadblocks to installation (e.g., lack of grid capacity), and any other processes as described in the Implementation Plan.
- 2.2. Other criteria to be determined by CPA staff.
  3. Provide a tiered approach to technical assistance, as described in the Implementation Plan, reserving highest cost services for eligible participants that are most likely to install ports and the ability to upgrade support if the project requires.
    - 3.1. Base-tier technical assistance should include remote site assessment, a limited site design report, occasional check-ins, and other limited services as recommended by the selected Proposer.
    - 3.2. Comprehensive technical assistance should include all of the elements below. Technical assistance should be provided in English, Spanish and Simplified Chinese.
  4. Comprehensive technical assistance tasks will include the following:
    - 4.1. Assigned point of contact for each participant, with a turnaround time of one (1) business day or less for all questions. This point of contact will provide all communications and deliverables from the selected Proposer to the assigned participant on behalf of this Program.
    - 4.2. Coordination meetings with the participants, at a frequency appropriate for the project and level of technical assistance, as agreed upon by CPA.
    - 4.3. Site assessment, either virtual or in person as appropriate. This will assess the existing parking, available capacity, existing electrical layout, and general feasibility of installing charging. Produce a summary document that describes the above and recommend whether a site design report should be pursued.
    - 4.4. Site design report. Prepare a report for eligible participants that describes the site's opportunities, constraints, costs, and recommends a charging type and layout. Provide two (2) to three (3) scenarios that include a high-level cost estimate, timeline estimate, charging power and port number, including a mix of low-powered outlets and L2 chargers if appropriate. The report should incorporate:
      - 4.4.1. An assessment of available capacity, with recommendations based on the best use of available capacity. Note the need for upgrades where alternatives are not available, and associated costs and requirements. Describe options for charging if the panel and/or grid is at/near capacity, including best practices for managed charging and load sharing.
      - 4.4.2. An estimate of maximum power demand and cumulative added load per month.
      - 4.4.3. The financial summary for each scenario should include a breakdown of equipment and installation costs, and a description of relevant rebate and grant programs.
      - 4.4.4. Include a high-level layout recommendation, supported by diagrams if needed.

- 4.4.5. An overview of ongoing operations and maintenance needs to serve as a resource for the participant.
- 4.5. Support participant's request to Southern California Edison ("SCE") for utility-side upgrades, if needed.
  - 4.5.1. Attend meetings with participants and SCE and provide technical write-ups for applications. Coordinate with SCE staff, project staff, and CPA to submit documentation required for SCE application and to schedule meetings.
- 4.6. Engineering site design documents. Provide engineering site design documents for one of the scenarios recommended in the site design report that participants can use in a public bid to hire vendors for installation services. These documents will include but are not limited to:
  - 4.6.1. Basis of design.
  - 4.6.2. Project summary and description.
  - 4.6.3. Engineering requirements and performance specifications.
  - 4.6.4. Identification of ADA compliant EV stalls, if required.
  - 4.6.5. Considerations for grading, if required.
  - 4.6.6. Equipment specifications
  - 4.6.7. Other documents, as required by participants, to bid these charging station installation projects or receive permits.
  - 4.6.8. Schematic design document.
  - 4.6.9. Architectural renderings (as built) of the parking areas and other facilities, as relevant.
  - 4.6.10. Electrical single-line diagrams.
  - 4.6.11. Trenching and/or conduit routes.
  - 4.6.12. Panel schedules, if required.
  - 4.6.13. Other documents, as required by participants, to bid these charging station installation projects or receive permits.
- 4.7. Receive a notice to proceed from the participant for each step of the technical assistance, including prior to starting the site assessment, site design report, and engineering site design documents.
- 5. All technical assistance deliverables will undergo a review by CPA staff prior to delivery to participant.

Task #5 Anticipated Deliverables:

- 1. Reviewed applications, to be documented in the Tracker.
- 2. Implementation of technical assistance, which includes the following deliverables:
  - 2.1. Coordination meetings with participants.
  - 2.2. Site assessment summary.
  - 2.3. Site design report.
  - 2.4. Technical write-ups for SCE applications.
  - 2.5. Engineering site design documents.

### Timeline for Task #5:

1. Applicant eligibility should be evaluated as they are received, with a determination of eligibility made within two (2) business days of receipt of application. Application status will be updated in the Tracker when a determination is made.
  - 1.1. CPA will be informed of application status once a week during the coordination meetings (Task 3, Section 1), after which the applicants will be notified of their status
2. Technical assistance will commence as soon as it is requested by an eligible participant and will follow the following schedule:
  - 2.1. Site assessment summary will be completed within one (1) month of engaging the participant.
  - 2.2. Site design report will be completed two (2) weeks of receiving the notice to proceed after presenting the site assessment summary.
  - 2.3. Technical write-ups for SCE applications will be provided as needed.
  - 2.4. Engineering site design documents will be provided within fifteen (15) business days of receiving notice to proceed from a participant after presenting the site recommendation report.
3. All deliverables will be shared with CPA staff for review one (1) week prior to the participant deadline noted above.

### **Task #6: Rebate Administration**

The selected Proposer will receive rebate applications via online webform, validate application eligibility and issue rebates on behalf of CPA.

1. Evaluate and manage rebate applications from all applicants, including those who did not participate in technical assistance.
  - 1.1. Verify the eligibility of the applicant to ensure that the participant and the project are eligible and that it meets all programmatic requirements as defined in the Implementation Plan (Task 1, Section 3), including verifying that the equipment has been installed.
  - 1.2. Coordinate with CPA staff to screen for customer status, according to the process set forth in the Implementation Plan (Task 1, Section 3), by inputting customer information into CPA's API to check customer status and coordinating with CPA to determine a path forward if the API results are inconclusive.
  - 1.3. Track application status in the Tracker and inform CPA of issues as they arise. Rebate application summaries and key updates to be provided in the coordination meetings (Task 3, Section 1).
2. Hold CPA funds in an escrow account in order to issue rebates to approved payees.

- 2.1. Develop and implement process for issuing rebates, with the internal capability to send rebate payments to eligible participants, either by electronic transfer or check.
- 3. Issue rebates on behalf of CPA to eligible applicants.
  - 3.1. Collect all necessary information from approved payees in order to process rebate payments.
  - 3.2. Provide a list of eligible rebate applications to CPA staff on a weekly basis for approval to issue payment. CPA staff will determine if the eligible applicants qualify for the additional equity rebate.
  - 3.3. Communicate with participants regarding the status of their rebate application, and work to resolve issues that arise.
  - 3.4. Disburse customer payments to eligible CPA customers.
  - 3.5. Track the issued payment and verify that payment has been accepted by the applicant.
  - 3.6. Manage and resolve any participant questions regarding the rebate issuance.

**Task #6 Anticipated Deliverables:**

- 1. Tracking status of rebate applications in the Tracker, with summaries provided at coordination meetings.
- 2. Escrow account to hold rebate funds.
- 3. Send rebate payments to eligible participants and respond to participant questions.

**Timeline for Task #6:**

- 1. Applications will be evaluated as they are received, with a determination of eligibility made within two (2) business days of receipt of application.
- 2. CPA will prepay funds to the selected Proposer prior to the Program launch.
- 3. Rebate payments must be sent out within two (2) business days of receiving approval from CPA.

**Task #7: Program Close out or Transition Services**

Perform the following close out or transition services:

- 1. Program closeout.
  - 1.1. If required by CPA, develop and deliver a program close out plan that documents the steps to close out the program, in coordination with CPA staff.
  - 1.2. Undertake program closeout activities.
- 2. Transition plan.
  - 2.1. If required by CPA, develop and deliver a transition plan that documents the steps to transition to a new implementation provider, if applicable.
  - 2.2. Undertake program transition activities as described in the transition plan, which will include, but are not limited to, the following:

- 2.2.1. Transfer all CPA owned materials in a form usable by CPA or the new implementation provider with the exception of any customer data not permitted to be transferred to CPA under applicable law and regulation.
- 2.2.2. If needed, release all registered CPA customers for transition to new implementation provider
- 2.2.3. Support transition, as may be reasonably directed by CPA, to new implementation provider
- 2.2.4. Cooperate in a commercially reasonable manner with all parties involved in transition.

Task #7 Anticipated Deliverables:

1. Close out or transition plan.
2. Close out or transition services.

Timeline for Task #7:

1. Program close out plan will be requested no later than 120 days prior to the termination of the contract
  - 1.1. Close out plan will be provided ninety (90) days prior to expiration of termination of the contract.
  - 1.2. Close out services will be provided beginning ninety (90) days prior to expiration of termination of the contract.
2. The transition plan will be requested by CPA no later than 120 days prior to the termination of the contract.
  - 2.1. Transition plan will be provided ninety (90) days prior to expiration of termination of the contract.
  - 2.2. Transition services will be provided beginning ninety (90) days prior to expiration of termination of the contract.

**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.

<b>1. Name of Firm</b>	<b>Address of</b>	<b>Contact</b>	<b>Telephone #</b> (    )	<b>Email</b>
Name or Contract No.	# of Years / Term of Contract		Type of Service	Dollar Amt.
<b>2. Name of Firm</b>	<b>Address of</b>	<b>Contact</b>	<b>Telephone #</b> (    )	<b>Email</b>
Name or Contract No.	# of Years / Term of Contract		Type of Service	Dollar Amt.
<b>3. Name of Firm</b>	<b>Address of</b>	<b>Contact</b>	<b>Telephone #</b> (    )	<b>Email</b>
Name or Contract No.	# of Years / Term of Contract		Type of Service	Dollar Amt.

**ATTACHMENT C**  
**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**

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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 services to support its multifamily electric vehicle charging program;

**WHEREAS**, CPA conducted Request for Proposals (“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. “Artificial Intelligence” means any system or tool that autonomously processes data and/or generates predictions, algorithms, code, recommendations, decisions, textual materials, audiovisual material, or other expressive material, with minimal human intervention, and where the system’s behavior may evolve based on new inputs.

- b. The definition of “Confidential Information” is set forth in paragraph 10.b. of this Agreement.
- c. “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.
- d. “CPA Information” shall mean all confidential, proprietary, or sensitive information provided by CPA to Contractor in connection with this Agreement.
- e. “CPA Materials” shall mean all finished or unfinished content, writing and design of 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.
- f. “CPA Product” includes collectively CPA Data, CPA Information, and CPA Materials.
- g. “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]

Exhibit C – Compensation

Exhibit D – [Reserved]

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](mailto: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 three (3) years 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. Contractor 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**

Contractor shall maintain a commercial general liability insurance policy in an amount of no less than \$1,000,000 per occurrence with a \$2,000,000 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 \$1,000,000 per occurrence for bodily injury and property damage.

### **c. Workers' Compensation**

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. Contractor shall provide, at its own expense, a workers' compensation policy as required by the State of California, with Statutory Limits and Employer's Liability Insurance of no less than \$1,000,000 per occurrence for bodily injury or disease. 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 per occurrence. If the deductible or self-insured retention amount exceeds \$100,000, 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, violation of intellectual property rights, 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 this Agreement or Services covered by this Agreement.

#### **15. Use of Artificial Intelligence**

- a. Contractor must not use or input any confidential, proprietary, or otherwise sensitive financial, human resources, customer, power procurement, or any other CPA data in any Artificial Intelligence technology.
- b. Contractor shall disclose in writing to CPA any use of Artificial Intelligence technology to generate or produce any deliverables and/or perform Services under this Agreement (“Generative AI”), including the name of Artificial Intelligence products used, when such Artificial Intelligence is used, and the deliverables and Services provided by Contractor that utilized Generative AI. Such disclosure must be provided prior to delivery to CPA of any deliverable that utilized Generative AI to produce.
- c. Contractor represents and warrants that it has the necessary rights and licenses to use any Generative AI.
- d. Contractor represents and warrants that it has full power and authority to grant to CPA any rights or licenses related to Contractor’s use of Generative AI.
- e. Contractor represents and warrants that its usage of Artificial Intelligence, production of deliverables, and performance of any Services will not misappropriate, violate, or infringe any third-party intellectual property rights.

#### **16. 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.

**17. 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.

**18. 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) 376-4850  
Email: [tbardacke@cleanpoweralliance.org](mailto:tbardacke@cleanpoweralliance.org)

In the case of Contractor, to:

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

**19. 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.

**20. 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.

## **21. 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.

## **22. 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.

## **23. 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.

## **24. 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.

**25. 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.

**26. 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.

**27. 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.

**28. 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.

[Signature Block]

## ATTACHMENT D

### SAMPLE DATA PROTECTION REQUIREMENTS

To the extent applicable, Contractor shall comply with the following additional data protection requirements:

1. Contractor represents and warrants that Contractor will perform the Services in accordance with CPA's risk management policies and protocols, including but not limited to, policies and protocols relating to energy risk management and customer data and privacy, as those policies and protocols may be amended by CPA from time to time. A link to the policies is available at:

<https://cleanpoweralliance.org/public-documents/administrative-documents/>

Contractor shall execute any required acknowledgements of such policies and protocols as those policies and protocols are amended from time to time.

2. Contractor represents and warrants that Contractor shall comply with the requirements of California Public Utilities Commission Decision D.12-08-045 Attachment B (Rules Regarding Privacy and Security Protections for Energy Usage Data Applicable to Community Choice Aggregators or Electrical Service Providers), available at:

<https://docs.cpuc.ca.gov/PublishedDocs/Published/G000/M026/K531/26531585.PDF>

## ATTACHMENT E

### CAMPAIGN CONTRIBUTION DISCLOSURE FORM

#### Government Code Section 84308

In accordance with California law, bidders and contracting parties who wish to do business with CPA are required to disclose, at the time a proposal to a Request for Offer ("RFO") or Request for Proposal ("RFP") 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 "participant," parent, subsidiary, paid "agent," or otherwise related business entity, as defined below, including anyone who the party retains to lobby, testify, or otherwise influence a proceeding), the amount of the contribution, and the date the contribution was made. See, 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 \$500 while their contract is pending before the CPA Board. "Agent" is defined in 2 C.C.R. § 18438.3. A "participant" is defined in 2 C.C.R. § 18438.4.

For purposes of reaching the \$500 limit, the campaign contributions of the bidder or contractor plus contributions by its "participants", and "agents" of the proposer, contractor or bidder are added together during a 12-month period. You must review 2 C.C.R. §18438.5 in order to determine who and how contributions are aggregated.

In addition, a party must disclose the names of any person related to the party has made a contribution to any CPA Directors within the preceding 12 months, including the amount of the contribution and the names of the contributors. A party has a continuing obligation to disclose any contributions made during the pendency of the RFO, RFP, or Task Order Solicitation. A party must disclose such contribution no later than 30 days of making a contribution to a CPA Director or at the time the party first appears before CPA's Board, whichever is earliest. 2 C.C.R. §18438.8(b). A CPA Director must also disclose and 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 \$500 in the 12-month period prior to the consideration of the item by the CPA Board. Gov't Code §84308(c); 2 C.C.R. §18438.8(a).

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

\* \* \* \* \*

Every bidder or contractor must disclose as follows:

#### **Section 1**

- a. Bidder/Contractor (Legal Name) ("Declarant Company") and any variations or acronyms used in the past 12 months: \_\_\_\_\_.
  
- b. Identify all entities or individuals who have the authority to make decisions for you or Declarant Company about making contributions to a CPA Board member, regardless of whether you or Declarant Company have actually made a contribution

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- c. List only any parent, subsidiaries, paid agent, or business entities that Bidder/Contractor has controlled or directed or been controlled or directed by. "Controlled or directed" means shared ownership, 50% or greater ownership, or shared management and control between the entities:

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- d. Identify all subcontractors that have been or will be named in your bid or proposal:

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- e. Identify any individuals such as employees, agents, attorneys, law firms, lobbyists, and lobbying firms who are or who will act on behalf of you and who will receive compensation to communicate with CPA regarding the award or approval of any contract, project, or other transaction.

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\*Attach additional pages, if necessary

**Section 2**

- a. Has Contractor or Bidder (identified in Section 1) solicited or directed your employee(s) or agent(s) to make a campaign contribution(s), whether through fundraising events, communications, or any other means, totaling \$500 or more in the aggregate to a Director of CPA's Board in the 12 months preceding the date of execution of this disclosure? To determine whether a contribution of more than \$500 has been made by a party or participant during a 12-month period, contributions by a party, participant, agent, or an individual must be aggregated. 2 C.C.R. §18438.5

Yes

No

If YES, then please provide details of each in the table below.

Recipient Name	Amount of Contribution	Date of Contribution

**Section 3**

b. Disclose all contributions made by you or any of the other entities identified in Section 1?

<b>Recipient Name</b>	<b>Amount of Contribution</b>	<b>Date of Contribution</b>

**Section 4**

I, \_\_\_\_\_ (Authorized Representative), on behalf of \_\_\_\_\_ (Declarant Company), at which I am employed as \_\_\_\_\_ (Title), attest that after having made or caused to be made a reasonably diligent investigation regarding the Declarant Company, the foregoing responses, and the explanation on the attached page(s), if any, are correct to the best of my knowledge and belief. Further, I understand that failure to answer the questions in good faith or providing materially false answers may subject Declarant Company to consequences, including disqualification of its bid/proposal or delays in the processing or award of a requested contract, or other transaction.

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

<b>Member Agency</b>	<b>Regular Directors</b>	<b>Title</b>
1. Agoura Hills	Deborah Klein Lopez	Councilmember
2. Alhambra	Jeff Maloney	Councilmember
3. Arcadia	Paul Cheng	Councilmember
4. Beverly Hills	Lester Friedman	Councilmember
5. Calabasas	Ed Albrecht	Councilmember
6. Camarillo	Susan Santangelo	Councilmember
7. Carson	Cedric Hicks	Councilmember
8. Claremont	Corey Calaycay	Councilmember
9. Culver City	Yasmine Imani-McMorrin	Councilmember
10. Downey	Horacio Ortiz	Councilmember
11. Hawaiian Gardens	Maria Teresa Del Rio	Councilmember
12. Hawthorne	Alex Monteiro	Councilmember
13. Hermosa Beach	Ray Jackson	Councilmember
14. La Cañada Flintridge	Stephanie Fossan	Councilmember
15. Los Angeles County	Lindsey Horvath	Supervisor, 3 <sup>rd</sup> District
16. Lynwood	Juan Munoz-Guevara	Councilmember
17. Malibu	Marianne Riggins	Councilmember
18. Manhattan Beach	David Lesser	Councilmember
19. Monrovia	Edward Belden	Councilmember
20. Moorpark	Chris Barrett	Councilmember
21. Ojai	Rachel Lang	Councilmember
22. Oxnard	Bert Perello	Councilmember
23. Paramount	Vilma Cuellar Stallings	Councilmember
24. Port Hueneme	Laura Hernandez	Councilmember
25. Redondo Beach	Paige Kaluderovic	Councilmember
26. Rolling Hills Estates	Debby Stegura	Councilmember
27. Santa Monica	Caroline Torosis	Councilmember
28. Santa Paula	Jenny Crosswhite	Councilmember
29. Sierra Madre	Robert Parkhurst	Councilmember
30. Simi Valley	Rocky Rhodes	Councilmember
31. South Pasadena	Omari Ferguson	Councilmember
32. Temple City	Ed Chen	Councilmember
33. Thousand Oaks	David Newman	Councilmember
34. City of Ventura	Alex Mangone	Councilmember
35. Ventura County	Vianey Lopez	Supervisor, 5 <sup>th</sup> District
36. West Hollywood	John Erickson	Councilmember
37. Westlake Village	Ray Pearl	Councilmember
38. Whittier	Mary Ann Pacheco	Councilmember

**ALTERNATE DIRECTOR(S)**

<b>County/City</b>	<b>Alternate Director(s)</b>	<b>Title</b>
1. Agoura Hills	VACANT	
2. Alhambra	Noya Wang	Councilmember
3. Arcadia	Michael Cao	Councilmember
4. Beverly Hills	VACANT	
5. Calabasas	David Shapiro	Councilmember
6. Camarillo	Kevin Kildee Tony Trembley	Councilmember Councilmember
7. Carson	Jim Dear	Councilmember
8. Claremont	Jennifer Stark	Councilmember
9. Culver City	Bubba Fish	Councilmember
10. Downey	Dorothy Pemberton	Councilmember
11. Hawaiian Gardens	VACANT	
12. Hawthorne	Angie Reyes English	Councilmember
13. Hermosa Beach	VACANT	
14. La Cañada Flintridge	Daniel Jordan	City Manager
15. Los Angeles County	VACANT	
16. Lynwood	Gabriela Camacho	Councilmember
17. Malibu	Steve Uhring	Councilmember
18. Manhattan Beach	Nina Tarnay	Councilmember
19. Monrovia	VACANT	
20. Moorpark	Renee Delgado	Councilmember
21. Ojai	Andrew Whitman	Councilmember
22. Oxnard	VACANT	
23. Paramount	VACANT	Councilmember
24. Port Hueneme	Todd Lowenstein	Councilmember
25. Redondo Beach	Chadwick Castle	Councilmember
26. Rolling Hills Estates	VACANT	Councilmember
27. Santa Monica	VACANT	
28. Santa Paula	VACANT	
29. Sierra Madre	VACANT	
30. Simi Valley	VACANT	
31. South Pasadena	VACANT	
32. Temple City	William Man	Councilmember
33. Thousand Oaks	C. Tie Gutierrez	Councilmember
34. City of Ventura	VACANT	
35. Ventura County	Janice Parvin	Supervisor, 4 <sup>th</sup> District
36. West Hollywood	Chelsea Byers	Councilmember
37. Westlake Village	Sue McSweeney	Councilmember
38. Whittier	Octavio Martinez	Councilmember

**ATTACHMENT F**  
**PRICING MATRIX TEMPLATE**

Table 1 Total: \_\_\_\_\_  
Table 2 Total: \_\_\_\_\_  
**Grand Total Costs:** \_\_\_\_\_

As specified in Section 5 (Pricing), Proposers should include a rate table with their submission that describes the rate increments for each professional who is anticipated to perform services as set forth in the tables below.

Table 1 (Implementation Tasks) shall be used as the basis of Proposer's pricing submission.

Table 2 (Technical Assistance) shall be used to summarize Proposer's pricing proposal based on the participant assumptions. If Proposers would like to specify firm prices for tasks deliverables, or other pricing as it relates to the technical assistance proposal, please include that as a separate table.

**[Tables 1 & 2 on Following Pages]**

**Table 1: Implementation Tasks**

Tasks	Year 1		Year 2		Year 3		TOTAL 3-YEAR COST
	Hours by Rate	Total Cost	Hours by Rate	Total Cost	Hours by Rate	Total Cost	
<b>Task 1 - Program Startup</b>		<i>Task Total</i>		<i>Task Total</i>		<i>Task Total</i>	
1.1 Program Implementation Plan		<i>Item Total</i>		<i>Item Total</i>		<i>Item Total</i>	
1.2-1.6 Program Startup Deliverables		<i>Item Total</i>		<i>Item Total</i>		<i>Item Total</i>	
<b>Task 2 - Resource Development</b>		<i>Task Total</i>		<i>Task Total</i>		<i>Task Total</i>	
2.1 Develop Program Resources		<i>Item Total</i>		<i>Item Total</i>		<i>Item Total</i>	
<b>Task 3 - Program Administration</b>		<i>Task Total</i>		<i>Task Total</i>		<i>Task Total</i>	
3.1 Coordination meetings		<i>Item Total</i>		<i>Item Total</i>		<i>Item Total</i>	
3.2 Data Collection		<i>Item Total</i>		<i>Item Total</i>		<i>Item Total</i>	
3.3 Program Reporting		<i>Item Total</i>		<i>Item Total</i>		<i>Item Total</i>	
<b>Task 4 - Outreach &amp; Participant Screening</b>		<i>Task Total</i>		<i>Task Total</i>		<i>Task Total</i>	
4.1 Undertake Proactive Outreach		<i>Item Total</i>		<i>Item Total</i>		<i>Item Total</i>	
4.2 Conduct Participant Screening		<i>Item Total</i>		<i>Item Total</i>		<i>Item Total</i>	
<b>Task 6 - Rebate Administration</b>		<i>Task Total</i>		<i>Task Total</i>		<i>Task Total</i>	
6.1-6.3		<i>Item Total</i>		<i>Item Total</i>		<i>Item Total</i>	
<b>Task 7 – Close out or Transition Services</b>		<i>Task Total</i>		<i>Task Total</i>		<i>Task Total</i>	
7.1 Close out plan and services		<i>Item Total</i>		<i>Item Total</i>		<i>Item Total</i>	
						<b>TABLE 1 GRAND TOTAL</b>	

<b>Table 2: Technical Assistance</b>								
		<b>Year 1</b>		<b>Year 2</b>		<b>Year 3</b>		<b>TOTAL 3-YEAR COST</b>
	<b>Expected Hours per Participant</b>	<b>Expected Participants</b>	<b>Costs Per Year</b>	<b>Expected Participants</b>	<b>Costs Per Year</b>	<b>Expected Participants</b>	<b>Costs Per Year</b>	
<b>Technical Assistance (Basic Tier)</b>		2		4		11		
<b>Technical Assistance (Full Tier)</b>		3		11		14		
<b>Technical Assistance (Other Tiers as Necessary)</b>								
<b>TABLE 2 GRAND TOTAL</b>								