ADDENDUM NO. 2

TASK ORDER

FOR

STREET TEAM AMBASSADOR SERVICES

1. TASK ORDER SUMMARY

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 street team ambassador services for community outreach events.

2. ABOUT CLEAN POWER ALLIANCE

CPA is a Community Choice Aggregation ("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 Exhibit D5, Attachment 1). 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.

TASK ORDER BACKGROUND

CPA conducts year-round community outreach across its member agencies in Los Angeles and Ventura Counties to build awareness of CPA as the default electricity provider, explain rate options and clean energy content, and connect customers to CPA programs and customer assistance offerings. Much of that outreach takes place face to face, at city-sponsored festivals, farmer's markets, resource fairs, and events hosted by community-based organizations and member agency partners. CPA currently staffs these events with internal Government Affairs staff, which limits both the number of events CPA can attend and the languages in which CPA can engage attendees. Through this Task Order, CPA seeks a contractor to provide trained, multilingual street team ambassadors who can represent CPA at community events, deliver CPA-approved messaging, manage booth logistics and CPA-owned assets, and capture consistent engagement data that CPA can use to measure and improve outreach effectiveness.

The term of this Task Order shall be twelve (12) months from the commencement of work. CPA anticipates up to forty-two (42) community events during the term but does not guarantee any minimum number of events.

CPA is seeking proposals from qualified Proposers, as described by the Task List below.

3. TASK LIST

Task #1: Onboarding, Training, and Event Planning

Establish and manage the staffing, training, communication, and logistics required to deliver a reliable and effective street team for CPA events. Services shall be culturally responsive, aligned with CPA-approved messaging, and scaled to the scope of each event.

1. CPA staff will provide a schedule of future potential events planned for up to forty-two (42) community events. Events may be changed by CPA staff up to seventy-two (72) hours in advance.
2. Designate a primary project manager, backup contact, and escalation contact who can coordinate with CPA throughout the term of the Task Order.
3. Participate in recurring status meetings and event-specific pre-event meetings. Status meetings will be held bi-weekly unless CPA directs otherwise.
4. Develop and maintain event staffing, training, communication, and logistics plans.
    4.1. Provide a final staffing roster and logistics confirmation at least three (3) business days before each event unless CPA authorizes a shorter timeline. If CPA assigns an event with fewer than five (5) business days' notice, provide the final staffing roster and logistics confirmation within twenty-four (24) hours of assignment.
5. Ensure all ambassadors complete CPA-required onboarding and training prior to deployment, including virtual and in-person sessions as directed by CPA. No ambassador, including any ambassador assigned as a replacement, may be deployed to a CPA event before completing CPA-required training.
    5.1. Virtual: CPA staff will share materials and have two (2) hours dedicated to in-depth training with ambassadors during a virtual meeting to go over material and provide QA for enriched understanding of CPA, programs, and talking points.
    5.2. In person: In addition to the first session, CPA staff will dedicate two (2) hours with ambassadors in person on site at the CPA office. Ambassadors will participate in general scenarios with CPA staff to run through expectations and real-world scenarios.
6. Complete a background check for each ambassador prior to deployment in accordance with CPA's requirements and certify completion on the ambassador roster.
7. Maintain and enforce an ambassador appearance and conduct standard, including CPA-approved apparel or branding and visible identification. CPA may request removal or replacement of any ambassador who does not meet the standard.
8. Provide a replacement ambassador within two (2) business days of any CPA request for removal or replacement, or before the next assigned event, whichever is earlier.

<u>Task #1 Anticipated Deliverables</u>:

1. Kickoff notes, implementation schedule, communication protocol, and escalation contacts.
2. Comprehensive pre-event plan with visual timeline, training milestones, budget tracking, and event-specific costs itemized costs for staffing and logistics.
3. Current ambassador roster showing language capability, training status, and lead designation.
4. Event-specific work plan, staffing plan, and itemized estimate for every assigned event.
5. Live master event schedule and event tracker with analytics, reports, and insights.

Task #2: Event Execution and Community Engagement

Provide end-to-end onsite support for community-facing events that embody CPA's mission and brand. This includes managing all logistics, staffing events with trained multilingual brand ambassadors, transporting and assembling branded booths and materials, and delivering an engaging and educational experience for attendees with the support of CPA staff. Events take place throughout Ventura and Los Angeles Counties. CPA will assign one (1) dedicated team as the baseline and may authorize a second concurrent team in writing when event scheduling requires it. Events are predominantly weekend events and at times occur on evenings and holidays.

1. Provide the trained ambassador team or teams specified in the approved event plan. Unless CPA directs otherwise, plan for a minimum team of three (3) ambassadors, with one (1) ambassador serving as the onsite lead. Increase staffing for larger, longer, or multiday events as authorized by CPA during status calls.

1.1. Events may require ambassadors with language capabilities in Spanish or Mandarin. CPA staff will make the request based on event audience. Each ambassador's language proficiency shall be verified and documented on the ambassador roster.
1.2. Manage recruiting, scheduling, payroll, legally required breaks, attendance, performance, backup coverage, and onsite supervision for all personnel.

2. Arrive by the time specified in the approved event coordination form; safely assemble and dismantle tents, tables, banners, signage, displays, collateral, and promotional items.
   2.1. Provide professional, friendly, and culturally responsive face-to-face outreach using only CPA-approved talking points and materials.
   2.2. Maintain an orderly, accessible booth; follow venue and CPA safety requirements; monitor weather and site conditions; and immediately notify CPA of any safety, conduct, property, or public-facing issues.
   2.3. Proposer's project manager will notify CPA within twenty-four (24) hours of staff changes, staffing gaps, safety issues, damaged assets, or any other issues.
   2.4. CPA may direct that an individual no longer be assigned to perform Services under this Task Order for performance, conduct, safety, or messaging concerns. The selected Proposer retains sole authority over the hiring, employment, supervision, discipline, scheduling, compensation, and termination of its personnel, and nothing in this Task Order authorizes or requires CPA to direct any employment action. CPA will communicate all direction regarding the Services through the selected Proposer's project manager or the designated onsite lead, and not to individual ambassadors.
3. Receive, transport, and return CPA-owned booth assets, collateral, promotional items, and interactive displays. Coordinate pickups and drop offs with inventory reconciliation after each event. If drop-offs are not possible until the following day, securely store items until drop off. The selected Proposer shall provide secure, weather-protected storage for CPA-owned assets held overnight, shall maintain insurance covering those assets while in Proposer's custody, and shall be responsible for the repair or replacement cost of any CPA asset lost or damaged while in Proposer's custody, other than ordinary wear.
   3.1. Count materials and promotional items before and after each event, document distribution by item type, and promptly report low, missing, or damaged inventory.
4. Capture event photographs and onsite booth metrics without disrupting engagement, provided as a post event recap file or added to a shared event tracker.
   4.1. Photos of identifiable individuals, especially minors, and any collection of personal information shall follow CPA-approved consent language and procedures.
   4.2. Transmit all personal information collected at an event to CPA by a CPA-approved secure method within three (3) business days of the event.
5. Cancellation, rescheduling, overtime, and short-notice charges shall be governed by Section 7 and by the rates set forth in Contractor's completed Exhibit E (Cost Proposal Form). No such charge is payable unless it appears in Exhibit E or is separately approved by CPA in writing.
6. Insurance and personnel. The insurance requirements of the Master Agreement apply to all Services under this Task Order. Because the Services require the use of vehicles to transport CPA-owned assets, the selected Proposer shall maintain the comprehensive business or commercial automobile liability coverage required by the Master Agreement, including non-owned and hired automobile liability, and shall furnish the certificate and additional insured endorsement before its first deployment. Where a venue, host agency, or event sponsor requires a certificate of insurance or an additional insured endorsement in its name, the selected Proposer shall provide it at no additional cost to CPA. The selected Proposer is responsible for initiating, maintaining, and supervising all safety precautions in connection with the Services, including loading, securing, transport, handling, and storage of event assets. All ambassadors shall be employees of the selected Proposer or of a subcontractor that carries workers' compensation coverage for them; the selected Proposer shall not staff CPA events with volunteers or other unpaid personnel.

<u>Task #2 Anticipated Deliverables</u>:

1. Event completion, evidenced by a signed staffing roster and a submitted event report, for each event staffed in accordance with the approved event coordination plan provided by CPA staff.
2. Setup and teardown of CPA-provided booth assets and materials, documented in the event report for each event.
3. Onsite lead check-in confirmation sent to the CPA event contact within thirty (30) minutes of the team's arrival at each event, together with onsite facilitation and documentation of onsite booth metrics.
4. Post-event report recap with inventory log, including items distributed, missing/damaged items, commonly asked questions, metrics, and photo documentation provided as a file or added to a shared event tracker.
5. Inventory reconciliation log for each event showing counts before and after the event, distribution by item type, and missing, or damaged inventory.
6. Incident report for any safety, conduct, property, or public-facing issue, submitted in writing to CPA within one (1) business day of the incident.

Task #3: Analytics and Reporting

Collect, analyze, and present key metrics from events and campaigns, including public engagement, ambassador observations, feedback, and overall outreach effectiveness. These insights will help CPA refine future efforts and ensure alignment with program goals.

1. Required event metric collection onsite for every event entered in the live master event tracker within two (2) business days after each event. Event reports with metrics shall be submitted within five (5) business days after each event. Metrics include but are not limited to:
    1.1. Total event attendees, if event coordinator provides this information.
    1.2. Total attendees visiting the booth, including notably member agency staff or elected officials.
    1.3. Total conversations brand ambassadors have at the booth.
    1.4. Collateral and promotional items distributed by item type.
    1.5. QR code scans and survey completions captured using tooling provided or approved by CPA. CPA will provide or validate the underlying data.
    1.6. Commonly asked questions, if booth visitors have a repeat question about a topic or issue.
    1.7. Awareness of CPA, including number of visitors who know about CPA.
    1.8. Additional insights related to demographics and brand awareness that might be relevant or recommended.
2. CPA staff will provide event coordination forms and event analytics forms, but the selected Proposer can recommend/introduce new analytics tools to seamlessly implement and manage onsite tracking. Any new analytics tool requires CPA's prior written approval. CPA shall own all data held in the tool, the data shall be exportable by CPA at any time in a standard format, and any licensing or subscription cost shall be identified in Exhibit E.
3. Record community feedback, frequently asked questions, and recurring concerns or misconceptions shared during events.
4. Post-event recap reporting.
    4.1. Short one (1) to two (2) page summaries delivered after each event documenting attendance, engagement, public feedback, staff observations, and opportunities for improvement.

<u>Task #3: Anticipated Deliverables:</u>

1. Onsite event metrics logs for each event include data collection for the number of attendees engaged, materials distributed including collateral and promotional items, survey completions if applicable, and digital program sign-ups. Delivered with the post-event summary report for each event.
2. Post-Event summary reports. One (1) to two (2) pages per event within five (5) business days after the conclusion of each event.
    2.1. Street team feedback summaries including qualitative feedback from ambassadors.

2.2. Visual documentation photos and visual aids supporting report narratives no later than forty-eight (48) hours after the conclusion of each event.

3. Event reports/ live event tracker with quarterly dashboard report out meetings showing events, locations, metrics, staffing, materials distributed, program interest, languages served, cumulative spending, recurring questions, and trends. CPA shall own the tracker and all data held in it. Deliver a complete export of the tracker at CPA's request and at the conclusion of the Task Order.
4. Close-out report delivered within thirty (30) calendar days of the end of the Task Order term, including cumulative metrics for the term, a full export of the event tracker, reconciliation and return of all CPA-owned assets, and written certification that all personal information collected under this Task Order has been deleted.

4. PROJECT SCHEDULE AND COORDINATION

4.1. Each task listed in Section 4, above, will be undertaken in close coordination with CPA's project team. Coordination will occur through bi-weekly status calls between CPA's project team and the selected Proposer's project manager, event-specific coordination in advance of each assigned event, and quarterly dashboard report-out meetings. CPA's project team will provide timely feedback and input in developing the work product.

4.2. The key events for CPA's Street Team Ambassador Services are listed below and are subject to change.

Action	Key Event Dates
Kickoff meeting	Within five (5) business days of execution
Kickoff notes, implementation schedule, communication protocol, escalation list	Within ten (10) business days of execution
Ambassador roster with language capability and training status	At least five (5) business days before first training
Virtual training (two (2) hours)	Two (2) weeks prior to the first event deployment
In-person training at CPA office (two (2) hours)	One (1) week prior to the first event deployment
First deployment	Dec 17, 2026 (anticipated)
Event notice to Contractor	At least ten (10) business days before each event
Event-specific work plan, staffing plan, itemized estimate	Within three (3) business days of assignment
Final staffing roster and logistics confirmation	At least three (3) business days before each event
Photographs posted	Within forty-eight (48) hours of event end
Event metrics entered in tracker	Within two (2) business days of event end
Post-event summary (one (1) to two (2) pages)	Within five (5) business days of event end
Status calls	Bi-weekly, ongoing
Quarterly dashboard report-out	Quarterly
Refresher training	Before new campaigns, major messaging changes, or new ambassadors
Close-out report, data export, asset return	Within thirty (30) days of term end

5. TASK ORDER SOLICITATION SCHEDULE

5.1. Task Order Schedule

The timetable for this Task Order is as follows:

Description	Date
Release of Task Order	September 16, 2026
Deadline for Written Questions	September 21, 2026
Responses to Questions Provided	September 24, 2026
Task Order Proposals Due	**October 7, 2026 (by 4:00 p.m. Pacific Time)**
Evaluation of Proposals	October 8-16, 2026
Interviews (if needed)	~~October 19-23, 2026~~ **October 26-30, 2026**
Notice of Intent to Award Contract provided	~~October 26, 2026~~ **November 2, 2026**
Contract Negotiations	~~October 26 - 30, 2026~~ **November 2-6, 2026**
Last Day to Submit Notice of Intent to Protest	~~November 3, 2026, by 4:00 p.m.~~ **November 10, 2026, by 4:00 p.m.**
Last Day to Protest	~~November 6, 2026, by 9:00 a.m.~~ **November 13, 2026, by 9:00 a.m.**
CPA Response to Protest	~~November 12, 2026, by 5:00 p.m.~~ **November 19, 2026, by 5:00 p.m.**
Anticipated Execution of Contract	~~November 16, 2026~~ **No later than November 23, 2026**
Anticipated Commencement of Work	~~November 16, 2026~~ **No later than November 23, 2026**

5.2. Proposer Questions and CPA Responses

Potential proposers may submit questions regarding this Task Order by sending an email to contracting@cleanpoweralliance.org with a copy to GGoodhill@cleanpoweralliance.org. All questions must be received by 4:00pm (Pacific Time) on September 21, 2026. When submitting questions, please specify which section of the Task Order 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 September 24, 2026.

If a proposer has questions about the Task Order 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 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 Task Order Solicitation's process, or requirements.

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.

5.3. Proposal Submission Deadline

A proposal should be submitted by email to contracting@cleanpoweralliance.org by 4:00 pm on October 7, 2026. Please include " PROPOSAL FOR STREET TEAM AMBASSADOR SERVICES" in the email subject line.

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

6.4. Proposal Evaluation Criteria

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

Evaluation Criteria	Criteria Weight
Proposer's ability to provide the Services, including information required in Section 8.1	65%
Proposer's Pricing	35%

6.5 Evaluation Process

CPA will evaluate the proposals pursuant to the criteria specified in Section 6.4 above.

CPA may select one particular Proposer or select a combination of Proposers (with or without interviews); or conduct interviews with a "short list" of Proposers, consisting of those Proposers reasonably likely, in the opinion of CPA, to be awarded the contract. Any interview may include discussions about services offered, conflicts of interests with other clients, or fees/compensation amount or structure. Interviews may take place through written correspondence, telephone or video conference, and/or face-to-face interviews, at CPA's sole discretion. CPA reserves the right, 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.

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 Task Order. Proposers are further notified that CPA may disqualify any Proposer with whom CPA cannot satisfactorily negotiate a contract.

6.6 Protest Process

Any Proposer who wishes to submit a written protest must notify CPA by no later than ~~November 3, 2026~~ **November 10, 2026**, by no later than 4:00 p.m. (Pacific) of its intent to protest the award. The notice of intent to protest must be e-mailed to 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) on ~~November 6, 2026~~ **November 13, 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.

6. BUDGET

6.1. Pricing shall be proposed on the hybrid basis set forth in Exhibit E (Cost Proposal Form): fixed fees for Task #1 and Task #3, and per-event unit pricing for Task #2, together with add-on rates, an hourly rate schedule by labor category, and a reimbursable allowance. Proposer shall complete Exhibit E in full and submit it with their Proposal. Subconsultant costs, if applicable, shall be broken out separately. Proposers shall include the cost of bi-weekly check-in calls with CPA staff in the Task #1 program management fee.

6.2. Per-event tier prices are all-inclusive and shall cover ambassador labor and all payroll burden, onsite supervision, setup and teardown, pickup, transport, and return of CPA assets, mileage, parking, and tolls within Los Angeles and Ventura Counties, and the onsite metrics capture and per-event report required under Task #3. Costs in these categories may not be re-billed as add-ons, hourly work, or reimbursables.

6.3. Cancellation charges are payable only in accordance with the cancellation schedule set forth in Exhibit E. Reimbursable expenses are payable at actual cost with no markup, require CPA's prior written approval, and may not exceed the allowance stated in Exhibit E.

6.4. The evaluated total calculated in Exhibit E is the figure scored under Section 6.4. It is an evaluation construct only and does not commit CPA to any volume of events or to any minimum payment.

6.5. The tier quantities set forth in Exhibit E are estimates only. CPA does not guarantee any minimum number of events or any particular mix of tiers, and may increase, reduce, or reallocate events among tiers during the term. Unit prices shall remain firm and fixed regardless of actual volume.

6.6. CPA reserves the right to select Proposers for one or all tasks and may select multiple Proposers to cover different tasks.

7. PROPOSAL REQUIREMENTS

7.1. Proposals shall include the following components:

7.1.1. Overall approach to the work.
7.1.2. Detailed project schedule and milestones.
7.1.3. Detailed workplan for completion of deliverables.
7.1.4. List of subconsultants, if applicable, and roles by task.
7.1.5. Examples of similar projects and processes.
7.1.6. Completed Exhibit E (Cost Proposal Form), including the hourly rate schedule by labor category.
7.1.7. Completed Vendor Campaign Contribution Disclosure Form (Exhibit D5).
7.1.8. Signed Public Records Act Letter Agreement (Exhibit D6).

7.2. These components will be the basis for developing a Statement of Work that will constitute the contractual obligation of process, timing, and deliverables provided by the selected Proposer.

8. RESERVATION OF RIGHTS

This Task Order 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 Task Order. CPA also may, in its sole discretion, make no award for this Task Order or cancel this Task Order 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 Task Order, 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 Task Order. 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 Task Order at a future date.

9. CONFIDENTIALITY AND PUBLIC RECORDS

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

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

A blanket statement of confidentiality or the marking of each page of the proposal as confidential shall not be deemed sufficient notice of a CPRA exemption, and a Proposer who indiscriminately and without justification identifies most or all of its proposal as exempt from disclosure or submits a redacted copy may be deemed non-responsive.

10. CONFLICTS OF INTEREST

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

You may not contact or receive information outside of this Task Order 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 Task Order or any matter relating thereto must be in writing and may be emailed to contracting@cleanpoweralliance.org with a copy to GGoodhill@cleanpoweralliance.org.

Exhibit A – Clean Power Alliance Administration

Task Order No. [XX]

CPA's Project Director:

Name:	Gina Goodhill
Title:	Senior Director, Government Affairs
Address:	801 S. Grand Ave., Suite 400 Los Angeles, CA 90017
Telephone:	(213) 376-4850
Email:	GGoodhill@cleanpoweralliance.org

Exhibit B – Contractor Administration

Task Order No. [XX]

Contractor's Project Manager:

Name: _____
Title: _____
Address: _____
_____
Telephone: _____
Email: _____

Contractor's Authorized Officials:

Name: _____
Title: _____
Address: _____
_____
Telephone: _____
Email: _____

Name: _____
Title: _____
Address: _____
_____
Telephone: _____
Email: _____

Exhibit C1 - Sample Task Order Format
(Fixed Price Per Deliverable Basis)

[CONTRACTOR NAME] ("Contractor")

Task Order No. [XX**]**
Project Title:
Period of Performance:
CPA Project Director:
CPA Task Order Manager:

1. GENERAL
   1.1. Contractor shall satisfactorily perform all the tasks and provide all the Services detailed in the Task Order attached hereto as Exhibit C1-A, on a fixed fee basis, in compliance with the terms and conditions of Contractor's Master Agreement.

2. PERSONNEL
   2.1. Contractor shall provide the below-listed personnel:

Name	Skill Category

3. PAYMENT
   3.1. The Total Maximum Amount that CPA shall pay Contractor for all Services to be provided under this Task Order is shown below:

Task Description	Maximum Amount
See table in Exhibit E.	
Total Maximum Amount:	

   3.2. Contractor shall satisfactorily provide and complete all required deliverables in accordance with Statement of Work notwithstanding the fact that total payment from CPA for all deliverables shall not exceed the Total Maximum Amount in Section 3.1, above.

   3.3. Contractor shall submit all invoices under this Task Order to:
   Clean Power Alliance
   Attn: Accounts Payable
   801 S. Grand Ave, Ste. 400
   Los Angeles, CA 90017
   Email: accountspayable@cleanpoweralliance.org

4. SERVICES

4.1. In accordance with Master Agreement Section 2, Contractor may not be paid for any task, deliverable, service, or other work that is not specified in this Task Order, and/or that utilizes personnel not specified in this Task Order, and/or that exceeds the Total Maximum Amount of this Task Order, and/or that goes beyond the expiration date of this Task Order.

4.2. ALL TERMS OF THE MASTER AGREEMENT SHALL REMAIN IN FULL FORCE AND EFFECT. THE TERMS OF THE MASTER AGREEMENT SHALL GOVERN AND TAKE PRECEDENCE OVER ANY CONFLICTING TERMS AND/OR CONDITIONS IN THIS TASK ORDER. NEITHER THE RATES NOR ANY OTHER SPECIFICATIONS IN THIS TASK ORDER ARE VALID OR BINDING IF THEY DO NOT COMPLY WITH THE TERMS AND CONDITIONS OF THE MASTER AGREEMENT.

4.3. Contractor's signature on this Task Order document confirms Contractor's awareness of the terms and conditions of the Master Agreement and specifically with the provisions of Section 2 of the Master Agreement, which establish that Contractor shall not be entitled to any compensation whatsoever for any task, deliverable, service, or other work:

4.3.1. That is not specified in this Task Order, and/or

4.3.2. That utilizes personnel not specified in this Task Order, and/or

4.3.3. That exceeds the Total Maximum Amount of this Task Order, and/or

4.3.4. That goes beyond the expiration date of this Task Order.

REGARDLESS OF ANY ORAL PROMISE MADE TO CONTRACTOR BY ANY CLEAN POWER ALLIANCE PERSONNEL WHATSOEVER.

Accepted and agreed to by: [Enter Full Contractor Name]	Accepted and agreed to by: Clean Power Alliance of Southern California
Signature: _____	Signature: _____
Name: _____	Name: _____
Title: _____	Title: _____

Exhibit D – Forms Required for Each Task Order Before Work Begins

D1: Certification Of Employee Status

D2: Certification Of No Conflict of Interest

D3: Contractor Acknowledgement and Confidentiality Agreement

D4: Contractor Non-Employee Acknowledgement and Confidentiality Agreement

D5: Campaign Contributions Disclosure Form

D6: California Public Records Act Acknowledgement and Agreement

Exhibit D1 - Certification of Employee Status

Contractor Name:
Task Order No.: [XX]

I CERTIFY THAT: (1) I am an Authorized Official of Contractor; (2) the individual(s) named below is(are) Contractor's employee(s) or subcontractor; (3) applicable state and federal income tax, FICA, unemployment insurance premiums, and workers' compensation insurance premiums, in the correct amounts required by state and federal law, will be withheld as appropriate, and paid by Contractor for the individual(s) named below or for its subcontractor (if applicable) for the entire time period covered by the attached Task Order. The Contractor shall be solely responsible for any and all payments to its employees or subcontractor.

EMPLOYEES/SUBCOTRACTOR

1. _____

2. _____

3. _____

4. _____

I declare under penalty of perjury that the foregoing is true and correct.

_____
Signature of Authorized Official

_____
Printed Name of Authorized Official

_____
Title of Authorized Official

_____
Date

Exhibit D2 - Certification of No Conflict of Interest

Contractor Name:
Task Order No.: [XX]

The Clean Power Alliance will not contract with, and shall reject any response to the Pre-Qualification RFQ submitted by, the persons or entities specified below, unless the Executive Director finds that special circumstances exist which justify the approval of such contract:

1. Employees of CPA or staff of any of the members or members of the Board of CPA.
2. Profit-making firms or businesses in which its employees may have participated in the preparation of the bid or proposal of the Task Order.

Contractor hereby declares and certifies that no Contractor personnel, nor any other person acting on Contractor's behalf, including any subcontractors, who prepared and/or participated in the preparation of the bid or proposal submitted for the Task Order specified above, has a conflict that would prevent them from completing the Task Order.

I declare under penalty of perjury that the foregoing is true and correct.

_____
Signature of Authorized Official

_____
Printed Name of Authorized Official

_____
Title of Authorized Official

_____
Date

Exhibit D3 - Contractor Acknowledgement and Confidentiality Agreement

(Note:This certification is to be executed and returned to CPA with Contractor's executed Task Order. Work cannot begin on the Task Order until CPA receives this executed document.)

Contractor Name: _____
Task Order No.: _____
CPA Master Agreement No.: _____

GENERAL INFORMATION:

The Contractor referenced above has entered into a Master Agreement with the Clean Power Alliance to provide certain services to CPA. Contractor is required to sign this Contractor Acknowledgement and Confidentiality Agreement.

CONTRACTOR ACKNOWLEDGEMENT:

Contractor understands and agrees that the Contractor employees, consultants, outsourced vendors and independent contractors (Contractor's Staff) that will provide services in the above referenced agreement are Contractor's sole responsibility. Contractor understands and agrees that Contractor's Staff must rely exclusively upon Contractor for payment of salary and any and all other benefits payable by virtue of Contractor's Staff's performance of work under the above-referenced Master Agreement.

Contractor understands and agrees that Contractor's Staff are not employees of CPA for any purpose whatsoever and that Contractor's Staff do not have and will not acquire any rights or benefits of any kind from CPA by virtue of my performance of work under the above-referenced Master Agreement. Contractor understands and agrees that Contractor's Staff will not acquire any rights or benefits from CPA pursuant to any agreement between any person or entity and CPA.

CONFIDENTIALITY AGREEMENT:

Contractor and Contractor's Staff may be involved with work pertaining to services provided by the CPA and, if so, Contractor and Contractor's Staff may have access to confidential data and information pertaining to persons and/or entities receiving services from CPA. In addition, Contractor and Contractor's Staff may also have access to proprietary information supplied by other vendors doing business with CPA. CPA has a legal obligation to protect all such confidential data and information in its possession, especially data and information. Contractor and Contractor's Staff understand that if they are involved in CPA work, CPA must ensure that Contractor and Contractor's Staff, will protect the confidentiality of such data and information. Consequently, Contractor must sign this Confidentiality Agreement as a condition of work to be provided by Contractor's Staff for CPA.

Contractor and Contractor's Staff hereby agrees that they will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced Master Agreement between Contractor and the CPA. Contractor and Contractor's Staff agree to forward all requests for the release of any data or information received to CPA Project Director.

Contractor and Contractor's Staff agree to keep confidential all records and all data and information pertaining to persons and/or entities receiving services from CPA, Contractor proprietary information and all other original materials produced, created, or provided to Contractor and Contractor's Staff under the above-referenced Master Agreement. Contractor and Contractor's Staff agree to protect these confidential materials against disclosure to other than Contractor or CPA employees who have a need to know the information. Contractor and Contractor's Staff agree that if proprietary information supplied by other CPA vendors is provided during this employment, Contractor and Contractor's Staff shall keep such information confidential.

Contractor and Contractor's Staff agree to report any and all violations of this agreement by Contractor and Contractor's Staff and/or by any other person of whom Contractor and Contractor's Staff become aware.

Contractor and Contractor's Staff acknowledge that violation of this Confidentiality and Acknowledgement Agreement may subject Contractor and Contractor's Staff to civil and/or criminal action and that CPA may seek all possible legal redress.

Signature: _____
Name: _____
Title: _____
Date: _____

Exhibit D4 - Contractor Non-Employee Acknowledgement and Confidentiality Agreement

Contractor Name:
Employee / Subcontractor Name:
Task Order No.: [XX]

GENERAL INFORMATION:

The Contractor referenced above has entered into a Master Agreement with the CPA to provide certain services to CPA. CPA requires your signature on this Contractor Non-Employee Acknowledgement and Confidentiality Agreement.

NON-EMPLOYEE ACKNOWLEDGEMENT:

I understand and agree that the Contractor referenced above has exclusive control for purposes of the above-referenced Master Agreement. I understand and agree that I must rely exclusively upon the Contractor referenced above for payment of salary and any and all other benefits payable to me or on my behalf by virtue of my performance of work under the above-referenced Master Agreement.

I understand and agree that I am not an employee of the CPA for any purpose whatsoever and that I do not have and will not acquire any rights or benefits of any kind from CPA by virtue of my performance of work under the above-referenced Master Agreement. I understand and agree that I do not have and will not acquire any rights or benefits from CPA pursuant to any agreement between any person or entity and CPA.

I understand and agree that I may be required to undergo a background and security investigation(s). I understand and agree that my continued performance of work under the above-referenced Master Agreement is contingent upon my passing, to the satisfaction of CPA, any and all such investigations. I understand and agree that my failure to pass, to the satisfaction of CPA, any such investigation shall result in my immediate release from performance under this and/or any future agreements with the CPA.

CONFIDENTIALITY AGREEMENT:

I may be involved with work pertaining to services provided by CPA and, if so, I may have access to confidential data and information pertaining to persons and/or entities receiving services from CPA, including advanced meter infrastructure data and similarly sensitive information. In addition, I may also have access to proprietary information supplied by other vendors doing business with CPA. CPA has a legal obligation to protect all such confidential data and information in its possession, especially advanced meter infrastructure data or similarly sensitive confidential data and information. I understand that if I am involved in CPA work, CPA must ensure that I, too, will protect the confidentiality of such data and information. Consequently, I understand that I must sign this agreement as a condition of my work to be provided by the above-referenced Contractor for CPA. I have read this agreement and have taken due time to consider it prior to signing.

I hereby agree that I will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced Master Agreement between the above-referenced Contractor and CPA. I agree to forward all requests for the release of any data or information received by me to the above-referenced Contractor.

I agree to keep confidential all data and information pertaining to persons and/or entities receiving services from CPA, Contractor proprietary information, and all other original materials produced, created, or provided to or by me under the above-referenced Master Agreement. I agree to protect these confidential materials against disclosure to other than the above-referenced Contractor or CPA employees who have a need to know the information. I agree that if proprietary information supplied by other CPA vendors is provided to me, I shall keep such information confidential.

I agree to report to the above-referenced Contractor any and all violations of this agreement by myself and/or by any other person of whom I become aware. I agree to return all confidential materials to the above-referenced Contractor upon completion of this Master Agreement or termination of my services hereunder, whichever occurs first.

Signature: _____
Name: _____
Position: _____
Date: _____

Exhibit D5 - 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:
_____
_____

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:
_____
_____

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

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:

_____

_____

*Attach additional pages, if necessary.

Section 2

Has Contractor or Bidder (identified in Section I) 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

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

Recipient Name	Amount of Contribution	Date of Contribution

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 _____

Exhibit D5 – Attachment 1
Regular Directors

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

Member Agency	Regular Directors	Title
1. Agoura Hills	Deborah Klein Lopez	Councilmember
2. Alhambra	Jeff Maloney	Councilmember
3. Arcadia	David Fu	Councilmember
4. Beverly Hills	Craig Corman	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	Mario Trujillo	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, 3rd District
16. Lynwood	Juan Munoz-Guevara	Councilmember
17. Malibu	Marianne Riggins	Councilmember
18. Manhattan Beach	Joe Franklin	Councilmember
19. Monrovia	Edward Belden	Councilmember
20. Moorpark	Chris Barrett	Councilmember
21. Ojai	Rachel Lang	Councilmember
22. Oxnard	Bert Perello	Councilmember
23. Paramount	Peggy Lemons	Councilmember
24. Port Hueneme	Laura Hernandez	Councilmember
25. Redondo Beach	Brad Waller	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	Ryyn Schumacher	Councilmember
35. Ventura County	Vianey Lopez	Supervisor, 5th District
36. West Hollywood	John Erickson	Councilmember
37. Westlake Village	Ray Pearl	Councilmember
38. Whittier	Mary Ann Pacheco	Councilmember

Exhibit D5 – Attachment 2
Alternate Directors

County/City	Alternate Director(s)	Title
1. Agoura Hills	Jeremy Wolf Ramiro Adave	Councilmember Staff
2. Alhambra	Adele Andrade-Stadler Dennis Ahlen	Mayor Pro Tem Staff
3. Arcadia	Dominic Lazzaretto	Staff
4. Beverly Hills	Rebecca Pynoos	Councilmember
5. Calabasas	David Shapiro	Councilmember
6. Camarillo	Kevin Kildee Tony Trembley	Councilmember Councilmember
7. Carson	Reata Kulcsar	Staff
8. Claremont	Jennifer Stark Jeremy Swan	Councilmember Staff
9. Culver City	Yanni Dimitri Joe Susca Bryan "Bubba" Fish	Staff: PW Director Staff: Sr. Mgmt Analyst Councilmember
10. Downey	Horacio Ortiz	Councilmember
11. Hawaiian Gardens	Ramie L. Torres	Staff: Administrative Technician
12. Hawthorne	Angie Reyes English	Councilmember
13. Hermosa Beach	Doug Krauss	Staff: Environmental Programs Manager
14. La Cañada Flintridge	Kim Bowman Daniel Jordan	Mayor Pro Tem City Manager
15. Los Angeles County	Rita Kampalath Aaron Ordower	Acting Chief Sustainability Officer Environmental Deputy
16. Lynwood	Gabriela Camacho	Councilmember
17. Malibu	Steve Uhring	Councilmember
18. Manhattan Beach	David Lesser	Councilmember
19. Monrovia	Dylan Feik Lauren Vasquez	City Manager Assistant City Manager
20. Moorpark	Renee Delgado Roger Pichardo	Councilmember Staff
21. Ojai	Michelle Ellison Leslie Rule	Public Councilmember
22. Oxnard	Kathleen Mallory	Environmental Services Manager
23. Paramount	Michelle Muller	Public Works Manager
24. Redondo Beach	Chadwick Castle	Councilmember
25. Rolling Hills Estates	Jeannie Naughton Steve Zuckerman	Staff Public
26. Santa Monica	Gleam Davis Pam O'Connor	Public Publilc
27. Santa Paula	Pedro Chavez	Mayor
28. Sierra Madre	James Carlson	Staff
29. Simi Valley	Samantha Argabrite	City Manager
30. South Pasadena	Casey Law Diana Mahmud	Public Public
31. Temple City	William Man	Councilmember
32. Thousand Oaks	C. Tie Gutierrez	Councilmember

33. City of Ventura	Alex Mangone Joe Yahner	Councilmember Staff
34. Ventura County	Janice Parvin	Supervisor, 4th District
35. West Hollywood	Chelsea Byers Francisco Contreras	Councilmember Planning Manager
36. Westlake Village	Susan McSweeney Rob de Geus Kristopher Galvez	Councilmember City Manager Staff
37. Whittier	Ana (Vicky) Santana Yahaera Oropeza	Councilmember Management Analyst

Exhibit D6 – California Public Records Act

CALIFORNIA PUBLIC RECORDS ACT ACKNOWLEDGEMENT AND AGREEMENT

The undersigned duly authorized representative, on behalf of (Contractor), acknowledges and agrees to the following:

The contents of its proposal in response to the Task Order solicitation, the contract and any documents pertaining to the performance of the Task Order resulting from this contract are public records, and therefore subject to disclosure unless a specific exemption in the California Public Records Act applies.

If a Contractor submits information it believes are confidential or proprietary, the Clean Power Alliance (CPA) may protect such information and treat it with confidentiality only to the extent permitted by law. However, it will be the responsibility of the Contractor to provide to CPA the specific legal grounds on which CPA can rely in withholding information requested under the California Public Records Act, should CPA choose to withhold such information.

General references to sections of the California Public Records Act will not suffice. Rather, the Contractor must provide a specific and complete legal basis, including applicable case law that establishes the requested information is exempt from the disclosure requirements of the California Public Records Act.

If the Contractor does not provide a specific and detailed legal basis for withholding the requested information within a time specified by CPA, CPA will release the information as required by the California Public Records Act and the Contractor will hold CPA harmless for release of this information.

It will be Contractor's obligation to defend, at Contractor's expense, any legal actions or challenges seeking to obtain from CPA any information requested under the California Public Records Act withheld by CPA at the Contractor's request.

Furthermore, the Contractor shall indemnify CPA and hold it harmless for any claim or liability, and defend any action brought against CPA, resulting from CPA's refusal to release information requested under the Public Records Act withheld at Contractor's request.

Nothing in this Agreement creates any obligation for CPA to notify the Contractor or obtain the Contractor's approval or consent before releasing information subject to disclosure under the California Public Records Act.

Name of Firm: _____

Signature: _____

Name: _____

Position: _____

Date: _____

Exhibit E – Cost Proposal Form

Instructions. Enter a price for every line below. Enter "0" for any line offered at no charge; do not leave a line blank, and do not enter ranges or conditional pricing. Prices are firm and fixed for the twelve (12) month term of the Task Order. The quantities shown are CPA's planning estimates, used solely to calculate an evaluated total; they are not a commitment to order any quantity. Proposers must price every line, including tiers with a low estimated quantity.

Description	Basis	Price ($)	Quantity	Total
SECTION A — Fixed program fees (Tasks #1 and #3)				
One-time mobilization: kickoff, implementation schedule, communication protocol, escalation list, initial recruiting and training coordination	Fixed fee		1	
Program management: project manager, bi-weekly status calls, event scheduling, roster maintenance, CPA coordination	Per month		12	
Event tracker build and ongoing maintenance; metrics quality assurance	Per month		12	
Quarterly dashboard report-out (preparation and presentation)	Per occurrence		4	
Refresher training coordination (new campaign, messaging change, or newly assigned ambassadors)	Per session		2	
			Subtotal Section A	
SECTION B — Per-event pricing (Task #2). Prices are all-inclusive; see Note 1. Quantities are estimates only. Actual event volume and tier mix may vary.				
Tier 1: Two (2) ambassadors, one (1) serving as onsite lead; up to four (4) hours onsite	Per event		5	
Tier 2: Two (2) ambassadors, one (1) serving as onsite lead; over four (4) and up to eight (8) hours onsite	Per event		14	
Tier 3: Three (3), one (1) serving as onsite lead; up to four (4) hours onsite	Per event		10	
Tier 4: Three (3), one (1) serving as onsite lead; over four (4) and up to eight (8) hours onsite	Per event		5	
Tier 5: Up to three (3) ambassadors, one (1) serving as onsite lead; up to eight (8) hours per day for two (2) or three (3) days	Per day		3	
Tier 6: Second or more concurrent team(s); three (3) ambassadors, one (1) serving as onsite lead; up to eight (8) hours	Per event		5	
			Subtotal Section B	
SECTION B-1 — Add-on rates. Payable only for work authorized by CPA beyond an assigned tier; see Note 2.				
Additional ambassador beyond the tier composition (four (4) hour minimum call-in)	Per hour			
Additional hours beyond the tier duration, full team	Per hour			
Vehicle or equipment transport, if not included in the tier price	Per event			
Secure storage of CPA-owned assets, if not included in the tier price	Per month			
Short-notice mobilization (fewer than five (5) business days' notice)	Per event			
			Subtotal Section B1	
SECTION C — Fully loaded hourly rates. For CPA-authorized work outside the Section B tiers; see Note 3.				
Program Manager	Per hour			
Account Lead	Per hour			
Onsite Lead	Per hour			
Brand Ambassador	Per hour			

Bilingual Brand Ambassador	Per hour			
Data Analyst / Reporting	Per hour			
			Subtotal Section C	
			Task Order Total	

1. All-inclusive. Each Section B tier price shall cover ambassador labor and all payroll burden, onsite supervision by the team lead, setup and teardown of CPA-provided booth assets, pickup, transport, and return of those assets, mileage, parking, and tolls anywhere in Los Angeles and Ventura Counties, routine coordination with CPA, and the onsite metrics capture and per-event report required under Task #3. Tier prices include the cost of all insurance required by the Master Agreement and this Task Order, including any certificate or additional insured endorsement a venue requires. Insurance costs are not separately reimbursable and may not be billed as an add-on.
2. No duplication. A cost covered by a Section B tier price may not be re-billed as a Section B-1 add-on, as Section C hourly work, or as a reimbursable expense.
3. Hourly rates. Section C rates are fully loaded and shall include wages, payroll taxes, benefits, insurance, overhead, and profit. They apply only to work authorized by CPA in writing outside the Section B tiers.
4. Cancellation. If CPA cancels an assigned event, the following amounts are payable, and no other cancellation charge applies:
   4.1. More than seven (7) calendar days' notice: no charge.
   4.2. Three (3) to seven (7) calendar days: 25% of the applicable tier price.
   4.3. Twenty-four (24) to seventy-two (72) hours: 50% of the applicable tier price.
   4.4. Less than twenty-four (24) hours, or a weather or venue cancellation after the team has arrived onsite: 100% of the applicable tier price.
5. Reimbursable expenses. CPA provides all booth assets, collateral, and promotional items. Any other expense is reimbursable only at actual cost with no markup, requires CPA's prior written approval, and must be supported by receipts.
6. Evaluation. CPA will score pricing under Section 6.4 by applying the following twelve (12) month scenario to the prices above: five (5) Tier 1 events, fourteen (14) Tier 2 events, ten (10) Tier 3 events, five (5) Tier 4 events, three (3) multi-day event days, five (5) second-team events, twelve (12) months of program management and tracker maintenance, one (1) mobilization, four (4) quarterly report-outs, and two (2) refresher sessions. This scenario is used for evaluation only and does not commit CPA to any volume of events or to any minimum payment.