

REQUEST FOR PROPOSALS

Evaluation, Measurement and Verification of AB118 Projects and Program



RFP # 600-10-612
www.energy.state.ca.gov/contracts
State of California
California Energy Commission
December 2011

Table of Contents

I. INTRODUCTION.....	1
BACKGROUND.....	1
PURPOSE OF RFP.....	2
KEY ACTIVITIES AND DATES.....	2
AVAILABLE FUNDING AND HOW AWARD IS DETERMINED	2
ELIGIBLE BIDDERS.....	3
PRE-BID CONFERENCE.....	3
PARTICIPATION THROUGH WEBEX.....	3
QUESTIONS	4
CONTACT INFORMATION.....	4
RESPONSES TO THIS RFP.....	4
REFERENCE DOCUMENTS	5
II. SCOPE OF WORK AND DELIVERABLES.....	6
ABOUT THIS SECTION.....	6
BACKGROUND.....	6
GOALS AND OBJECTIVES	7
TASKS.....	13
III. PROPOSAL FORMAT, REQUIRED DOCUMENTS, AND DELIVERY	28
ABOUT THIS SECTION.....	28
REQUIRED FORMAT FOR A PROPOSAL.....	28
NUMBER OF COPIES	28
PACKAGING AND LABELING	28
PREFERRED METHOD FOR DELIVERY	29
ORGANIZE YOUR PROPOSAL AS FOLLOWS.....	29
IV. EVALUATION PROCESS AND CRITERIA.....	32
ABOUT THIS SECTION.....	32
PROPOSAL EVALUATION	32
SCORING SCALE	33
PREFERENCE POINTS.....	33
NOTICE OF PROPOSED AWARD	35
EVALUATION CRITERIA WORKSHEET.....	36
V. ADMINISTRATION.....	41
RFP DEFINED.....	41
DEFINITION OF KEY WORDS	41
COST OF DEVELOPING PROPOSAL.....	41
SOFTWARE APPLICATION DEVELOPMENT	41
PRINTING SERVICES	42
CONFIDENTIAL INFORMATION	42
DARFUR CONTRACTING ACT OF 2008.....	42
DISABLED VETERAN BUSINESS ENTERPRISES (DVBE) COMPLIANCE REQUIREMENTS.....	42

RFP CANCELLATION AND AMENDMENTS	43
ERRORS	43
MODIFYING OR WITHDRAWAL OF PROPOSAL	43
IMMATERIAL DEFECT	43
DISPOSITION OF BIDDER'S DOCUMENTS	43
BIDDERS' ADMONISHMENT	43
GROUND TO REJECT A PROPOSAL	44
PROTEST PROCEDURES	44
AGREEMENT REQUIREMENTS	45

Attachments

- 1 Contractor Status Form
- 2 Darfur Contracting Act
- 3.1 Certified Small/micro Business, Non-small Business and DVBE Certification Instructions
- 3.2 Disabled Veteran Business Enterprise Program Requirements
- 3.3 DVBE Std. 843
- 3.4 Bidder Declaration form GSPD-05-105
- 4 Contractor Certification Clauses
- 5 Client References
- 6 Sample Standard Agreement
- 7 Budget Forms

I. Introduction

BACKGROUND

The increased use of alternative and renewable transportation fuels and technologies supports the state's commitment to curb greenhouse gas emissions, reduce petroleum use, improve air quality, and stimulate the sustainable production and use of biofuels within California. Assembly Bill 118 (Núñez, Chapter 750, Statutes of 2007) created the Alternative and Renewable Fuel and Vehicle Technology (ARFVT) Program to fill gaps and fund the differential cost of emerging fuels and vehicle technologies. This statute, amended by Assembly Bill 109 (Núñez, Chapter 313, Statutes of 2008), authorizes the California Energy Commission (Energy Commission) to "develop and deploy innovative technologies that transform California's fuel and vehicle types to help attain the state's climate change policies." The Energy Commission has an annual program budget of approximately \$100 million and provides funding for projects that:

- Develop and improve alternative and renewable low-carbon fuels
- Optimize alternative and renewable fuels for existing and developing engine technologies
- Produce alternative and renewable low-carbon fuels in California
- Decrease, on a full-fuel cycle basis, the overall impact and carbon footprint of alternative and renewable fuels and increase sustainability
- Expand fuel infrastructure, fueling stations, and equipment
- Improve light-, medium-, and heavy-duty vehicle technologies
- Retrofit medium- and heavy-duty on-road and non-road vehicle fleets
- Expand infrastructure connected with existing fleets, public transit, and transportation corridors
- Establish workforce training programs, conduct public education and promotion, and create technology centers.

The statute requires the Energy Commission to annually prepare and adopt an investment plan that determines the funding priorities and opportunities and describes how ARFVT Program funding will complement other public and private investments, including existing state programs. The most recent investment plan was adopted on September 7, 2011.

Another important ARFVT Program requirement is codified in Health and Safety Code Section 44273. This code section includes the requirement that an evaluation of research, development, and deployment efforts funded by the ARFVT Program be included in the Integrated Energy Policy Report (IEPR), beginning with the report adopted in 2011. The evaluation must include:

- A list of projects funded by the Alternative and Renewable Fuel and Vehicle Technology Fund

- The expected benefits of the projects in terms of air quality, petroleum use reduction, greenhouse gas emissions reduction, technology advancement, and progress towards achieving these benefits
- The overall contribution of the funded projects toward promoting a transition to a diverse portfolio of clean, alternative transportation fuels and reduced petroleum dependency in California
- Key obstacles and challenges to meeting these goals identified through funded projects
- Recommendations for future actions

PURPOSE OF RFP

The purpose of this Request for Proposals (RFP) is to select a contractor to provide support to the Energy Commission with Evaluation, Measurement and Verification (EM&V) of the Alternative and Renewable Fuel and Vehicle Technology (ARFVT) Program established under Assembly Bill 118 (Núñez, Chapter 750, Statutes of 2007).

KEY ACTIVITIES AND DATES

Key activities including dates and times for this RFP are presented below. An addendum will be released if the dates change for the asterisked (*) activities.

ACTIVITY	ACTION DATE
RFP Release	December 23, 2011
Deadline for Written Questions*	January 09, 2012
Pre-Bid Conference*	January 09, 2012
Distribute Questions/Answers and Addenda (if any) to RFP	January 24, 2012
Deadline to Submit Proposals by 3:00 p.m.*	February 09, 2012
Clarification Interviews (If necessary)	February 29-March 1, 2012
Notice of Proposed Award	March 06, 2012
Commission Business Meeting	May 09, 2012
Contract Start Date	June 01, 2012
Contract Termination Date	June 01, 2016

AVAILABLE FUNDING AND HOW AWARD IS DETERMINED

There is \$4,478,000.00 available for the contract resulting from this RFP. This is an hourly rate plus cost reimbursement contract and the award will be made to the responsible Bidder receiving the highest points.

Of this amount \$2,978,000.00 is immediately available. The remaining balance of \$1,500,000.00 from fiscal year (FY) 2012-2013 may be available contingent upon approval of the Energy Commission's 2012-2013 Budget and an allocation in the *2012-2013 Investment Plan for the Alternative and Renewable Fuel and Vehicle Technology Program* for this purpose. Funding shall be subject to the appropriation and availability for that purpose in the 2012-2013 Governor's Budget and allocation in the *2012-2013 Investment Plan*. In the event funds are not available or allocated, the Commission shall have no further liability with regard to the agreement.

The Commission reserves the right to reduce the contract amount to an amount deemed appropriate in the event the budgeted or allocated funds do not provide full funding of Commission contracts. In this event, the Contractor and Commission Contract Manager (CCM) shall meet and reach agreement on a reduced scope of work commensurate with the level of available funding.

ELIGIBLE BIDDERS

This solicitation is restricted to private entities, including non-profit organizations and private universities, and any public entity that can meet the requirements of this solicitation (e.g., Disabled Veteran Business Enterprise participation) and agree to the attached terms and conditions that will be included in the resulting agreement(s). Even if public entities cannot meet these requirements or agree to the terms, they can still participate as subcontractors. The reason for this distinction is that the Department of General Services, which has oversight of state contracting, no longer allows the Energy Commission to include different terms and conditions within the same solicitation. The Energy Commission used to do this because some public entities cannot agree to the same terms and conditions that apply to private entities. Every entity that bids under this solicitation must meet the solicitations requirements and must agree to the terms and conditions included. The Energy Commission will not award contracts to non-complying entities.

PRE-BID CONFERENCE

There will be one Pre-Bid Conference; participation in this meeting is optional but encouraged. The Pre-Bid Conference will be held at the date, time and location listed below. Please call (916) 654-4392 or refer to the Energy Commission's website at www.energy.ca.gov to confirm the date and time.

January 9, 2012
1:00 PM
California Energy Commission
Hearing Room A
1516 9th Street
Sacramento, CA 95814
Telephone: (916) 654-4392

PARTICIPATION THROUGH WEBEX

COMPUTER LOGON

1. Please go to <https://energy.webex.com> and enter the unique meeting number: 929 794 600
 2. When prompted, enter your information and the following meeting password: [meeting@9](#)
- NOTE: Access to WebEx meetings is now available from your mobile device. To learn more and access your app, please visit <http://www.webex.com/overview/mobile-meetings.html>

TELECONFERENCE

After logging in on the computer, an AUDIO CONFERENCE BOX will offer you the choice of phone connections:

1. TO HAVE WEBEX CALL YOU BACK: Type your area code and phone number and click "Call Me"
2. TO CALL INTO THE TELECONFERENCE: Use the drop-down box to select "I will call in" and follow the on-screen directions
3. INTERNATIONAL CALLERS: Click on the "Global call-in number" link in part (2) above
4. TO LISTEN OVER THE COMPUTER: If you have the needed equipment and your computer is configured, click on "Use Computer Headset" and then "Call Using Computer" to use VoIP (Internet

phone)

TELEPHONE ONLY (NO COMPUTER ACCESS): Call 1-866-469-3239 (toll-free in the U.S. and Canada) and when prompted enter the unique meeting number: 929 794 600. International callers can select their number from <https://energy.webex.com/energy/globalcallin.php>

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TECHNICAL SUPPORT

For help with problems or questions trying to join or attend the meeting, please call WebEx Technical Support at 1-866-229-3239.

System Requirements: To see if your computer is compatible, visit <http://support.webex.com/support/system-requirements.html> and refer to the WBS 27 section

Meeting Preparation: The playback of UCF (Universal Communications Format) rich media files requires appropriate players. To view this type of rich media files in the meeting, please check whether you have the players installed on your computer by going to <https://energy.webex.com/energy/systemdiagnosis.php>.

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QUESTIONS

During the RFP process, questions of clarification about this RFP must be directed to the Contracts Officer listed in the following section. You may ask questions at the Pre-Bid Conference, and you may submit written questions via mail, electronic mail, and by FAX. However, all technical questions must be received by 5:00 pm on the day of the Pre-Bid Conference.

Approximately two weeks after the Pre-Bid Conference, question and answer sets will be mailed to all parties who requested a copy of this RFP from the Commission Contracts Office and to all who attended the Pre-Bid conference and provided their contact information on the sign-in sheet. The questions and answers will also be posted on the Commission's website at: <http://www.energy.ca.gov/contracts/index.html>.

Any verbal communication with a Commission employee concerning this RFP is not binding on the State and shall in no way alter a specification, term, or condition of the RFP. Therefore, all communication should be directed in writing to the Energy Commission's Contract Officer assigned to the RFP.

CONTACT INFORMATION

Chris Craig, Contracts Officer
California Energy Commission
1516 Ninth Street, MS-18
Sacramento, California 95814
Telephone: (916) 654-4397
FAX: (916) 654-4423
E-mail: ccraig@energy.state.ca.us

RESPONSES TO THIS RFP

Responses to this solicitation shall be in the form of an Administrative, Technical and Cost Proposal according to the format described in this RFP. The Administrative response shall include all required administrative documents. The Technical Proposal shall document the Bidder's approach, experience, qualifications, and project organization to perform the tasks

described in the Scope of Work, and the Cost Proposal shall detail the Bidder's budget to perform such tasks.

REFERENCE DOCUMENTS

Bidders responding to this RFP may want to familiarize themselves with the following documents:

ARFVT Program statute, California Health & Safety Code, §§ 44270-44273, <http://www.leginfo.ca.gov/calaw.html> (toggle Health & Safety Code and type in code section in search box)

ARFVT Program regulations, Cal. Code Regs., tit. 20, §§ 3100-3108, <http://www.energy.ca.gov/2008publications/CEC-600-2008-013/CEC-600-2008-013-F.PDF>

2008-2010 Investment Plan for the Alternative and Renewable Fuel and Vehicle Technology Program, Publication # CEC-600-2009-008-CMF, <http://www.energy.ca.gov/2009publications/CEC-600-2009-008/CEC-600-2009-008-CMF.PDF>

2010-2011 Investment Plan for the Alternative and Renewable Fuel and Vehicle Technology Program, Publication # CEC-600-2010-001-CMF, <http://www.energy.ca.gov/2010publications/CEC-600-2010-001/CEC-600-2010-001-CMF.PDF>

2011-2012 Investment Plan for the Alternative and Renewable Fuel and Vehicle Technology Program, Publication # CEC-600-2011-006-CMF <http://www.energy.ca.gov/2010-ALT-1/index.html>

ARFVT Program information, including funding opportunities and projects can be found on the Energy Commission's Drive Website: <http://www.energy.ca.gov/drive/index.html>

Transportation Energy Forecasts and Analyses (Staff Report) and the ARFVT Benefits Staff Report, prepared for the *2011 Integrated Energy Policy Report*, http://www.energy.ca.gov/2011_energypolicy/documents/index.html. For more info about the *2011 Integrated Energy Policy Report*, please refer to: http://www.energy.ca.gov/2011_energypolicy/

The Energy Commission's *2011 Bioenergy Action Plan* for California evaluates and considers strategies to overcome the remaining challenges to meeting the Governor's targets for bioenergy in California. Publication # CEC-300-2011-001-CTF, <http://www.energy.ca.gov/2011publications/CEC-300-2011-001/CEC-300-2011-001-CTF.PDF>

AB 32, the Global Warming Solutions Act of 2006, which set the 2020 greenhouse gas emissions reduction goal into law. <http://www.arb.ca.gov/cc/ab32/ab32.htm>

All above reference documents are on display and available for review in the Energy Commission's Library. Library hours are Monday - Friday from 8:30 a.m. to 4:30 p.m., closed for lunch 12:00-1:00p.m. The Library is located at: California Energy Commission, 1516 Ninth Street, First Floor, Sacramento, CA 95814, (916) 654-4292.

II. Scope of Work and Deliverables

ABOUT THIS SECTION

This section describes the contract scope of work, deliverables and due dates under the direction of the CCM.

TASK LIST

Task #	Task Name
1	Agreement Management
2	Evaluation Advisory Committee
3	Evaluation Planning
4	Develop Recommendations of Program Status Indicators and Case Studies
5	Assess the Business Case for a Web-based Tracking and Reporting System / Dashboard
6	Evaluation, Measurement and Verification of ARFVT Program

TERMS/ACRONYMS/DEFINITIONS

Specific terms and acronyms used throughout this work statement are defined as follows:

Term/ Acronym	Definition
Activity	Actions taken by Awardees to implement agreements
ARB	California Air Resources Board
ARFVT	Alternative and Renewable Fuel and Vehicle Technology Program
ARRA	American Recovery and Reinvestment Act
Awardee	The recipient of ARFVT funds under a contract, grant, loan, or other financial mechanism. For purposes of this contract, "awardee" does not include recipients of funds under technical support contracts.
Category	A logical grouping of technologies, fuels, funding mechanisms, or activities.
CCM	Energy Commission Contract Manager
EM&V	Evaluation, Measurement and Verification
IEPR	Integrated Energy Policy Report
WA	Work Authorization

BACKGROUND

The purpose of this contract is to provide technical support to the Energy Commission with Evaluation, Measurement and Verification (EM&V) of the Alternative and Renewable Fuel and Vehicle Technology (ARFVT) program established under Assembly Bill 118 (Núñez, Chapter 750, Statutes of 2007). The ARFVT program provides funding to leverage public and private investment to develop and deploy clean, efficient, and low carbon alternative fuels and vehicle technologies. Technologies, fuels and activities funded include:

Vehicle Deployment Rebates and Buydowns for light-, medium-, and heavy-duty:

- Electric Vehicles
- Natural Gas Vehicles
- Propane Vehicles

Vehicle Prototypes and Demonstrations

- Non-Petroleum Engines and Hybrid Electric/Hydraulic Vehicles

Fueling/Dispensing Infrastructure

- Electric Vehicle Charging Stations
- Natural Gas (CNG and LNG)
- Hydrogen
- E85
- Propane
- Blending and Storage Terminals

Fuel Production

- Biofuel Production Plants
- Biomethane Production Plants
- Advanced Ethanol Production Plants

Manufacturing

- Vehicles and Component Parts for Alternative-Fueled/Electric Vehicles

Innovative Technology/Advanced Fuels

Workforce Training and Development

Planning Programs

- Regional Electric Vehicle Planning

Research Projects

Federal cost-share programs

To successfully administer the ARFVT Program, the Transportation Committee of the California Energy Commission requested that the 2010-2011 Investment Plan include a discussion of the need for the Energy Commission to develop and implement an EM&V program to independently verify the performance of the ARFVT Program and its awards, to document program, activity and technology benefits, and to quantify progress towards fulfilling policy goals and targets, including the Global Warming Solutions Act of 2006 (AB 32, Nunez, Chapter 488, Statutes of 2006), the California Air Resources Board's Low Carbon Fuel Standard, The State Alternative Fuel Plan (AB 1007, Pavley, Chapter 371, Statutes of 2005), California's *2011 Bioenergy Action Plan* and the Renewables Portfolio Standards (California Public Utilities Code section 399.11). This information will be used to develop the benefits report that is required for the Energy Commission's annual Integrated Energy Policy Report (IEPR) and update and to guide the management and direction of the ARFVT Program.

GOALS AND OBJECTIVES

The goals of the Agreement are to gain insight on costs and preferred features of technologies, how activities funded through the ARFVT program performed, how the markets for these products changed as a result of the program, and how program processes can be improved. This analysis will be used to choose technologies and fuels for future program support and to develop future market interventions. This will help to deploy public funds in a manner that will lead to the increased availability of alternative fuels and vehicle technologies, increased customer awareness, and, ultimately, increased cost-effective reductions in petroleum fuel use and greenhouse gas emissions.

Table 1 provides the objectives for the agreement, the key questions and indicators that the evaluation must address, and an assessment of how the Contractor should allocate its effort between evaluation types.

Table 1. Evaluation Objectives

Evaluation Type	Objectives	Key Questions/ Indicators	% Effort
Impact Evaluation	<p>Prepare analysis to support IEPR benefits report on ARFVT Program, as required by California Health and Safety Code section 44273, subd. (c).</p> <p>Prepare analysis to support quantification of progress towards fulfilling other state policy goals and targets (e.g., Global Warming Solutions Act of 2006 (AB 32, Nunez, Chapter 488, Statutes of 2006), Executive Order S-03-05, the Low Carbon Fuel Standard, the State Alternative Fuel Plan (AB 1007, Pavley, Chapter 371, Statutes of 2005), the <i>2011 Bioenergy Action Plan</i> and the Renewables Portfolio Standard (Cal. Pub. Util. Code sections 399.11 et seq.).</p> <p>Verify whether Awardees' achieved the impacts that they predicted or claimed in their proposals and reports to the Energy Commission.</p>	<p>Types and quantity of alternative and renewable fuel and vehicle technologies in California attributed to the ARFVT Program by award, by vendor, by sector (goods movement, warehouse, school district, etc.), category and by the ARFVT Program.</p> <p>Geographic coverage of awards and technologies, including those located in non-attainment areas, in adversely impacted communities, in disadvantaged communities, in different air basins, or out-of-state.</p> <p>Changes in annual fuel consumption (diesel, gasoline, biofuels, hydrogen, electricity, and natural gas) due to the ARFVT program or program category</p> <p>Changes in annual GHG and criteria pollutant emissions due to the ARFVT program or program category</p> <p>Changes in carbon intensity values for lifecycle GHG emissions</p> <p>Characterization of workforce training activities</p> <p>Quantity of ARFVT program funding and leveraged funding</p> <p>Changes in annual direct indirect, and induced jobs (quantity, type, duration, location) due to the ARFVT program or program category</p> <p>Changes in business formation for California and nationwide due to the ARFVT program or program category</p> <p>Changes in California gross state product (GSP) due to the ARFVT program or program category</p>	35

		Attribution of impacts between other market actors (such as ARB, Cal. Public Utilities Commission)	
Process Evaluation	Identify how program processes are performing from both the program and participant perspectives and indicate how they can be improved	<p>Has the administrative and financial performance of the program and awardees met an acceptable standard? (ie were funds allocated quickly enough, were requirements clearly stated from an early stage of the process, are the overhead costs appropriate, is record keeping adequate, etc.)</p> <p>Do awardees that received match funding under ARRA comply with ARRA requirements?</p> <p>Which program areas were oversubscribed or undersubscribed and what are the reasons?</p> <p>Are workforce training activities effectively targeted?</p> <p>Are awardees and market participants satisfied with the program?</p> <p>Are there aspects of the program which have been effective in increasing the degree to which practices have been sustained? Are there areas for improvement?</p> <p>Are solicitations targeting the most effective market factor and or actor (suppliers versus end-users versus other)?</p> <p>What are the ARFVT awardees' recommendations for enhancements to program process and content? What do entities that were not awarded funds recommend?</p> <p>What marketing and delivery channels are working well to achieve each of the program's targeted objectives at minimal cost?</p>	35
Market Baseline	For those fuel and technology categories where the ARFVT program	What is the pre-program availability of alternative and renewable fuel and	5

<p>Analysis</p>	<p>intends to change the structure or function of related markets, develop baseline information against which to compare future progress. Some market baseline studies have already been prepared for the ARFVT program. If gaps exist, develop baselines that are consistent with the IEPR- approved assumptions (such as for fuel prices, population etc.) or prepare an analysis and obtain approval from the CCM if different assumptions must be used.</p>	<p>vehicle technologies? How many were sold by what vendors?</p> <p>How many potential program participants are there?</p> <p>For awards targeting end users only, what is the level of awareness regarding the technologies?</p> <p>What are the characteristics of the ARFVT awardees and their customers (% innovators, % early adopters, % late adopters, etc.)? How does this compare to all potential market participants?</p> <p>What are the barriers and opportunities to expanded utilization of the program's alternative fuels and vehicle technologies?</p>	
<p>Market Effect Evaluation</p>	<p>Assess how awards and project categories funded under the ARFVT program are expected to drive new technology advancement for vehicles, engines, and other equipment, and promote the deployment of such technologies in the marketplace.</p> <p>For those fuel/technology categories where the ARFVT program intends to change the structure or function of related markets, determine the short-term, medium-term and long-term (the year 2020) changes that take place for the various targeted markets (trucking, aviation, goods movements, school buses etc.) and assess whether they were affected by the program and are sustainable with or without the program.</p>	<p>Has the ARFVT program accelerated the deployment of alternative vehicles, technologies and fuels?</p> <p>Has the ARFVT program accelerated the timeframe to advance the market development cycle from pre-commercialization to commercialization?</p> <p>Has the quantity of potential participants changed over the life of the ARFVT program?</p> <p>Has awardees' financial solvency changed over the life of the ARFVT program?</p> <p>Has consumer knowledge and acceptance of technologies changed? (only for awards targeting end users)</p> <p>Have the knowledge, skills and capabilities of alternative fuel and vehicle technology product and service providers changed?</p> <p>Have workforce training activities achieved their objectives?</p> <p>Have any permanent changes to the markets for alternative and renewable</p>	<p>15</p>

		<p>fuel and vehicle technologies occurred due to the program? For example, have regulations, pricing, services, or availability of financing etc. changed due to the program?</p> <p>Will the identified market changes be sustained without continued public funding?</p>	
Cost Assessment	<p>Assess the viability of various categories of ARFVT activities in transitioning towards a diverse portfolio of alternative fuels and vehicle technologies and reduced petroleum dependency. Compare the costs and benefits, evaluate the degree of uncertainty associated with each estimate of each type of cost and benefit, and describe the costs and benefits not captured or quantified but likely to exist.</p>	<p>What are the costs and benefits of fuel and vehicle technology categories (aggregates of similar projects) and how do they compare to each other?</p> <p>What are the relative lifecycle GHG emissions for gasoline, diesel and petroleum substitutes?</p> <p>What are the combined fuel and vehicle costs to end-use customers? To wholesale suppliers? To retail suppliers?</p>	10

FORMAT/REPORTING REQUIREMENTS

Deliverables/Reports

When creating reports, the Contractor shall use and follow, unless otherwise instructed in writing by the Commission Contract Manager (CCM), the latest version of the Consultant Reports Style Manual published on the Energy Commission's web site:

http://www.energy.ca.gov/contracts/consultant_reports/index.html

Each final deliverable shall be delivered as one original, reproducible, 8 ½" by 11", camera-ready master in black ink. Illustrations and graphs shall be sized to fit an 8 ½" by 11" page and readable if printed in black and white.

Electronic File Format

The Contractor shall deliver an electronic copy (CD ROM or memory stick or as otherwise specified by the CCM) of the full text in Microsoft Word (.doc). The following describes the accepted formats of electronic data and documents provided to the Energy Commission as contract deliverables and establishes the computer platforms, operating systems and software that will be required to review and approve all software deliverables.

- Data sets shall be in Microsoft (MS) Access or MS Excel file format.
- PC-based text documents shall be in MS Word file format.
- Documents intended for public distribution shall be in PDF file format, with the native file format provided as well.
- Project management documents shall be in MS Project file format.

Software Application Development

If this scope of work includes any software application development, including but not limited to databases, websites, models, or modeling tools, contractor shall utilize the following standard Application Architecture components in compatible versions:

- Microsoft ASP.NET framework (version 3.5 and up) Recommend 4.0
- Microsoft Internet Information Services (IIS), (version 6 and up) Recommend 7.5
- Visual Studio.NET (version 2008 and up) Recommend 2010
- C# Programming Language with Presentation (UI), Business Object and Data Layers
- SQL (Structured Query Language)
- Microsoft SQL Server 2008, Stored Procedures Recommend 2008 R2
- Microsoft SQL Reporting Services Recommend 2008 R2
- XML (external interfaces)

Any exceptions to the Electronic File Format requirements above must be approved in writing by the Energy Commission Information Technology Services Branch.

TASKS

TASK 1.0 AGREEMENT MANAGEMENT

Task 1.1 Kick-off Meeting

The goal of this task is to establish the lines of communication and procedures for implementing this Agreement.

The Contractor shall:

- Attend a “kick-off” meeting with the CCM, the Contracts Officer, and a representative of the Accounting Office. The meeting will be held in Sacramento, CA and the CCM will designate the specific location. The Contractor shall include their Project Manager, Contracts Administrator, Accounting Officer, and others designated by the CCM in this meeting. The administrative and technical aspects of this Agreement will be discussed at the meeting.
- If necessary, prepare an updated Schedule of Deliverables based on the decisions made in the kick-off meeting.
- Prepare a Gantt Chart for the Agreement.
- Prepare a one page summary of the kick-off meeting discussion.

The CCM shall:

- Arrange the meeting including scheduling the date and time.
- Prior to the kick-off meeting, provide an agenda to all potential meeting participants

Contractor Deliverables:

- An Updated Schedule of Deliverables (if applicable)
- Gantt Chart
- Kick-off meeting summary

Task 1.2 Invoices

The Contractor shall:

- Prepare invoices for all reimbursable expenses incurred performing work under this Agreement in compliance with the Terms and Conditions of the Agreement. Invoices shall be submitted consistent with the frequency of progress reports. Invoices must be submitted to the Energy Commission’s Accounting Office.

Deliverables:

- Invoices

Task 1.3 Management of Work Authorizations under Technical Task 6

The goal of this task is to provide technical assistance to the CCM in preparing Work Authorizations that adequately address the work under Task 6, Evaluation, Measurement and Verification of ARFVT Program.

The Contractor shall:

- Assist the CCM in drafting WAs in accordance with the Work Authorization provision in Exhibit E.

Task 1.4 Manage Subcontractors

The goal of this task is to ensure quality products, to enforce subcontractor Agreement provisions, and in the event of failure of the subcontractor to satisfactorily perform services, recommend solution to resolve the problem.

The Contractor shall:

- Manage and coordinate subcontractor activities. The Contractor is responsible for the quality of all subcontractor work and the Energy Commission will assign all work to the Contractor. If the Contractor decides to add new subcontractors, they shall 1) comply with the terms and conditions of the contract, and 2) notify the CCM who will follow the Energy Commission's process for adding or replacing subcontractors.

Task 1.5 Progress Reports

The goal of this task is to periodically verify that satisfactory and continued progress is made towards achieving the objectives of this Agreement.

The Contractor shall:

- Prepare progress reports which summarize all Agreement activities conducted by the Contractor for the reporting period, including an assessment of the ability to complete the Agreement within the current budget and any anticipated cost overruns. Each progress report is due within 15 calendar days after the end of the reporting period. The CCM will provide the format for the progress reports.

Deliverables:

- Monthly Progress Reports

Task 1.6 Summary Report

The goal of this task is to prepare a written Summary Report that describes the original purpose, approach, results and conclusions of the work completed under this Agreement. The Summary Report shall be prepared in language easily understood by the public or layperson with a limited technical background.

The Summary Report must be completed before the termination date of the Agreement in accordance with the Schedule of Deliverables.

The Summary Report shall be a public document. If the Contractor has obtained confidential status from the Energy Commission and will be preparing an additional confidential version of the Summary Report, the Contractor shall perform the following subtasks for both the public and confidential versions of the Summary Report.

Task 1.6.1 Summary Report Outline

The Contractor shall:

- Prepare and submit a draft outline of the Summary Report to the CCM for review and approval. The CCM will provide written comments to the Contractor on the draft outline. The Contractor shall review the comments and discuss any problematic recommended changes with the CCM.
- Once agreement has been reached on the draft, the Contractor shall prepare and submit the final outline of the Summary Report to the CCM, incorporating CCM comments.

Deliverables:

- Draft Outline of the Summary Report
- Final Outline of the Summary Report

Task 1.6.2 Summary Report

The Contractor shall:

- Prepare the draft Summary Report for this Agreement in accordance with the approved outline.
- Submit the draft Summary Report to the CCM for review and comment. The CCM will provide written comments to the Contractor. The Contractor shall review the comments and discuss any problematic recommended changes with the CCM, incorporating CCM comments.
- Once agreement has been reached on the draft, the Contractor shall prepare and submit the Final Summary Report.

Deliverables:

- Draft Summary Report
- Final Summary Report

Task 1.7 Final Meeting

The goal of this task is to discuss closeout of this Agreement and review the project.

The Contractor shall:

- Meet with Energy Commission staff prior to the term end date of this Agreement. The meeting will be held via Web-Ex or teleconference. This meeting will be attended by the Contractor Project Manager and the CCM. The CCM will determine any additional appropriate meeting participants. The administrative and technical aspects of Agreement closeout will be discussed at the meeting.
- Present findings, conclusions, and recommended next steps (if any) for the Agreement based on the information included in the Summary Report.
- Prepare a written document of meeting agreements and unresolved activities.

- Prepare a schedule for completing the closeout activities for this Agreement, based on determinations made within the meeting.

Deliverables:

- Written documentation of meeting agreements
- Schedule for completing closeout activities

TECHNICAL TASKS

Task 2 Evaluation Advisory Committee

The goal of this task is to prepare a process for facilitating input from an Evaluation Advisory Committee of at least two EM&V experts that would be paid out of contract funds. These experts shall not be ARFVT awardees or be involved in drafting or implementing the evaluation efforts or be employees of the Contractor. The Evaluation Advisory Committee's purpose is to provide a quality assurance review process. At key stages of the process (as noted in the tasks), the Evaluation Advisory Committee will review progress and provide constructive input.

The Contractor shall:

- Prepare and submit a draft Evaluation Advisory Committee memo on who is included in the Evaluation Advisory Committee and the proposed process to facilitate review of the EM&V effort. Contents shall include: a schedule of meeting times, topics for review and the process for review.
- Incorporate comments by the CCM and prepare a final Evaluation Advisory Committee memo.

Deliverables:

- Draft Evaluation Advisory Committee Memo
- Final Evaluation Advisory Committee Memo

Task 3 Evaluation Planning

The goal of this task is to develop a detailed plan to guide the EM&V effort. The EM&V plan should ensure that the EM&V goals are clearly specified and evaluation metrics are clearly defined, and that necessary data collection procedures are in place. The evaluation plan shall be detailed enough so as to allow implementation of the full evaluation effort.

The Contractor may develop ARFVT EM&V information from a variety of sources and methods. Some of these sources may already exist, such as Awardees' progress reports. Other data may be developed by the Contractor by various methods including: administering surveys, conducting interviews, developing or applying models, taking measurements, or conducting on-site data collection. The evaluation approach should be designed in a way that provides findings with the highest level of reliability that can be achieved within the available budget and term of the contract. Where possible, the EM&V Plan shall emphasize on-site data collection.

Evaluation planning shall be conducted in a collaborative and transparent manner, in coordination with the CCM and Energy Commission Staff.

The Contractor shall:

- Group technologies or awards into logical categories with similar characteristics that would have similar evaluation objectives and approaches. The categories should include consideration of (but not be limited to) the technology, fuel type, commercialization phase, supply chain target, infrastructure type, and maturity of the market. Categories shall be developed so that the evaluation approach can be consistent for all technologies or awards in the category.
- Prepare a draft Categorization of ARFVT Projects Memo which describes and explains the rationale for the categories.
- Incorporate comments by the CCM and prepare a final Categorization of ARFVT Projects Memo.
- For each category, develop and submit draft theories of how program categories' actions are intended to lead to reductions in petroleum use and greenhouse gas emissions. The Category Theories should specify the program categories' goals, objectives, resources, strategies, activities, outputs, target audience, short-term outcomes, medium-term outcomes and long-term outcomes.
- Implement the Evaluation Advisory Committee procedures on the draft Category Theories according to the Evaluation Advisory Committee memo.
- Document the Evaluation Advisory Committee's recommendations on Category Theories in a draft Description of Steps Memo and include the steps the Contractor will take to address the Evaluation Advisory Committee's recommendations. If the Contractor disagrees with a recommendation, include reasons explaining the disagreement in the memo.
- Incorporate comments by the CCM and prepare a final Description of Steps Memo (Category Theories).
- Incorporate comments by the CCM and Evaluation Advisory Committee for each category and prepare Final Category Theories.
- In coordination with the CCM and key Energy Commission staff, and in consideration of the Category Theories, prepare a draft Questions/Indicators Memo which selects the working list of evaluation objectives for each category or subcategory. The Memo shall discuss the relevance of all of the researchable questions and key indicators from Table 1 for each category. If the Contractor recommends that some researchable questions or indicators not be included in the EM&V for a particular category, then the Contractor shall document in the memo why that question/indicator should be omitted.
- Implement the Evaluation Advisory Committee procedures on the draft Questions/Indicators according to the Evaluation Advisory Committee memo.
- Document the Evaluation Advisory Committee's recommendations on Questions/Indicators in a draft Description of Steps Memo and include the steps the Contractor will take to address the Evaluation Advisory Committee's recommendations. If the Contractor disagrees with a recommendation, include reasons explaining the disagreement in the memo.
- Incorporate comments by the CCM and prepare a final Description of Steps Memo (Questions/Indicators).

- Incorporate comments by the CCM and the Evaluation Advisory Committee and prepare a final Questions/Indicators Memo.
- Determine whether the existing baseline information by category is adequate. If there are gaps, develop an approach to establish baselines for categories. Prepare a draft Baseline Memo which summarizes the baseline information or describes the approach to develop a baseline.
- Implement the Evaluation Advisory Committee procedures on the baselines according to the Evaluation Advisory Committee memo.
- Document the Evaluation Advisory Committee's recommendations on the baselines in a draft Description of Steps Memo and include the steps the Contractor will take to address the Evaluation Advisory Committee's recommendations. If the Contractor disagrees with a recommendation, include reasons explaining the disagreement in the memo.
- Incorporate comments by the CCM and prepare a final Description of Steps Memo (Baselines).
- Incorporate comments from the CCM and the Evaluation Advisory Committee and prepare a final Baseline Memo.
- Develop draft Program Category EM&V Plans for each program category. Each draft Program Category EM&V Plan shall include:
 - Category description
 - Status of category (for example: number of awardees, funds obligated, funds expended, interim achievements toward milestones and activities and locations of activities, awards, and technology categories, etc.)
 - Category theory
 - Baseline information
 - EM&V metrics and key questions/indicators
 - Data collection, estimation, and monitoring procedures (if one exists, include the reference to the adopted verification procedure to be used) to answer questions and develop information on indicators that were selected for each category. Identify the populations from which data will be collected, the sampling procedures, the expected robustness and reliability of the estimates of metric and performance indicators, and how these rigor levels compare to established EM&V standards.
 - Comprehensive EM&V Report tables' templates
 - Budget to implement EM&V Plan by Category
 - Timelines for achieving EM&V objectives, including activity schedules, milestones, and deliverable due dates, in coordination with the IEPR schedule
 - Roles of subcontractors and Energy Commission staff in implementing the Final EM&V Plan for each category
 - The approach to implementing the EM&V Plan to ensure that the findings from individual evaluations can be used to make valid inferences about all program activities of each broad category and about the entire portfolio of ARFVT activities. The approach must lead to reliable, replicable and unbiased results within the budget. Identify the anticipated margin of error of the results.

- Implement the Evaluation Advisory Committee procedures on the draft EM&V Plan by Category according to the Evaluation Advisory Committee memo.
- Document the Evaluation Advisory Committee's recommendations on the EM&V Plan by Category in a draft Description of Steps Memo and include the steps the Contractor will take to address the Evaluation Advisory Committee's recommendations. If the Contractor disagrees with a recommendation, include reasons explaining the disagreement in the memo.
- Incorporate comments by the CCM and prepare a final Description of Steps Memo (EM&V Plan by Category).
- Revise the draft EM&V program category plans based on recommendations from the CCM and the Evaluation Advisory Committee, and develop final Program Category EM&V Plans.
- Combine all these efforts into a draft EM&V Plan. Each program category shall represent a separate chapter of the EM&V plan. Cross-cutting issues may be combined in a separate chapter. The EM&V plan shall include an outline of the Comprehensive Program EM&V Report (Task 6) and an executive summary presenting an overview of key evaluation objectives and approaches for each category.
- Implement the Evaluation Advisory Committee procedures on the draft EM&V Plan according to the Evaluation Advisory Committee memo.
- Document the Evaluation Advisory Committee's recommendations on the EM&V Plan in a draft Description of Steps Memo and include the steps the Contractor will take to address the Evaluation Advisory Committee's recommendations. If the Contractor disagrees with a recommendation, include reasons explaining the disagreement in the memo.
- Incorporate comments by the CCM and prepare a final Description of Steps Memo (EM&V Plan).
- Revise the draft EM&V Plan based on input from the CCM, Evaluation Advisory Committee, and Energy Commission staff and prepare the final EM&V Plan. The final EM&V Plan shall be a bound document.

Deliverables:

- Draft Categorization of ARFVT Projects Memo
- Final Categorization of ARFVT Projects Memo
- Draft Category Theories (for each category)
- Final Category Theories (for each category)
- Draft Description of Steps Memo (Category Theories)
- Final Description of Steps Memo (Category Theories)
- Draft Questions/Indicators Memo
- Final Questions/Indicators Memo
- Draft Description of Steps Memo (Questions/Indicators)
- Final Description of Steps Memo (Questions/Indicators)
- Draft Baseline Memo
- Final Baseline Memo
- Draft Description of Steps Memo (Baselines)
- Final Description of Steps Memo (Baselines)

- Draft Program Category EM&V Plans
- Final Program Category EM&V Plans
- Draft Description of Steps Memo (EM&V Plan by Category)
- Final Description of Steps Memo (EM&V Plan by Category)
- Draft EM&V Plan
- Final EM&V Plan
- Draft Description of Steps Memo (EM&V Plan)
- Final Description of Steps Memo (EM&V Plan)

Task 4 Develop Recommendations of Program Status Indicators and Case Studies

The goals of this task are to develop recommendations on which indicators of performance should be regularly tracked to provide routine data and visual tools that indicate progress, outputs and outcomes that assess whether the ARFVT program and projects are performing at expected levels; and to prepare quarterly case studies highlighting program successes. Tracking of these indicators and their trends would provide Energy Commission staff with information to quickly identify and monitor ARFVT program performance. The Energy Commission may use this information to provide updates to policy makers and to proactively identify problems so that corrective action can occur.

The Contractor shall:

- Recommend a small set of core metrics and indicators of performance to track and summarize in internal tracking documents or reports. Metrics and performance indicators shall:
 - Tie to program goals (as defined in program regulations and/or statute)
 - Be defined as positive outcomes (benefits).
 - Have formats which are the same across activities to the extent feasible
 - Be able to be scaled up from the awardee to the category of award to the program category. Where scaling is not feasible, define the appropriate metrics and data (i.e., on a per awardee basis, by category or by technology).
 - Include: funds obligated, funds expended, interim achievements toward milestones and activities, and locations of activities and categories.
 - Distinguish between expected results from the original project proposal, actual results reported by the awardee, and results as evaluated, verified or measured by the contractor.
- Prepare and submit a draft Metrics and Performance Indicators memo that includes the Contractor's recommendation of core metrics and indicators of performance, the proposed data sources of those core metrics and indicators of performance, and proposed protocols and procedures to gather the data. The protocols and procedures to develop the core metrics and indicators of performance should consider Awardees' or Energy Commission staff's time and funding constraints.
- Implement the Evaluation Advisory Committee procedures on the Metrics and Performance Indicators according to the Evaluation Advisory Committee memo.
- Document the Evaluation Advisory Committee's recommendations in a draft Description of Steps Memo and include the steps the Contractor will take to address the Evaluation Advisory Committee's recommendations. If the Contractor disagrees with a recommendation, include reasons explaining the disagreement in the memo.

- Incorporate comments by the CCM and prepare a final Description of Steps Memo.
- Prepare a final Metrics and Performance Indicators Memo based on input from the CCM and the Evaluation Advisory Committee.
- Assess quality of data provided by awardees in the original project proposal, the regular progress reports, and any task-based reports. Conduct a gap analysis and develop recommendations for filling any gaps and improving the quality of data. Include this information in a draft data quality assessment.
- Prepare a final data quality assessment based on input from the CCM.
- Develop and submit a draft case study format which presents the layout and organization and the “look” of quarterly case studies.
- Based on input from the CCM, prepare a final case study format.
- Submit a proposed list of five (5) awards or categories to highlight in the quarterly case studies.
- Prepare and submit draft quarterly case studies based on the approved list which:
 - Use the approved metrics and performance indicators to highlight success stories from individual awards or categories,
 - Include concise descriptions and metrics for determining success,
 - Include graphical displays of information and pictures of case studies.
- Based on input from the CCM, prepare final quarterly case studies.

Deliverables:

- Draft Metrics and Performance Indicators Memo
- Final Metrics and Performance Indicators Memo
- Draft Description of Steps Memo (Metrics and Performance Indicators)
- Final Description of Steps Memo (Metrics and Performance Indicators)
- Draft data quality assessment
- Final data quality assessment
- Draft Case Study Format
- Final Case Study Format
- Quarterly list(s) of 5 case studies
- Draft Quarterly Case Studies
- Final Quarterly Case Studies

Task 5 Assess the Business Case for a Web-based Tracking and Reporting System/Dashboard

The goal of this task is to assess the fiscal and technical feasibility of a web-based system/dashboard that would provide a platform for ARFVT funding recipients to enter progress and performance information and could automate data gathering, calculations and reporting. An effective web-based tool would increase the consistency of reporting and reduce the time and resources required to manage information.

The Contractor shall:

- Prepare and submit a draft Web-based Tracking System Assessment Report that analyzes whether transitioning the development and presentation of program status documents to a web-based system would save staff time, save State funds, or increase the quality of services. The assessment shall explore the business case for the web-based system (including both pros and cons), discuss the challenges, specify important functional requirements, approximate the associated costs, recommend and compare future products, and suggest recommended timelines.
- Prepare and submit a final Web-based Tracking System Assessment Report based on comments from the CCM.

Deliverables:

- Draft Web-based Tracking System Assessment Report
- Final Web-based Tracking System Assessment Report

Task 6 Evaluation, Measurement and Verification of ARFVT Program (Work Authorization Task) (80% of the effort)

The goals of this task are to implement the EM&V Plan and to prepare an annual Comprehensive Program EM&V Report. The report will be read by Energy Commission staff, Energy Commissioners, the Legislature, interested members of other agencies and the public.

This is a "Work Authorization" task and no work shall be undertaken for this task unless authorized by the Energy Commission through a specific written document called a Work Authorization (WA). Each WA shall define the scope of work, the deliverables, the schedule of deliverables and the project budget for work requested by the Energy Commission. The Contractor shall begin work only when a written WA is signed by both the Contractor and the CCM and has been approved by the Department of General Services.

The Contractor shall:

- Assist the CCM in drafting WAs in accordance with the Work Authorization provision in Exhibit E.
- Sign a non-disclosure agreement with the Energy Commission and with each ARFVT awardee, as appropriate, to allow receipt of confidential information.
- Implement the EM&V Plan. The Contractor may be required to coordinate with other audit processes (such as audits by the Energy Commission, U.S. Department of Energy, or the California Bureau of State Audits) while implementing the EM&V Plan.
- In consultation with the CCM and Energy Commission staff, assign new ARFVT activities to the EM&V Plan on a quarterly basis and as they are approved by the Energy Commission.
- Implement the Evaluation Advisory Committee procedures at key stages of the EM&V implementation and for each Comprehensive EM&V Report, according to the Evaluation Advisory Committee memo.

- Document the Evaluation Advisory Committee's recommendations in draft Description of Steps Memo(s) and include the steps the Contractor will take to address the Evaluation Advisory Committee's recommendations. If the Contractor disagrees with a recommendation, include reasons explaining the disagreement in the memo(s).
- Incorporate comments by the CCM and prepare final Description of Steps Memo(s).
- As the measurement and verification of each awardee is completed, prepare a draft Awardee Report documenting the findings. Include: a description of the awardee's proposed project, baseline conditions, expected outcomes, questions/indicators applied, methodology used, assumptions, data gathered, and conclusions.
- Incorporate comments by the CCM and prepare Final Awardee Report(s)
- After conducting a site visit or a series of visits to a particular site, prepare a draft Site Visit Report. The Site Visit Report shall include:
 - An executive summary
 - A description of the awardee's proposed project, baseline conditions, and expected outcomes at the site.
 - The method of analysis that the Contractor used to measure and verify the expected outcomes.
 - The identification of the key calculation inputs used and the source of the data for these inputs (if assumption-based, describe the source supporting that assumption. If derived from collected data, describe the monitoring procedure, the equipment used, the monitoring schedule and the justification of the sampling rate of monitored equipment).
 - The findings (including a table which compares the awardee and the Contractor's assumptions and outcomes).
- Prepare Final Site Visit Reports based on comments from the CCM.
- As all the individual data gathering activities within a category are completed, prepare a draft Category Summary report estimating the impacts for that category. Each Category Summary Report shall:
 - Have a section that summarizes the findings from the evaluation in a way that allows readers who are not familiar with the topics of energy or with ARFVT Program's fuels or technologies to quickly understand key results without reading the entire document.
 - Be formatted for ease of incorporation into a single report that documents the results for the entire ARFVT program.
 - Meet the Energy Commission reporting specifications for format, content, and quality, including the Energy Commission's style guide.
 - Use professional editors and evaluation experts with extensive writing and communication skills.
- Prepare a final Category Summary Report for each category based on comments from the CCM.

- Implement the quality assurance review process by soliciting input from the Evaluation Advisory Committee. Facilitate review and input from key Energy Commission staff and the Evaluation Advisory Committee's on implementation of the EM&V Plan at key stages.
- Prepare a draft outline of the annual Comprehensive Program EM&V Report.
- Prepare a final outline of the annual Comprehensive Program EM&V Report.
- Prepare a draft Comprehensive Program EM&V Report based on implementation of the EM&V Plan on a yearly basis. The Comprehensive Program EM&V Report shall:
 - Describe the findings related to all the evaluation objectives for each category and for the entire ARFVT Program.
 - Present results in a way that allow all program effects to be easily understood.
 - Include a comparison table and a discussion of effects by awardee, by category, and per dollar of ARFVT funding.
 - Where outcomes differ from program goals, discuss the reasons for this and provide recommendations to improve the delivery of the ARFVT Program and outcomes.
 - Describe key obstacles and challenges to meeting the goals identified by funded projects and make recommendations for future program designs or funding opportunities.
 - Include an executive summary that presents the findings from the evaluation in a way that allows readers who are not familiar with the topics of energy or with the ARFVT Program's fuels or technologies to quickly understand key results without reading the entire document.
 - Adhere to the Energy Commission reporting specifications for format, content, and quality, including the Energy Commission's style guide.
 - Include photographs, charts and figures as appropriate to convey to the reader the necessary information.
 - Be professionally edited and clearly written.
 - Be a bound document.
- Attend and participate in at least two public workshops held by the Energy Commission in coordination with the IEPR. For each workshop:
 - Prepare and submit a draft PowerPoint presentation.
 - Incorporate comments from the CCM and prepare a final PowerPoint presentation.
 - Prepare handouts and other workshop materials.

- Present the PowerPoint and respond to questions.

Deliverables:

All deliverables will be detailed in the Work Authorizations.

Deliverables and Due Dates

Task	Deliverable	Due Date
1.1	An Updated Schedule of Deliverables (if applicable) An Updated Gantt Chart Kick-off meeting summary	10 working days after contract execution 10 working days after contract execution 10 working days after contract execution
1.2	Invoices	Monthly
1.3	None	N/A
1.4	None	N/A
1.5	Monthly Progress Reports	Monthly
1.6	Draft Outline of the Summary Report Final Outline of the Summary Report Draft Final Summary Report Summary Report	January 15 ,2016 January 31, 2016 February 28, 2016 March 1 ,2016
1.7	Written documentation of meeting agreements and all pertinent information Schedule for completing closeout activities	3 working days after final meeting 3 working days after final meeting
2	Draft Evaluation Advisory Committee Memo Final Evaluation Advisory Committee Memo	July 27, 2012 7 days after receipt of CCM comments
3	Draft Categorization of ARFVT Projects Memo Final Categorization of ARFVT Projects Memo Draft Category Theories (for each category) Draft Description of Steps Memo (Category Theories) Final Description of Steps Memo (Category Theories) Final Category Theories (for each category) Draft Questions/Indicators Memo Draft Description of Steps Memo (Questions/Indicators) Final Description of Steps Memo (Questions/Indicators) Final Questions/Indicators Memo Draft Baseline Memo Draft Description of Steps Memo (Baselines) Final Description of Steps Memo (Baselines)	July 27, 2012 7 days after receipt of CCM comments July 1, 2012 August 31, 2012 7 days after receipt of CCM comment 7 days after receipt of CCM comments August 17, 2012 September 7, 2012 7 days after receipt of CCM comment 7 days after receipt of CCM comments August 31, 2012 September 14, 2012 7 days after receipt of CCM comment

	<p>Final Baseline Memo</p> <p>Draft Program Category EM&V Plans</p> <p>Draft Description of Steps Memo (EM&V Plan by Category)</p> <p>Final Description of Steps Memo (EM&V Plan by Category)</p> <p>Final Program Category EM&V Plans</p> <p>Draft EM&V Plan</p> <p>Draft Description of Steps Memo (EM&V Plan)</p> <p>Final Description of Steps Memo (EM&V Plan)</p> <p>Final EM&V Plan</p>	<p>15 days after receipt of CCM comments</p> <p>October 5, 2012</p> <p>October 26, 2012</p> <p>7 days after receipt of CCM comment</p> <p>November 9, 2012</p> <p>November 23, 2012</p> <p>December 3, 2012</p> <p>December 17, 2012</p> <p>January 14, 2013</p>
4	<p>Draft Metrics and Performance Indicators Memo</p> <p>Draft Description of Steps Memo (Metrics and Performance Indicators)</p> <p>Final Description of Steps Memo (Metrics and Performance Indicators)</p> <p>Final Metrics and Performance Indicators Memo</p> <p>Draft data quality assessment</p> <p>Final data quality assessment</p> <p>Draft Case Studies Format</p> <p>Final Case Studies Format</p> <p>Quarterly List(s) of 5 Case Studies</p> <p>Draft Quarterly Case Studies</p> <p>Final Quarterly Case Studies</p>	<p>August 17, 2012</p> <p>September 7, 2012</p> <p>7 days after receipt of CCM comments</p> <p>September 21, 2012</p> <p>August 17, 2012</p> <p>September 7, 2012</p> <p>August 17, 2012</p> <p>September 7, 2012</p> <p>60 days before the end of each quarter</p> <p>15 days before the end of each quarter</p> <p>Last day of each quarter</p>
5	<p>Draft Web-based Tracking System Assessment Report</p> <p>Final Web-based Tracking System Assessment Report</p>	<p>August 1, 2013</p> <p>15 days after receipt of CCM comments</p>
6	<p>Deliverables will be established in WAs</p>	<p>Due dates will be established in WAs.</p>

III. Proposal Format, Required Documents, and Delivery

ABOUT THIS SECTION

This section contains the format requirements and instructions on how to submit a proposal. The format is prescribed to assist the Bidder in meeting State bidding requirements and to enable the Commission to evaluate each proposal uniformly and fairly. Bidders must follow all Proposal format instructions, answer all questions, and supply all requested data.

REQUIRED FORMAT FOR A PROPOSAL

All proposals submitted under this RFP must be typed or printed using a standard 11-point font, singled-spaced and a blank line between paragraphs. Pages must be numbered and sections titled and printed back-to-back. Spiral or comb binding is preferred and tabs are encouraged. Binders are discouraged.

NUMBER OF COPIES

Bidders must submit the original and six copies of the proposal (Sections 1 and 2).

Bidders must also submit electronic files of the proposal on [CD-ROM or USB memory stick](#) along with the paper submittal. Only one CD-ROM or USB memory stick is needed. Electronic files must be in Microsoft Word XP (.doc format) and Excel Office Suite formats. Completed Budget Forms, Attachment 7, must be in Excel format. Electronic files submitted via e-mail will not be accepted.

PACKAGING AND LABELING

The original and copies of the proposal must be labeled "Request for Proposal 600-10-612," and include the title of the proposal and the appropriate section number:

Include the following label information and deliver your proposal, in a sealed package:

Person's Name, Phone #	
Bidder's Name	
Street Address	
City, State, Zip Code	
FAX #	
	RFP 600-10-612
	Contracts Office, MS-18
	California Energy Commission
	1516 Ninth Street, 1st Floor
	Sacramento, California 95814

PREFERRED METHOD FOR DELIVERY

A Bidder may deliver a proposal by:

- U. S. Mail
- Personally
- Courier service

Proposals must be delivered **no later than 3:00 p.m.**, to the Commission Contracts Office during normal business hours and prior to the date and time specified in this RFP. In accordance with Public Contract Code 10344, proposals received after the specified date and time are considered late and will not be accepted. There are no exceptions to this law. Postmark dates of mailing, E-mail and facsimile (FAX) transmissions are not acceptable in whole or in part, under any circumstances.

ORGANIZE YOUR PROPOSAL AS FOLLOWS

SECTION 1, Administrative Response

Cover Letter

Table of Contents

Contractor Status Form

Darfur Contracting Act Form

Small Business Certification

Completed Disabled Veteran Business Enterprise form

Bidder Declaration form GSPD-05-105

Contractor Certification Clauses

Attachment 1

Attachment 2

If applicable

Attachment 3.3

Attachment 3.4

Attachment 4

SECTION 2, Technical and Cost Proposal

Approach to Tasks in Scope of Work

Organizational Structure

Relevant Experience and Qualifications

Labor Hours by Personnel and Task

Client References

Previous Work Products

Budget Forms

Attachment 5

Attachment 7. See also G below.

A. Approach to tasks in Scope of Work

Provide a work plan for approaching the tasks in the Scope of Work. In the work plan, describe the Bidder's approach to providing services listed in the Scope of Work, highlighting any outstanding features, qualifications and experience. The work plan should indicate the proposed methodologies for implementing each task, the EM&V standards and protocols that the Bidder proposes to apply, and the techniques for conducting the EM&V of ARFVT awardees.

B. Organizational Structure

1. Describe the organizational structure of the Bidder, including providing an organizational chart of the entire contract team.

2. Provide a short description of each firm and key members on the team. Describe the relationship between the Contractor and subcontractors on your team.
3. Identify the location of the Bidder's and Subcontractor's headquarters and satellite office(s) and proposed methods of minimizing costs to the State.
4. Describe Bidder's professional awards.
5. Describe the organization, composition, and functions to be performed by staff members of the Bidder and any subcontractors and how the staff pertains to this contract.
6. List the names of people who will be on the Evaluation Advisory Committee, describe their qualifications and describe how they will be utilized in the course of the contract.
7. Describe any existing or proposed corporate firewalls that would separate work performed under this contract from work performed for ARFVT awardees.

C. Relevant Experience and Qualifications

1. Document the project team's qualifications as they apply to performing the tasks described in the Scope of Work. Describe recently completed work as it relates to this Scope of Work.
2. Identify and list all Bidder staff and subcontractors (all team members) who will be committed to the tasks and describe their roles.
3. Provide a current resume for all team members listed, including job classification and description, relevant experience, education, academic degrees and professional licenses.
4. Identify the percentage of time each team member will be available throughout the contract.
5. Describe how the Bidder offers economic benefits to California through California-based jobs and businesses.
6. List ARFVT projects on which the Bidder has or does work, including the name of the awardee, the type of work performed, and the duration of the performance.

D. Labor Hours by Personnel and Task

Provide the title or classification of each person and their level of effort (hours) for tasks 1-5, including subcontractor hours.

E. Client References

Each bidder shall complete Client Reference Forms. Three client references are required for the Contractor.

F. Previous Work Products

Each bidder shall provide at least three examples of a similar work product for the services to be provided. If subcontractors will be providing technical support in a task area, each subcontractor shall also submit one example work product that demonstrates experience in potential work assignments described in this RFP.

It is not necessary to provide more than one copy of each work product example. Web links are acceptable.

G. Budget Forms

Task Summary	Attachment 7, Attachment B-1
Category Summary	Attachment 7, Attachment B-2
Prime Labor Rates	Attachment 7, Attachment B-3
Labor Rates for each Subcontractor	Attachment 7, Attachment B-3a-z
Prime Non-Labor Rates	Attachment 7, Attachment B-4
Non-Labor Rates for each Subcontractor	Attachment 7, Attachment B-4a-z
Direct Operating Expenses	Attachment 7, Attachment B-5
Loaded Hourly Rate Calculation	Attachment 7, Attachment B-6

The Bidder must submit information on **all** of the attached budget forms, B-1 through B-5, and this will be deemed the equivalent of a formal Cost Proposal. For Task 5, the maximum amount allocable to this task is \$50,000. For Task 6, the dollar amount allocated to this task has been inserted on Attachments B-1 and B-2 and shall not be changed. The Bidder may propose a lesser amount in its cost proposal.

Detailed instructions for completing these forms are included at the beginning of Attachment 7.

Rates and personnel shown must reflect rates and personnel you would charge if you were chosen as the Contractor for this RFP. The salaries, rates, and other costs entered on these forms become a part of the final agreement. The entire term of the agreement and projected rate increases must be considered when preparing the budget. The rates bid are considered capped and shall not change during the term of the contract. The Contractor shall only be reimbursed for their **actual** rates up to these rate caps. The hourly rates provided in all B-3s shall be unloaded (before fringe benefits, overheads, general & administrative (G&A) or profit).

All budget forms are required because they will be used for the contract prepared with the winning Bidder.

NOTE: The information provided in these forms will **not** be kept confidential.

Attachment B-6: Loaded Hourly Rate Calculation

This attachment will be used for the purposes of calculating the average hourly rate score under cost criterion 5.1, located in the Evaluation Criteria Worksheet. The loaded hourly rate is defined as direct labor, fringe benefits, non-labor rates (overhead, general and administrative, etc., as applicable), and profit (if applicable).

1. Use one form for the Bidder (Prime Contractor) and one for each subcontractor. Insert your company or organization name at the top of the form.
2. For each staff person from this company or organization that will be directly billed to this Agreement:
 - Provide the job classifications or title.
 - Insert the unloaded hourly rates in the direct labor column. You must use the rates provided on Forms B-3 and B-4 for your company or organization when calculating the

loaded hourly rates. Follow the instructions provided on the form, Attachment B-6, Loaded Hourly Rate Calculation.

IV. Evaluation Process and Criteria

ABOUT THIS SECTION

This section explains how the proposals will be evaluated. It describes the evaluation stages, preference points, and scoring of all proposals.

PROPOSAL EVALUATION

A Bidder's proposal will be evaluated and scored based on their response to the information requested in this RFP. The entire evaluation process from receipt of proposals to posting of the Notice of Proposed Award is confidential.

To evaluate all Proposals, the Energy Commission will organize an Evaluation Committee. The Evaluation Committee may consist of Energy Commission staff or staff of other California state entities.

The Proposals will be evaluated in two stages:

Stage One: Administrative and Completeness Screening

The Contracts Office will review Proposals for compliance with administrative requirements and completeness. Proposals that fail Stage One shall be disqualified and eliminated from further evaluation.

Stage Two: Technical and Cost Evaluation of Proposals

Proposals passing Stage One will be submitted to the Evaluation Committee to review and score based on the Evaluation Criteria in this solicitation.

During the evaluation and selection process, the Evaluation Committee may schedule a clarification interview with a Bidder that will either be held by telephone or in person at the Energy Commission for the purpose of clarification and verification of information provided in the proposal. However, these interviews may not be used to change or add to the contents of the original Proposal.

The total score for each Proposal will be the average of the combined scores of all Evaluation Committee members.

After scoring is completed, Proposals not attaining a score of 70 percent of the total possible points will be eliminated from further competition.

All applicable Preferences will be applied to all Proposals attaining a minimum of 70 percent of the total possible points. The agreement shall be awarded to the responsible Bidder meeting the requirements outlined above, who achieves the highest score after application of Preferences.

SCORING SCALE

Using this Scoring Scale, the Evaluation Committee will give a score for each criterion described in the Evaluation Criteria Worksheet.

% of Possible Points	Interpretation	Explanation for Percentage Points
0%	Not Responsive	Response does not include or fails to address the requirements being scored. The omission(s), flaw(s), or defect(s) are significant and unacceptable.
25%	Minimally Responsive	Response minimally addresses the requirements being scored. The omission(s), flaw(s), or defect(s) are significant and unacceptable.
50%	Inadequate	Response addresses the requirements being scored, but there are one or more omissions, flaws, or defects or the requirements are addressed in such a limited way that it results in a low degree of confidence in the proposed solution.
70%	Adequate	Response adequately addresses the requirements being scored. Any omission(s), flaw(s), or defect(s) are inconsequential and acceptable.
80%	Good	Response fully addresses the requirements being scored with a good degree of confidence in the Bidder's response or proposed solution. No identified omission(s), flaw(s), or defect(s). Any identified weaknesses are minimal, inconsequential, and acceptable.
90%	Excellent	Response fully addresses the requirements being scored with a high degree of confidence in the Bidder's response or proposed solution. Bidder offers one or more enhancing features, methods or approaches exceeding basic expectations.
100%	Exceptional	All requirements are addressed with the highest degree of confidence in the Bidder's response or proposed solution. The response exceeds the requirements in providing multiple enhancing features, a creative approach, or an exceptional solution.

PREFERENCE POINTS

A Bidder may qualify for non-technical preference points described below. Each qualifying Bidder passing the minimum technical evaluation will receive the applicable preference points.

Disabled Veteran Business Enterprise Incentive

The DVBE Incentive program was established pursuant to Military & Veterans Code Section 999.5(2) and Department of General Services' Regulations 2 CCR 1896.98 et.seq. The information in Attachment 3.1 explains how the incentive is applied and how much of an incentive will be given.

Small / Microbusiness

Bidders who qualify as a State of California certified small business will receive five percent (5%) preference points based on the highest responsible bidder's total score, if the highest

scored proposal is submitted by a business other than a certified small business. Bidders qualifying for this preference must submit a copy of their Small Business Certification and document their status in Attachment 1, Contractor Status Form.

Non-Small Business

The preference to a non-small business bidder that commits to small business or micro-business subcontractor participation of twenty-five percent (25%) of its net bid price shall be five percent (5%) of the highest responsive, responsible bidder's total score (RFP secondary). A non-small business, which qualifies for this preference, may not take an award away from a certified small business. Bidders qualifying for this preference must document the small business status of all subcontractors on Attachment 3.4 and submit all applicable Small Business Certifications.

Target Area Contract Preference Act/ Enterprise Zone Act/ Local Agency Military Base Recovery Act

The following preferences will be granted for this solicitation. Bidders wishing to take advantage of these preferences will need to review the websites stated below and submit the appropriate response with their Bid.

Target Area Contract Preference Act (TACPA)

The Target Area Contract Preference Act (Government Code Section 4530 et seq.) provides five percent (5%) preference points to California-based companies that perform state contract work in a distressed area. Bidders should review the information located at <http://www.documents.dgs.ca.gov/pd/poliproc/tacpage.pdf> to determine if they qualify for this preference.

Enterprise Zone Act (EZA)

The Enterprise Zone Act (Government Code Section 7070, et seq.) provides preference points as an incentive for business and job development in distressed and declining areas of the State. Bidders should review the information located at <http://www.documents.dgs.ca.gov/pd/poliproc/ezapage.pdf> to determine if they qualify for this incentive.

Local Agency Military Base Recovery Act (LAMBRA)

The Local Agency Military Base Recovery Act (Government Code Section 7118, et seq.) provides five percent (5%) preference points to California-based companies that perform State contract work in the LAMBRA. Bidders should review the information located at <http://www.documents.dgs.ca.gov/pd/poliproc/lambrapage.pdf> to determine if they qualify for this preference.

The TACPA, EZA, and LAMBRA preferences only apply to California based firms that demonstrate and certify under penalty of perjury that at least 50% of the total labor hours for manufactured goods or 90% of the total labor hours for services will be performed in distressed areas. The maximum preference that can be given for any bid may not exceed 9% up to \$50,000.00.

Bidders wishing to take advantage of these preferences are required to submit the following applications/forms available on the above websites with their Bid:

- TACPA (Std. 830) and/or EZA (Std. 831) and or LAMBRA (Std. 832)
- Bidder's Summary of Contract Activities and Labor Hours (DGS/PD 526)

If you have further questions or need additional information on this matter, please contact TACPA/EZA/LAMBRA Preference Program Group at (916) 375-4609.

NOTICE OF PROPOSED AWARD

The Commission will post a Notice of Proposed Award (NOPA) at the Commission's headquarters in Sacramento, on the Commission's Web Site, and will mail the NOPA to all parties that submitted a proposal.

EVALUATION CRITERIA WORKSHEET

Evaluation Criteria	Possible Points
1. Comprehensiveness of Approach to Tasks in Work Statement and Management Plan <i>(Maximum points 70)</i>	
(a). General Approach	
1. Response to work statement: <ul style="list-style-type: none"> ✓ Completeness and thoroughness of the work plan (addresses all of the tasks defined) ✓ Demonstrated understanding of the ARFVT program and projects to be evaluated. ✓ Demonstrated understanding of alternative and renewable transportation fuels and vehicle technologies and markets ✓ Clarity, succinctness and organization of proposal ✓ Innovative and flexible approaches to accommodate potentially short notification times and tight deadlines ✓ Sound approach that will lead to replicable, reliable and unbiased findings 	25
2. Does bidder have ability to carry out the tasks: <ul style="list-style-type: none"> ✓ Use of appropriate classification of staff for work statement tasks ✓ Appropriate management and coordination strategies with Contractor's personnel and with subcontractors articulated ✓ Staffing plan sufficient for timely deliverables ✓ The bidder demonstrates sufficient resources being devoted to the project and each individual task 	10
(b). Task 2 Evaluation Advisory Committee	
<ul style="list-style-type: none"> ✓ Evaluation Advisory Committee members have experience in and are qualified to provide recommendations regarding EM&V processes and reports ✓ Independence of Evaluation Advisory Committee Members ✓ Evaluation Advisory Committee review process is clearly defined ✓ Evaluation Advisory Committee review process is efficient and effective ✓ Experience and ability of Contractor to lead Evaluation Advisory Committee 	8
(c). Task 3 Evaluation Planning	
Demonstrated experience and competence with: <ul style="list-style-type: none"> ✓ Techniques to monitor, verify and evaluate alternative and renewable transportation fuels and vehicle technologies projects, portfolios and programs ✓ Preparing EM&V plans ✓ Preparing high quality, technically sound and well documented technical reports ✓ Designing research projects to assess market transformation ✓ Applying sampling and statistics ✓ Designing surveys ✓ Summarizing complex information into categories ✓ Assessing and evaluating risk ✓ Estimating job impacts ✓ Estimating and verifying greenhouse gas emission impacts ✓ Identifying and applying EM&V protocols and standards ✓ Modeling techniques 	10

(d). Task 4 Develop Recommendations of Program Status Indicators and Case Studies	
<p>Demonstrated experience and ability to:</p> <ul style="list-style-type: none"> ✓ Identifying relevant performance indicators ✓ Prepare high quality, technically sound and well documented case studies. ✓ Determine information needs ✓ Summarize complex information ✓ Choose data display formats ✓ Prepare graphics, pictures, and other visually appealing materials ✓ Communicate information in a readable, clear, accessible, and attractive manner ✓ Prepare case studies that showcase successful ARFVT projects 	2
(e). Task 5 Assess Business Case for a Web-based Tracking and Reporting System/Dashboard	
<p>Demonstrated experience and ability to:</p> <ul style="list-style-type: none"> ✓ Prepare high quality, technically sound and well documented technical reports. ✓ Determine information, resource, and technical needs ✓ Summarize complex information ✓ Assess business case for web-based tools ✓ Conduct economic analyses of technological products 	5
(f). Task 6 Evaluation, Measurement and Verification of ARFVT Program	
<p>Demonstrated experience and ability to:</p> <ul style="list-style-type: none"> ✓ Measure, verify and evaluate alternative and renewable transportation fuels and vehicle technologies projects and programs ✓ Independently review third party-prepared plans, test results and reports ✓ Calculate estimates of impacts based on engineering, physical and chemical theory ✓ Develop econometric models ✓ Design and conduct surveys ✓ Apply sampling and statistics ✓ Analyze performance specifications ✓ Develop original estimates of fuel consumption ✓ Estimate activity, category, and program level costs and benefits ✓ Estimate greenhouse gas emission and job impacts ✓ Evaluate market transformation ✓ Prepare high quality, technically sound and well documented technical reports. ✓ Prepare graphics, charts, and other visually appealing materials ✓ Communicate technical information in a readable, clear and accessible manner 	10

2. PROJECT TEAM RELEVANT EXPERIENCE AND QUALIFICATIONS (Maximum points 20)	
<ul style="list-style-type: none"> ✓ Qualifications, experience, and availability of assigned personnel ✓ Demonstrated accomplishments of assigned personnel on past similar projects ✓ Client references demonstrate past satisfactory performance for similar projects ✓ Key personnel have a track record of administering a contract to control costs, maintain schedules, provide quality control of deliverables produced by the team and communicate effectively ✓ Assigned personnel have working knowledge of California state and/or federal energy or fuels policy. ✓ Assigned personnel have experience with grant management policies, procedures and requirements. ✓ Assigned personnel have experience providing risk analysis associated with emerging technologies. ✓ Bidding organization has EM&V experience within the past 12 months of solicitation release date with at least one of the ARFVT fuels or vehicle technologies 	20
3. EXAMPLES OF PRIOR WORK (maximum points 5)	
Depth, quality, and relevance of work examples	5
4. OTHER (maximum points 5)	
Bidder offers economic benefits to California through California-based jobs and businesses.	2.5
The bidders are independent professionals who have no financial or management interests in the projects being evaluated.	2.5
5. COST (maximum points 50)	
1. Average Hourly Rate (Cost Points). The Score for this criteria will be derived from the mathematical cost formula set forth below, which compares the cumulative average hourly rate of all hourly rates listed in the subject Bidder's Cost Bid, with the cumulative average hourly rate of all hourly rates listed in the Lowest Bidder's cost bid .	45
2. Cost Justification. Bidder has justified all proposed personnel identified in its bid for all technical areas and functions to be performed by Prime and Team Members.	5
Total Possible Points	150
Minimum Passing Score (70%)	
Disabled Veteran Business Enterprise Incentive	
Small/Micro Business Preference	
Non-Small Business Preference	
TACPA/EZA/LAMBRA Preference	
BIDDER'S FINAL SCORE	

Cost Formula for calculation of average hourly rate score (criterion 5.1. above)

NOTES:

- **Loaded rates:** For purposes of the calculations for the score on 5.1., we will use the loaded hourly rates, as listed in the budget sheet Attachment B-6 in Attachment 7.

“**Lowest Bidder**” is defined as the Bidder with the lowest cumulative average hourly rate for all prime contractor and subcontractor personnel.

For example (using the following arbitrary hourly rates and fictional cost bids):

Bidder 1

Prime Contractor

Project Manager: \$100/hr

Subcontractor A

Engineer I: \$90/hr

Engineer II: \$100/hr

Engineer III: \$110/hr

Subcontractor B

Engineer IV: \$120/hr

Bidder 1's cumulative average hourly rate = $100 + 90 + 100 + 110 + 120$ divided by 5 = \$104

Bidder 2

Prime Contractor

Project Manager: \$100/hr

Subcontractor A

Engineer I: \$100/hr

Engineer II: \$110/hr

Engineer III: \$120/hr

Subcontractor B

Engineer IV: \$130/hr

Bidder 2's cumulative average hourly rate = $100 + 100 + 110 + 120 + 130$ divided by 5 = \$112

Bidder 3

Prime Contractor

Project Manager: \$110/hr

Subcontractor A

Engineer I: \$110/hr

Engineer II: \$120/hr

Engineer III: \$130/hr

Subcontractor B

Engineer IV: \$140/hr

Bidder 3's cumulative average hourly rate = $110 + 110 + 120 + 130 + 140$ divided by 5 = \$122

In the examples above, Bidder 1 would be the Lowest Bidder.

The formula for calculating the Points Awarded for criterion 5.1. is as follows:

FIRST: Calculate Cumulative Average Hourly Rate

For each Bidder, we calculate the average rate, by adding all rates, and dividing by the number of rates:

Sum of all rates divided by Number of Rates Given = Average Hourly Rate for each Bidder:
\$ _____

SECOND: Create Fraction

Then we compare rates of all the Bidders, by creating a fraction of the Bidder's rate, compared to the lowest Bidder's rate. The lowest Bidder will have the highest percentage of points:

(Lowest Bidder's Cumulative Average Hourly Rate divided by Bidder's Cumulative Average Hourly Rate) = Bidder's Points

THIRD: Apply Possible Points

Finally, we multiply the Bidder's points by the number of possible points:
Bidder's Points X Possible Points = Points Awarded

Example of Cost Score Calculation, using the above examples:

Cumulative Average Hourly Rates: Bidder #1 = \$104, Bidder #2 = \$112, Bidder #3=\$122

<i>Bidder #1</i> 104 divided by 104 = 1			<i>Bidder #2</i> 104 divided by 112 = .93			<i>Bidder #3</i> 104 divided by 122 = .85		
Possible Points	Bidder's Points	Points Awarded	Possible Points	Bidder's Points	Points Awarded	Possible Points	Bidder's Points	Points Awarded
20	1	20	20	.93	18.6	20	.85	17.0

Cost Justification

In relation to evaluation criteria 5.2., explain and justify all proposed personnel identified in the Proposal for all technical areas and functions to be performed by the Prime and each of the Subcontractors.

V. Administration

RFP DEFINED

The competitive method used for this procurement of services is a Request for Proposal (RFP). A Proposal submitted in response to this RFP will be scored and ranked based on the Evaluation Criteria. Every Proposal must establish in writing the Bidder's ability to perform the RFP tasks.

DEFINITION OF KEY WORDS

Important definitions for this RFP are presented below:

Word/Term	Definition
State	State of California
DGS	Department of General Services
Energy Commission	California Energy Commission
RFP	Request for Proposal, this entire document
Proposal	Formal written response to this document from contractor
Bidder	Respondent to this RFP
CCM	Commission Contract Manager
DVBE	Disabled Veteran Business Enterprises

COST OF DEVELOPING PROPOSAL

The Bidder is responsible for the cost of developing a proposal, and this cost cannot be charged to the State.

SOFTWARE APPLICATION DEVELOPMENT

If this scope of work includes any software application development, including but not limited to databases, websites, models, or modeling tools, contractor shall utilize the following standard Application Architecture components in compatible versions:

- Microsoft ASP.NET framework (version 3.5 and up) Recommend 4.0
- Microsoft Internet Information Services (IIS), (version 6 and up) Recommend 7.5
- Visual Studio.NET (version 2008 and up) Recommend 2010
- C# Programming Language with Presentation (UI), Business Object and Data Layers
- SQL (Structured Query Language)
- Microsoft SQL Server 2008, Stored Procedures Recommend 2008 R2
- Microsoft SQL Reporting Services Recommend 2008 R2
- XML (external interfaces)

Any exceptions to the Electronic File Format requirements above must be approved in writing by the Energy Commission Information Technology Services Branch.

PRINTING SERVICES

Per Management Memo 07-06, State Agencies must procure printing services through the Office of State Publishing (OSP). Bidders shall not include printing services in their proposals.

CONFIDENTIAL INFORMATION

The Commission will not accept or retain any Proposals that are marked confidential in their entirety and Bidders are strongly discouraged from requesting confidential treatment for any of the information contained in a submittal.

DARFUR CONTRACTING ACT OF 2008

Effective January 1, 2009, all solicitations must address the requirements of the Darfur Contracting Act of 2008 (Act). (Public Contract Code sections 10475, *et seq.*; Stats. 2008, Ch. 272). The Act was passed by the California Legislature and signed into law by the Governor to preclude State agencies generally from contracting with “scrutinized” companies that do business in the African nation of Sudan (of which the Darfur region is a part), for the reasons described in Public Contract Code section 10475.

A scrutinized company is a company doing business in Sudan as defined in Public Contract Code section 10476. Scrutinized companies are ineligible to, and cannot, bid on or submit a proposal for a contract with a State agency for goods or services. (Public Contract Code section 10477(a)).

Therefore, Public Contract Code section 10478 (a) requires a company that currently has (or within the previous three years has had) business activities or other operations outside of the United States to certify that it is not a “scrutinized” company when it submits a bid or proposal to a State agency. (See # 1 on Attachment 2)

A scrutinized company may still, however, submit a bid or proposal for a contract with a State agency for goods or services if the company first obtains permission from the Department of General Services (DGS) according to the criteria set forth in Public Contract Code section 10477(b). (See # 2 on Attachment 2)

DISABLED VETERAN BUSINESS ENTERPRISES (DVBE) COMPLIANCE REQUIREMENTS

The Disabled Veteran Business Enterprise (DVBE) Program has two inter-related aspects:

Participation Goals: This RFP is subject to a mandatory participation goal of three percent (3%) certified California Disabled Veteran Business Enterprise (DVBE) as set forth in Public Contract Code Section 10115 *et seq.*

And,

Incentive: The DVBE Incentive Program gives a contractor an opportunity to improve their bid status based on the efforts attained from the DVBE Participation Program.

More information regarding DVBE and Small Business is located in Attachments 3.1 and 3.2.

RFP CANCELLATION AND AMENDMENTS

If it is in the State's best interest, the Energy Commission reserves the right to do any of the following:

- Cancel this RFP;
- Amend this RFP as needed; or
- Reject any or all Proposals received in response to this RFP

If the RFP is amended, the Energy Commission will send an addendum to all parties who requested the RFP and will also post it on the Energy Commission's Web Site www.energy.ca.gov/contracts and Department of General Services' Web Site http://www.bidsync.com/DPX?ac=powersearch&srchoid_override=307818.

ERRORS

If a Bidder discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFP, the Bidder shall immediately notify the Commission of such error in writing and request modification or clarification of the document. Modifications or clarifications will be given by written notice of all parties who requested the RFP, without divulging the source of the request for clarification. The Commission shall not be responsible for failure to correct errors.

MODIFYING OR WITHDRAWAL OF PROPOSAL

A Bidder may, by letter to the Contact Person at the Energy Commission, withdraw or modify a submitted Proposal before the deadline to submit proposals. Proposals cannot be changed after that date and time. A Proposal cannot be "timed" to expire on a specific date. For example, a statement such as the following is non-responsive to the RFP: "This proposal and the cost estimate are valid for 60 days."

IMMATERIAL DEFECT

The Energy Commission may waive any immaterial defect or deviation contained in a Bidder's proposal. The Energy Commission's waiver shall in no way modify the proposal or excuse the successful Bidder from full compliance.

DISPOSITION OF BIDDER'S DOCUMENTS

On the Notice of Proposed Award posting date all proposals and related material submitted in response to this RFP become a part of the property of the State and public record. Bidders who want any work examples they submitted with their proposals returned to them shall make this request and provide either sufficient postage, or a Courier Charge Code to fund the cost of returning the examples.

BIDDERS' ADMONISHMENT

This RFP contains the instructions governing the requirements for a firm quotation to be submitted by interested Bidders, the format in which the technical information is to be submitted, the material to be included, the requirements which must be met to be eligible for consideration, and Bidder responsibilities. Bidders must take the responsibility to carefully read the entire RFP, ask appropriate questions in a timely manner, submit all required responses in a complete manner by the required date and time, make sure that all procedures and requirements of the RFP are followed and appropriately addressed, and carefully reread the entire RFP before submitting a proposal.

GROUNDINGS TO REJECT A PROPOSAL

A Proposal shall be rejected if:

- It is received after the exact time and date set for receipt of Proposal's pursuant to Public Contract Code, Section 10344.
- It is considered non-responsive to the California Disabled Veteran Business Enterprise participation requirements.
- It is lacking a properly executed Certification Clauses.
- It is lacking a properly executed Darfur Contracting Act Form.
- It contains false or intentionally misleading statements or references which do not support an attribute or condition contended by the Bidder.
- The Proposal is intended to erroneously and fallaciously mislead the State in its evaluation of the Proposal and the attribute, condition, or capability is a requirement of this RFP.
- There is a conflict of interest as contained in Public Contract Code Sections 10410-10412 and/or 10365.5.
- It contains confidential information.
- Bidder will perform all or part of the work in California and is a corporation but not found on the Secretary of State website to be currently qualified to do business in California in accordance with the Contractor Certification Clauses.

A Proposal may be rejected if:

- It is not prepared in the mandatory format described.
- It is unsigned.
- The firm or individual has submitted multiple proposals for each task.
- It does not literally comply or contains caveats that conflict with the RFP and the variation or deviation is not material, or it is otherwise non-responsive.
- The bidder has previously completed a PIER agreement, received the PIER Royalty Review letter, which the Commission annually sends out to remind past recipients of their obligations to pay royalties, and has not responded to the letter or is otherwise not in compliance with repaying royalties.
- The budget forms are not filled out completely.

PROTEST PROCEDURES

A Bidder may file a protest against the proposed awarding of a contract. Once a protest has been filed, contracts will not be awarded until either the protest is withdrawn, or the Commission cancels the RFP, or the Department of General Services decides the matter.

Please note the following:

- Protests are limited to the grounds contained in the California Public Contract Code Section 10345.
- During the five **working** days that the Notice of Proposed Award (NOPA) is posted, protests must be filed with the DGS Legal Office and the Commission Contracts Office.
- Within five **calendar** days after filing the protest, the protesting Bidder must file with the DGS and the Commission Contracts Office a full and complete written statement specifying the grounds for the protest.

- If the protest is not withdrawn or the solicitation is not canceled, DGS will decide the matter. There may be a formal hearing conducted by a DGS hearing officer or there may be briefs prepared by the Bidder and the Commission for the DGS hearing officer consideration.

AGREEMENT REQUIREMENTS

The content of this RFP shall be incorporated by reference into the final contract. See the sample Agreement terms and conditions included in this RFP.

No Contract Until Signed & Approved

No agreement between the Commission and the successful Bidder is in effect until the contract is signed by the Contractor, approved at a Commission Business Meeting, and approved by the Department of General Services, if required.

Contract Amendment

The contract executed as a result of this RFP will be able to be amended by mutual consent of the Commission and the Contractor. The contract may require amendment as a result of project review, changes and additions, changes in project scope, or availability of funding.