**REQUEST FOR PROPOSALS**

**2023 California Vehicle Survey**

**ADDENDUM 1**



RFP-22-804

www.energy.ca.gov/contracts/

State of California

California Energy Commission

March 2023

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**Attachments**

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# I. Introduction

**NOTE ABOUT SIGNATURES**

The CEC may have waived the requirement for a signature on application materials for this solicitation for submissions. If a notice, regarding CEC’s waiver of the signature requirement appears here: <https://www.energy.ca.gov/funding-opportunities/solicitations>, the waiver applies to this solicitation. In the event of a conflict between the notice and any language in this solicitation regarding signatures, the notice will govern.

Even if the requirement for signatures has been waived, applicants are still expected to adhere to the requirements of this solicitation as if they had signed.

## Purpose of RFP

To design and execute a survey of California vehicle buyers, in both residential and commercial market segments, and assess consumer preferences for light duty vehicles with different vehicle technology and fuel types. Additionally, the survey data will be used to build light duty vehicle choice models for residential and commercial market segments.

## 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 | March 2, 2023 |
| Deadline for Written Questions \* | March 15, 2023 |
| Pre-Bid Conference \*  | March 15, 2023 10am-12pm |
| Distribute Questions/Answers and Addenda (if any) to RFP | March 21, 2023 |
| **Deadline to Submit Proposals by 5:00 p.m. \*** | [~~April 3, 2023~~] **April 10, 2023** |
| Clarification Interviews | Week of April [~~10~~] **17**, 2023 [~~by 5 p.m.~~] |
| Notice of Proposed Award  | May 16, 2023 |
| Commission Business Meeting | June 15, 2023 |
| Contract Start Date | September 1, 2023 |
| Contract Termination Date | March 30, 2025 |

## Available Funding and How Award is Determined

There is $1,200,000 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.

$600,000 is immediately available, and the remaining balance of $600,000 from fiscal year 24-25 will be available contingent upon approval of the Energy Commission’s 24-25 Budget. Funding shall be subject to the appropriation and availability for that purpose in the 24-25 Governor’s Budget. In the event funds are not available, the Commission shall have no further liability with regard to the agreement.

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

## Eligible Bidders

This is an open solicitation for public and private entities. Each agreement resulting from this solicitation includes terms and conditions that set forth the Contractor’s rights and responsibilities. Private sector entities must agree to use the attached standard terms and conditions (Attachment 8). The University of California, California State University or U.S. Department of Energy National Laboratories must use either the standard or the pre-negotiated terms and conditions located at: ([DGS Lab Terms](https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/Contracts-with-the-Department-of-Energy-Laboratories#@ViewBag.JumpTo)). The Energy Commission will not award agreements to non-complying entities. The Energy Commission reserves the right to modify the terms and conditions prior to executing agreements.

## 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 virtually via ZOOM at the date, time and location listed below. Please call (916) 805-7461 or refer to the Energy Commission's website at [CEC Website](http://www.energy.ca.gov/) to confirm the date and time.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**March 15, 2023 10:00am – 12:00pm**

Please click the link below to join the webinar:

<https://energy.zoom.us/j/83164485025?pwd=MHExVTlDSXV1TFFyWkhid2ZVdjVuUT09>

Password: 481027

To participate by telephone, dial:

(669) 219-2599 or (888) 475-4499

Webinar ID: 831 6448 5025

## 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 questions must be received by 5:00 pm on the day of the Pre-Bid Conference.

The questions and answers will be posted on the Commission’s website at: [CEC Solicitations Webpage](https://www.energy.ca.gov/funding-opportunities/solicitations).

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

Lisa Linares, Commission Agreement Officer

California Energy Commission

715 P Street, MS-18

Sacramento, California 95814

Telephone: (916) 805-7461

E-mail: [Lisa.Linares@energy.ca.gov](file:///C%3A%5CUsers%5CPDyer%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5C5DFN11QA%5CLisa.Linares%40energy.ca.gov)

## 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:

* Prior survey reports (2017 survey) and data (2013, 2017 and 2019 survey data) can be accessed on the California Vehicle Survey Webpage. The 2017 reports include survey methodology, LDV choice models, as well as the questionnaires. [https://www.energy.ca.gov/publications/2017/2015-2017-california-vehicle-survey](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.energy.ca.gov%2Fpublications%2F2017%2F2015-2017-california-vehicle-survey&data=05%7C01%7C%7Ca43571a37b0f431cf40408db0600142f%7Cac3a124413f44ef68d1bbaa27148194e%7C0%7C0%7C638110369652862938%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=UVcYVZ2MKL9gX%2F7MmbIPMtDjxiKlUyECitP%2Fq0Q5P9c%3D&reserved=0)
* The 2017 staff report provides the context in which the resulting light duty vehicle choice models are used in forecasting transportation energy demand. [Transportation Energy Demand Forecast, 2018-2030 - Staff Report | California Energy Commission](https://www.energy.ca.gov/publications/2017/transportation-energy-demand-forecast-2018-2030-staff-report)

# 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 CAM.

## Scope of Work

**TASK LIST**

| **Task #** | **Task Name**  |
| --- | --- |
| 1 | Contract Management |
| 2 | Work Plan  |
| 3 | Survey Review, Website, and Database Design Development |
| 4 | Survey Design |
| 5 | Focus Group |
| 6 | Survey Pre-Tests |
| 7 | Survey Recruitment, Implementation, Response Categories, and Data Correction |
| 8 | Analysis of Data Quality and Survey Results |
| 9 | Estimated LDV Choice Models |

**ACRONYMS/GLOSSARY**

*Specific acronyms and terms used throughout this scope of work are defined as follows:*

| **Acronym** | **Definition** |
| --- | --- |
| AV | Autonomous Vehicle |
| BEV | Battery Electric Vehicle |
| Caltrans | California Department of Transportation |
| CAM | Commission Agreement Manager |
| CARB | California Air Resources Board |
| CAV | Connected & Autonomous Vehicle |
| CVS | California Vehicle Survey |
| DMV | Department of Motor Vehicles |
| IEPR | Integrated Energy Policy Report |
| FCEV | Fuel Cell Electric Vehicle |
| LDV | Light Duty Vehicle |
| PEV | Plug-In Electric Vehicle |
| PHEV | Plug-In Hybrid Electric Vehicle |
| PFCV | Plug-In Fuel Cell Electric Vehicle |
| RP | Revealed Preference |
| SP | Stated Preference |
| VGI | Vehicle-Grid Integration |
| VMT | Vehicle Miles Traveled  |
| ZEV | Zero Emission Vehicle |

## Background

The Energy Commission is directed by Public Resources Code (PRC) Section 25301 to prepare a forecast of transportation fuel demand to assess the need for resource additions, efficiency, and conservation with consideration for all aspects of energy industries and markets essential for the state economy, general welfare, public health and safety, energy diversity, and protection of the environment. PRC Code Section 25304 specifies that the Energy Commission transportation forecast shall include:

* Assessment of trends in transportation fuels, technologies, and infrastructure supply and demand and the outlook for wholesale and retail prices for petroleum and alternative transportation fuels under current market structures and expected market conditions.
* Forecasts of statewide and regional transportation energy demand, both annual and seasonal, and the factors leading to projected demand growth including, but not limited to, projected population growth, urban development, vehicle miles traveled, the type, class, and efficiency of personal vehicles and commercial fleets, and shifts in transportation modes.
* Evaluation of the sufficiency of transportation fuel supplies, technologies, and infrastructure to meet projected transportation demand growth.
* Evaluation of alternative transportation energy scenarios, in the context of least environmental and economic costs, to examine potential effects of alternative fuels usage, vehicle efficiency improvements, and shifts in transportation modes on public health and safety, the economy, resources, the environment, and energy security; and
* Examination of the success of introduction, prices, and availability of advanced transportation technologies, low- or zero-emission vehicles, and clean-burning transportation fuels, including their potential future contributions to air quality, energy security, and other public interest benefits.

The Energy Commission prepares the forecast and assessment of transportation energy demand, the outlook for retail fuel prices, and the analysis of shifts in fuel types, vehicle types, and other factors based on analysis of data collected from different sources. The Energy Commission uses the California Vehicle Survey (CVS) data to assess current vehicle ownership, the factors that current and future vehicle owners consider when purchasing a new vehicle and the likelihood that they would operate an alternative fuel vehicle or other advanced technology vehicle.

The survey integrates revealed (RP) and stated preferences (SP) survey instruments and as such is uniquely capable of assessment of consumer preferences for both vehicles and technologies currently in commercial markets as well as technologies that are expected to be commercialized at some point in future.

The 2023 California vehicle survey will build upon the previous surveys to update consumer preferences for different fuel types and vehicle technologies, and more directly assess consumer preferences for autonomous vehicles (AV) in vehicle choice. Additionally, it will augment the random sample to add targeted samples of current zero emission vehicle (ZEV) owners who are typically considered more likely to consider choosing autonomous vehicles.

## General Requirements or Goals and Objectives

The goals of this Agreement are (a) to design and conduct both revealed preference (RP) and stated preference (SP) surveys for the household/residential LDV and the commercial LDV market segments, and (b) use the survey data to estimate an updated model of LDV choice for both residential and commercial market segments.

The survey of California LDV consumers must be a fair representation of the California household population and businesses. The Energy Commission uses LDV models that are designed around levels of vehicle ownership; three categories of vehicle holdings for households and five categories of fleet size for businesses. The survey must represent California households and California businesses in each of these categories.

**Differences with prior surveys**: The 2023 survey may include either additional SP instrument and/or additional attributes in the stated preferences survey instrument(s) to assess consumer preferences for autonomous vehicles. To further improve forecast accuracy, there is also a preference for a methodology to integrate both RP and SP based vehicle type choice equation(s) given the growing population of ZEV owners in California and the augmented sampling of ZEV owners. The survey questionnaire should also include questions on preferences for vehicle-grid-integration (VGI) technologies, particularly for PEV owners.

**ADMINISTRATIVE TASKS**

**TASK 1: CONTRACT MANAGEMENT**

The goal of this task is to clarify administrative elements of the agreement. The contractor shall manage a team capable and qualified to complete the tasks identified in the scope of work.

**TASK 1.1 - KICKOFF MEETING**

The goal of this task is to establish the lines of communication between the administrative and technical project teams of the contractor and the Energy Commission.

**The Contractor shall:**

* Attend a kick-off meeting with the Energy Commission Agreement Manager (CAM), Contracts Officer, the Accounting Office, and others as determined by the CAM. The Contractor shall include their Project Manager, Contract Administrator, and Accounting Officer, and others as agreed upon with the CAM. The meeting will be held via Webex and teleconference. Both the administrative and technical aspects of this contract will be discussed in the meeting.

**TASK 1.2 – INVOICES**

The goal of this task is to clarify the invoice approval process.

**The Contractor shall:**

* Prepare an invoice for all reimbursable expenses incurred performing work under this contract in compliance with the Terms and Conditions of the contract. These invoices must be accompanied with monthly progress reports for approval by the CAM. Official invoices must be submitted to the Energy Commission’s Accounting Office.

**TASK 1.3 - INCENTIVE PAYMENTS**

The goal of this task is to pay monetary incentives to survey participants at multiple phases of the 2023 CVS: focus group, pre-test and the main survey.

**The Contractor shall:**

* Design and distribute monetary incentives at different stages of the survey, as described in Tasks 5-7.
* Maintain a log of monetary incentive payments, including the distribution and logging of payments. The log will include survey ID number, incentive(s) payment amount, and the date(s) the payment was issued. Funding for incentives is included in the associated deliverable payment. For example, Task 6 deliverable payments should include all pre-testing incentive payments.
* Payment log.

**TASK 1.4 - SUBCONTRACTORS**

**In the event Subcontractors are part of the Contractor’s proposal, the Contractor shall:**

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

**TASK 1.5 - MONTHLY PROGRESS REPORTS**

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

**The Contractor shall:**

* Prepare monthly progress reports to summarize all contract activities conducted by the Contractor for the reporting period, including an assessment of the ability to complete the contract within the current budget and any anticipated cost overruns.
* Each progress report is due to the CAM within 15 calendar days after the end of the reporting period.
* Create a dashboard portal to share survey completion rates with CAM, on demand, activated no later than the start of the pretest survey until the main survey execution comes to an end.

**Deliverables:**

* Monthly Progress Report
* Survey dashboard portal

**TASK 1.6 - FINAL REPORT AND MEETING**

The goal of this task is to prepare a comprehensive Final Report and to meet for a discussion and review of the project, and to discuss the closeout of this Agreement.

**Task 1.6.1 – Final Report**

The Final Report shall integrate different task reports into a single document and add the Contractor’s assessment of actions and methods to improve future CVSs. The Contractor shall meet with the Energy Commission to discuss the draft Final Report prior to finalizing the Final Report. The meeting can be held via conference call, online, or in person. The CAM will review and approve the Final Report. The meeting and Final Report must be completed on or before the termination date of the contract.

The Final Report formatting requirements include illustrations and graphics to be sized to print on 8 ½” by 11” paper and readable if printed in black and white. The Contractor’s Reports shall be prepared consistent with the Energy Commission Document Production protocols for Consultant Reports located:

[Formatting Reports and Writing Style for Consultants to the California Energy Commission](https://www.energy.ca.gov/funding-opportunities/funding-resources/formatting-reports-and-writing-style-consultants-california)

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

**The Contractor shall:**

* Prepare the draft Final Report for this contract.
* Submit an electronic draft Final Report to the CAM for review and comment.
* Schedule a meeting with the CAM approximately 15 calendar days after submitting the draft Final Report to the CAM. The purpose of the meeting is to discuss the draft Final Report. The CAM will provide written comments to the Contractor after the meeting has occurred.
* Prepare and submit a Final Report that addresses all of the CAM’s comments on the draft Final Report. Any problematic recommended changes should be discussed with the CAM. Once final editing is completed, the CAM shall provide written approval to the Contractor.
* Submit one print ready copy, one electronic copy, and one bound copy of the Final Report with the final invoice.

**Deliverables:**

* Draft Final Report
* Final Report

**Task 1.6.2 - 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 CAM. The CAM 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 Final 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

**TASK 1.7- Handling CEC Or Third-Party Confidential Information and Personal Information**

**The Contractor shall:**

* Enter, a confidentiality agreement with the DMV if using the DMV data The CAM will provide form of agreement at the kickoff meeting.
* Submit signed Information Security Program Plan Attestation that Contractor has an Information Security Program Plan (ISPP) that meets the minimum requirements as stated in SAM 5300 and any other applicable law. CAM will provide ISPP Attestation form.
* Submit signed Non-Disclosure Agreements (NDAs) from Contractor and Subcontractor employees prior to the sharing of confidential information with the employees. CAM will provide NDA form.
* Contractor shall ensure that all individuals employed by Contractor or a Subcontractor who will have access to confidential information take an annual security awareness training and submit the Employee Security Awareness Training Certificates.
* Submit verification that confidential information and personal information is destroyed at agreement end (or when work is completed).

**Deliverables:**

* Signed confidentiality agreement for using DMV data
* Signed non-disclosure agreement from Contractor and Subcontractor employees
* Signed Information Security Program Plan Attestation Form
* Employee Security Awareness Training Certificates
* Verification of destruction of confidential information and personal information

**TECHNICAL TASKS**

The CAM and CEC technical lead is responsible for the quality of data analysis, and the choice of models developed based on survey data as well as the ultimate recommendations developed under this agreement.

**TASK 2: WORK PLAN**

The goal of this task is to create a clear description of the work to be performed under each task and the associated methods. The Contractor shall finalize a project Work Plan based on the comments on the draft Work Plan submitted in the proposal. This Work Plan will describe the scope of the work and the methodologies to be used for completing the surveys and estimating the equations.

**The Contractor shall:**

* Meet with the CAM and others to discuss finalizing the work plan. This strategy meeting to discuss the Work Plan shall take place within ten (10) business days after the Kick-Off Meeting. This strategy meeting will be held or over the internet.
* Finalize a project Work Plan in consultation with the CAM. The Work Plan shall contain a thorough discussion of the work to be performed. It will document the Energy Commission’s and the Contractor’s expectations for each task and serve as a reference throughout the course of the project. The Work Plan shall address:
	+ Sampling plan:
		- Sampling frame for both household and commercial markets.
		- Sampling design for both household and commercial markets.
		- Approach to oversampling of ZEV owners.
		- Survey sample stratification.
		- Survey Instruments
		- The 6 regions used for the 2023 survey (see Table A).
	+ Approach to incentive design to maximize response rate and minimize non-response bias.
	+ Discussion of non-response bias, as well as other bias risks associated with survey and sample design and approaches to dealing with them.
	+ Approach to representation of non-English-speaking Californians.
	+ Approach to increasing the accuracy of self-reported vehicle miles traveled (VMT), in the RP survey.
	+ Survey mode(s) and tools (online panel, email campaign, mail-in, web, smart phone apps, etc.).
	+ Scope of survey instruments, including consumer knowledge and awareness of alternative fuel vehicle technologies, autonomous vehicles, charging behavior and vehicle-grid connection.
	+ Respondent recruitment procedures.
	+ Approach to focus group sessions, and the integration of AVs and VGI in the focus group.
	+ Approach to pre-test survey.
	+ Data collection protocols.
	+ Quality control procedures.
	+ Logistics of survey execution.
	+ Cleansing and coding of collected survey data.
	+ Database and software format of delivered survey data.
	+ Approach to integrating AVs and/or TNC/transit in the residential vehicle quantity equation, if any.
	+ Approach to integrating AVs in the vehicle type choice equation.
	+ Approach to integrating RP and SP data in vehicle type choice equation.
	+ Project schedule, detailing the tasks and their associated dates and costs.
* Update the Work Plan as necessary throughout the Agreement, in consultation with the CAM.

**Deliverables:**

* Final Work Plan
* Updated Work Plan as necessary

**TASK 3: WEBSITE AND DATABASE DESIGN DEVELOPMENT**

The goal of this task is to develop both website and database management plans that accommodate the data obtained from the Energy Commission survey instruments.

**TASK 3.1 - SURVEY WEBSITE**

The goal of this task is to create a website for the 2023 CVS respondents to complete the survey online. The final website design shall require approval by the CAM before its use in the 2023 CVS and must be accessible to the CAM for the duration of the contract.

**The Contractor shall:**

* Create and maintain a secure and confidential website for all surveys, in both English and other languages if applicable, to allow respondents to complete the surveys via the Internet.
* Develop a description of the survey website for CAM approval. The description shall include:
* The website’s appearance.
* How the respondents will log into the website.
* How the website will prevent multiple responses from the same individual.
* How the respondents will complete the survey.
* Whether or not both revealed and stated preferences will be completed in one website visit.
* Whether or not click patterns will be monitored in pretest and/or main survey, and how it will be used.
* How the data will be stored securely; and
* How the website will be secure and remain confidential
* Develop a mock-up of survey website for CAM approval. The mock-up shall be a sketch of how each screen will look for the respondents.
* Provide the URL and screenshots of the survey website.

**Deliverables:**

* Description of survey website
* Mock-up of survey website
* URL and screenshots of the survey website

**TASK 3.2 - SURVEY DATABASE DEVELOPMENT**

The goal of this task is to create a database development plan to populate and store survey responses. If necessary, the Contractor shall contact the survey respondent(s) by telephone, after completion of the survey, to obtain additional information or to modify and correct the collected data. The Contractor will be responsible for entering the responses from all survey modes (mail, phone, and online as applicable), into the database.

**The Contractor shall**:

* Prepare a database development plan for storing 2023 CVS data.
* Create and maintain a database that stores all responses from the respondents.
* Populate and/or update the database on a weekly basis with survey responses from all survey modes, and monitor segment representation

**Deliverables**:

* Database development plan

**TASK 4: SURVEY DESIGN**

The goal of this task is to complete the survey and sampling designs, survey instruments and survey material for the 2023 CVS. The contractor shall review prior CVS surveys and survey instruments and models. Prior CVS instruments are available at [California Vehicle Survey](https://www.energy.ca.gov/data-reports/surveys/california-vehicle-survey) on the Energy Commission website’s survey page. Under this task, the Contractor shall develop the 2023 CVS based on acceptable standards in the field, for this type of survey and model.

**TASK 4.1 - HOUSEHOLD SURVEY**

The goal of this task is to complete survey and sampling designs, survey instrument and survey material for the 2023 CVS household vehicle survey. The 2019 residential survey resulted in about 4000 completed household surveys, with over 600 ZEV owner surveys completed, which establish the minimum sample size for the 2023 household survey.

**The Contractor shall:**

* Review prior CVS household survey.
* Determine the sampling frame.
* Design the household vehicle survey sampling plan to ensure that:
	+ The sample is a reliable representation of the state, incorporating key demographic variables of interest (e.g., location, household income, household size, number of workers in household, vehicle ownership, transit ridership per capita, and annual VMT).
	+ Distribution of respondents recruited for the 2023 CVS household vehicle survey shall be based on the population distribution by California counties. Sample distribution of household participants should be close to the regional distribution of households in California. The California Department of Finance’s most current population estimates should be used for this survey.
* Design the household survey:
	+ To use multiple modes for conducting the survey and may use different modes in different stages of the survey.
	+ Suggest cost-effective methods to complete the survey while maintaining the designated quality and quantity of survey data.
* Design household survey instruments.
* Design incentive plan.
* Prepare the household survey material to include the revisions approved by CAM.
* Develop quality control procedures for key variables that have been used to develop nested multinomial logistic utility equations. Quality includes, but is not limited to, corrections for misinformation from survey respondents, outlying data, and any other data collection and data entry errors. Contractor is responsible for the quality of the 2023 CVS household vehicle survey data that it collects.
* Compose communications, subject to CAM review and approval, to inform all survey respondents that the survey information they provide will be held confidential by the Contractor and the Energy Commission pursuant to the California Information Practices Act and the signed non-disclosure agreement with the Energy Commission.
* Translate survey instrument and survey material into Spanish, as directed by the CAM.
* Maintain each respondent’s contact information in the event that further clarifications are needed from the respondents or survey responses appear to be internally inconsistent and/or unlikely to be correct.
* Include the survey designs, and survey instrument(s) for the 2023 CVS household vehicle survey in the Task 4 Report (See Task 4.4)

**Deliverables:**

* Household survey material
* Draft communications regarding confidentiality
* Final communications regarding confidentiality
* Survey translation into Spanish

**TASK 4.2 - COMMERCIAL VEHICLE SURVEY**

The goal of this task is to complete survey and sampling designs, survey instrument and survey material for the 2023 commercial vehicle survey. The 2019 commercial vehicle survey resulted in over 2000 completed SP surveys, with over 280 completed commercial ZEV owner surveys, which establish the minimum sample size for the 2023 commercial survey.

**The Contractor shall:**

* Review prior CVS commercial survey.
* Design the commercial fleet owner sample to ensure the following:
	+ The commercial fleet owner sample is representative of the fleet owner population and the industry distribution in California.
	+ Propose the sampling frame.
	+ Propose the survey mode(s).
* Design the commercial survey as follows:
	+ To use multiple modes for conducting the survey and may use different modes in different stages of the survey.
	+ Suggest cost effective methods to complete the survey while maintaining the designated quality and quantity of survey data.
* Design commercial vehicle survey instruments.
* Design commercial survey incentive plan.
* Develop quality control procedures for key variables that have been used to develop commercial multinomial logit models. Quality includes, but is not limited to, corrections for misinformation from survey respondents, outlying data, and any other data collection and data entry errors. The commercial fleet data required for estimation of the commercial vehicle choice models will be collected or generated by the Contractor, who must ensure their accuracy
* Compose communications to inform all survey respondents that the survey information they provide will be held confidential by the Contractor and the Energy Commission pursuant to the California Information Practices Act and the signed non-disclosure agreement with the Energy Commission.
* Prepare the commercial survey material to include the revisions approved by CAM.
* Translate survey material and instruments into Spanish, as directed by the CAM.
* Maintain each respondent’s telephone number, address, and e-mail in the event that further clarifications are needed from the respondents or survey responses appear to be internally inconsistent and/or unlikely to be correct.
* Include the survey and sample designs, and survey instrument(s) for the 2023 CVS commercial vehicle survey in the Task 4 Report (See Task 4.4)

**Deliverables:**

* Commercial vehicle survey material
* Draft communications regarding confidentiality
* Final communications regarding confidentiality
* Survey translation into Spanish

**Task 4.3 - ZEV OWNER SURVEY**

The goal of this task is to design the California Zero-Emission Vehicle (ZEV) Owner Survey, targeting ZEV owners, encompassing plug-in hybrid electric vehicles (PHEVs), battery electric vehicles (BEVs), and fuel cell electric vehicles (FCEVs). The contractor shall target 700 completed ZEV owner surveys and distribute it across both commercial and residential sectors. These survey participants will complete the ZEV owner add-on RP, in addition to the main RP and SP survey instruments.

**The contractor shall:**

* Review prior CVS ZEV owner surveys in both residential and commercial segments.
* Discuss the ZEV owner sampling plan document and survey instruments.
* Design ZEV owner add-on survey instruments.
* Design ZEV owner incentive plan, if different from non-ZEV owner surveys.
* Develop additional survey material for ZEV owner surveys, if necessary, and as directed by CAM.
* Include the survey and sample designs, and add-on survey instrument(s) for the 2023 CVS ZEV owner survey in the Task 4 Report (See Task 4.4).

**Deliverables:**

* ZEV owner survey material
* Draft communications regarding confidentiality
* Final communications regarding confidentiality

**TASK 4.4 - TASK 4 REPORT**

The goal of this task is to prepare a Task 4 Report.

**The Contractor shall:**

* Prepare a draft Task 4 Report for the CAM for review. The Task 4 Report shall include the following content:
	+ Survey and sampling designs and survey instruments for the 2023 CVS household vehicle survey.
	+ Survey and sampling designs and survey instruments for the 2023 CVS commercial fleet survey.
	+ Survey and sampling designs and survey instruments for the 2023 CVS ZEV owner survey.
	+ Communications prepared for the survey participant recruitment and retrieval for all surveys.
* Incorporate all changes and respond to all comments by the CAM in a final Task 4 Report.

**Deliverables:**

* Draft Task 4 Report
* Final Task 4 Report

**TASK 5: SURVEY FOCUS GROUPS**

The goal of this task is to finalize the pretest survey design and survey instruments. The contactor shall design and execute focus group sessions to inform design and/or revisions of survey instrument and/or survey material for pretest. The 2017 CVS carried out 9 focus group sessions across California.

**The Contractor shall:**

* Design focus group sessions to achieve the following purposes:
	+ Compile information to assist with the design of the pretest and final survey instruments (for example, ascertain consumers’ knowledge, perception, awareness, and assessment of different vehicle technologies, autonomous vehicles, alternative fuels, and fuel infrastructure).
	+ Gather data to assess household and commercial fleet managers’ responses to policy measures designed to reduce growth in petroleum dependence.
	+ Identify factors that influence consumer behavior in purchasing energy efficient vehicles or vehicles that do not operate on petroleum-based fuels.
	+ Identify factors that influence PEV owners’ behavior in vehicle-grid integration and connection.
	+ Identify factors that influence survey responses to public policy initiatives that reduce the demand for petroleum-based fuels.
* Prepare and submit draft updated material and develop questionnaires for the focus group sessions to the CAM.
* Based on comments from the CAM, prepare final material and questionnaires for the focus group sessions. These materials must be approved by the CAM before being used in the focus group sessions.
* Recruit respondents for focus group sessions, consistent with the Work Plan (Task 2):
	+ Ensure that the focus group respondents are owners of a variety of light-duty vehicle technology and fuel types and are in a variety of income categories and education levels.
	+ Each focus group session shall consist of 8-10 respondents.
	+ Each focus group shall include at least one alternative fuel vehicle (EV/PHEV/Hydrogen FCV) owner.
* Conduct focus group sessions:
	+ For the commercial fleet owners’ survey, conduct up to four pre-survey focus group sessions, one in San Francisco, one in Sacramento, one in the Central Valley, and one in Los Angeles. For the household vehicle survey, conduct up to four pre-survey focus group sessions in the same cities listed for the commercial focus groups. One focus group session shall be conducted in Spanish and can be composed entirely of the household participants or a combination of household and commercial sector participants.
	+ At least one focus group session shall be conducted for ZEV owners only and can be composed of a combination of household and commercial sector participants.
	+ Focus group sessions should last approximately two hours.
	+ Provide the facility for holding the focus group meeting(s).
	+ Provide a facilitator for each focus group session who will:
		- Submit the survey to the respondents.
		- Answer respondent questions.
		- Videotape the sessions.
		- Perform other necessary tasks to complete the focus group, and
		- Sign a nondisclosure agreement with the Contractor.
	+ Distribute materials to the survey respondents.
	+ Attend the focus group session.
	+ Notify the respondents of the time commitment and that the individual information they provide during the focus group session shall be held confidential by the Contractor and the Energy Commission pursuant to the California Information Practices Act and the non-disclosure agreement between the Contractor and the Energy Commission.
	+ Provide the household and commercial respondents with an incentive payment to participate in the focus group sessions.
* Log incentive payments and submit incentive logs as described in Task 1.3.
* Log responses of the focus group participants in the database.
* Submit recording of all focus group sessions.
* Submit notes or transcripts of each session.
* Prepare a draft Task 5 Report for the CAM after conducting the focus group sessions. Based on comments from the CAM, prepare a final Task 5 Report.

The Task 5 Report shall include:

* Summary of all focus group activities; and
* Focus group session results, justifications, and recommendations for survey design and /or revision of the survey instrument and material for pretest.

**Deliverables:**

* Draft focus group materials and questionnaires
* Final focus group materials and questionnaires
* Complete and accurate log of incentive payments
* Video recordings of the focus group sessions
* Draft Task 5 Report
* Final Task 5 Report

**TASK 6: SURVEY PRETESTS AND DESIGN OF FINAL SURVEY INSTRUMENTS**

The goals of this task are to finalize survey material and instruments for all surveys. The contractor shall revise and execute the survey pre-test and use pretest survey data analysis to inform final survey instruments and survey procedures.

**The Contractor shall:**

* The updated survey pre-test will be used to evaluate the draft survey instruments regarding:
	+ Clarity and effectiveness of the instructional cover message.
	+ Time required by respondents to complete the questionnaire.
	+ Respondent’s reactions to the general appearance of the questionnaire (such as page layout, print size, etc.)
	+ Ability of respondents to understand questions.
	+ Reliability of each question to measure what is intended.
	+ Identify issues regarding placement and wording of sensitive questions.
* Provide a written description of the survey pre-tests to the CAM.
* Provide a final description of recommended pre-tests, based on comments from the CAM.
* Propose sample size for both commercial and household pretest surveys, as well as the regional distribution.
* Conduct the survey pre-tests.
* Distribute incentive payment for participating in the survey pre-test.
* Log incentive payments and submit incentive logs as described in Task 1.3.
* Use the results of the pre-tests to revise the final survey instruments, material, and procedures.
* After conducting the pre-tests, prepare a draft Task 6 Report for the CAM.
* Based on comments from the CAM, prepare a final Task 6 Report.
* The survey instruments and material must be written at the sixth-grade comprehension level.

The Task 6 report shall include the following:

* Written description of the survey pre-tests.
* Results of the pre-test surveys.
* The final RP and SP survey instruments and other survey materials, for both the main residential and commercial surveys and the ZEV owner add-on surveys, as requested by the CAM.

**Deliverables:**

* Draft description of the survey pre-tests
* Final description of the survey pre-tests
* Log of incentive payments for the survey pre-tests
* Draft Task 6 Report
* Final Task 6 Report
* Final survey material and instruments for both the main surveys and the ZEV owner add-on surveys.

**TASK 7: SURVEY RECRUITMENT, IMPLEMENTATION, RESPONSE CATEGORIES, AND DATA CORRECTION**

The goal of this task is to execute the main survey, as well as the ZEV owner add-on surveys, compile and document the survey data, and analyze survey data quality during data collection. The Contractor shall update the draft recruitment letter from the 2019 CVS, recruit respondents, conduct the surveys, and categorize survey responses, including those responses that do not fit within predefined categories.

The survey data are critical to the Energy Commission’s modeling and analysis activities. A high standard of data collection and survey response classification is expected from the Contractor.

**The Contractor shall:**

* Prepare a draft recruitment letter/communication to notify respondents that the individual information they provide, while taking part in the survey, shall be held confidential by the Energy Commission and the Contractor pursuant to the California Information Practices Act and the non-disclosure agreement between the Contractor and the Energy Commission.
* Prepare final respondent recruitment letters/communications for each survey, based on comments from the CAM.
* **Based on the CAM’s determination, Contractor will perform one of the following: print and mail out the final recruitment letters/communications, or work with the State to facilitate sending the recruitment letters/communications.**
* Conduct the 2023 CVS. During the survey execution, the Contractor will do the following:
	+ Compile respondent responses.
	+ Categorize the response data. The survey data shall include each respondent’s residence or cell phone number(s) and workplace telephone number(s), if they chose the option to respond.
* Document and distribute all incentive payments to all survey participants.
* Log incentive payments and submit a log of all incentive payments, as described in Task 1.3.
* Monitor survey representation of the targeted segments of the California population on a weekly basis and take appropriate actions to ensure representativeness of the survey.
* Prepare brief weekly survey implementation progress reports on recruitment and initial survey validity as the survey is in progress. These progress reports can be communicated via e-mail or posted on the Contractor’s project management portal.
* The weekly survey implementation progress reports should include the following:
	+ Discuss the current sample, describe the distribution of the parameters; where shortfalls exist (for example, not enough people sampled in a certain age range); and how to fix this shortfall, if necessary.
	+ Discuss how any shortfall affects the survey results.
	+ Verify the survey data to ensure that information regarding vehicle ownership, transactions, and usage are accurate and complete.
	+ Provide Zip code plus 4 for each survey respondent.
	+ Create and submit draft household and commercial fleet survey data files in electronic format, through survey dashboard/portal, or as otherwise agreed upon between the Contractor and the CAM.
	+ Incorporate any revisions to the draft survey data files, as indicated by the CAM, deliver final survey data files in electronic format.
	+ Correct data entry or survey data errors in the resulting data files, as necessary.
* Documentation of data coding procedures used to categorize survey responses.
* Prepare a draft Task 7 Report for the CAM.
* Prepare a final Task 7 Report, based on any revisions to the draft Task 7 Report as indicated by the CAM.

The Task 7 Report shall include the following:

* Survey material/communications, if revised from Task 6 final survey material, for the 2023 CVS for both the household and the commercial surveys, and the ZEV owner surveys.
* Limitations of survey and survey data.

**Note that the Energy Commission shall have the sole authority to release survey material, anonymized survey results, and other materials produced from this survey to outside parties.**

**Deliverables:**

* Draft Recruitment Letters for both the main surveys and the ZEV owner survey
* Final Recruitment Letters for both the main surveys and the ZEV owner survey
* Survey participation incentive payment log
* Weekly survey implementation progress reports
* Survey data files, including data dictionaries
* Draft Task 7 Report
* Final Task 7 Report

**TASK 8: ANALYSIS OF DATA QUALITY AND SURVEY RESULTS**

The goal of this task is to analyze and assure the quality of the survey data and to complete a descriptive analysis of survey results. Under this task, the Contractor shall analyze and document the quality and content of the main survey data, as well as the ZEV owner add-on survey, both during and after the data collection tasks. The reporting of response or completion rates shall conform to the standards established by the Council of American Survey Research Organizations.

**The Contractor shall:**

* During data collection, prepare detailed statistical summaries of participation rates and similar indicators of quality and consistency, including the following:
* Misinterpretation of collected data.
* Other errors in transporting the data into the electronic format.
* After the data collection is complete, prepare summary statistics for each sample, including the following:
* Number of contacts, participation rates, respondents who did not answer all questions fully, number of outliers (if any), size of individual outliers (if any), and any biased survey respondents or surveyors.
* Any abnormal variations in the data and any noticeable patterns that suggest the possibility of erroneous data that would need to be investigated further.
* Completed responses in each cell of the sampling stratification and completed response rates by question, cross-tabulated.
* Any other descriptors or question responses that deviates more than a reasonable rate from what would be expected.
* Prepare a draft Task 8 Report for review and comment on data quality and additional cross tabulation of data, if necessary.
* Based on any revisions to the draft Task 8 Report indicated by the CAM, prepare a final Task 8 Report.

The Task 8 Report shall include the following content:

* Documentation of the statistical analyses performed and a detailed summary of the results from these analyses.
* Methods used to check accuracy and make corrections to VMT estimates, by fuel type.
* Descriptive analysis of the data with cross tabulations of different data items, for household, commercial and ZEV owners, by key variables and as requested by the CAM.
* Compare sample distribution with actual data and discuss weights as necessary:
* Provide the latest census counts from the United States Census Bureau of household size, income, and number of workers for each region in the state and develop weighting terms for household characteristics.
* Provide commercial sector data, as available, for comparison.

**Deliverables:**

* Draft Task 8 Report
* Final Task 8 Report

**Task 9: Logistic Regression Analysis**

The goal of this task is to use the survey data and econometric methods to estimate and validate the utility functions that are integrated to create the personal and commercial vehicle ownership, transaction, and vehicle type choice models.

**The Contractor shall:**

* Use the 2023 CVS data from the previous tasks to develop nested multinomial logit choice models for the household and commercial LDV market segments. The nested multinomial logit models will be used to develop forecasts of light duty vehicle stock, fleet characteristics, annual VMT for household and commercial fleet vehicles, and fuel consumption.
* Estimate nested multinomial logit equations for vehicle ownership, transaction and choice utility functions based on the vehicle survey data for the households by ownership categories (1 vehicle, 2 vehicles, and 3+ vehicles) as well as vehicle choice, fleet size, and VMT models for the commercial sector by industry grouping. Utility functions estimating preferences for a specific class and fuel type of vehicles will use stated preferences survey data. Other equations will use revealed preferences survey data or a combination of stated and revealed preferences survey data. These equations must include the following:
* Utility functions for the number of vehicles per household.
* Household utility function for new and used vehicles.
* Utility functions to reflect preferences for a specific vehicle class and fuel type, for one, two, and 3+ vehicle households.
* Utility functions to reflect preferences for a specific vehicle class and fuel type, for commercial fleet owners, in different industry groups.
* VMT equations for different household groups.
* VMT equation for commercial fleet vehicles.

The explanatory variables of these equations include, but are not limited to:

* Household income.
* Household size.
* Business characteristics for commercial fleets.
* Number of workers in household.
* Transit ridership per household member.
* Fuel type and fuel cost.
* Fuel availability and refueling time.
* Vehicle maintenance cost.
* Vehicle class and vehicle price.
* Annual VMT estimates for both households and commercial fleet vehicles.
* Monetary and non-monetary Federal and state vehicle purchase incentives.
* Fuel efficiency, in miles per gallon.
* Range and Acceleration (time for vehicle to accelerate from 0 to 60 miles per hour).
* luxury vs standard characteristics.
* Levels of autonomous vehicle.
* Submit the data sets used in estimating the logistic equations, if they are different from the data files submitted in Task 8.
* Prepare a draft Task 9 Report for review and comments regarding the equations, their parameter values and model validation by the CAM.
* Respond to CAM comments and suggestions and complete a final Task 9 Report.
* Submit a computer output for the equations from the Task 9 Report.

The Task 9 Report shall include:

* Estimation methods, statistical properties, and validity of the coefficients and the equations.
* Vehicle transaction and choice utility functions, and their nesting structure.
* Explicit or implied vehicle price, income, and fuel price elasticities.
* Detailed error analysis and verification of independent and identically distributed (IID) error results.
* Discussion of model validation.

**Deliverables:**

* Data files used in estimating the equations, if different from Task 8.
* Draft Task 9 Report.
* Final Task 9 Report.
* Computer output for the equations specified in Task 9 Report.

## Schedule of Deliverables and Due Dates

|  |  |  |
| --- | --- | --- |
| **TASK** | **DELIVERABLE** | **DUE DATE** |
| 1. CONTRACT MANAGEMENT |
| 1.1 | Kick-Off Meeting | September 1, 2023 |
| 1.5 | Monthly Progress Reports | The 15th of each month  |
| 1.6.2 | Draft Final Report | December 15, 2024 |
|  | Final Report | December 30, 2024 |
| 1.7 | Signed confidentiality agreement for using DMV dataSigned non-disclosure agreement with the Energy CommissionSigned ISPP Attestation FormEmployee Security Awareness Training Certificates | November 15, 2023 |
| 1.7 | Verification of destruction of confidential information and personal information. | Before March 25, 2025 |
| 2. WORK PLAN |
|  | Final Work Plan | November 15, 2023 |
| 3. SURVEY WEBSITE, AND DATABASE DESIGN |
|  | Draft Task 3 Report  | November 15, 2023 |
|  | Final Task 3 Report | November 30, 2023 |
|  | Description and mock-up of survey website, URL, and screenshots of the survey website | November 30, 2023 |
|  | Database development plan | November 30, 2023 |
| 4. SURVEY DESIGN |
|  | Draft Task 4 Report | November 15, 2023 |
|  | Final Task 4 Report | November 30, 2023 |
| 5. FOCUS GROUPS |
|  | Draft Task 5 Report | January 15, 2024 |
|  | Final Task 5 Report | January 30, 2024 |
| 6. SURVEY PRE-TESTS |
|  | Draft description of the survey pretests | February 15, 2024 |
| Final description of the survey pretests | February 30, 2024 |
| Complete and accurate log of incentive payments | February 30, 2024  |
| Draft Task 6 Report | March 30, 2024 |
| Final Task 6 Report | April 15, 2024 |
| Final survey instruments and other material  | April 30, 2024 |
| 7. SURVEY RECRUITMENT, IMPLEMENTATION, RESPONSE CATEGORIES AND DATA CORRECTION |
|  | Draft Recruitment Letters  | June 5, 2024 |
|  | Final Recruitment Letters | June 15, 2024 |
|  | Survey participation incentive payment log |  August 15, 2024 |
|  | Weekly survey implementation progress reports | Weekly from the beginning to the end of task 7 |
|  | Household & Commercial fleet survey data files  | August 30, 2024 |
|  | Draft Task 7 Report | September 15, 2024 |
|  | Final Task 7 Report | September 30, 2024 |
| 8. ANALYSIS OF DATA QUALITY AND SURVEY RESULTS |
|  | Draft Task 8 Report | October 30, 2024 |
|  | Final Task 8 Report | November15, 2024 |
| 9. LOGISTIC EQUATIONS |
|  | Draft Task 9 Report | December 30, 2024 |
|  | Final Task 9 Report | January 30, 2025 |

Table A: Survey Regions

|  |  |  |
| --- | --- | --- |
| **Region Number** | **Region Name** | **Counties in Region** |
| **1** | San Francisco | Alameda, Contra Costa, Marin, Napa, San Mateo, Santa Clara, Solano, Sonoma, and San Francisco Counties |
| **2** | Los Angeles | Los Angeles, Orange, Imperial, Riverside, San Bernardino, and Ventura Counties |
| **3** | San Diego | San Diego County |
| **4** | Sacramento | El Dorado, Placer, Sacramento, Sutter, Yolo, and Yuba Counties |
| **5** | Central Valley | Fresno, Kern, Kings, Tulare, Madera, San Joaquin, Stanislaus, and Merced Counties |
| **6** | Rest of State | Alpine, Amador, Butte, Calaveras, Colusa, Del Norte, Glenn, Humboldt, Inyo, Lake, Lassen, Mariposa, Mendocino, Modoc, Mono, Monterey, Nevada, Plumas, San Benito, San Luis Obispo, Santa Barbara, Santa Cruz, Shasta, Sierra, Siskiyou, Tehama, Trinity, and Tuolumne Counties |
|  |  |  |

# 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.

## Method for Delivery

The method of delivery for this solicitation is the Energy Commission Grant Solicitation System, available at: [https://gss.energy.ca.gov/](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fgss.energy.ca.gov%2F&data=04%7C01%7C%7C6db4917e18aa46a4fc0808d8d42cbd67%7Cac3a124413f44ef68d1bbaa27148194e%7C0%7C0%7C637492635908664785%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=avUY8DTO%2Fg6shuUaQADf6Qcqw3G%2BwKwDDdd5WQWxbYk%3D&reserved=0). This online tool allows applicants to submit their electronic documents to the CEC prior to the date and time specified in this solicitation. Electronic files must be in Microsoft Word and Excel Office Suite formats unless originally provided in the solicitation in another format. Attachments requiring signatures may be scanned and submitted in PDF format. Completed Budget Forms, Attachment 7, must be in Excel format. **The system will not allow applications to be submitted after the application due date and time.**

First time users must register as a new user to access the system. Applicants will receive a confirmation email after all required documents have been successfully uploaded. A tutorial of the system is available on the [Energy Commission website](https://www.energy.ca.gov/funding-opportunities/funding-resources) under General Funding Resources. You may contact the Commission Agreement Officer identified in the Contact Information section of this solicitation for more assistance.

Due to COVID-19, hard copies will not be accepted for this solicitation.

## Organize Your Proposal As Follows

### SECTION 1, Administrative Response

Cover Letter

Table of Contents

Contractor Status Form Attachment 1

Darfur Contracting Act Form Attachment 2

Small Business Certification If applicable

Completed Disabled Veteran Business Enterprise form Attachment 3

Bidder Declaration form GSPD-05-105 Attachment 4

Contractor Certification Clauses Attachment 5

TACPA Forms If applicable

Iran Contracting Act Form Attachment 9

CA Civil Rights Laws Certification Attachment 10

### 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 Attachment 6

Previous Work Products (Optional)

Budget Forms Attachment 7. See also G below.

1. **Approach to tasks in Scope of Work**

Describe the Bidder’s approach to providing services listed in the Scope of Work, highlighting any outstanding features, qualifications and experience.

1. **Organizational Structure**
2. Describe the organizational structure of the Bidder, including providing an organizational chart of the entire contract team.
3. Provide a short description of each firm and key members on the team. Describe the relationship between the Contractor and Subcontractors on your team.
4. Identify the location of the Bidder’s and Subcontractor’s headquarters and satellite office(s) and proposed methods of minimizing costs to the State.
5. Describe Bidder’s professional awards.
6. 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.
7. **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.
8. **Labor Hours by Personnel and Task**

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

1. **Client References**

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

1. **Previous Work Products**

Each bidder shall provide at least two 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.

1. **Budget Forms** Category Budget Attachment 7

Direct Labor Attachment 7

Fringe Benefits Attachment 7

Travel Attachment 7

Equipment Attachment 7

Materials & Miscellaneous Attachment 7

Subcontracts Attachment 7

Indirect Costs and Profit Attachment 7

The Bidder must submit information on **all** of the attached budget forms and this will be deemed the equivalent of a formal 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. Bidder must include all people anticipated who will provide service on the Agreement. The Energy Commission may consider adding a person that the Bidder did not include in its Proposal. However, because the additional person might affect the Bidder's score or take additional time that the Energy Commission does not have or does not want to spend, the Energy Commission reserves the right to do any of the following, along with any other existing rights:

* Assess how the new person might affect the Bidder’s score, including possibly rescoring the Proposal
* Refuse to add the new person
* Add the new person.

Bidders are cautioned that they should include all team members in their Proposal.  The Energy Commission does not want to be in the position of assessing additional persons after the Notice of Proposed Award.

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 labor rates 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.

**Bid price should assume printing and mailing costs for the recruitment letters/communications as described in Task 7 of Section II. If the CEC decides that the State will provide the printing and mailing services, then the contract amount may be reduced or funds for printing and mailing costs may be shifted to other costs, as appropriate.**

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

# 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 which also includes screening criteria for handling of Commission or third party confidential information as described below. Proposals that fail Stage One shall be disqualified and eliminated from further evaluation.

During the administrative and completeness screening, the Contracts Office 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.

**SCREENING CRITERIA FOR HANDLING OF COMMISSION (OR A THIRD PARTY) CONFIDENTIAL INFORMATION**

This solicitation anticipates that Contractor may receive Confidential Information or Personal Information from the Energy Commission (or a third party) or be required to handle Confidential Information or Personal Information belonging to someone other than Contractor. Because of the need for security in handling this Confidential Information and Personal Information, the Energy Commission will screen applicants based on their existing security processes. Bidder’s responses will be evaluated in Stage one Administrative and Completeness Screening.

For more information on confidentiality and security requirements, the agreement will include special terms and conditions for Confidential Information and Personal Information. See Attachment 8, Exhibit E for definitions and specific agreement terms.

For Bidder and all subcontractors, sub-awardees, vendors, and other project partners, (including match funders and any other entity that might handle the Energy Commission’s or third party’s Confidential Information or Personal Information), applicant shall answer the following questions. Only answer these questions for Bidder and any other entity related to the agreement that will be given access to Confidential Information or Personal Information.

Any “no” answer means Bidder will be screened out in Stage One Administrative and Completeness Screening and disqualified from further participation in the solicitation.

Bidder must answer yes/no for each question in Attachment 1 Contractor Status Form. Bidder self certifies the answer. Bidder does NOT need to submit any additional documentation for the solicitation screening.

1. Does Bidder have an Information Security Officer?
2. Does Bidder have an Information Security Program in place?
3. Does Bidder encrypt Confidential Information in transit and at rest?
4. Does Bidder require employees to sign an acceptable use policy/responsible use policy for using information technology assets and resources?
5. Does Bidder require employees to take information security training?
6. Does Bidder require employees to sign a non-disclosure agreement before the employee is allowed access to Confidential Information?
7. Does Bidder have internal protocols for handling a security incident or data breach?

### 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. |
| 10-30% | Minimally Responsive | Response minimally addresses the requirements being scored. The omission(s), flaw(s), or defect(s) are significant and unacceptable. |
| 40-60% | 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. |

## Notice of Proposed Award

The Commission will post a Notice of Proposed Award (NOPA) on the Commission’s Web Site and will email the NOPA to all parties that submitted a proposal.

|  |  |
| --- | --- |
| **Evaluation Criteria** | **Possible Points** |
| **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. Describe the facilities, infrastructure, and resources available to the team.
7. Describe organizational flexibility in resource allocation to deal with potential unforeseen issues and circumstances, in the interest of completing the project on time.
8. Describe organizational strategy to retain qualified key technical staff, and the replacement plan if and when these key assets are lost.
9. Describe the organizational strategy and tools to facilitate, promote and maintain effective team work internally, and with clients.
 | 4 |
| * + - 1. **Relevant Experience and Qualifications** 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. Explain how the various tasks will be managed and coordinated, and how the project manager’s technical expertise will support the effective management and coordination of all activities described in the Scope of Work.
			6. Describe the project team’s experience with experimental design and stated preferences survey.
			7. Describe the project team’s experience with choice model estimation.
			8. List scholarly articles and provide a link to the publications and presentations (if available), on key technical staff (survey/sample design/methodology and modeling) resumes.
 | 5 |
| **Labor Hours by Personnel and Task** Provide the title or classification of each person and their level of effort (hours) for each task, including subcontractors. * Appropriate level of effort and staffing by task, and Distribution of key technical staff hours by task
 | 3 |
| **Client References**Each bidder shall complete Client Reference Forms. Three client references are required for the Contractor and two for each subcontractor. | 3 |
| **Previous Work Products** Each bidder shall provide at least two examples of a similar work product for the services to be provided as described in the RFP. 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.These examples should be specific to projects that involve transportation and stated preferences surveys. Identify the key technical staff members who are assigned to this project and who have worked on the work product examples you have provided.It is not necessary to provide more than one copy of each work product example. Web links are acceptable. | 5 |
| **Approach to tasks in Scope of Work**Describe the Bidder’s techniques, approaches, and methods to be used in providing the services listed in the Scope of Work, highlighting any outstanding features, qualifications and experience. Describe how tasks will be executed and coordinated with various participants and team members.Identify and discuss factors that are critical to the success of the project, in addition to risks, barriers and limitation and the plan to address them.Identify technical issues and potential problem related to survey design and execution and recommend creative and feasible solutions. | 3 |
| **Work Plan** | 5 |
| **Reasonableness and effectiveness of the incentive plan.** | 3 |
| **Approach to:** 1. Focus group sessions and discussions of autonomous vehicles and vehicle-grid integration in one or more focus group sessions.
2. Integrating autonomous vehicles in the choice equations.
3. Inclusion of the vehicle-grid integration in the survey questions.
4. Improving upon charging infrastructure questions and/or integration in the models.
5. Implementation of pretests for both main surveys and the ZEV owner surveys.
6. Survey mode (paper, phone, web, smart phone app).
7. Survey outreach method (for example address based, online panel, or other).
8. Interviewer training, if any.
9. Experimental design.
10. Design and phasing of RP/SP survey instruments by survey mode.
11. Survey design and implementation for both main survey and the ZEV owner surveys.
12. Database design, data collection, and survey data correction.
13. Collect, verify, and increase accuracy and quality of survey data on VMT.
14. Estimating the logit choice equations.
 | 14 |
| **Approach to:** 1. Recruiting survey respondents to ensure the survey is representative of California household population and commercial entities.
2. Recruiting ZEV owner residential and commercial survey takers to include fuel cell electric vehicles and plug-in electric vehicles.
3. Outreach method and recruitment method and its relation to timely completion of survey.
4. Quality assurance implementation for the proposed outreach/recruitment method.
5. Integration of RP and SP for vehicle type choice equations.
6. Integration of Autonomous vehicles in vehicle type choice.
7. Ensure completion of the survey execution by Q3-2024.
8. Ensure finalizing the vehicle choice equations by February 2025.
 | 10 |
| **Quality, Comprehensiveness and Reasonableness of the Proposal*** Clarity, organization and comprehensiveness of proposal.
 | 5 |
|  **VALUE OF DELIEVERABLES AND QUALITY ASSURANCE**This section will evaluate the Bidder’s overall approach to ensuring the value (quantity and quality) of the survey data and contract deliverables to be produced as described in the work plan, under different tasks, in the proposal and how well the proposal meets the objectives and requirements of the RFP. This includes evaluating the approach to:* Data collection standards and quality control.
* Household and commercial fleet segment coverage.
* Data elements proposed for collection in the ZEV owner survey.
* Quality and quantity of data which will be used to estimate models for vehicle ownership, transaction and vehicle type choice, and vehicle utilization applied to household vehicles as well as vehicle type choice and utilization applied to commercial fleets.
* Logistic equations
 | 10 |
|  **Cost component must be 30% of the total score.** |  |
|  1. **Loaded Hourly Rate (Cost Points)**. The score for this criterion will be derived from the mathematical cost formula set forth below, which compares the cumulative loaded hourly rate of all hourly rates listed in the subject Bidder’s Cost Bid, with the cumulative loaded hourly rate of all hourly rates listed in the Lowest Bidder’s cost bid.
 | 25 |
| 1. **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** | **100** |
| **Minimum Passing Score (70%)** | 70 |

**Part II: Cost Score**

**Cost Criteria**

Total Expected Labor Costs (**25/**30 Cost Points).

Step 1

Calculate each *Individual’s Loaded Hourly Rate* = DL + FB + Indirect + Profit (Separately for the Prime and each Subcontractor). This is documented on Attachment 7a in each workbook.

Step 2

The Bidder (Prime Contractor) will complete the Attachment 7b of the budget workbook. This form will calculate the Total Expected Labor Costs portion of the cost criteria.

Total Expected Labor Cost Points:

Lowest Proposal Total Expected Labor Cost = 100% of total possible points for this criteria

All other proposals get a lower percentage of the possible points based on how close their proposal Total Expected Labor Cost is to the lowest proposal Total Expected Labor Cost as follows:

Lowest Proposal Total Expected Labor Cost / Other Proposal Total Expected Labor Cost = Other Proposal % of Possible Points

Example:

Proposal A Total Expected Labor Cost: $85,347; Proposal B Total Expected Labor Cost: $90,242; Proposal C Total Expected Labor Cost: $87,249.

Proposal A: Lowest Proposal Total Expected Labor Cost = 100% possible points

Proposal B: $85,347/$90,242 = 94.57% possible points

Proposal C: $85,347/$87,249= 97.82% possible points

Points Allocation (**25** [~~30~~] possible points):

Proposal A: 100% possible points = **25** [~~30]~~ points

Proposal B: 94.57% possible points = **23.6** ~~[28.37]~~ points

Proposal C: 97.82% possible points = **24.5** [~~29.35~~] points

# V. Business Participation Programs (Preferences/ s)

A Bidder may qualify for preferences/incentives as described below. Each Bidder passing Stage One screening will receive the applicable preference/incentive.

This section describes the following business participation programs:

* DVBE Participation Compliance Requirements
* DVBE Incentive
* Small Business/Microbusiness Preference
* Non-Small Business Preference
* Target Area Contract Act Preference

## Disabled Veteran Business Enterprise (DVBE)

**Compliance Requirements**

***DVBE Participation Required***

This RFP is subject to a mandatory certified DVBE participation of at least three percent (3%).

***Bidder or Subcontractor Suspension***

The Energy Commission shall reject a Proposal and shall not enter into a Contract if a Bidder or Subcontractor used by Bidder is currently suspended for violating DVBE law.

***Two Methods to Meet DVBE Participation Requirement***

* If Bidder is a DVBE, then Bidder has satisfied the participation requirements if it commits to performing at least 3% of the contract with the Bidder’s firm, or in combination with other DVBE(s).
* If Bidder is not a DVBE, Bidder can satisfy the requirement by committing to use certified DVBE Subcontractors for at least 3% of the contract.

***Required Forms***

Bidders must complete Attachments 1, 3 and 4 to document DVBE participation. If Bidder does not include these forms, the Bid is considered non-responsive and shall be rejected.

* Contractor Status Form (Attachment 1).

Under the paragraph entitled: “Disabled Veteran Business Enterprise Participation Acknowledgement”, make sure to check the “yes” “DVBE Participation” box.

* DVBE Declarations Std. Form 843 (Attachment 3)
* Bidder Declaration Form GSPD-05-105 (Attachment 4)

***DVBE Definition***

For DVBE certification purposes, per Military & Veterans Code section 999(b)(6), a "disabled veteran" is:

* A veteran of the U.S. military, naval, or air service of the United States, including but not limited to, the Philippine Commonwealth Army, the Regular Scouts (“Old Scouts”), and the Special Philippine Scouts (“New Scouts”);
* The veteran must have a service-connected disability of at least 10% or more; and
* The veteran must be domiciled in California.

***DVBE Certification and Eligibility***

* To be certified as a DVBE, your firm must meet the following requirements in Military & Veterans Code section 999(b)(7):

(i) It is a sole proprietorship at least 51 percent owned by one or more disabled veterans or, in the case of a publicly owned business, at least 51 percent of its stock is unconditionally owned by one or more disabled veterans; a subsidiary that is wholly owned by a parent corporation, but only if at least 51 percent of the voting stock of the parent corporation is unconditionally owned by one or more disabled veterans; or a joint venture in which at least 51 percent of the joint venture’s management, control, and earnings are held by one or more disabled veterans.

(ii) The management and control of the daily business operations are by one or more disabled veterans. The disabled veterans who exercise management and control are not required to be the same disabled veterans as the owners of the business.

(iii) It is a sole proprietorship, corporation, or partnership with its home office located in the United States, which is not a branch or subsidiary of a foreign corporation, foreign firm, or other foreign-based business.

* DVBE limited liability companies must be wholly owned by one or more disabled veterans. Public Contract Code section 10115.9.
* Each DVBE firm listed on the DVBE Declarations Std. form 843 (Attachment 3) and on the Bidder Declaration form GSPD-05-105 (Attachment 4) must be formally certified as a DVBE by the Office of Small Business and DVBE Services (OSDS). The DVBE program is not a self-certification program. Bidder must have submitted application to OSDS for DVBE certification by the Bid due date to be counted in meeting participation requirements.

***Printing / Copying / Mailing Services Not Eligible***

DVBE Subcontractors cannot provide printing, copying and mailing services.

***To Find Certified DVBEs***

Access the list of all certified DVBEs by using the Department of General Services, Procurement Division (DGS-PD), online certified firm database at [The State of California Certifications Webpage](https://www.caleprocure.ca.gov/pages/PublicSearch/supplier-search.aspx). Search by “Keywords” or “United Nations Standard Products and Services Codes” (UNSPSC) that apply to the elements of work you want to subcontract to a DVBE. Check for Subcontractor ads that may be placed on the California State Contracts Register (CSCR) for this solicitation prior to the closing date. You may access the CSCR at [California State Contracts Register Webpage](https://www.caleprocure.ca.gov/pages/Events-BS3/event-search.aspx). For questions regarding the online certified firm database and the CSCR, please call the OSDS at (916) 375-4940 or send an email to: OSDCHelp@dgs.ca.gov.

***Commercially Useful Function***

DVBEs must perform a commercially useful function relevant to this solicitation, in order to satisfy the DVBE program requirements. California Code of Regulations, Title 2, Section 1896.71 provides:

“(a) A DVBE contractor, subcontractor or supplier of goods and/or services that contributes to the fulfillment of the contract requirements, shall perform a Commercially Useful Function (CUF) for each contract.

(b) A DVBE contractor, subcontractor, or a supplier of goods and/or of services is deemed to perform a CUF if the business does all of the following:

(1) Is responsible for the execution of a distinct element of work of the contract (including the supplying of services and goods);

(2) Carries out its obligation by actually performing, managing, or supervising the work involved;

(3) Performs work that is normal for its business services and functions;

(4) Is responsible, with respect to products, inventories, materials, and supplies required for the contract, for negotiating price, determining quality and quantity, ordering, installing, if applicable, and making payment;

(5) Is not further subcontracting a portion of the work that is greater than that expected to be subcontracted by normal industry practices.

(c) A contractor, subcontractor or supplier will not be considered to perform a commercially useful function if its role is limited to that of an extra participant in the transaction, contract or project through which funds are passed in order to obtain the appearance of DVBE participation.

(d) Contracting/procurement officials of the awarding department must:

(1) Evaluate if a DVBE awarded a contract meets the CUF requirement as defined in subdivision (b), and

(2) During the duration of the contract, monitor for CUF compliance (See State Contracting Manual Volume 1 Chapter 8 and Volumes 2 and 3, Chapter 3).

(e) If a CUF evaluation identifies potential program violations, awarding departments shall investigate and report findings to OSDS, referring to §§ 1896.88, 1896.91 and the State Contracting Manual.”

***Compliance with Law; Information Verified***

Bidder shall comply with all rules, regulations, ordinances, and statutes that apply to the DVBE program as defined in Military & Veterans Code sections 999 and 999.5(d). Information submitted by the Bidder to comply with this solicitation’s DVBE requirements will be verified. If evidence of an alleged violation is found during the verification process, the State shall initiate an investigation, in accordance with the requirements of Public Contract Code Section 10115, et seq., and Military & Veterans Code Section 999 et seq., and follow the investigatory procedures required by California Code of Regulations Title 2, Section 1896.90 et. seq. Contractors found to be in violation of certain provisions may be subject to loss of certification, penalties, sanctions, civil actions and/or contract termination.

***DVBE Report***

Upon completion of the contract for which a commitment to achieve DVBE participation was made, the Contractor that entered into a subcontract with a DVBE must certify in a report to the Energy Commission: 1) the total amount the prime Contractor received under the contract; 2) the name and address of the DVBE(s) that participated in the performance of the contract and the contract number; 3) the amount and percentage of work the Contractor committed to provide to one or more DVBEs under the requirements of the Contract and the amount each DVBE received from the Contractor.; 4) that all payments under the contract have been made to the DVBE(s) (Energy Commission may require proof that payment was made); and 5) the actual percentage of DVBE participation that was achieved. If the Energy Commission does not receive the report, the Commission shall provide notice to the Contractor and if still not received, shall withhold $10,000 (or full payment if less than $10,000) from Contractor’s final payment. (For more details about the $10,000 withholding, see specific Agreement language in the Sample Agreement Example, Exhibit D, paragraph 4.) A person or entity that knowingly provides false information shall be subject to a civil penalty for each violation. Military & Veterans Code Section 999.5(d).

***The Office of Small Business and DVBE Services (OSDS)***

OSDS offers program information and may be reached at:

Department of General Services

Office of Small Business and DVBE Services

707 3rd Street, 1st Floor, Room 400

West Sacramento, CA 95605

[DGS Website](https://www.dgs.ca.gov/PD/Resources/Page-Content/Procurement-Division-Resources-List-Folder/How-to-do-business-with-the-state-of-California)

Phone: (916) 375-4940

E-mail: OSDSHelp@dgs.ca.gov

***DVBE Law***

* Public Contract Code Section 10115 et seq.
* Military & Veterans Code Section 999 et. seq.
* California Code of Regulations Title 2, Section 1896.60 et. seq.

##

## DVBE Incentive

The information below explains how the incentive is applied and how much of an incentive will be given.

**How the Incentive is Applied:**

The DVBE incentive is applied during the evaluation process and only to responsive Proposals/Bids from responsible Bidders. The incentive will vary in conjunction with the percentage of DVBE participation.

The Incentive is applied by adding the incentive to the Proposal/Bid for Bidders that include more than the minimum required 3.00% DVBE participation. In other words, if a Bidder includes 3.01% DVBE participation or greater, it will receive the DVBE incentive. If you include 3% DVBE participation, you will not receive the incentive. You will only receive the incentive, if you include 3.01% or greater DVBE participation.

The DVBE Incentive Program may be used in conjunction with the Small Business preference which gives a 5% preference to small business Bidders or 5% to non-small business Bidders committed to subcontracting 25% of the overall Bid with small businesses.

**How Incentive Amount is Calculated:**

Solicitations based on **High Point** will calculate the incentive as described below: Incentive points are included in the sum of non-cost points. The percentage is based on the total possible available points not including preference points for small/micro business, non-small business or TACPA. Incentive points cannot be used to achieve any applicable minimum point requirements.

|  |  |
| --- | --- |
| DVBEParticipation Level | DVBE IncentivePoints |
| 3.01% - 3.99% | 1 |
| 4.00% - 4.99% | 2 |
| 5.00% - 5.99% | 3 |
| 6.00% - 6.99% | 4 |
| 7.00% or over | 5 |

***Required Forms***:

* Contractor Status Form (Attachment 1).
* DVBE Declarations Std. Form 843 (Attachment 3)
* Bidder Declaration Form GSPD-05-105 (Attachment 4)

### *DVBE Incentive Law*

* Military & Veterans Code Section 999.5(a)
* California Code of Regulations Title 2, Section 1896.99.100 et.seq.

## Small Business / Microbusiness / Non-Small Business

NOTE on the Small / Microbusiness paragraph below:

* *For Regular RFPs*, always include the Small/Microbusiness Paragraphs below.
* *For RFPs that are limited only to Small/Microbusiness*, DO NOT include the Small / Microbusiness paragraphs below. (The reason is that if all bidders are small or microbusinesses, then there is no reason to offer a preference that everyone will receive the same points.)
* *For RFPs that are limited only to DVBEs*, always include the Small/Microbusiness paragraphs below.

### *Preference*

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.

***Required Forms***

* Submit a copy of your Small Business Certification
* Contractor Status Form (Attachment 1)
* Complete the “Small Business Preference Claim” section

Bidder Declaration Form GSPD-05-105 (Attachment 4)

### *Certification*

A business must be formally certified by the Department of General Services, Office of Small Business and DVBE Services (OSDS), in order to receive the small/microbusiness preference.

***Non Profit Veteran Service Agency***

Bidders that qualify as a Non Profit Veteran Service Agency can be certified as a small business and are entitled to the same benefits as a small business.

***Definitions***

* *Small business* means a business certified by the Office of Small Business Disabled Veteran Services (OSDS) in which:

(1) It is independently owned and operated; and

(2) The principal office is located in California; and

(3) The officers of the business in the case of a corporation; officers and/or managers, or in the absence of officers and/or managers, all members in the case of a limited liability company; or the owner(s) in all other cases, are domiciled in California; and

(4) It is not dominant in its field of operation(s), and

(5) It is either:

(A) A business that, together with all affiliates, has 100 or fewer employees, and annual gross receipts of fourteen million dollars ($14,000,000) or less as averaged for the previous three tax years, as adjusted by the Department pursuant to Government Code § 14837(d)(3); or

(B) A manufacturer as defined herein that, together with all affiliates, has 100 or fewer employees.

* *Microbusiness* means a small business certified by OSDS, which meets all of the qualifying criteria as a small business, and is:

(1) A business that, together with all affiliates, has annual gross receipts of three million, five hundred thousand dollars ($3,500,000) or less as averaged for the previous three tax years, as adjusted by the Department pursuant to Government Code §14837(d)(3); or

(2) A manufacturer as defined herein that, together with all affiliates, has 25 or fewer employees.

* *Non Profit Veteran Service Agency* means an entity that:
1. Is a community-based organization,
2. Is a nonprofit corporation (under Section 501(c)(3) of the [Internal Revenue Code](http://www.irs.gov/charities/charitable/article/0%2C%2Cid%3D96099%2C00.html)), and
3. Provides housing, substance abuse, case management, and employment training services (as its principal purpose) for:
	* low income veterans,
	* disabled veterans, or
	* homeless veterans
	* and their families

***Commercially Useful Function***

A certified small business or microbusiness shall provide goods or services that contribute to the fulfillment of the contract requirements by performing a “commercially useful function” defined as follows:

(1) The Contractor or Subcontractor is responsible for the execution of a distinct element of the work of the contract; carrying out its obligation by actually performing, managing or supervising the work involved; and performing work that is normal for its business services and functions;

(2) The Contractor or Subcontractor is not further subcontracting a greater portion of the work than would be expected by normal industry practices;

(3) The Contractor or Subcontractor is responsible, with respect to materials and supplies provided on the subcontract, for negotiating price, determining quality and quantity, ordering the material, installing (when applicable), and paying for the material itself;

(4) A Contractor or Subcontractor will not be considered as performing a commercially useful function if its role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed in order to achieve the appearance of small business participation.

***Late Payment of Invoices***

Certified small/microbusinesses are entitled to greater interest penalties paid by the state for late payment of invoices than for non-certified small business/microbusiness.

***Small Business / Microbusiness Law***

* Government Code section 14835 et. seq.
* California Code of Regulations, Title 2 Section 1896 et. seq.

### Non-Small Business

***Preference***

The preference to a non-small business Bidder that commits to small business or microbusiness Subcontractor participation of twenty-five percent (25%) of its net Bid price 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. A non-small business that qualifies for this preference may not take an award away from a certified small business.

***Required Forms***

* Submit a copy of the Subcontractor’s Small Business Certification
* Contractor Status Form (Attachment 1)
* Complete the “Small Business/Non-Small Business Preference Claim” section

Bidder Declaration Form GSPD-05-105 (Attachment 4)

### *Certification*

A Subcontractor business must be formally certified by the Department of General Services, Office of Small Business and DVBE Services (OSDS), in order to receive the Non-Small Business Preference.

***Non-Small Business Law***

* Government Code section 14838 (b)
* California Code of Regulations, Title 2 Section 1896 et. seq.

## Target Area Contract Preference Act

**Note on TACPA:**

* The following TACPA preference only applies to a contract if the total is more than $100,000 and the work site is not fixed.

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

The TACPA program was established to stimulate economic growth and employment opportunities in designated Areas throughout the state of California. (GC4530)

The Department of General Services (DGS), Procurement Division (PD), Dispute Resolution Unit (DRU) oversees the TACPA program and evaluates all TACPA applications.

This solicitation contains (TACPA) preference request forms. Please carefully review the forms and requirements. Bidders are not required to apply for these preferences. Denial of the TACPA preference request is not a basis for rejection of the bid.

The State as part of its evaluation process reserves the right to verify, validate, and clarify all information contained in the bid. This may include, but is not limited to, information from bidders, Subcontractors and any other sources available at the time of the bid evaluation. Bidder refusal to agree to and/or comply with these terms, or failure to provide additional supporting information at the State's request may result in denial of preference requested.

Contracts awarded with applied preferences will be monitored throughout the life of the contract for compliance with statutory, regulatory, and contractual requirements. The State will take appropriate corrective action and apply sanctions as necessary to enforce preference programs.

Any questions regarding the TACPA preference should be directed to the Department of General Services, Procurement Division at (916) 375-4609.

TACPA Preference Request (STD 830):

[STD 830 Document](https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std830.pdf)

Bidder’s Summary of Contract Activities and Labor Hours:

[Bidder's Summary Document](https://www.documents.dgs.ca.gov/dgs/fmc/gs/pd/gspd0526.pdf)

# VI. 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**

Bidder- Respondent to this RFP

CAM- Commission Agreement Manager

DGS- Department of General Services

DVBE- Disabled Veteran Business Enterprises

Energy Commission-California Energy Commission

Proposal- Formal written response to this document from Bidder

RFP- Request for Proposal, this entire document

State- State of California

## 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, **generally** State Agencies must procure printing services through the Office of State Publishing (OSP). **Please see Section II, Task 7 and Section III, Budget Forms for more details regarding printing and mailing costs to include in bid.**

## Confidential Information

The Commission will not accept or retain any Proposals that have any portion marked confidential.

## 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)

## Iran Contracting Act of 2010

Prior to bidding on, submitting a proposal or executing a contract or renewal for a State of California contract for goods or services of $1,000,000 or more, a vendor must either:

a) certify it is **not** on the current list of persons engaged in investment activities in Iran created by the California Department of General Services (“DGS”) pursuant to Public Contract Code section 2203(b) and is not a financial institution extending twenty million dollars ($20,000,000) or more in credit to another person, for 45 days or more, if that other person will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS; **(See Option #1 on Attachment 9)**

b) demonstrate it has been exempted from the certification requirement for that solicitation or contract pursuant to Public Contract Code section 2203(c) or (d). **(See Option #2 on Attachment 9)**

(The Iran Act above only applies to solicitations for $1 million or more.

## California Civil Rights Laws

Prior to bidding on, submitting a proposal or executing a contract or renewal for a State of California contract for goods or services of $100,000 or more, a bidder or proposer must certify that it is in compliance with the Unruh Civil Rights Act (Section 51 of the Civil Code) and the Fair Employment and Housing Act (Section 12960 of the Government Code). Additionally, if a vendor has an internal policy against a sovereign nation or peoples recognized by the United States government, the Contractor must certify that such policies are not used in violation of the Unruh Civil Rights Act (Section 51 of the Civil Code) or the Fair Employment and Housing Act (Section 12960 of the Government Code).

See Attachment 10.

**Executive Order N-6-22 – Russia Sanctions**

## On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. “Economic Sanctions” refers to sanctions imposed by the U.S. government in response to Russia’s actions in Ukraine, as well as any sanctions imposed under state law. By submitting a bid or proposal, Contractor represents that it is not a target of Economic Sanctions. Should the State determine Contractor is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for rejection of the Contractor’s bid/proposal any time prior to contract execution, or, if determined after contract execution, shall be grounds for termination by the State.

## 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 ([CEC Website](http://www.energy.ca.gov/)) and Department of General Services’ Web Site([DGS Website](https://www.caleprocure.ca.gov/pages/index.aspx)).

## 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.

## Grounds 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 (DVBE) participation requirements.
* Bidder is currently suspended for violating DVBE law or Proposal includes a subcontractor currently suspended for violating DVBE law. Military & Veterans Code Section 999.9(g)
* It is lacking a properly executed Certification Clauses.
* It is lacking a properly executed Darfur Contracting Act Form.
* It is lacking a properly executed Iran Contracting Act Form.
* It is lacking a properly executed California Civil Rights Law Certification 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, or it contains any portion marked confidential.
* The Bidder does not agree to the terms and conditions as attached to the solicitation either by not signing the Contractor Status Form or by stating anywhere in the bid that acceptance is based on modifications to those terms and conditions or separate terms and conditions.

**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](https://www.dgs.ca.gov/OLS) and the Commission Contracts Office.
* Within five **calendar** days after filing the protest, the protesting Bidder must file with the [DGS Legal Office](https://www.dgs.ca.gov/OLS) 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.