REQUEST FOR QUALIFICATIONS
RFQ # 2020-004

Professional Services from Qualified Firms for Community Choice Aggregation Portfolio Manager/Energy Advisor And Scheduling Coordinator

Date of Issuance: May 26, 2020

SUBMITTALS DUE:

5 P.M. (PST)
Wednesday June 17, 2020

CONTACT: BARBARA BOSWELL
INTERIM CHIEF EXECUTIVE OFFICER
CEO@TheCleanEnergyAlliance.org

THE CLEAN ENERGY ALLIANCE ENCOURAGES THE PARTICIPATION OF MINORITY- AND WOMEN-OWNED BUSINESSES
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I. INTRODUCTION & BACKGROUND

The Clean Energy Alliance (CEA) is seeking responses from one or more entities to this Request for Qualifications (RFQ) from qualified firms to provide energy portfolio management, power planning and procurement, power contract negotiation, energy risk management and scheduling coordinator services for CEA.

About CEA
In October 2019, the cities of Carlsbad, Del Mar and Solana Beach formed CEA, a joint powers authority that will operate a Community Choice Energy (CCE) program within their city limits, in the San Diego Gas & Electric (SDG&E) service territory. CEA’s purpose is to be an energy services provider, which benefits the community through the delivery of cleaner and more locally produced electricity, demand reduction, economic investment, and competitive rates for residents, businesses, and municipal facilities in the service territory.

The CEA Board of Directors approved its CCA Implementation Plan and Statement of Intent in December 2019, which was subsequently certified by the California Public Utilities Commission (CPUC) on March 16, 2020, as part of the process to launch a CCA program. CEA plans to serve approximately 60,000 service accounts beginning in May 2021. A copy of the CEA Implementation Plan is available at: https://www.thecleanenergyalliance.org/implementation-plan.

Solana Beach currently operates the Solana Energy Alliance (SEA), the only CCA that is currently serving customers in SDG&E territory. Solana Beach intends to transition its customers from SEA to CEA during CEA’s mass enrollment. Once its customers are fully transferred to CEA, Solana Beach will no longer operate SEA. Solana Beach has submitted an amended Implementation Plan, concurrent with the CEA Implementation Plan, that reflects its customers transitioning to CEA.

By law, as a Joint Powers Authority (JPA), CEA is a separate legal entity from its member agencies and its budget is completely separate from the general funds of these local governments. Board meetings are open to the public. In addition, CEA will be funded through program revenues.

The service territory of CEA may expand in the future to include additional counties and cities.

II. SCOPE OF REQUIRED SERVICES

As detailed in Attachment A, Scope of Work, CEA seeks the following services:

TASK 1:
• PORTFOLIO MANAGEMENT AND ENERGY ADVISORY SERVICES

TASK 2:
• SCHEDULING COORDINATION AND SETTLEMENT
• CONGESTION REVENUE RIGHTS PORTFOLIO MANAGEMENT
CEA currently has engaged consultants providing the following scope of services which term of services is through June 30, 2021:

- Renewable Portfolio Standards Procurement Plan
- Integrated Resource Plan
- Year-Ahead Resource Adequacy Forecast and Procurement
- Long-Term Renewable Energy Procurement
- Financial Pro Forma Modeling
- Rate Setting

It is anticipated that the successful responder(s) will work in coordination with existing consultants to ensure regulatory and energy requirements compliance.

Proposers may respond to one or all tasks and may identify other services or requirements not listed in Attachment A, Scope of Services as determined to be appropriate to a successful CCA implementation.

**CEA Load**

CEA anticipates serving 58,000 accounts that will be enrolled in a single phase in May 2021.

The chart below reflects the estimated loss adjusted load for the first five years of service.

<table>
<thead>
<tr>
<th>Year</th>
<th>2021-12/2021</th>
<th>2022</th>
<th>2023</th>
<th>2024</th>
<th>2025</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/2021</td>
<td>629,240</td>
<td>974,625</td>
<td>974,625</td>
<td>974,625</td>
<td>974,625</td>
</tr>
</tbody>
</table>

An opt-out rate of 10% is assumed in the figures above for the cities of Carlsbad and Del Mar, and Solana Energy Alliance’s current 7% opt-out rate is assumed to remain constant with the transition to CEA.

**Term of Agreement**

The anticipated term of the agreement is thirty-six (36) months with the option to extend an additional twenty-four (24) months. The term of agreement shall begin upon execution of agreement.

**III. QUESTIONS**

Questions are to be submitted to Barbara Boswell, Interim Chief Executive Officer, via email to: CEO@TheCleanEnergyAlliance.org, by 5:00pm, June 8, 2020. Responses will be provided via email by June 11, 2020. Proposers wishing to receive copies of questions and responses must submit the request by June 8, 2020 to CEO@TheCleanEnergyAlliance.org.
IV. SUBMITTAL REQUIREMENTS

Submittals should be concise, well-organized and demonstrate the qualifications, experience and approach necessary to provide the required scope of services. If awarded, the responder’s proposal will be incorporated into a final agreement between CEA and the selected contractor(s).

Submittals shall include, at a minimum, the following items in the order listed:

**Cover Letter**
The cover letter should be brief (two pages maximum), provide a short synopsis of the proposer’s approach to completing tasks and delivering project products and services and describe how the delivery of services will be provided. If a team approach is proposed, the response must:

- Clearly identify arrangements and disclose relationships;
- Designate a primary (lead) proposer for all contract performance;
- Be signed by individual authorized to commit the team to the project;
- Include a statement that the team agrees that the terms of the proposal and costs as submitted are firm for a period of 120 days from proposal due date, unless otherwise negotiated with CEA.

The cover letter should also include:

- RFP number and title
- Name and address of proposing firms and/or individuals
- Name of primary contact
- Phone number and email address of lead or primary contact

**Table of Contents**
The table of contents should include a clear identification of the materials by section and page number.

**Company Overview**
Please provide the following for your company:

- Official registered name (Corporate, DBA, Partnership, etc.), address, main telephone number and website.
- Brief history, including year established, relevant financial information and relevant experience with CCAs.

**Statement of No Conflict/Anti-Trust**
Provide a statement that describes how bidder(s) will adhere to anti-trust and collusion laws while providing services to CEA. Also provide a statement that confirms that bidder(s) and any subconsultants responding to the RFQ shall avoid organizational conflicts of interest which would restrict full and open competition in this procurement and subsequent procurements. An organizational conflict of interest means that due to other activities, business units, relationships or contracts that bidder(s) would be unable, or potentially unable, to render impartial assistance or advice to CEA consistent with the requirements of California Government Code section 1090; or that a bidder’s objective in performing
the work identified in the Scope of Services is or might otherwise be impaired; or bidders have an unfair competitive advantage.

Bidder’s Qualifications
Proposals are being solicited from qualified service providers with demonstrated experience in California and western energy markets, as well as experience working with CCA programs in California. Qualified proposers may be a single company or a group of them that forms a team for purposes of this solicitation. In the event an integrated service/team arrangement is proposed, please observe that CEA wishes to retain full optionality. Thus, CEA:

1) Requests that the team identify the prime Proposer that will be responsible for entering into an agreement with CEA and serving as the primary contact and responsible party on behalf of each member of the proposal team if CEA determines the integrated team approach is in the best interest of CEA;
2) Reserves the right to (a) negotiate a final contract with any Proposer(s) as necessary to serve the best interests of CEA, (b) withdraw this solicitation at any time without prior notice and makes no representations that a contract will be awarded, or (c) award services to one Proposer or apportion services among two or more Proposers.

Bidders must possess the following minimum qualifications:
- 7-years experience with California energy markets, including CAISO market operations and regulations applicable to California energy programs
- 7-years experience scheduling into the CAISO
- 7-years experience in power procurement and portfolio planning and management services
- 5-years experience with California CCA programs
- Possess all licenses and professional credentials relevant to performing services as specified under this RFQ

Responders should also demonstrate appropriate experience, knowledge and skills that include but are not limited to the following:
- Experience with electricity load forecasting and data analysis
- Experience within and understanding of the California energy markets including relevant legislation and regulations applicable to CEA and its major participants – SDG&E, CAISO, ESPs and independent power producers, California Public Utilities commission and other key market players
- Experience in risk management and energy portfolio management
- Experience in development and evaluation of risk management policies and regulations
- Knowledge of CCA formation and operations in California and knowledge of California laws, regulations and compliance requirements governing CCAs in California
- Experience with developing and evaluating bids for power resources including: financial and economic analysis and modeling and analysis of energy demand and market pricing
- Experience/knowledge of California energy compliance reporting
- Experience with managing Congestion Revenue Rights portfolios and bidding into the CRR auctions
Scope of Services
Please refer to Attachment A (Scope of Services) for detailed requirements. Bidders are encouraged to propose enhancements or procedural or technical innovations to Scope of Services that do not materially deviate from the objectives or content of services included in this RFQ.

Bidder(s) shall:

- Provide a narrative, which addresses the Scope of Services, and shows understanding of the needs and requirements of CEA.
- Describe the approach to completing the tasks specified in the Scope of Services. The work plan shall be of such detail to demonstrate the bidder’s ability to accomplish the project objectives.
- Outline sequentially the activities that would be undertaken in completing the tasks and specify who would perform them and what the associated costs would be.
- Furnish a project schedule for completing the tasks in terms of elapsed weeks from the project commencement date to ensure readiness and CEA’s successful launch in May 2021.
- Identify methods that bidder(s) will use to ensure quality control as well as budget and schedule control for the tasks.
- Identify any special issues, problems or risks that are likely to be encountered in completing the tasks and how the bidder(s) would propose to address them.

Approach
Describe the approach to be taken in meeting the Scope of Services, and how the approach provides the best value to CEA and ensures compliance with all regulatory and operational requirements. Special attention should be paid to the unique circumstance of Solana Energy Alliance, an operating CCA, to transition to Clean Energy Alliance. Proposer should address potential challenges related to the tasks, and identify potential strategies to address those challenges, and discuss how the responder’s experience will minimize/address challenges.

Schedule
The response should include a detailed schedule which lists milestones and estimated completion dates of each of the tasks and sub-tasks listed in Attachment A – Scope of Services.

Fee Schedule
The response should include a fee schedule that provides itemization of costs by tasks, and an optional monthly flat fee, in the format as shown below:

<table>
<thead>
<tr>
<th>Task</th>
<th>Estimated # hours</th>
<th>Estimated Costs per month</th>
<th>Travel and Other Costs</th>
<th>Optional monthly flat fee</th>
<th>Other proposed pricing methodology</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Costs should be identified by year for the three year term, as well as costs for two year option.

Firms hourly billing rate fee schedule for all personnel likely to be engaged in completing the tasks should be included.
CEA will consider both fixed fee and/or volumetric fees for Task 2 Scope of Services.

References
Provide three (3) references, including names and contact information for which firm has performed similar work. References should not include any CEA member agencies, interim staff or Board members.

Project Team Staffing
Include relevant experience of key staff and management personnel who will be assigned to the tasks, and the specific roll and tasks the staff will be responsible for completing. Please describe the coverage level of employees who would be assigned to this project. Affirm that no employees working on the engagement have ever been convicted of a felony.

V. Evaluation

Evaluations will be based upon the information provided in the proposals, oral interviews and such other information requested by CEA as deemed appropriate by CEA. Proposals must provide clear, concise information and sufficient detail to enable reviewers to evaluate the responsiveness and quality of the proposals to all RFQ requirements. Proposals that fail to meet the RFQ requirements may be rejected; however, CEA may waive minor irregularities in proposals if so doing would be in the best interest of CEA. CEA reserves the right to request additional information from any/all respondents as part of the selection process.

Proposals will be evaluated based on the following non-exhaustive factors. Each of the task areas included in Attachment A – Scope of Services will be scored using a 100-point maximum to allow bidder(s) to propose on one or more tasks, as a single response or team, and for CEA to fairly evaluate responses for each task category.

<table>
<thead>
<tr>
<th>Bid Evaluation Criteria for each Task Area</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responder capability and experience</td>
<td>25</td>
</tr>
<tr>
<td>Management, personnel and qualifications; references</td>
<td>25</td>
</tr>
<tr>
<td>Proposed approach including clearly demonstrated overall value/benefits provided to CEA either as a single firm or team approach</td>
<td>25</td>
</tr>
<tr>
<td>Cost to CEA</td>
<td>25</td>
</tr>
</tbody>
</table>

As reflected in the evaluation criteria, contract award will not be based solely on cost, but on a combination of factors as determined to be in the best interest of CEA.

Upon ranking of the submittals based on a review of the selection criteria, top ranked firms will be invited to an oral interview (likely via video conference). Subsequent to interviews, the selection committee will present a recommendation to the CEA Board of Directors.

Recommendation to the CEA Board of Directors based upon the firm’s current ability to provide the highest quality of service that meets the requirements and objectives of this RFQ, the needs of CEA, and deemed to provide the best value to CEA.
This RFQ does not commit CEA to award a contract for any costs incurred in the preparation of the submittal. CEA reserves the right to accept or reject any or all submittals, or any part of a submittal received as a result of this request, to waive minor defects or technicalities, to award multiple contracts, or to solicit new submittals for the same scope of work or a modified scope of work, or to extend, expand, or cancel in part, or its entirety, this RFQ if it is in the best interest of CEA to do so. CEA will not reimburse any of the proposers for their costs to prepare and submit a proposal.

VI. CONDITIONS GOVERNING THIS PROCUREMENT

Schedule
This section of the RFQ provides the anticipated schedule for the solicitation and describes the events and the conditions governing the procurement. CEA will make every effort to adhere to the anticipated schedule below:

Issue RFQ ................................................................. May 26, 2020
Deadline for written questions to be submitted (email).... June 8, 2020 5:00 pm PST
Responses to written questions (email)......................... June 11, 2020
Submittal due date ..................................................... June 17, 2020 5:00 pm PST
Evaluate Proposals .................................................... June 18 - 24, 2020
Interviews of Selected Firms................................. Week of June 29, 2020
Results to Board for Selection ................................... July 16, 2020

General Covenants
Rights of CEA
This RFQ does not commit CEA to award, nor does it commit CEA to pay any cost incurred in the submission of the proposal, or in making necessary studies or designs for the preparation thereof, nor procure or contract for services or supplies. Further, no reimbursable cost may be incurred in anticipation of a contract award.

CEA reserves the right to reject any and all proposals, to waive any minor irregularities in a proposal, to request clarifications or additional information from an institution, and to reject any agreement deemed by CEA to be in its best interest with one or more institutions.

Claims against CEA
Neither your organization nor any of your representatives shall have any claims whatsoever against CEA, or any of its respective officials, agents, or employees arising out of or relating to this RFQ or these RFQ procedures, except as set forth in the terms of a definitive agreement between CEA and your organization.

Form of Proposals
Electronic proposals only will be accepted.

Clean Energy Alliance Request for Qualifications
Portfolio Management/Energy Advisory and Scheduling Coordinator Services
Amended Proposal
Proposers may submit amended proposals before the Deadline to Submit Proposals. Such amended proposals must be complete replacements for previously submitted proposals and must be clearly identified in a written format. CEA will not merge, collate, or assemble proposal materials.

Withdrawal of Proposal
Proposers may withdraw their proposals at any time prior to the Deadline to Submit Proposals. The proposer must submit a written withdrawal request signed by the proposer’s duly authorized representative addressed to and submitted to the Contact.

Late Responses
To be considered, proposals must be received via email by February 20, 2020, 5:00 PM PST.

No Public Proposal Opening
There will be no public opening for this RFQ.

Public Records Act (CPRA)
Please note that any information provided as part of a submittal in response to the RFQ may be subject to the Public Records Act (PRA). If the Proposer feels that any part of its submission is proprietary information, please identify by section, paragraph, and page the information the Proposer believes is proprietary. In the event of a PRA, this information may be reviewed by CEA’s attorneys for applicability. No guarantee can be provided that any part of the Proposer’s information will be kept confidential.

Confidentiality
All data and information obtained from or on behalf of CEA by the Proposer and its agents in this RFQ process, including reports, recommendations, specifications, and data, shall be treated by the Proposer and its agents as confidential. The Proposer and its agents shall not disclose or communicate this information to a third party or use it in advertising, publicity, propaganda, or in another job or jobs, unless written consent is obtained from CEA. Generally, each proposal and all documentation, including financial information, submitted by a Proposer to CEA is confidential until a contract is awarded, when such documents become public record under State and local law, unless exempted under PRA.

VIII. SUBMITTAL & REVIEW

Firms must submit required materials no later than 5:00 PM on June 17, 2020, via email to CEO@TheCleanEnergyAlliance.org. Please title the email in the subject field as “CEA RFQ 2020-004 Portfolio Management & Scheduling Coordinator”. Submittals received after the specified time will not be considered and will be returned to the responding firm.

For additional information, please contact Barbara Boswell, Interim Chief Executive Officer, Clean Energy Alliance by email at CEO@TheCleanEnergyAlliance.org.
IX. EQUAL OPPORTUNITY

CEA requires all proposers to comply with equal opportunity policies. CEA’s contracts are open to all persons without regard to race, religion, color, national origin, sex, age, marital status, handicap, or political affiliation.

Thank you for your interest, and we look forward to reviewing your submittal.
ATTACHMENT A - SCOPE OF SERVICES

Portfolio Management/Energy Advisory and Scheduling Coordinator Services

The Scope of Work as outlined below is intended to provide a framework for the Request for Qualifications responses. Respondents are encouraged to provide expanded scope of work/additional tasks or services as deemed beneficial to Clean Energy Alliance.

**TASK 1: PORTFOLIO MANAGEMENT AND ENERGY ADVISORY SERVICES**

1.1 Portfolio Management Strategy
   Develop and implement a Clean Energy Alliance (CEA) portfolio management strategy that includes initial power portfolio recommendations that align with CEA’s stated goals, carbon reduction targets and power product options as identified by the CEA Board.

1.2 Energy Risk Management
   Develop and participate in an energy risk management process, as well as produce, maintain, and publish reports tracking CEA compliance with its adopted Energy Risk Management Policy, portfolio exposure, market risk and credit exposure. Selected respondent will be expected to identify and present risk-mitigation strategies to CEA’s risk management team and leadership. Particular attention will be paid to proposers offering expertise and strategies to manage the risk to rate competitiveness posed by the Power Charge Indifference Adjustment (PCIA). Successful respondent may assist with drafting, implementing, complying and reporting on compliance with an Energy Risk Management Policy. Reports and presentation to the CEA Board and committees will be required.

1.3 Power Procurement
   Respondents will be responsible for preparing and issuing power supply RFPs for conventional, Resource Adequacy, renewable energy and carbon free energy, and negotiating power contracts on CEA’s behalf. If more than one vendor is selected, vendors are expected to coordinate to ensure CEA portfolio needs are met, meeting all required regulatory and legislative mandates, CAISO rules and practices and CEA program goals and objectives.

1.4 Policy and Program Development
   If requested, assist CEA staff and management with various operational and procurement related policies including energy risk management policies. Possible program support could include local renewable energy development, energy storage initiatives, community solar & storage program, and energy efficiency program development.

1.5 Other Services
   Responders may add other services not listed above related to portfolio management and energy advisory services that is deemed beneficial to the success of CEA.
TASK 2: CAISO SCHEDULING COORDINATION, SETTLEMENT AND CONGESTION REVENUE RIGHTS PORTFOLIO MANAGEMENT

2.1 Scheduling Coordinator (SC) Services
Include short-term load forecasting (i.e. week-ahead, day-ahead, and hour-ahead) scheduling of load into the CAISO day-ahead market, validating CAISO statements for load settlements, minimizing and managing real-time imbalance exposure, accepting Inter-SC Trades, and managing Congestion Revenue Rights (CRR) portfolio and bidding into the various CRR auctions.

2.2 Future Generation/Compliance Filings and Other Obligations
CEA does not currently own nor has any generating resources under its operational control and therefor is not requesting generation scheduling services as part of this RFQ, however, all respondents must possess the capability and experience to schedule future renewable generation projects that may be under contract with CEA in the future. Additionally, SCs will be required to submit regulatory compliance filings, such as monthly RA compliance reports to the CAISO on behalf of CEA. It is expected that the SC will be responsible for satisfying the CAISO's various settlement and financial requirements and obligations (i.e. collateral obligations).

2.3 CAISO Certification
Respondents offering to provide SC services must be certified by the CAISO as a scheduling coordinator or must name a certified scheduling coordinator that will be contractually responsible for scheduling loads and resources throughout the proposed delivery term. If respondent is not a certified CAISO scheduling coordinator and will be naming a third-party to serve in this capacity, CEA requires such respondents to submit proposals that are co-signed by the anticipated scheduling coordinator, verifying the intended business relationship and the anticipated scope of services to be provided.

2.4 Methodologies and IT
Respondents offering to provide SC services must describe the methodologies that will be used for load forecasting and CRR portfolio management as well as all the information systems that will be utilized in providing SC and settlement services to CEA and identification of those to which CEA will have access. Responses must describe the process and methods to be used for validating CAISO charges and credits that will be passed through to CEA.

2.5 Other Services
Respondents may include other services that they deem beneficial to CEA’s success.