

INFORMAL REQUEST FOR PROPOSAL

for

EXECUTIVE SEARCH FIRM

to

Recruit for a Chief Executive Officer for San Diego Community Power

Issue Date: October 20, 2021

Response Deadline: 5:00 P.M. PST on November 15, 2021



General Information & Intent

San Diego Community Power (SDCP) is requesting proposals from Executive Search Firms for consideration of being hired to lead recruitment efforts for its Chief Executive Officer (CEO).

We are reaching out to firms as well as posting on our website to inform firms who may be interested in submitting proposals for consideration for selection to provide Executive Search Services for the SDCP CEO position.

If you wish to submit a proposal, please respond to the questions below by 5:00 P.M. PST on November 15, 2021.

1. Individuals within your organization who will to be assigned to this recruitment along with their resume or bio;
2. Provide a proposed timeline once you are engaged to perform the services;
3. A brief outline about your firm and approach to this recruitment;
4. Chief Executive Officer or similar positions your firm placed in the last 2-3 years;
5. Proposed total cost.

Exhibit A shows the sample job description for the CEO, with the salary range to be identified soon.

Additional Background Information:

San Diego Community Power is a new community choice aggregator (CCA) in the San Diego region that began electric service starting in 2021 to the cities of San Diego, Chula Vista, Encinitas, La Mesa, and Imperial Beach, with the unincorporated communities of the County of San Diego joining in 2023. SDCP's CCA program will provide renewable electricity service to more than 900,000 customer accounts upon full operation and with the possibility of further growth, will be one of the largest CCA programs in the State of California. More information about SDCP can be found on its website at www.sdcommunitypower.org.

SDCP's Chief Executive Officer is responsible for the day-to-day operations of SDCP and will be appointed by the SDCP Board of Directors following a transparent and competitive recruitment process. The SDCP Board of Directors has appointed an ad hoc committee to work with the selected executive search firm on the recruitment and applicant screening process and hopes to complete the hiring process for an Executive Search Firm by the end of November 2021.

Thank you and please send all responses as well as questions to Kimberly Isley, Executive Assistant, who may be reached at kisley@sdcommunitypower.org or (619-550-8373).

EXHIBIT A

SAMPLE JOB DESCRIPTION FOR SDCP CEO

Career Opportunity: **Chief Executive Officer (CEO)**

Location: **San Diego County**

Who is SDCP?

San Diego Community Power (SDCP) is a new community choice aggregator (CCA) in the San Diego region that began electric service starting 2021. CCA's allow the member local governments (jurisdictions) to pool the electricity demand of their communities in order to increase their purchasing power for higher renewable power content and provide clean and renewable energy at competitive rates to residential and non-residential customers. SDCP brings local control and customer choice to San Diego while also investing in our local communities and providing energy programs.

We serve five member cities, the cities of San Diego, Chula Vista, Encinitas, La Mesa and Imperial Beach, with the unincorporated communities of the County of San Diego joining in 2023. With the possibility of further growth, we will be one of the largest CCAs in California. By the end of 2022, SDCP will provide electricity for nearly half the electric load in San Diego Gas and Electric's (SDG&E) service territory.

SDCP is locally controlled, and ratepayer supported public agency, with no taxpayer subsidies. As a Joint Powers Authority (JPA), we are funded through energy sales and other program revenues, with our budget separate from the general funds of our member government agencies. SDCP is governed by a Board of Directors (Board) made up of one elected official from each member jurisdiction with monthly Board meetings open to the public.

SDCP is a public agency that is creating a culture of open communication, accountability, and intellectual curiosity. As a small team building a large CCA in California, high levels of trust, collaboration, and a team-player attitude are key. We value transparency, responsiveness, innovation, smart work, and passion for our goals.

For more information, visit www.sdcommunitypower.org.

Commitment to Diversity

At SDCP, we value diversity and are committed to creating an inclusive environment for all employees. We represent a diverse customer base and intend to hire employees that reflect our communities. We provide equal employment opportunities to all applicants for employment and prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

EXHIBIT A

SAMPLE JOB DESCRIPTION FOR CEO

What do we need?

SDCP is seeking an experienced, community- and customer-focused professional to lead a growing team as the Chief Executive Officer (CEO). The CEO will report to the Board of Directors of SDCP and will provide strategic leadership and direct all activities within the organization. The CEO will coordinate all aspects of SDCP for the benefit of the residents and business with the service area. The CEO will have responsibility over the functional areas of power procurement and resource planning, internal operations, marketing and community affairs, finance, regulatory and legislative affairs. The CEO will utilize a combination of internal dedicated staff, contractor and consultants as may be needed to perform the required functions of SDCP.

Essential Duties and Responsibilities (including but not limited to)

- Direct the daily operations and support the Board of Directors in setting the strategic direction for the Agency.
- Plan, organize, direct, and evaluate the activities of SDCP staff and creation and implementation of necessary employment policies and procedures. Select and train professional and management staff; assign and review work of department heads or other direct reports; establish employee performance standards; train and counsel employees; take or approve disciplinary actions.
- Negotiate and administer SDCP contracts with energy service providers and other outside consultants or contractors.
- Plan and recommend program and policy direction, direct the development of operational and program policies; explain, advise and recommend action on policy matters to the Board of Directors and relevant Board committees; advise the Board of problems and potential problems; and recommend appropriate course of action.
- Consult with and solicit the cooperation with the SDCP Community Advisory Committee and various business, labor, community groups and government agencies in assessing, identifying and analyzing energy program goals and objectives in SDCP service area; develop responsive programs to meet those goals and objectives.
- Develop agreements, methods and procedures to implement, administer and evaluate SDCP's programs; oversee and direct regulatory compliance reviews and analyze performance outcome measures to determine program effectiveness; develop process improvement plans and strategies to enhance service delivery; review project metrics and related records in order to assess the progress of key initiatives and to assure effectiveness and compliance.
- In coordination with the Board of Directors, general counsel and relevant committees of the Board, engage in developing strategic, operational and power resource plans and policies and implementing adopted plans and policies.
- Analyze the impact of newly-enacted State and Federal legislation and regulatory decisions on SDCP policies and operations; address legislative and regulatory bodies to

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SAMPLE JOB DESCRIPTION FOR CEO

influence or persuade them to take supportive actions related to protecting and advancing SDCP program goals; make recommendations and decisions regarding SDCP legislative and regulatory positions, track, review and critique California Public Utilities Commission (CPUC) proceedings, rulemakings and proposed legislation, initiate studies of technical problems and recommend necessary actions. Actively participate in the state CCA organization CalCCA.

- Prepare and administer an annual operating budget, ultimately anticipated to be in excess of \$900 million; establish, revise and maintain fiscal policies including operating reserve and debt/credit limits; negotiate and monitor SDCP debt and work with Treasurer and Chief Finance Officer to oversee financing of SDCP operations and projects, establishment of accounting systems and procedures to efficiently and accurately monitor income and expenses, provide internal accounting controls and financial reports; oversee annual independent audit.
- Develop and implement data and management systems in order to track and analyze customer programs, customer relationship management, grid-related data systems, and performance measures.
- Direct the preparation, review and approval of technical reports and proposals; research, identify, develop and negotiate public and private funding opportunities in order to support SDCP goals and programs, identify grant funding opportunities and submits grant applications for funding; issue directives related to fund distribution, and policy and procedural constraints of grant requirements.
- Coordinate program planning with jurisdictions participating in SDCP, other relevant jurisdictions, federal funding agencies and community and business groups; stay abreast of community, social and political issues and their relevance to and impact upon SDCP's programs.
- Direct the develop of a public affairs program to inform the public about operations, services, programs, goals and objectives; provide consultation to individuals, citizen groups, business organizations, consultants and government agencies on all matters related to SDCP operations.
- Represent SDCP at governmental hearings, in front of administrative bodies and at public meetings.
- Perform related duties as assigned by the Board of Directors.

Minimum Qualifications

- Strong leadership, decision-making and executive level management skills; must be knowledgeable of the energy process, California energy market, and the role and function of a community-choice energy program

EXHIBIT A

SAMPLE JOB DESCRIPTION FOR CEO

- Ability to design and implement programs that enhance SDCP's jurisdiction's economic and environmental health, including local renewable energy facilities, local energy programs, energy efficiency and demand management programs, and adoption of cost-effective energy technologies.
- Experience tracking, engaging in and responding to community and industry developments, anticipating and addressing challenges, and seizing emerging opportunities
- Experience building and managing a multidisciplinary team of staff and contractors with experience in the operational aspects of power procurement and power planning, regulatory and legislative affairs, the economics of retail and wholesale electricity markets, renewable power development, emerging technological advances in the energy industry, and state and federal compliance requirements and procedures
- Experience working with external stakeholder groups including labor unions, energy services and power suppliers, local advocacy organizations, the CPUC, and investor-owned utilities, including but not limited to San Diego Gas and Electric Co.
- A continual record of career advancement with quantifiable successes that include executive management of multiple functions within a utility or related organization and a tract record of successful board management and relationships.

Education

Any combination of educational course work and training, which would provide the necessary knowledge and abilities for the position such as a degree from an accredited university with emphasis in energy, environment, engineering, natural sciences, public administration, public policy, business administration, economics, finance or a closely related field. A Master's Degree is desirable but not required, with experience.

Experience

Any combination of experience and training that complement and expand competencies beyond educational credentials such as ten years of full-time administration/senior management experience supervising professional staff engaged in energy-related fields, including specific experience in financial, program and organizational operations, analysis and planning. Experience launching a managing a complex organization with a Board of Directors, 25-50 employees, and an annual budget of at least \$150 million is highly desirable.

Knowledge of

- Energy principles, California energy market functions and electric generation procurement, development and service delivery functions
- Current issues in demand-side management, renewable energy, climate change and energy policy

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SAMPLE JOB DESCRIPTION FOR CEO

- Municipal operations and public agency protocols including board and governance management, public procurement procedures, and the Brown Act
 - Programs, functions and operations of investor-owned utilities, California Independent System Operator, California Energy Commission, California Air Resources Board and the California Public Utilities Commission
 - Lead long-range strategic and fiscal planning for SDCP development and program design process, including needs assessments, project design, proposal development, budgeting, marketing strategy, customer relations, evaluation components of each
 - Identify and direct grant opportunities and negotiate complex contracts
 - Prepare, administer, and monitor guidance for staff and the public
 - Assure compliance with program goals, policies and procedures and lead a continuous improvement process
 - Develop risk management policies and contingency plans to address changing program needs
 - Coordinate the preparation of professional reports as required by the Board, funding agencies and other interested parties
 - Handle multiple projects simultaneously within stringent time frames
 - Manage staff and contractors to ensure that deliverables are received within contracted time, quality, quantity, and cost requirements
 - Exercise discretion and independent judgment
 - Maintain a good working relationship with members of the Board and Committees, SDCP staff, external stakeholders, contractors and clients.
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