



**REQUEST FOR PROPOSALS**

**FOR**

**SAN DIEGO COMMUNITY POWER**

**FOR**

**Information Technology Managed  
Professional Services**

**Date of Issuance: April 4, 2024**

**Submittals Due:  
April 23, 2024 at 5:00 PM Pacific Time (PT)**

**No. 24-003**



## **SAN DIEGO COMMUNITY POWER INFORMATION TECHNOLOGY (“IT”) MANAGED SERVICES RFP**

### **I. BACKGROUND AND INTRODUCTION**

San Diego Community Power (“SDCP”), a Joint Powers Authority, is the default electricity provider for the cities of Chula Vista, Encinitas, Imperial Beach, La Mesa, National City, and San Diego and the County of San Diego’s unincorporated areas. SDGP’s Joint Powers Agreement (“JPA”) is the first in California with the objective to achieve and sustain 100 percent renewable energy availability and usage by 2035, which is in advance of current State targets. SDGP began service in 2021 and completed enrolling customers in 2023. This enrollment covered approximately 960,000 customer accounts. For more information, please visit SDGP’s website.<sup>1</sup> Proposers shall review SDGP’s Procurement Policy<sup>2</sup> and Inclusive and Sustainable Workforce Policy<sup>3</sup> to ensure compliance when drafting proposals.

Through this RFP, SDGP is seeking proposals from qualified individuals or firms<sup>4</sup> to provide professional services for Information Technology Managed Services (“Services”). These Services are sought to deliver trusted and reliable IT services to SDGP’s staff, leadership, and Board of Directors. Requested services include desktop support, Office 365 (“O365”) infrastructure, network and security administration, software, hardware tracking & management, IT life cycle management, backup and restoration support & administration, network management & issue troubleshooting, database administration, intranet employee website and specific project development, implementation, and support as needed.

Currently, SDGP has a staff of approximately 50 people and the number of staff is expected to grow to close to 70 over the next 12 months. SDGP expects the work under this RFP to commence on or around about July 1<sup>st</sup>, 2024.

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<sup>1</sup> [www.sdcommunitypower.org](http://www.sdcommunitypower.org)

<sup>2</sup> [https://sdcommunitypower.org/wp-content/uploads/2022/08/SDGP-Procurement-Policy\\_Adopted\\_2022.07.28.pdf](https://sdcommunitypower.org/wp-content/uploads/2022/08/SDGP-Procurement-Policy_Adopted_2022.07.28.pdf)

<sup>3</sup> [https://sdcommunitypower.org/wp-content/uploads/2022/02/SDGP\\_ISWF-Policy.pdf](https://sdcommunitypower.org/wp-content/uploads/2022/02/SDGP_ISWF-Policy.pdf)

<sup>4</sup> Use of the term “firm” throughout this document shall mean individual proprietorship, partnership, limited liability company, corporation (whether for profit or not-for-profit), joint venture, or other public or private entity duly existing and operating under California law or authorized to do business in California.

## II. PROPOSAL SCHEDULE

The estimated timetable for this RFP is as follows:

Description	Date
Release of RFP	April 4, 2024
Deadline for Written Questions	April 10, 2024, at 5:00 PM. Pacific Time (PT)
Responses to Questions Provided	April 12, 2024,
<b>Proposals Due</b>	<b>April 23, 2024, at 5:00 PM PT</b>
Interviews	May 2-3
Execution of Contract	No later than May 23, 2024
Expected Commencement of Work	No later than July 1, 2024

The above scheduled dates are tentative and SDCP retains the sole discretion to adjust the above schedule. Nothing set forth herein shall be deemed to bind SDCP to award a contract for the above-described Services, and SDCP retains the sole discretion to cancel or modify any part of or all of this RFP at any time.

## III. QUESTIONS AND RESPONSES

Proposers may submit questions regarding this RFP using the online Questions Submissions Form. The question form can be accessed by using the following hyperlink: <https://forms.monday.com/forms/ffa0363a2a9164b6c7c7d258854b07c4?r=use1>.

All questions must be received by 5:00 PM PT on April 10, 2024. When submitting questions, please specify which section of the RFP you are referencing and quote the language that prompted the question. Questions may address issues or concerns that the evaluation criteria and/or business requirements would unfairly disadvantage Proposer or, due to unclear instructions, may result in SDCP not receiving the best possible responses from Proposer.

SDCP will provide responses to questions on April 12, 2024. SDCP reserves the right to group similar questions when providing answers.

## IV. PROPOSAL SUBMISSION DEADLINE

Proposals should be submitted electronically to SDCP as a single PDF document using the online Proposal Submission Form by April 23, 2024. The Proposal Submission Form can be accessed by using the following hyperlink: <https://forms.monday.com/forms/fda76b0a9e3e524df23f1a1f3ca01a17?r=use1>.

It is the sole responsibility of the Proposer to ensure that the proposal is received before the submission deadline. Proposers shall bear all risks associated with delays in delivery. Any

proposals received after the scheduled closing date and time for receipt of proposals may not be accepted.

## **V. REQUEST FOR PROPOSALS**

### **A. Contemplated Scope of Services**

The Services sought under this RFP are set forth in more detail in **Attachment A**, attached hereto and incorporated herein by reference. Notwithstanding the inclusion of such Services in **Attachment A**, the final scope of Services negotiated between SDCP, and the successful Proposer shall be set forth in the Professional Service Agreement (“Agreement”) executed by and between SDCP and the successful Proposer. A copy of the Agreement is attached hereto as **Attachment C**. SDCP expects the initial contract term for this work to be one (1) year. SDCP reserves the right to contract for up to two additional one-year extensions for these services and, at that time, may amend the scope of services to include additional related tasks, subject to mutual agreement, with the successful Proposer.

### **B. Content and Format of Proposal**

Proposals shall be concise, well organized, and demonstrate qualifications and applicable experience and approach necessary to provide the required scope of contemplated Services. An **Attachment D** (Proposal Checklist) has been included in this RFP package to assist Proposers with preparing and submitting a complete proposal. Ideally, proposals should use Calibri 12-point font, be single-spaced with 1-inch margins. Proposals should be submitted in Adobe PDF format. Proposers should submit their PDF as a single PDF and include the following items shown in this section and in the order listed as a PDF:

- 1. Cover Letter<sup>5</sup> (No more than 2 pages):**
  - a. Legal name and address of the company or companies.
  - b. An executive summary explaining the content of your proposal in a clear and concise manner.
  - c. Legal form of company or companies (partnership, corporation).
  - d. If company is a wholly owned subsidiary of a “parent company,” identify the “parent company.”
  - e. Name, title, address and telephone number of the proposed representative to contact concerning the Proposal Submittal.
  - f. California Business License Number

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<sup>5</sup> The Cover Letter shall be signed by an individual, partner, officer or officers authorized to execute legal documents on behalf of the proposer.

**2. Experience & Qualifications Narrative (No more than eight pages):** For the initial 1-year project period, please provide a narrative that addresses the following:

- a. A description of your team’s qualifications to provide the Scope of Services in Attachment A. The qualifications and key personnel should speak to relevant experience with the California Community Choice Aggregation (“CCA”) or energy regulatory landscape or utility experience.
- b. Include the names and qualifications of the key personnel or anticipated contractors who will be responsible for delivering these services, their respective roles and specific relevant experience.
- c. Any technical support staff that should be included if they will perform a significant role in the preparation of the work products. If the team has multiple offices, the office of record for each team member shall be listed, as well as the primary office location where the work is to be performed.
- d. To the extent that a Proposer lacks specific expertise in any of the areas described in Attachment A, a professional team of subcontractors or associate firms should be assembled by the Proposer to complement their technical expertise. Please include any subcontractors that will support one or more of the service areas described in Attachment A.
- e. A high-level organizational structure of the team or organizational chart with all proposed team members.

**3. Proposed Approach Narrative (No more than five pages):** For the initial 1-year project period, please provide a narrative that addresses the following:

- a. Describe your proposed approach to the Scope of Services in Attachment A and your collaborative approach with SDCP. Any relevant Architecture, Diagrams, Technical Documentation, Case Studies or Referential information may be included as supplemental information to the proposal, but supplemental.
- b. Identify the methods to be used in the completion of and/or carrying out the contemplated Scope of Services.
- c. This section should also explain common implementation challenges and how the Proposer will work with SDCP to resolve those challenges.
- d. Proposers should provide details in their narrative to explain what would be needed from the incumbent vendor or what facilitation would need to occur with the incumbent SDCP Consultant for these services across a two-week transition period, if applicable.

- e. Proposers may include other services deemed relevant to the successful accomplishment of the Scope of Services.

**4. Proposed Budget & Narrative (No More than three pages):** For the initial 1-year project period, please provide a narrative that addresses the following:

- a. Please provide a description of any fees and/or compensation the Proposer may seek from SDCP for services, inclusive of staff time, equipment, materials, travel, administrative/clerical, overhead, and other out-of-pocket expenses, if applicable to this Agreement.
- b. If the Proposer uses hourly billing rates, please provide a detailed fee summary with a total annual not-to-exceed cost.

**5. Resumes & Professional Certifications (No more than three pages per team member):** Provide resumes or curricula vitae, and the relevant professional certifications, for all key members of the proposed Project Team, including proposed subcontractors, if relevant. Do not embed hyperlinks in resumes.

**6. Applicable Engagements or References (No more than three pages per applicable engagement or reference):** Provide brief summaries of two (2) engagements or references that are similar in scope to the type of services requested by SDCP in this RFP. See Attachment B for the template to fill out this information.

**7. Proposed Revisions to the SDCP Professional Services Agreement:** Any proposed revisions to SDCP's Sample Professional Services Agreement (see Attachment C – Sample Professional Services Agreement) in redlined form.

**8. Eligibility for additional evaluation criteria points as allowed by SDCP's Procurement Policy (No more than one page):** Proposers with offices located in San Diego County that include at least 25% San Diego County residents under their employment shall receive up to 5 additional points. To meet this evaluation criteria, a Proposer must include in their proposals written information for the location of their offices in San Diego County and the percentage of San Diego County residents under their employment.

**9. Supplemental Information: (No more than 2 pages):** For the initial 1-year project period, please provide a narrative that addresses the following:

- a. A description of the Proposer's community involvement, if applicable.
- b. Relevant Case Studies, Description of any previous involvement with SDCP.

**C. Protests**

1. Protest Contents: A Proposer may protest a contract award if the Proposer believes that the award was inconsistent with SDCP Procurement Policy or if this RFP is not in compliance with applicable law. A protest may be submitted electronically to [cstephens@sdcommunitypower.org](mailto:cstephens@sdcommunitypower.org) within five (5) business days after receipt of notification of the contract award. Any protest submitted after 5:00 PM of the fifth business day after notification of the contract award will be rejected by SDCP as invalid and the Proposer's failure to timely file a protest will waive the Proposer's right to protest the contract award. The Proposer's protest must include supporting documentation, legal authorities in support of the grounds for the protest and the name, mailing address and telephone number of the person representing the Proposer for purposes of the protest. Any matters not set forth in the protest shall be deemed waived.
2. SDCP Review: SDCP will review and evaluate the basis of the protest provided the protest is filed in strict conformity with the foregoing. SDCP shall provide the proposer submitting the protest with a written statement concurring with or denying the protest. Action by SDCP relative to the protest will be final and not subject to appeal or reconsideration. The procedure and time limits set forth in this section are mandatory and are the proposer's sole and exclusive remedy in the event of protest. Failure to comply with these procedures will constitute a waiver of any right to further pursue the protest, including filing a government code claim or legal proceedings.

**D. Submittal Requirements**

1. General: It is strongly recommended that the proposer submit proposals in the format identified in section V(B) to allow SDCP to fully evaluate and compare the proposals. All requirements and questions in the RFP should be addressed and all requested information should be supplied. SDCP reserves the right to request additional information which, in SDCP's opinion, is necessary to assure that the proposer's competence, qualifications, number of qualified employees, business organization and financial resources are adequate to perform the services according to the terms of the agreement.
2. Authorization: The proposal shall be signed by an individual, partner, officer or officers authorized to execute legal documents on behalf of the proposer.

**E. Miscellaneous**

1. Exceptions Certification to this RFP: In submitting a proposal in response to this RFP, Proposer is certifying that it takes no exceptions to this RFP including, but not limited to, the agreement. If any exceptions are taken, such exceptions must be clearly noted in the proposal and may be reason for rejection of the

proposal. As such, Proposer is directed to carefully review the attached agreement and, in particular, the insurance and indemnification provisions therein.

2. Amendments to Proposals: No amendment, addendum or modification will be accepted after a proposal has been submitted to SDCP. If a change to a proposal that has been submitted is desired, the submitted proposal must be withdrawn and the replacement proposal submitted to SDCP prior to the proposal due date and time.
3. Price Validity: Prices provided by proposers in response to this RFP are valid for 90 days from the proposal due date. SDCP intends to award the contract within this time but may request an extension from the proposers to hold pricing until negotiations are complete and the contract is awarded.
4. Right to Negotiate and/or Reject Proposals: SDCP reserves the right to negotiate any price or provision, task order or service, accept any part or all of any proposals, waive any irregularities, and to reject any and all, or parts of any and all proposals, whenever, in the sole opinion of SDCP, such action shall serve its best interests and those of SDCP ratepayers. The proposers are encouraged to submit their best prices in their proposals, and SDCP intends to negotiate only with the Proposers whose proposal most closely meets SDCP's requirements at the lowest estimated cost. The contract award, if any is awarded, will go to the proposer whose proposal best meets SDCP's requirements.

**F. Proposal Evaluations & Criteria**

Proposals will be reviewed and ranked by a selection committee composed of SDCP Staff. During the evaluation process, SDCP reserves the right to request additional information or clarification for responses to this RFP. All submittals deemed responsive will be evaluated in accordance with the following evaluation criteria: Proposals will be evaluated in accordance with the following evaluation criteria:

	<b>Evaluation Criteria</b>	<b>Points Possible</b>
1.	Proposer's qualifications and experience	35
2.	Demonstration of past success	25
3.	Proposer's approach to the services requested in <b>Attachment A</b>	20
4.	Commercial Terms (Price) and Compliance with SDCP Contractual Terms	20



5.	Bonus Points/Special Preferences (optional) <sup>6</sup>	Up to 5
	<b>Total</b>	100-110

Following the initial evaluation, SDCP may select one Proposer or select a number of Proposers (with or without interviews); or conduct interviews with a “short list” of Proposers, consisting of those Proposers reasonably likely, in the opinion of SDCP, to be awarded the contract. Any interview may include discussions about services offered, conflicts of interests with other clients, or fees/compensation amount or structure. Interviews may take place through written correspondence, telephone or video conference, and/or face-to-face interviews, at SDCP’s sole discretion. SDCP reserves the right to not convene interviews or discussions, and to make an award on the basis of initial proposals received. References may be contacted at any point in the evaluation process.

After a Proposers has been selected, SDCP will negotiate a contract for execution. If a satisfactory contract cannot be negotiated, SDCP may, at its sole discretion, begin contract negotiations with the next qualified Proposer who submitted a proposal, as determined by SDCP. Proposers are further notified that SDCP may disqualify any Proposer with whom SDCP cannot satisfactorily negotiate a contract.

**VI. RESERVATION OF RIGHTS**

This RFP is a solicitation for proposals only and is not intended as an offer to enter into a contract or as a promise to engage in any formal competitive bidding or negotiations. SDCP may, at its sole discretion, accept or reject any or all proposals submitted in response to this RFP. In addition, SDCP may, at its sole discretion, only elect to proceed with contract negotiations for some of the services included in the proposal. SDCP further reserves the right to cancel this RFP at any time prior to contract award without obligation in any manner for proposal preparation, interview, fee negotiation or other marketing costs associated with this RFP. SDCP also reserves the right to waive minor errors and omissions or inconsequential disparities in proposals, request additional information or revisions to offers, and to negotiate with any or all Proposers.

SDCP shall not be liable for any costs incurred by the Proposer in connection with the preparation and submission of any proposal. SDCP has the right to amend the RFP, in whole or in part, by written addendum, at any time. SDCP is responsible only for that which is expressly stated in the solicitation document and any authorized written addenda. Such addendum shall be made available to each person or organization which SDCP records indicate has received this RFP. Should such addendum require additional information not previously requested, failure to address the requirements of such addendum may result in the proposal being found non-responsive and not being considered, as determined in the sole discretion of SDCP. SDCP is not responsible for and shall not be bound by any representations otherwise made by any individual

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<sup>6</sup> For a list of bonus points/special preferences, please see SDCP’s Procurement Policy at: [https://sdcommunitypower.org/wp-content/uploads/2022/08/SDCP-Procurement-Policy\\_Adopted\\_2022.07.28.pdf](https://sdcommunitypower.org/wp-content/uploads/2022/08/SDCP-Procurement-Policy_Adopted_2022.07.28.pdf)

acting or purporting to act on its behalf prior to an award of contract by SDCP. SDCP has the right to reissue the RFP at a future date.

## **VII. CONFIDENTIALITY AND PUBLIC RECORDS**

Proposals submitted in response to this RFP shall become the exclusive property of SDCP. SDCP is subject to the California Public Records Act (“CPRA”). The proposal will become a matter of public record when contract negotiations are complete and when an agreement is executed by SDCP. Exceptions to disclosure may be available to those parts or portions of proposals that are justifiably and reasonably exempted under the CPRA, such as trade secrets. If a Proposer desires to exclude a portion of its proposal from disclosure under the California Public Records Act, the Proposer must prominently mark it “confidential” and state the specific provision in the California Public Records Act that provides the exemption as well as the factual basis for claiming the exemption. A blanket statement of confidentiality or the marking of each page of the proposal as confidential shall not be deemed sufficient notice of a CPRA exemption. A Proposer who indiscriminately and without justification identifies most or all of its proposal as exempt from disclosure or submits a redacted copy may be deemed non-responsive.

Although the CPRA recognizes that certain confidential information or other exempt records may be protected from disclosure, SDCP is not in a position to establish that the information that a Proposer submits is exempt. If a request is made for information marked “Confidential,” SDCP will provide Proposers who submitted the information with reasonable notice to seek protection from disclosure by a court of competent jurisdiction.

SDCP shall not, in any way, be liable or responsible for any resulting disclosure of any such record or any parts thereof pursuant to the CPRA or otherwise by law.

## **VIII. CONFLICTS OF INTEREST**

SDCP is governed by the Political Reform Act, Government Code Section 1090, Government Code Section 84308, and other requirements governing conflicts of interest, campaign contributions, and gifts. Proposers are required to review all applicable conflict of interest laws. In addition, SDCP has adopted policies governing procurement. Proposers are advised to review all policies, including the Procurement Policy, available at: <https://sdcommunitypower.org/resources/key-documents/>.

The Proposer may not contact or receive information outside of this RFP process. If it is discovered that the Proposer contacted and received information from anyone other mediums used to share information about this solicitation specified above and under the process specified herein regarding this solicitation, SDCP may, in its sole discretion, disqualify the proposal from further consideration.

All contact regarding this RFP or any matter relating thereto must be in writing and submitted using the Questions Submissions Form. The question form can be accessed here: <https://forms.monday.com/forms/ffa0363a2a9164b6c7c7d258854b07c4?r=use1>

## **IX. REPORTING OF SUPPLIER DIVERSITY INFORMATION**

Public Utilities Code Section 366.2(m) requires certain community choice aggregators, including SDCP, to annually submit to the California Public Utility Commission (“CPUC”): (1) a detailed and verifiable plan for increasing procurement from small, local, and diverse business enterprises; and (2) a report regarding its procurement from women, minority, disabled veteran, persons with disabilities, and LGBT business enterprises.

General Order (GO) 156, adopted by the CPUC, requires certain California public utilities to engage in outreach activities and meet specific procurement goals from women, minority, disabled veteran, persons with disabilities, and LGBT business enterprises. Qualified businesses become GO 156 certified through the CPUC and are then added to the GO 156 Supplier Clearinghouse database.<sup>7</sup>

To assist SDCP with its reporting obligations under Public Utilities Code Section 366.2(m) and with evaluating its supplier outreach and other activities, the successful proposers that is awarded the contract will be asked to voluntarily disclose their certification status with the CPUC Clearinghouse, as well as their efforts to work with diverse business enterprises, including women business enterprises (WBEs), minority business enterprises (MBEs), disabled veteran business enterprises (DVBES), and lesbian gay bisexual transgender business enterprises (LGBTBES).

Except as otherwise expressly provided under this Policy and/or required by applicable state or federal law or funding requirements (including, without limitation, any grant or loan conditions), SDCP shall not use any demographic information received from potential vendors in any way as part of its decision-making or selection process. Rather, SDCP will use such information solely for compliance with its reporting obligations to the CPUC and evaluation of SDCP’s outreach and other activities consistent with applicable law. Pursuant to Article I, Section 31 of the California Constitution, SDCP shall not discriminate against or give preferential treatment to any individual or group on the basis of race, sex, color, ethnicity, or national origin except as otherwise allowed therein.

## **X. NON-DISCRIMINATION**

SDCP will not discriminate and will require its contractors to not discriminate on the basis of race, gender expression, gender identity, religion, national origin, ethnicity, sexual orientation, age, or disability in the solicitation, selection, hiring, or treatment of contractors, subcontractors,

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<sup>7</sup> [www.thesupplierclearinghouse.com](http://www.thesupplierclearinghouse.com)

vendors, or suppliers. The successful Proposer shall provide equal opportunity for subcontractors to participate in subcontracting opportunities.

## **XI. ATTACHMENTS**

**Attachment A** – Scope of Services

**Attachment B** – Prospective Proposer References

**Attachment C** – SDCP Sample Professional Services Agreement

**Attachment D** – Proposal Checklist

**ATTACHMENT A**  
**Contemplated Scope of Services**

General Scope of Services: The IT Managed Service provider promises and agrees to furnish to SDCP all labor, materials, tools, equipment, services, and incidental and customary work necessary to fully and adequately supply software and/or hardware support, both on-site and over modem or Internet lines, onsite service calls, Remote Access support, voice telephone support services, and information technology support services necessary for the Project (“Services”); provided, however, that SDCP acknowledges that the term “Services” in this RFP also includes purchasing, setting up and delivering to SDCP certain computer and information technology equipment to be owned and operated by SDCP (“Equipment”).

**I. Desktop Support**

- A. Setup and configure new PCs, laptops, and MacBooks;
- B. Maintain current version levels of desktop software
- C. Install, upgrade, and troubleshoot software & hardware issues
- D. Hardware installations and modifications to existing equipment and other related tasks
- E. Provide centrally monitored and managed antivirus for all user IT equipment
- F. Provide helpdesk support in hybrid environments - On-site/Off-site/Remote

**II. O365 Infrastructure, Software Support, Maintenance, and License Management**

- A. Provide as-needed Microsoft 365 - Exchange, Azure AD, SharePoint, One Drive and Teams support
- B. Provide as-needed Microsoft Operating Systems (Server and Client) Support
- C. Provide as-needed Microsoft Office Suite (Standalone and Microsoft 365) Support
- D. Provide as-needed Microsoft 365 Tenant Administration and support
- E. Provide as-needed Domain Controllers/Active Directory/Azure/Microsoft Entra/Azure security/Group Policy Management and support
- F. Provide as-needed SSL Certificate Management for Public Safety Multi-Agency authentication/authorization support
- G. Provide as-needed Multi-factor authentication (MFA) deployment management (M365) support.
- H. Provide as-needed Microsoft SCCM/Microsoft Intune/Endpoint/Mobile Device Management support
- I. Provide as-needed Microsoft defender, user security and passwords management support

- J. Provide centrally monitored and managed antivirus for all machines support
  - K. Provide as-needed SharePoint administration, user management, access policy management and overall admin support
- III. Network and Security Maintenance, Administration & Support**
- A. Provide and maintain network and internet connectivity.
  - B. Provide support for network firewalls, fiber, VoIP, conference room equipment, wireless and WI-FI services
  - C. Provide network troubleshooting or work with partners to ensure reliable network services for SDCP staff.
  - D. Maintain filing, organizing, storing, status reporting on all operation and network activity records and reports
- IV. Software, Hardware Procurement, Tracking & Management**
- A. Procure and setup IT equipment for users – local and remote office
  - B. Conduct and manage desktop hardware and software inventories;
  - C. Manage IT equipment lifecycle through Jira asset management tool
  - D. Provide monthly reports on usage
  - E. Provide support for Jira online ticketing system
- V. User Onboarding & Offboarding**
- A. Provide IT Onboarding and offboarding support to ensure seamless user experience
  - B. Procure and setup of IT equipment, user creation and identity and access management support
- VI. Data Backup, Restore Support and Administration**
- A. Provide Veeam backup support and administration
  - B. Ensure retention policies are set in accordance with SDCP policy
  - C. Ensure backups are done per schedule
  - D. Ensure restore capabilities and conduct audit twice a year
- VII. Intranet employee website and content management**
- A. Provide support of future internal intranet website and content management
  - B. Provide support for content uploads, search and other specific project development and implementation
- VIII. Off-site event IT support**
- A. Provide IT support for off-site events

- B. Provide support and maintain control system at events
- C. Ensure required IT equipment and network availability
- D. Ensure necessary setup is done for seamless meeting experience

**IX. Cyber Security and Safety Support**

- A. Maintain and provide support for SDCP cyber security and safety initiatives
- B. Ensure all IT equipment and software products always meet cyber security and safety guidelines
- C. Help support Facilities and SDCP office managers with safety drills as needed

**X. Support Transition (Optional)**

- A. Work with the incumbent SDCP Consultant to develop a knowledge transfer related to user support.

**ATTACHMENT B  
PROSPECTIVE PROPOSER REFERENCES**

**Proposer's Name:** \_\_\_\_\_

List three (3) References where the same or similar scope of services were provided in order to meet the Minimum Requirements stated in this solicitation.

<b>1.</b>	<b>Name of Firm</b>	<b>Address of Firm</b>	<b>Contact Person</b>	<b>Telephone #</b>	<b>Fax #</b>
	<b>Project Name or Contract #</b>	<b># of Years / Contract Term</b>		<b>Type of Service</b>	<b>Dollar Amount</b>
<b>2.</b>	<b>Name of Firm</b>	<b>Address of Firm</b>	<b>Contact Person</b>	<b>Telephone #</b>	<b>Fax #</b>
	<b>Project Name or Contract #</b>	<b># of Years / Contract Term</b>		<b>Type of Service</b>	<b>Dollar Amount</b>
<b>3.</b>	<b>Name of Firm</b>	<b>Address of Firm</b>	<b>Contact Person</b>	<b>Telephone #</b>	<b>Fax #</b>
	<b>Project Name or Contract #</b>	<b># of Years / Contract Term</b>		<b>Type of Service</b>	<b>Dollar Amount</b>



**ATTACHMENT C**  
**SDCP SAMPLE PROFESSIONAL SERVICES AGREEMENT**

SDCP's standard form Professional Service Agreement will be posted on SDCP's solicitations website (<https://sdcommunitypower.org/resources/solicitations/>) under the announcement for this RFP in PDF form.

**ATTACHMENT D  
PROPOSER SUBMISSION CHECKLIST**

The following checklist outlines all items to be provided in response to this RFP. This is meant to be used as a tool to support you in the process. This checklist does not need to be submitted.

Online Application Form Hyperlink:

<https://forms.monday.com/forms/fda76b0a9e3e524df23f1a1f3ca01a17?r=use1>.

- Cover Letter (No more than 2 pages)
- Experience & Qualifications Narrative (No more than eight pages)
- Proposed Approach Narrative (No more than five pages)
- Proposed Budget & Narrative (No More than three pages)
- Resumes & Professional Certifications (No more than three pages per team member)
- Applicable Engagements or References (No more than three pages per applicable engagement or reference)
- Proposed Revisions to the SDCP Professional Services Agreement
- Eligibility for additional evaluation criteria points as allowed by SDCP's Procurement Policy (No more than one page)
- Supplemental Information: (No more than 2 pages)