



**REQUEST FOR QUALIFICATIONS  
("RFQ")**

**FROM**

**SAN DIEGO COMMUNITY POWER**

**TO**

**Establish a San Diego Community Power Network**

**Date of Issuance: October 9, 2024**

**Submittals Due:  
November 11, 2024 at 5:00 PM Pacific Time (PT)**

# SAN DIEGO COMMUNITY POWER REQUEST FOR QUALIFICATIONS

## To Establish a San Diego Community Power Network

### I. BACKGROUND AND INTRODUCTION

San Diego Community Power (“Community Power”), a Joint Powers Authority, is the default electricity generation 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 (collectively known as “Member Agencies”). Community Power’s Joint Powers Agreement (“JPA”) is the first in California with a goal to achieve 100 percent renewable energy availability and usage by no later than 2035, which is in advance of current State targets. For more information, please visit Community Power’s website.<sup>1</sup> Interested parties shall review Community Power’s Procurement Policy<sup>2</sup> and Inclusive and Sustainable Workforce Policy<sup>3</sup> to ensure compliance when drafting responses.

#### A. SAN DIEGO COMMUNITY POWER NETWORK

Community Power expects Civil Society Organizations (“CSOs”), Non-Governmental Organization (“NGOs”), Community-Based Organizations (“CBOs”), and qualified individuals and firms to submit responses to this RFQ (“Respondents”) to be selected to participate in the San Diego Community Power Network (“Power Network”) as Strategic Partners (“Partners”). This may include, but may not be limited to, nonprofit organizations, foundations, schools and school districts, faith-based organizations, higher-education institutions, departments of member agencies, corporate sponsors, hospitals, and special districts. The establishment of the Power Network is structured around the following seven outcomes:

- **Outcome 1:** Understand Respondents’, needs, concerns, capacity, and level of influence in Community Power member agencies;
- **Outcome 2:** Identify Respondents’ competencies and expertise that expand the current competencies and expertise of Community Power;
- **Outcome 3:** Define and engage in mutual, standing partnerships that expand overall capacity to implement aligned goals with Community Power and the Partner;
- **Outcome 4:** Build relationships with community leaders to inform and equip them with the tools to talk about Community Power’s role in the region in a way that fosters open and frequent and culturally relevant communication and collaboration;

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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/COMMUNITY\\_POWER-Procurement-Policy\\_Adopted\\_2022.07.28.pdf](https://sdcommunitypower.org/wp-content/uploads/2022/08/COMMUNITY_POWER-Procurement-Policy_Adopted_2022.07.28.pdf)

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

- **Outcome 5:** Co-create an ecosystem of Partners that further Community Power’s reach, community recognition, and trust;
- **Outcome 6:** Support the implementation of a Community Power Plan (“CPP”) and other Community Power customer service offerings;
- **Outcome 7:** Build shared ownership around Community Power’s mission and vision.

Through this RFQ, Community Power is seeking submittals from local organizations, and will consider submissions from organizations outside of its Member Agencies, that provide services to individuals in the Greater San Diego County region (“Respondents”). Community Power Network Individuals or Organizations that respond to this submittal will have the opportunity to participate in project-based solicitations in accordance with the information provided in Attachment A and activities below. Organizations will partner with Community Power to meet the outcomes above and will be referred to as “Strategic Partners” (“Partners”). Partners selected through project-based solicitations may carry out one or more of the following activities shown below, including but not limited to:

- Receive strategic communications and provide input on a specific program/project design (*e.g., interview, focus group*)
- Promote and market a specific program/project (*e.g., expand outreach to increase enrollment in a program/project, provide translation editing services*)
- Serve as an implementer for a specific program/project (*e.g., process applications, run the program/project, reporting*)
- Provide technical assistance to Community Power and/or customers *e.g., answer technical questions or provide technical expertise on a topic, be part of technical advisory groups*)
- Co-host a one-off or series of Community Power focused listening sessions or informational meetings (*not part of an existing meeting*)
- Other duties, as negotiated between the Partner and Community Power.

Community Power expects the work to commence on or about February 2025. Respondents will be invited to participate in subsequent project-based solicitations and a qualified submittal to this RFQ does not constitute a commitment or promise by SD Community Power to guarantee any work for Respondents.

## II. RFQ SCHEDULE

The estimated timetable for the first phase of this RFQ is as follows, after which the solicitation will remain open and accepting submittals on a rolling basis:

Description	Date
Release of RFQ	Wednesday, October 9, 2024
Technical Assistance Sessions	By appointment and:

	<ul style="list-style-type: none"> <li>• Wednesday, October 16, 2024 at 11:30 AM (In-Person)</li> <li>• Tuesday, October 22, 2024 at 11:30 AM (In-Person)</li> <li>• Saturday, October 26, 2024 at 11:15 AM (In-Person)</li> </ul>
Deadline for Written Questions	Monday, October 28, 2024 at 5 p.m. Pacific Standard Time (PST)
Responses to Questions Provided	Monday, November 4, 2024
<b>Submittals Due</b>	Monday, November 11, 2024 at 5 p.m. PST
Anticipated Notice of Acceptance as a Partner	Approximately December 2024
Execution of Project-Based Contracts	Begin February 2025
Rolling Community Power Network Submission	Community Power will review Submittals received after the initial November 11, 2024 deadline on a routine basis, no less than quarterly.

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

### III. TECHNICAL ASSISTANCE

A formal presentation outlining the main components of this solicitation will be recorded and published along with the solicitation on the Community Power website.<sup>4</sup> Respondents may seek general support regarding this RFQ by attending any of the three in-person technical assistance sessions, as currently scheduled and as may be scheduled in the future. Please see the table above for specific dates and times for these Technical Assistance Sessions.

Respondents may also request a Technical Assistance Session by appointment at the discretion and availability of Community Power staff by emailing Melissa Elder, Community Engagement Associate, at [melder@sdcommunitypower.org](mailto:melder@sdcommunitypower.org).

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<sup>4</sup> <https://sdcommunitypower.org/resources/solicitations/>

#### **IV. QUESTIONS AND RESPONSES**

Respondents may submit questions regarding this RFQ using the online Questions Submissions Form. The form can be accessed by accessing the following hyperlink: <https://bit.ly/PowerNetworkQuestions>.

All questions must be received by 5 p.m. PST on October 28, 2024. When submitting questions, please specify which section of the RFQ you are referencing and quote the language that prompted the question. Questions may address issues or concerns that the evaluation criteria and/or requirements would unfairly disadvantage Respondent or, due to unclear instructions, may result in Community Power not receiving the best possible responses from Respondent. Questions will be responded to periodically and as they are received.

Community Power will provide responses to questions by Monday, November 4, 2024. Community Power reserves the right to group similar questions when providing answers. Community Power will periodically review received questions and respond to them, no less than quarterly.

#### **V. SUBMISSION DEADLINE**

Respondent's materials should be sent electronically to Community Power using the online RFQ Submissions Form by 5 p.m. PST on November 11, 2024. The form can be accessed by accessing the following hyperlink: <wkf.ms/3Xww6Gw>. Community Power will periodically review submittals received on a routine basis, no less than quarterly.

Community Power reserves the right to continue to accept submittals on a rolling basis. It is the sole responsibility of Respondent to ensure that its submittal is received before the initial submission deadline. Respondents shall bear all risks associated with delays in delivery. Any submittals received after the scheduled closing date and time for receipt of submittals will be considered at the discretion of Community Power.

#### **VI. REQUEST FOR SUBMITTALS**

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

The contemplated services sought under this RFQ are set forth in more detail in Section I.A (San Diego Community Power Network).

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

Respondents shall be concise, well organized, and demonstrate qualifications and applicable experience. Respondents shall submit to SDCP a completed **Attachment A**, attached

hereto, in hardcopy or electronic format. Respondents are directed to follow the instructions that are more accurately described in Attachment A.

**C. Submittal Requirements**

1. General: It is strongly recommended that Respondent submits their response to this RFQ in the format identified in Section V.B (Content and Format of Submittals) to allow Community Power to fully evaluate and compare the submittals. All requirements and questions in the RFQ should be addressed and all requested information should be supplied. Community Power reserves the right to request additional information which, in Community Power's opinion, is necessary to assure that Respondent's competence, qualifications, number of qualified employees, organization and financial resources.

2. Preparation: Submittals should be prepared in such a way as to provide a straightforward, concise delineation of capabilities to satisfy the requirements of this RFQ. Responses should emphasize the Respondent's demonstrated capability to perform work of this type. Expensive bindings and promotional materials, etc., are not necessary or desired. However, technical literature that supports the approach to providing the Services and work plan should be forwarded as part of the submittal. Emphasis should be concentrated on completeness, approach to the work, and clarity of the submittal.

3. Authorization: In submitting a response to this RFQ, Respondent agrees to they are authorized to submit a form on behalf of their organization.

**D. [Reserved]**

**E. Miscellaneous**

4. Exceptions Certification to this RFQ: In submitting a response to this RFQ, Respondent certifies that it takes no exceptions to this RFQ including, but not limited to, any subsequent Agreement. If any exceptions are taken, such exceptions must be clearly noted in the submittal and may be reason for rejection of the submittal.

5. Amendments to submittals: No amendment, addendum or modification will be accepted after a submittal has been submitted to Community Power. If a change to a submittal that has been submitted is desired, the submittal must be withdrawn and the replacement submittal SUBMITTED to Community Power prior to the submittal due date and time.

6. Submittal Validity: Information provided by Respondent in response to this RFQ are valid for 180 days from the submittal due date.

7. Right to Negotiate and/or Reject Submittals: Community Power reserves the right to negotiate any provision or service, accept any part or all of submittals, waive any irregularities, or reject any and all, or parts of any and all submittals, whenever, in the sole opinion of Community Power, such action shall serve Community Power’s best interests and those of its ratepayers. Respondents are encouraged to submit accurate and comprehensive Information in their Submittals, and Community Power intends to negotiate only with Respondents whose submittals most closely meets Community Power’s Procurement requirements.

8. Prevailing Wages: Respondents shall take cognizance of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., as well as California Code of Regulations, Title 8, Section 16000 et seq. (“Prevailing Wage Laws”), which require the payment of prevailing wage rates and the performance of other requirements on certain “public work” and “maintenance” projects. To the extent applicable, Respondent must agree to fully comply with and to require its subcontractors/subconsultants to fully comply with such Prevailing Wage Laws.

#### **F. Submittal Review**

Respondents will be reviewed on the following sections:

- Providing complete and accurate information requested in the form.
- Frequent and relevant experience serving communities
- Evidence of establishing partnerships and capacity to support Community Power with its initiatives

Following the initial review, Community Power may conduct interviews with Respondents to clarify information in their submittals. 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 Community Power’s sole discretion. Community Power reserves the right to not convene interviews.

After a Respondent(s) has been selected as a Partner, Community Power will negotiate a contract for execution. If a satisfactory contract cannot be negotiated with one or more Respondents, Community Power may, at its sole discretion, continue contract negotiations with other successful Respondents, as determined by Community Power. Respondents are further notified that Community Power may disqualify any Respondent with whom Community Power cannot satisfactorily negotiate a contract.

#### **VII. RESERVATION OF RIGHTS**

This RFQ is a solicitation for qualifications 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. Community Power may, at its sole discretion, accept or reject any or all submittals submitted in response to this RFQ. In addition, Community Power may, at its sole discretion, only elect to proceed with contract negotiations for some of the services included in the submittal. Community Power further reserves the right to cancel this RFQ at any time prior to contract award without obligation in any manner for submittal preparation, interview, fee negotiation or other marketing costs associated with this RFQ. Community Power also reserves the right to waive minor errors and omissions or inconsequential disparities in submittals, request additional information or revisions to offers, and to negotiate with any or all Respondents.

Community Power shall not be liable for any costs incurred by Respondent in connection with the preparation and submission of any submittal. Community Power has the right to amend the RFQ, in whole or in part, by written addendum, at any time. Community Power 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 Community Power records indicate has received this RFQ. Should such addendum require additional information not previously requested, failure to address the requirements of such addendum may result in the submittal being found non-responsive and not being considered, as determined in the sole discretion of Community Power. Community Power is not responsible for and shall not be bound by any representations otherwise made by any individual acting or purporting to act on its behalf prior to an award of contract by Community Power. Community Power has the right to reissue this RFQ at a future date.

### **VIII. CONFIDENTIALITY AND PUBLIC RECORDS**

Submittals submitted in response to this RFQ shall become the exclusive property of Community Power. Community Power is subject to the California Public Records Act (“CPRA”). The submittal will become a matter of public record as soon as a submittal is provided to Community Power. Exceptions to disclosure may be available to those parts or portions of submittals that are justifiably and reasonably exempted under the CPRA, such as trade secrets. If a Respondent desires to exclude a portion of its submittal from disclosure under the California Public Records Act, Respondent 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 submittal as confidential shall not be deemed sufficient notice of a CPRA exemption. A Respondent who indiscriminately and without justification identifies most or all of its submittal 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, Community Power is not in a position to establish that



the information that a Respondent submits is exempt. If a request is made for information marked “Confidential,” Community Power will provide Respondents who submitted the information with reasonable notice to seek protection from disclosure by a court of competent jurisdiction.

Community Power 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.

## **IX. CONFLICTS OF INTEREST**

Community Power 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. Respondents are required to review all applicable conflict of interest laws. In addition, Community Power has adopted policies governing procurement. Respondents are advised to review all policies, including the Procurement Policy, available at: <https://sdcommunitypower.org/resources/key-documents/>.

Respondent may not contact or receive information outside of this RFQ process. If it is discovered that Respondent 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, Community Power may, in its sole discretion, disqualify the submittal from further consideration.

All contact regarding this RFP or any matter relating thereto must be submitted using the online questions submissions form: <https://bit.ly/PowerNetworkQuestions>

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

Public Utilities Code Section 366.2(m) requires certain community choice aggregators, including Community Power, 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 ([www.thesupplierclearinghouse.com](http://www.thesupplierclearinghouse.com)).

To assist Community Power with its reporting obligations under Public Utilities Code Section 366.2(m) and with evaluating its supplier outreach and other activities, Respondents that are 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), Community Power shall not use any demographic information received from potential vendors in any way as part of its decision-making or selection process. Rather, Community Power will use such information solely for compliance with its reporting obligations to the CPUC and evaluation of Community Power's outreach and other activities consistent with applicable law. Pursuant to Article I, Section 31 of the California Constitution, Community Power 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.

#### **XI. NON-DISCRIMINATION**

Community Power 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, vendors, or suppliers. The successful Respondent(s) shall provide equal opportunity for subcontractors to participate in subcontracting opportunities.

#### **XII. ATTACHMENTS**

##### **Attachment A – Information Submittal Form**

**ATTACHMENT A  
INFORMATION SUBMITTAL FORM**

Please respond with appropriate detail to each section below.

**GENERAL INFORMATION**

- Please list the legal name of your organization. \*
- Organization's Tax ID\*
- Name of Proposed Representative for the Submittal
- Title of the Representative
- Telephone number of the representative\*
- Email of the Representative
- Organization's Address
- Please check the status of your organization.
  - 501(c)3
  - 501(c)4
  - 501(c)6
  - My organization is not tax exempt, but we have a fiscal sponsor that is tax exempt
  - Other \_
    - If you selected "Other", What is the status of your organization?
- How many staff does your organization have? \*
  - Full-time:
  - Part-time :
  - Volunteer:
- Does your organization have a Board of Directors? \*
  - Yes
    - If Yes, how many Board members does your organization have?
  - No
- Please check the primary area(s) your organization focuses on. Select as many as apply. \*
  - Arts and culture
  - Community and economic development
  - Education
  - Energy/Environment
  - Food security
  - Health
  - Housing
  - Human rights
  - Policy

- Religious activities
- Other
  - **If you selected “other” or want to provide more details about your organization’s focus area, please do so here.**

**IMPACT AND COMMUNITIES SERVED**

- **What is your organizations’ mission? When was your organization established and how many people do you estimate it has served since? \***
- **Please give 2 examples (or links) of the way you have seen your organization’s work make a difference in the communities you serve. \***
- **Please check which Community Power member jurisdictions your organization has worked in/served in the last 3 years. \***
  - City of Chula Vista
    - **More specifically, what areas of the City of Chula Vista has your organization worked in/served in the last 3 years?**
      - West/Bayfront/Portside communities
      - East/Inland/Ranch communities
  - City of Encinitas
  - City of Imperial Beach
  - City of La Mesa
  - City of National City
  - City of San Diego
    - **More specifically, what areas of the City of San Diego has your organization worked in/served in the last 3 years?**
      - Central (Downtown, East Village, Uptown, North Park, Balboa Park, Mid-City, Normal Heights)
      - North Central (Peninsula, Ocean Beach, Mission Beach, Pacific Beach, La Jolla, University, Clairemont Mesa, Kearny Mesa, Miramar, Coastal, University, Del Mar-Mira Mesa, Elliot-Navajo)
      - North Inland (Rancho Bernardo, San Pasqual, Rancho Peñasquitos, Black Mountain Ranch)
      - South (Otay Mesa, Otay Mesa-Néstor, Tijuana River Valley, San Ysidro)
      - Southeastern (Southeastern San Diego, Barrio Logan, Logan Heights, Skyline-Paradise Hills, Encanto)
  - Tribal nations located within San Diego County
  - Unincorporated San Diego County
    - **More specifically, what areas of unincorporated San Diego County has your organization worked in/served in the last 3 years?**

- East County (*Spring Valley, Jamul, Lakeside, Harbison Crest, Alpine, Laguna-Pine Valley, Mountain Empire*)
- North Coastal (*San Dieguito, Pendleton-Deluz*)
- North Inland (*Ramona, Fallbrook, Pauma, Valley Center, Palomar-Julian, Anza-Borrego Springs*)
- South (*Sweetwater, Otay*)

**PARTNERSHIPS AND CAPACITY**

*The provision of professional services will require that the Respondent has successfully negotiated an Agreement with Community Power.*

- **What kind of relationship would you like to have with Community Power? \***
  - Provide professional services to Community Power
    - **What kind of professional services is your organization interested in providing to Community Power? Please select from the list below or fill in the “other” category.**
      - Receive strategic communications and provide input on a specific program/project design (*e.g., interview, focus group*)
        - **Describe your experience receiving strategic communications and providing input on a specific program/project design.**
      - Promote and market a specific program/project (*e.g., expand outreach to increase enrollment in a program/project*)
        - **Describe your experience promoting and marketing a specific program.**
      - Serve as an implementer for a specific program/project (*e.g., process applications, run the program/project, reporting*)
        - **Describe your experience serving as an implementer for a specific program/project.**
      - Provide technical assistance to Community Power and/or customers (*e.g., answer technical questions or provide technical expertise on a topic, be part of technical advisory groups*)
        - **Describe your experience providing technical assistance to Community Power and/or customers.**
      - Co-host a one-off or series of Community Power -focused listening sessions or informational meetings (*not part of an existing meeting*)
        - **Describe your experience co-hosting a one-off or series of Community Power-focused listening sessions or informational meetings.**
      - Other
        - **If you selected “other” or want to provide more details about the professional services your organization is interested in providing Community Power, please do so here.**

- General partnership with Community Power, such event attendance and sponsorships

**What kind of partnership is your organization interested in with Community Power? Please select from the list below or fill in the “other” category.**

- Community Power sponsoring my organization’s events
    - **What key events does your organization host?** *Please note that sponsorships will require a separate process.*
  - Community Power attending one of my organization’s meetings to share resources with my community
  - Advocacy (*e.g., support something on Community Power’s behalf, provide letters of support to Community Power*)
  - General promotion of Community Power (*e.g., re-sharing of information through social media and newsletters*)
  - Other\_\_\_\_\_
- **Please describe your organization’s current and future capacity over the next year.**
  - We would be able to support the tasks we expressed interest in with our current staff and resources.
  - We would be able to support the tasks we expressed interest in with our current staff and resources but would need Community Power to create and translate materials or provide similar support.
  - We would need to expand our staff and/or resources to support the tasks we expressed interest in.

**ENGAGEMENT**

- **How many unique subscribers does your organization’s email or newsletter list currently have?**
- **What are your organization’s open rates and click-through rates?**

\*Indicates Required Questions