

RFP 26-002
Commercial Energy Assistance
Program (CEAP)
Q&A Responses
April 17, 2026

Q1. Given the increasing use of AI-assisted evaluation tools across procurement processes, does SDCP anticipate using any such tools during proposal review or scoring for this RFP? If so, please provide a high-level overview of their role in the evaluation.

Response:

No. AI-assisted evaluation tools will not be used during proposal review or scoring for this RFP.

Q2. Task 1.4 indicates that SDCP has an existing database. Does SDCP prefer to continue to use this database, or is the goal to create a new one leveraging information already entered? If the preference is to use the existing database, can SDCP clarify the current format (IE - Excel, SQL, etc.)

Response:

Community Power expects that the existing Excel based database will continue to serve as the foundation for this work. The intent is to build upon the current dataset by updating program statuses and incorporating any new programs that have become available for non-residential customers.

Q3. Attachment A, Tasks 2 and 3 (Program Pre-Launch; Customer Engagement, Surveys and Case Studies) The RFP indicates that the Consultant will “coordinate with Community Power’s internal marketing, communication and outreach teams” and “collaborate with Community Power staff to develop branded outreach materials and deploy targeted campaigns.” Can Community Power please clarify the intended division of responsibilities between the Consultant and Community Power staff for marketing and outreach activities, including content development, campaign execution, customer communications, and use of outreach tools (e.g., CRM, email platforms)?

Response:

Community Power expects a collaborative approach with the Consultant across all marketing and outreach efforts. The Consultant will lead the initial development of outreach materials and campaign collateral, while Community Power staff will review and provide feedback to ensure alignment with branding

and messaging.

Execution of campaigns and customer communications will be a shared responsibility, with the Consultant supporting strategy and implementation, and Community Power staff providing oversight and final approvals. Use of outreach tools (e.g., CRM, email platforms) will be coordinated jointly.

- Q4.** How will the initial pool of eligible non-residential customers be identified and prioritized for Tier 1 participation (e.g., load size thresholds, sector mix, geographic balance)? (Attachment A, Tasks 3 & 5). Will Community Power provide a pre-qualified list of customers, or is the Consultant expected to both identify and recruit eligible customers?

Response:

Community Power anticipates a collaborative approach in identifying and prioritizing the initial pool of eligible non-residential customers. This effort will leverage the Key Account team and their existing relationships with established customers, with both Community Power staff and the Consultant contributing to identification and recruitment.

Community Power expects to provide available customer insights and coordination support, while the Consultant will assist in refining targeting strategies and conducting outreach. There is no strict load size threshold; however, priority will be given to large commercial and industrial customers, with consideration for a balanced mix across sectors and geographies where feasible.

- Q5.** Is SDCP expecting Tier 1 assessments to meet any recognized audit standard (e.g., ASHRAE Level 1), or are they intended solely as high-level opportunity screenings?

Response:

SDCP intends for Tier 1 assessments to function as high-level opportunity screenings rather than formal audits aligned with a specific standard (e.g., ASHRAE Level 1). The assessments are expected to be primarily desktop reviews, with the option to conduct site visits for informal walkthroughs where appropriate. Formal ASHRAE-level audits are not required at this stage.

- Q6.** How will customers be selected to move from Tier 1 to Tier 2 and Tier 3? Will SDCP make those determinations jointly with the Consultant, or independently?

Response:

Within 45 days of contract execution, the Consultant will submit a program Work Plan (Task 1.1) to Community Power for approval. The Work Plan will define the services to be provided including the process by which customers will progress from Tier 1 assessment to Tier 2 and Tier 3 services. Recommendations for progression will be based on findings from Tier 1 assessments and customer interest. Assessment and advancement criteria will be determined through a collaborative process involving Community Power and the Consultant, ensuring alignment across technical feasibility, program goals, and customer intent.

Once approved, the Work Plan will serve as the primary resource for program implementation, detailing required processes, procedures, and key performance indicators.