



REQUEST FOR PROPOSALS
ADDENDUM NO. 2

FOR

**DESIGN, IMPLEMENTATION, AND PORTFOLIO
MANAGEMENT SUPPORT FOR DECARBONIZATION
PROGRAMS**

RFP Release Date: June 16, 2023

Addendum No. 1 Posted Date: July 17, 2023

Addendum No. 2 Posted Date: August 23, 2023

**RFP Submittal Deadline: August 7, 2023 at 5pm Pacific
Time**

**Revised Submittal Deadline: September 18, 2023 at 5pm
Pacific Time**

RFP Addendum No. 2

Scope of Addendum:

This RFP is hereby modified as set forth in this addendum. Revisions to pre-existing language in RFP are indicated either by ~~strike through~~ for deletions or red font underlined for insertions.

RFP Cover Page

RFP Submittal Deadline: ~~August 7, 2023~~ Revised Submittal Deadline: September 18, 2023 at 5pm Pacific Time

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4 RFP Tentative Timeline

This tentative schedule is provided for the convenience of Proposers, but may be subject to change at any time by SVCE, in SVCE's sole discretion. Any such changes will be stated in an addendum to this RFP or otherwise communicated to Proposers.

Date (times in Pacific)	Event
June 16, 2023	RFP issued
July 11, 2023: 1-2pm	Pre-proposal teleconference
July 14, 2023: 5pm	Deadline for questions, clarifications (see below)
July 19, 2023: 5pm	Question responses posted online
August 7, 2023: 5pm <u>September 18, 2023: 5pm</u>	Deadline for Proposers to submit proposals
August 21, 2023: 5pm <u>October 2, 2023</u>	Selected Proposers notified of interview times, if applicable
August 28 and 29, 2023: hold 10am-2pm both days <u>October 9 and 10, 2023: hold 10am-2pm both days</u>	Possible interviews of selected Proposers
September 5, 2023 <u>October 12, 2023</u>	Anticipated date SVCE will notify awardees
September 5-29, 2023 <u>October 12-27, 2023</u>	Finalize contract details and timeline
October 5, 2023 <u>November 2, 2023</u>	Contract finalized (to be sent to Board for approval on October 11 <u>November 8, 2023</u>)

Date (times in Pacific)	Event
October 12, 2023 November 9, 2023	Project launch; work commences

Notes:

- Pre-Proposal Teleconference: A teleconference will be held on July 11, 2023 from 1-2pm Pacific Time. Call in information (Zoom): <https://svcleanenergy-org.zoom.us/j/81779624337?pwd=ZEM0WS9wL0hQclluNnE2MFhTTVRXUT09> Meeting ID: 817 7962 4337; Passcode: 674545.
- Questions: Proposers may submit questions concerning the RFP to solicitations@svcleanenergy.org. All questions and answers will be shared with all Proposers and will be posted in the same location as the RFP, at <https://www.svcleanenergy.org/solicitations/>. Questions must be emailed and received by SVCE no later than 5 p.m. on ~~July 14, 2023~~ **September 6, 2023**. SVCE shall not be responsible for nor be bound by any oral instructions, interpretations or explanations issued by SVCE or its representatives.
- Proposal Review: SVCE may request clarifications of submitted proposals following submittal. Prompt responses will be requested.
- Proposer Interviews: SVCE may choose to conduct in-person/phone interviews of the selected Proposers on ~~August 28 and 29, 2023~~, **October 9 and 10, 2023** between 10am-2pm. Proposers are requested to ensure their team is available on both days.

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The following information has been added to this RFP section.

Proposal Addendum Guidelines

Note to Proposers who have submitted proposals already by the original deadline of August 7, 2023: SVCE has extended the proposal deadline as noted on the Cover Page and Page 2 of this Addendum No. 2. Proposers who have already submitted proposals as of August 7, 2023, need not re-submit their proposals. SVCE will evaluate the previously submitted proposals. However, you are invited to submit an **optional** addendum to your proposal, if so desired, to solicitations@svcleanenergy.org **by 5 p.m. on September 18, 2023**.

If submitting a Proposal Addendum, please follow these guidelines:

- Label the addendum clearly on the cover page with:
 - your firm name
 - your primary contact information
 - RFP Subject Areas covered
 - the word "ADDENDUM"
 - date of submittal of addendum
- Please do not repeat any information already submitted in your initial proposal. Rather, the addendum can be used for any additional information not covered in the initial proposal.

- **Addendum is limited to maximum 6 pages** and can be used to add information to any of the Parts within RFP Section 5 Proposal Submittal, except Part 6 – Cost Proposal.
- For revisions to Part 6 – Cost Proposal, please re-submit the entire Cost Proposal with a clear note asking SVCE to disregard the Cost Proposal submitted by your firm in the initial proposal. **No additional pages are allowed for the Cost Proposal i.e., it must be limited to 4 pages** with the 6-page limit for the addendum.

The Addendum is to add to the narrative document of your proposal. Please do not submit a revised slide deck.

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For Proposers who have not previously submitted a proposal prior to August 7: Please use the final page limits for each proposal section as indicated below.

Note that this includes the changes to page limits already reflected in **Addendum No. 1 (shown in green)**.

1. Administrative Information (1/2 page)
2. Proposal summary (1 page)
3. Proposer description and qualifications (4 pages)
4. Proposed solution (5 pages if covering a single subject area; 10 pages if covering both Subject Areas; **up to 10 additional pages covering content in response to this part for Subject Areas A or B or both may be provided in the proposal Appendix with clear page labeling to indicate they are part of Section 5, Part 4)**)
5. Proposed work plan and schedule (1 page) – see Exhibit C for format
6. Cost proposal (~~2 pages~~ **4 pages**) – see Exhibit D of this RFP for format
7. Confirmation of acceptance of contract terms or explanation of proposed contract modifications – see Section 7 of this RFP (as many pages as necessary)
8. Inclusion of non-participating agencies (1/2 page)
9. Appendix (does not count towards page limit)
10. **Addendum (6 pages) covering additional information not covered in any of the previous sections. Please follow the "Proposal Addendum Guidelines" shown on page 3 of this Addendum No. 2.**