



PROCEDURE: eTRM Bid Evaluation (Date: April 6, 2017)

I. Purpose

The policies and procedures contained herein describe how the eTRM bid evaluations will be conducted to ensure ethical conduct and to create a level playing field for all bidders and bids.

II. Objectives

The objective of the eTRM bid evaluation procedure is to achieve the following:

1. Bid evaluations that are conducted with the highest ethical standards;
2. Bid confidentiality; and
3. A thorough, fair and well-documented bid evaluation process.

III. Procedure

The following procedures will be followed during the eTRM bid evaluations:

1. **Bid Evaluation Leads**: Each reviewing organization has designated a Bid Evaluation Lead prior to the start of the bid evaluation process. Lead bid evaluation team members may not be added during the course of the evaluation absent unusual circumstances and approval of the California Technical Forum (Cal TF) Facilitator. Lead bid evaluation team members shall commit, in advance, to devoting the time to conduct a thorough and complete review of each bid. Bid Evaluation Leads may share the bids and seek input from Bid Evaluation Support Team Members (below) and may also discuss bid review/selection with their organization's California Technical Forum Policy Advisory Committee (PAC) Member.

Bid Evaluation Leads are solely responsible for the content and scores contained in the bid evaluation forms submitted to Cal TF, and are final decision-makers on the bid evaluation and selection for their respective organizations.

The Bid Evaluation Leads from each reviewing organization are:

PG&E: Breesa Collyer
SCE: Scott Mitchell
SCG: Chan Paek
SDG&E: Ed Reynoso
LADWP: Armen Saiyen
SMUD: Owen Howlett
CEC: Martha Brook
CPUC: Brian Pena, Brian Ward (CEDARs consultant to CPUC); (Shall provide joint evaluation, single scorecard, on behalf of CPUC Staff)

2. **Bid Evaluation Support Team Members**: Due to the complex nature of the bids that will require knowledge and expertise in disparate disciplines (technical, reporting, workpapers, databases) that are typically addressed by multiple people within the reviewing organizations, the lead bid

evaluators may share bids and seek input from designated in-house team members. The Procurement Lead will keep a list of persons designated as Bid Evaluation Support Team Members. The list of Bid Evaluation Support Team Members may be expanded during the course of the evaluation based on needs during the evaluation process.

3. Certification Form: Bid Evaluation Leads and Team Members shall sign and submit to Cal TF the Certification Form titled “Procedure: eTRM Bid Evaluation Dated April 6, 2017” *prior* to starting any bid evaluation. Signed and dated bid evaluation forms should be submitted to: eTRMRFP@CalTF.org.

4. Procurement Team: The Procurement Lead for this process is the Cal TF Facilitator, Annette Beitel. She is supported by Senior Policy Analyst Ashley Palladino, contact information below. Questions and concerns about this procedure and the bid evaluation process can be sent directly to Annette or Ashley, or to eTRMRFP@CalTF.org.

- Annette Beitel: Annette.Beitel@FutEE.biz
- Ashley Palladino: Ashley.Palladino@FutEE.biz

The Procurement Team is solely responsible for:

1. All communications with Bidders
 2. Completing portions of the Bid Evaluation Scorecard:
 - a. Part I: Threshold Criteria
 - b. Part IV: Cost
 3. Completing Bidder reference checks
 4. Contract negotiations and contract executions
5. Access to Bids and Bid Evaluation Materials: Bids and bid evaluation materials will only be provided to bid evaluation team members, Bid Evaluation Support Team Members (as needed) and PAC Members (upon request). Each Bid Evaluation Lead will receive one hard-copy bid and is responsible for disseminating copies within their organizations.

PLEASE NOTE: Each bidder’s financial information will be held and reviewed by Cal TF due to the confidential nature of information. It can be made available to Bid Evaluation Leads upon request with sufficient business justification.

6. Security of Bids: Bids must be kept in a secure location by each Bid Evaluation Lead, Bid Evaluation Support Team Members and any PAC members who are provided with bids, e.g. a locked cabinet or room, not left on a desk.
7. Conflicts of Interest: All bid evaluation team members shall disclose whether they or any family members have any financial or personal connections with any of the bidders. The “connection with the bidders” requirement shall include contractual relationships with any of the bidders in which they: 1. Personally financially benefit from or 2. Are currently managing on behalf of their organization, financial interests in any of the bidders, or a family relationship with any party working for any of the bidders. The Procurement Lead will determine, in its sole discretion, whether any disclosed potential conflicts of interest shall exclude a bid evaluation team member from a particular bid evaluation.
8. Bid Evaluation Scorecard: The bid evaluation scorecard has been finalized before the evaluators receive the bids. The bid evaluation scorecard will not be modified once a bid evaluation has started.

Bid Evaluation Leads must submit a completed bid evaluation scorecard for each bid to eTRMRFP@CalTF.org by 5:00PM PST on Friday, May 5, 2017.

9. Bid Evaluation Schedule: The bid evaluation schedule was established prior to receiving the bids. However, the Procurement Lead may modify the bid evaluation schedule based on the number of bids received or other factors. The Procurement Lead will seek to minimize schedule modifications. Bid Evaluation Leads and Support Team Members must agree to adhere to the bid evaluation schedule.
10. Communications Regarding Bids with Bid Evaluation Team Members: Bid Evaluators (leads and support) shall not communicate with other reviewing organizations prior to submitting the initial bid evaluation forms, with the exception of Sempra utilities' shared support services. The bid evaluations are intended to be independent.
11. Communications Outside the Bid Evaluation Team: Bid evaluation team members should not discuss the bids or bid evaluations outside the bid evaluation team (Leads, Support Team Members) and designated PAC Member. Prohibited discussions include bidder identities, the number of bids, and the nature of the bids (including bidder information, cost and bid technical elements).
12. Communication with Bidders: Only the Procurement Lead may have contact with bidders during the bid evaluation. All communications, except for procedural communications (such as scheduling meetings), shall be documented (date, time, nature of communication) in a note to the procurement file.
13. Procurement File: The Procurement Team will maintain a procurement file for each bid. The file will be kept in a secure location. The procurement file will include key bid documents, bids, all e-mails and other communications relating to the bid evaluations, individual bid evaluation scorecards, and the final, combined master bid evaluation scorecard. The Procurement Team will maintain the procurement file after the bid evaluation is complete for a period of two years once the bid selection has been finalized. If any litigation, claim, regulatory proceeding or audit begins on or before two years after the bid evaluation is complete that relates to the bid evaluation, the file shall be retained until all litigation claims, regulatory proceedings or audit findings involving the bid evaluation have been resolved. Working notes of individual bid evaluation team members will not be kept as part of the procurement file and should be destroyed by the bid evaluation team member at the conclusion of the bid evaluation process.
14. Records Retention: Bid evaluation team members must provide written confirmation after the bid evaluation is final that they have either returned or deleted all substantive information related to the bid evaluation, which shall include bids, bid evaluator working notes and completed bid evaluation scorecards. Process e-mails and other communications relating to the bid or evaluation (schedule, etc.) do not need to be destroyed or deleted.
15. Access to Price Information: Bid evaluation team members should not consider pricing when evaluating Part II. Bidder Experience and Staff, and Part III. Program Approach of the bids.
16. Bid Clarification: Bid Evaluation Leads are permitted to request clarifications of bids in writing or by phone through the Procurement Lead. The clarification requests may be performed either by phone or in writing and will focus on clarifying information in bids rather than offering bidders the chance to revise their bids. The opportunity to clarify bids will be used sparingly.

17. Individual Bid Evaluation Scoring: Bid Evaluation Leads must score bids individually and based on the merits of the individual bid, in consultation with Bid Evaluation Support Team Members. Bid evaluation team members are permitted to change individual scores based on bidder interviews and group discussions with the bid evaluation team members. Each bid evaluation team member must provide written comments on their individual bid evaluation scorecards to support points allocated in particular categories. Where applicable, specific comments should provide **page citations to the bid**. Bid Evaluation Leads must submit a completed bid evaluation scorecard for each bid to eTRMRFP@CalTF.org by 5:00PM PST on Friday, May 5, 2017.
18. Group Bid Evaluation: The bid evaluation team members will meet to discuss each bid. The Procurement Team will prepare a master bid evaluation scorecard based on individual bid evaluation scorecards.
19. Bidder Interviews: The Bid Evaluation Leads, in consultation with the Procurement Team, may elect to interview one or more of the bidders. In general, the same set of questions should be asked of all bidders who are interviewed. Additional questions may be asked that only apply to one or two bids. The Bid Evaluation Leads are allowed to alter the point values in their bid evaluation scorecard based on the interviews, if the change is documented.
20. Cal TF PAC Briefing: After the Bid Evaluation process is complete, the Cal TF PAC members will be briefed on the Bid Evaluation Process and the Bid Evaluation Team's preferred bidder(s). While the PAC will not "approve" the final Bidder, they will need to approve the proposed budget.
21. Final Selection and Contract Negotiations: The successful bidder will likely be the highest scoring bidder from the Master Bid Evaluation Scorecard. However, bid awards are contingent; bid awards may be withdrawn if the Procurement Lead unable to reach agreement with the bidder on all terms, including both price and technical terms. In addition, the Procurement Lead may start negotiations with more than one bidder through a competitive negotiation process, and the ultimate contract may be awarded to the bidder that did not receive the highest score from the Bid Evaluation Team.
22. Bidder Debriefs: All unsuccessful bidders will be given the opportunity to participate in a "bidder debrief" to give bidders feedback. The purpose of the bidder debrief is to provide bidders with information about the selection process, and high-level information on the bid evaluation team's assessment of bid's strengths and areas for improvement.

IV. Evaluation Timeline

Required commitments from Bid Evaluation Leads noted in **red text**.

Friday, April 7, 2017 – Bids received

Tuesday, April 11 – Thursday, April 13, 2017 – Bid Evaluation Lead trainings

Tuesday, April 11, 2017 – Friday, May 5, 2017 – Bid evaluations (approximately 3.5 weeks)

Friday, May 5, 2017 – Bid evaluation scorecards due for each bid to Procurement Team by 5PM PST, sent to eTRMRFP@CalTF.org

Monday, May 8, 2017 – Procurement Team consolidates bid evaluation scorecards, sends master bid evaluation scorecard to Bid Evaluation Leads

Tuesday, May 9, 2017 – Bid Evaluation Lead and Procurement Team teleconference to select bidders to interview

Tuesday, May 9, 2017 – Procurement Team notifies bidders selected for interviews

Tuesday, May 16 – Wednesday, May 17, 2017 – Bidder interviews; in person attendance requested of Bid Evaluation Leads

Friday, May 19, 2017 – Bid evaluation scorecard updates from interviews due to Procurement Team, sent to eTRMRFP@CalTF.org

Monday, May 22, 2017 – Procurement Team updates master bid evaluation scorecard, sends to Bid Evaluation Leads

Tuesday, May 23, 2017 – Bid Evaluation Lead and Procurement Team teleconference to review final master bid evaluation scorecard, final selection of bidder(s) for negotiation

Wednesday, May 24, 2017 – Procurement Team sends summary decision matrix to Bid Evaluation Leads

Friday, May 26, 2017 – Procurement Team sends summary decision matrix to PAC for budget approval

Friday, June 2, 2017 – PAC budget approval due to Procurement Team

Monday, June 5, 2017 – Procurement Team begins contract negotiations

Monday, July 10, 2017 – Contract negotiations completed (5 weeks from award)

V. Referenced Documents

- A. Bid Evaluation Scorecard
- B. Certification Form
- C. eTRM RFP Section 5.0 (Excerpted and Attached)
- D. Reference Form
- E. Master Bid Evaluation Scorecard
- F. Summary Decision Matrix
- G. Communication with Bidder Form



Electronic Technical Reference Manual (eTRM) Repository

Request for Proposals – Section 5.0 Excerpt

5.0 PROPOSAL SELECTION AND CRITERIA

5.1 Evaluation Committee

Accepted written proposals will be reviewed by an evaluation committee and scored against the stated evaluation criteria.

The evaluation committee will consist of representatives from each of the funders and two California regulatory agencies. The entities who will be providing bid evaluation are:

- IOUs (Pacific Gas and Electric Company (PG&E), Southern California Edison (SCE), San Diego Gas and Electric Company (SDG&E) and the Southern California Gas Company (SCG))
- POU's (Los Angeles Department of Water and Power (LADWP), Sacramento Municipal Utility District (SMUD))
- Regulators (California Public Utilities Commission (CPUC), California Energy Commission (CEC))

Cal TF Staff is administering this bid, but will not be serving as bid evaluators, except for assessing whether the bid is complete, meets threshold requirements, and for computing results that are numeric.

5.2 Preliminary Evaluation

Submitted proposals will be reviewed initially to determine if minimum threshold criteria are met, as detailed in Section 5.4. This initial evaluation will be on a pass/fail basis. Only proposals that receive a “pass” in the preliminary evaluation will be further scored according to the scoring criteria and weights listed below.

In the event that all Bidders do not meet one or more of the minimum requirements, Cal TF Staff reserves the right to continue the evaluation of proposals and to select the proposal that most closely meets the requirements specified in this RFP.

5.3 Evaluation Process

The evaluation committee's scoring will be tabulated, and written proposals will be ranked based on the numerical scores received.

The evaluation committee reserves the right to contact references and/or request interviews with Bidders.

If the evaluation committee requests an in-person interview with some or all of the Bidders, Cal TF Staff will schedule the interviews. The interviews will include the bid evaluators, and may also include staff from the bid evaluator's organization, such as staff from reporting and information technology. Not all Bidders are guaranteed an interview. Bidders will not be allowed to change their bids during the interview, but can provide clarifications. Bid Evaluators will be afforded the opportunity to update their bid scores as a result of the interview process.

Bid interviews, if held, will be held in San Francisco on Wednesday, April 26, 2017. They will be in-person interviews.

5.4 Threshold Criteria

A Bidder must meet the following threshold criteria for its proposal(s) to be considered:

- The proposal must contain all information required in this RFP (see Proposal Checklist).
- The proposed Bidder must have demonstrated past work developing databases and expertise with energy efficiency technical calculations.
- Bidder must have sufficient financial strength to successfully implement the proposed program (addressed in section 4.16 of this RFP).
- Bidder must have demonstrated ability to work collegially, collaboratively, efficiently and effectively with a large group of stakeholders to accomplish project objectives.

Any proposal that does not meet the threshold criteria may be rejected without review, at the sole discretion of the bid evaluation committee/Cal TF Staff.

5.5 Evaluation Criteria

Written proposals that meet the threshold criteria will be scored by each member of the bid evaluation committee using a scorecard with the criteria detailed below. Bidders should specifically address these criteria in the relevant sections of their proposals.

Evaluation Criteria

I. Bidder Experience and Staff (35%)
<ul style="list-style-type: none">• Bidder Staff and Management Capabilities: Bidder has key staff members who demonstrate the appropriate experience and qualifications to successfully develop and/or customize the eTRM. Bidder has a clear and effective team management and organizational structure to effectively implement the proposed eTRM. (Section III – Staffing Plan)• Project Experience: Bidder demonstrates past skill, competence and experience in implementing projects with similar breadth, technical skill set, and scope. Bidder demonstrates relevant experience developing databases related to the specifications that

<p>are required for the eTRM, experience with energy modeling, and experience with energy efficiency calculations. (Section 2.3 – Overall Project Experience of Section II)</p> <ul style="list-style-type: none"> • Database Customization/Development Exceptions: Bidder demonstrates success in quickly launching new database initiatives. Bidder has a good understanding of challenges relevant to the timeline and quick-launch of the eTRM and has a proposed approach for resolving these challenges. (Sections 2.3 – Overall Project Experience and 2.4 – Project Timeframe of Section II)
<p>II. Approach (40%)</p> <ul style="list-style-type: none"> • Proposed Approach: Bidder’s approach to the scope of work is clear and reasonable and addresses all of the tasks identified in this RFP, including the Business and Technical specifications set forth in the RFP. The approach demonstrates specific plans that will meet all of the program objectives. (Section II – Approach to Meeting Business and Technical Requirements). Bidder has provided a detailed approach for effectively meeting the database specifications and other requirements of the Work, and as applicable, demonstrates that they can understand and meet the needs of a wide range of users. • Understanding of Challenges: Bidder demonstrates a clear understanding of challenges that will be faced in customization and/or developing the proposed eTRM repository, including challenges with meeting any of the Business or Technical Specifications and proposed timeline. Bidder demonstrates adequate strategies and approach to effectively overcome these challenges. (Section 5.0 – Key Challenges of Section II) • Coordination Approach: Bidder clearly describes their proposed approach to working effectively with Cal TF staff and, in coordination with Cal TF staff, all funders and California regulators. Bidder shall also describe how users of Cal TF (such as Implementers) can gain the knowledge needed to use the eTRM and also provide input on how the eTRM can be continuously improved to meet the needs of all stakeholders/users in California. (Task 7 in Section 4.1 – Scope of Work of Section II) • Exceptions to Timeline, Business and Technical Specifications: Evaluators may consider in the scoring process, any Bidder exceptions to the timeline, business and technical specifications.
<p>III. Cost (25%)</p> <p>Bidder’s proposed costs and cost structure will be reviewed in the Bid Evaluation.</p> <p>We reserve right to negotiate proposed costs and cost structure.</p>

5.6 Proposal Review – Clarifications

The Cal TF bid evaluation committee may perform clarification interviews or request clarification in writing. A clarification interview may be performed via telephone/webinar and will focus on clarifying the information set forth in the proposals, rather than offering Bidders the opportunity to revise proposals. Bidders will not be compensated for the time spent or the costs incurred for the interview(s) or for responding to a written request for clarification.