TASK ORDER
Long-Term RFO Support Services for 2023 Clean Energy RFO

I. TASK ORDER SUMMARY
Clean Power Alliance ("CPA") is seeking proposals from qualified and experienced contractors (individually, a “Proposer” and collectively, “Proposers”) to support CPA’s 2023 solicitation for long-term clean energy, storage contracts and potentially gas fired tolls, including solicitation design, Requests for Offer ("RFO") administration, and offer evaluation and selection.

II. ABOUT CLEAN POWER ALLIANCE
CPA is California’s largest Community Choice Aggregation ("CCA") program, established in 2017 as a Joint Powers Authority made up of 32 local agencies across Los Angeles and Ventura Counties. These agencies have joined together to provide cleaner electricity at competitive rates, offering a choice in electricity service providers for the first time to over 1 million customers in our region.

III. TASK ORDER BACKGROUND
On June 24, 2021, the California Public Utilities Commission ("CPUC") issued its Decision Requiring Procurement to Address Mid-Term Reliability ("MTR") (2023-2026) ("the Decision"). The Decision orders load serving entities (LSEs), including CPA, to procure 11,500 MW of new capacity statewide to come online between 2023 and 2026. In June 2023, CPA will be launching its 2023 Clean Energy RFO to procure additional new-build resources to fully comply with the Decision and to procure other additional long-term utility scale clean energy contracts that qualify as Renewable Portfolio Standard ("RPS") eligible that will help CPA meet additional RPS and Resource Adequacy ("RA") compliance requirements.

CPA is seeking to contract with projects that qualify as either RPS eligible, MTR eligible, and/or include energy storage technologies and potentially gas fired tolls. CPA is seeking proposals from qualified Proposers to provide technical energy evaluation services for this solicitation, as described in the task list below. Proposals should demonstrate how the RFO platform will accommodate a high volume of bids as well as allow users the flexibility to provide differentiated offers.

IV. TASK LIST

A. Task 1: In advance of the RFO launch, support solicitation design and offer selection criteria.
   1. Support CPA’s development of the solicitation scope and process design, including refinement of scope of work and schedule.
   2. RFO selection criteria will incorporate the following quantitative and qualitative factors:
      b. Development risk.
      c. Environmental stewardship.
      d. Workforce Development.
      e. Benefits to Disadvantaged Communities.
      f. Project Location.

   Task 1 Deliverables:
   - Final solicitation process and schedule; framework for offer qualification and selection criteria, pre-launch notification.

B. Task 2: Administration of requests for offers of renewable energy projects.
1. Provide input on CPA’s requested products [Note: form power purchase agreements (“PPAs”) will be provided by CPA].
2. Provide feedback on CPA’s solicitation materials and a comprehensive solicitation protocol to be issued to potential providers [Note: solicitation materials are anticipated to be similar to those used in CPA’s 2022 Mid-Term Reliability RFO].
3. Provide a submission platform that accommodates a high volume of bidders, with multiple, differentiated offers from each bidder.
4. Manage Q&A process to ensure conforming proposals are provided, including all communication with bidders.
5. Project manage the solicitation process to ensure key dates are met.

Task 2 Deliverables:
- Written solicitation protocol; host website for receipt of offers; miscellaneous RFO administration services.

1. Conduct initial QA/QC of offers and notify bidders of errors needing correction.
2. Build a valuation model to perform financial analysis of individual projects and portfolios of projects to assess value and assist CPA with constructing the optimal portfolio of projects for CPA¹. Proposals should describe in detail how the tool will function and include valuation methodology for RPS-only, RPS plus storage, RA-only, gas tolls and storage-only offers.
3. Longlist Summary: Analyze project developers, project characteristics, and offer details to present offers as an initial comprehensive list of qualified and conforming project offers. The longlist deliverable will include a comprehensive Excel spreadsheet summarizing all offers with key descriptive information for each offer. The deliverable will also include a summary of RFO metrics and trends to be presented to CPA’s Board of Directors Energy Committee.
4. Valuation Ranking: perform advanced analytics on all conforming offers. Present results as a comprehensive Excel spreadsheet summarizing all conforming offers with key descriptive information and selection criteria ranking for each offer while highlighting the most attractive projects to procure. To facilitate CPA’s selection process by the RFO review team² and subsequent presentation to the Energy Committee, the valuation ranking should be provided to CPA in comprehensive and easy to understand summary report along with summary of RFO metrics and trends.

Task 3 Deliverable:
- Evaluation of all submitted offers and analysis of selected CPA portfolio and valuation ranking deliverables as described above.

D. Task 4: Ongoing valuation support for offer variations.
1. Valuation of individual offer variants for approximately 10 offers that may have variations to standard RFO protocol terms. For example, variations on project sizing or term length.

Task 4 Deliverable:
- Evaluation of one-off non-conforming offer variants as compared to both the original offer and the broader longlist valuation.

¹ Unless otherwise agreed by CPA in writing prior to the start of work under this Task Order, all models shall be produced in Excel and provided to CPA in unlocked formats.
² The review team will include CPA’s senior management and 1-3 members of CPA’s Board of Directors.
V. PROJECT SCHEDULE AND COORDINATION

Each task listed in Section IV, above, will be undertaken in close coordination with CPA’s project team. The consultant will discuss initial findings or approaches for each task with CPA’s project team before developing final work products in order to avoid rework. CPA’s project team will provide timely feedback and input in developing the work product.

The key events for CPA’s 2023 Clean Energy RFO are listed below and are subject to change. Note: rows shaded in grey are milestones related to CPA’s Board of Director’s meeting schedule.

<table>
<thead>
<tr>
<th>Key Event Dates (2023-2024)</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 4, 2023</td>
<td>CPA Board Meeting - Board approves Clean Energy RFO Services Task Order (if needed)</td>
</tr>
<tr>
<td>May 9, 2023</td>
<td>Task Order kick-off with consultant</td>
</tr>
<tr>
<td>May 15, 2023</td>
<td>Complete Task 1: Solicitation design</td>
</tr>
<tr>
<td>June 2, 2023</td>
<td>Complete Tasks 2.1 and 2.2: Finalize bidder materials</td>
</tr>
<tr>
<td>June 6, 2023</td>
<td>Complete Task 2.3: Launch RFO</td>
</tr>
<tr>
<td>June 12, 2023</td>
<td>Complete Task 2.4: Conduct RFO Webinar</td>
</tr>
<tr>
<td>June 28, 2023</td>
<td>Close Q&amp;A bidder submission window</td>
</tr>
<tr>
<td>July 10, 2023</td>
<td>Complete Task 2.5: Post Q&amp;A responses</td>
</tr>
<tr>
<td>July 19, 2023</td>
<td>Offers Due</td>
</tr>
<tr>
<td>August 1, 2023</td>
<td>Task 3.1: Complete QA/QC of RFO responses and Task 3.3: Longlist Summary</td>
</tr>
<tr>
<td>August 23, 2023</td>
<td>CPA Energy Committee – Review RFO Longlist trends</td>
</tr>
<tr>
<td>Late-August 2023</td>
<td>Complete 3.3: Perform individual contract and portfolio analysis and 3.4 Valuation Ranking</td>
</tr>
<tr>
<td>Early-September 2023</td>
<td>Shortlist selection recommendation by CPA’s RFO review team</td>
</tr>
<tr>
<td>Mid-September 2023</td>
<td>CPA Energy Committee – Approve shortlist</td>
</tr>
<tr>
<td>September 2023 – January 2024</td>
<td>Task 4: Ongoing valuation support as needed through PPA negotiations</td>
</tr>
<tr>
<td>February 8, 2024&lt;sup&gt;3&lt;/sup&gt;</td>
<td>CPA Board meeting - Approve negotiated PPAs</td>
</tr>
</tbody>
</table>

<sup>3</sup> February 8<sup>th</sup> is the target date for PPA approvals. PPA negotiations may extend through the first half of 2024.
A. TASK ORDER SOLICITATION SCHEDULE

- April 6, 2023: Task Order released.
- April 11, 2023, by 4:00 PM (PDT): Deadline to submit questions to CPA. Please submit questions to contracting@cleanpoweralliance.org and cc: jmcmamara@cleanpoweralliance.org and acaryotakis@cleanpoweralliance.org.
- April 14, 2023, by 5:00 PM (PDT): CPA to release responses to proposer questions on its website at www.cleanpoweralliance.org.
- April 19, 2023, by 4:00 PM (PDT): Deadline for Proposals to Task Order solicitation. Please submit Proposals to contracting@cleanpoweralliance.org.
- April 20-25, 2023: CPA evaluates Proposals, selects Proposer(s), and if appropriate, negotiates final Task Order(s).
- May 4, 2023: Task Order(s) presented to Board for approval (if needed).
- May 5, 2023: Task Order(s) executed, and selected Proposer(s) begin work.

VI. PROPOSER QUESTIONS & CPA RESPONSES

Potential Proposers may submit questions regarding this Task Order by sending an email to contracting@cleanpoweralliance.org with a copy to jmcmamara@cleanpoweralliance.org and acaryotakis@cleanpoweralliance.org. All questions must be received by 4:00 PM (PDT) on April 11, 2023. When submitting questions, please specify which section of the Task Order you are referencing and quote the language that prompted the question. CPA will post responses to all of the questions within 3 business days after the deadline for question to CPA’s website at: https://cleanpoweralliance.org/contracting-opportunities/.

CPA reserves the right to group similar questions when providing answers. Questions may address issues or concerns that the evaluation criteria and/or business requirements would unfairly disadvantage providers or, due to unclear instructions, may result in CPA not receiving the best possible responses from provider.

VII. BUDGET

Pricing should be proposed on a fixed price basis. Subconsultant costs, if applicable, should be broken out separately. In its cost proposal, Proposer should budget for regular check-in calls with CPA staff.

A. COSTS

Qualified Proposers should include costs broken out separately by the following task grouping:

- Task 1.
- Task 2.
- Task 3 and Task 4.

CPA reserves the right to select Proposers for one or all tasks and may select multiple Proposers to cover different tasks.

VIII. PROPOSAL REQUIREMENTS

Proposals shall include the following components:
• Overall approach to the work
• Detailed project schedule and milestones
• Detailed workplan for completion of deliverables
• List of subconsultants, if applicable, and roles by task
• Examples of similar projects and processes
• Cost, including list of personnel with titles and rates
• Completed Vendor Campaign Contribution Disclosure Form (Exhibit D5)
• Signed Public Records Act Letter Agreement (Exhibit D6)

These components will be the basis for developing a Statement of Work that will constitute the contractual obligation of process, timing, and deliverables provided by the selected Proposer.

**IX. RESERVATION OF RIGHTS**

CPA may, at its sole discretion, accept or reject any or all submittals submitted in response to this task order. CPA also may, in its sole discretion, make no award for this task order or cancel this task order in its entirety. In addition, CPA may, at its sole discretion, only elect to proceed with a task order for some of the services included in the proposal. CPA further reserves its right to waive minor errors and omissions in proposals, request additional information or revisions to submittals, and to negotiate with any or all qualified Proposers.

CPA shall not be liable for any costs incurred by the qualified Proposer in connection with the preparation and submission of any submittal. CPA reserves the right to waive inconsequential disparities in a qualified Proposer’s submission. CPA has the right to amend the task order, in whole or in part, by written addendum, at any time. CPA is responsible only for that which is expressly stated in this solicitation document and any authorized written addenda. Such addendum shall be made available to each person or organization which CPA records indicate has received this task order. 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 CPA. CPA 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. CPA has the right to reissue the task order at a future date.

**X. CONFIDENTIALITY AND PUBLIC RECORDS**

Proposals submitted for this task order shall become the exclusive property of CPA. CPA is subject to the California Public Records Act (“CPRA”). The selected Proposer’s proposal will become a matter of public record when contract negotiations are complete and when an agreement is executed by CPA. Exceptions to disclosure may be available to those parts or portions of proposals that are justifiably and reasonably defined as business or trade secrets, and plainly marked by the Proposer as “Trade Secret”, “Confidential”, or “Proprietary”. CPA shall not, in any way, be liable or responsible for the disclosure of any such record or any parts thereof, if disclosure is required or permitted under the CPRA or otherwise by law.

In the event CPA receives a CPRA request for any of the aforementioned documents, information, books, records, and/or contents of a proposal marked “Confidential”, “Trade Secrets”, or “Proprietary”, Proposer agrees to defend and indemnify CPA from all costs and expenses, including reasonable attorneys’ fees, incurred in connection with any action, proceedings, or liability arising in connection with the CPRA request.

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, and 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.
XI. CONFLICTS OF INTEREST

CPA is governed by the Political Reform Act, Government Code Section 1090, Government Code Section 84308, and other requirements governing conflicts, campaign contributions, and gifts. Proposers are required to review all applicable conflict of interest laws. In addition, CPA has adopted policies governing Proposer conduct. Proposers are advised to review all policies, including the Vendor Communication Policy available here: https://cleanpoweralliance.org/key-documents/.

You may not contact or receive information outside of this RFP process. If it is discovered that a prospective Proposer contacted and received information from anyone other than the email address specified above and under the process specified herein regarding this solicitation, CPA may, in its sole discretion, disqualify your proposal from further consideration.

XII. TASK ORDER CONTACT

All contact regarding this task order or any matter relating thereto must be in writing and may be emailed to contracting@cleanpoweralliance.org with a copy to jmcnamara@cleanpoweralliance.org and acaryotakis@cleanpoweralliance.org.
**EXHIBIT A**
CLEAN POWER ALLIANCE ADMINISTRATION

**CPA's PROJECT DIRECTOR:**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Lindsay Saxby</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td>Vice President, Power Supply</td>
</tr>
<tr>
<td>Address:</td>
<td>801 S. Grand Ave., Suite 400</td>
</tr>
<tr>
<td></td>
<td>Los Angeles, CA 90017</td>
</tr>
<tr>
<td>Telephone:</td>
<td>(213) 280-4011</td>
</tr>
<tr>
<td>E-Mail Address:</td>
<td><a href="mailto:lsaxby@cleanpoweralliance.org">lsaxby@cleanpoweralliance.org</a></td>
</tr>
</tbody>
</table>
Task Order No. XX

CONTRACTOR ADMINISTRATION

CONTRACTOR'S PROJECT MANAGER:

Name: __________________________
Title: __________________________
Address: ________________________
Telephone: _______________________
Facsimile: ______________________
E-Mail Address: __________________

CONTRACTOR'S AUTHORIZED OFFICIAL(S)

Name: __________________________
Title: __________________________
Address: ________________________
Telephone: _______________________
Facsimile: ______________________
E-Mail Address: __________________

Name: __________________________
Title: __________________________
Address: ________________________
Telephone: _______________________
Facsimile: ______________________
E-Mail Address: __________________
EXHIBIT C
SAMPLE TASK ORDER FORMAT

MASTER AGREEMENT TASK ORDER
(FIXED PRICE PER DELIVERABLE BASIS)

__________________________________________
(CONTRACTOR NAME)

Work Order No. ______________ CPA Master Agreement No. ______________

Project Title: Long-Term RFO Support Services for 2023 Clean Energy RFO

Period of Performance: ________________________________

CPA PROJECT DIRECTOR: ________________________________

CPA TASK ORDER MANAGER: ________________________________

I. GENERAL
Contractor shall satisfactorily perform all the tasks and provide all the deliverables detailed in the Statement of Work attached hereto, on a fixed price per deliverable basis, in compliance with the terms and conditions of Contractor’s Master Agreement.

II. PERSONNEL
Contractor shall provide the below-listed personnel:

Skill Category: ________________________________

Name: ________________________________

Name: ________________________________

Name: ________________________________

III. PAYMENT
A. The Total Maximum Amount that CPA shall pay Contractor for all deliverables to be provided under this Task Order is shown below:

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Maximum Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-RFO Activities (Task Order Deliverable 1)</td>
<td>$______________</td>
</tr>
<tr>
<td>RFO Administration (Task Order Deliverable 2)</td>
<td>$______________</td>
</tr>
<tr>
<td>RFO Evaluation &amp; Negotiation Support</td>
<td>$______________</td>
</tr>
<tr>
<td>(Task Order Deliverables 3 &amp; 4)</td>
<td>$______________</td>
</tr>
</tbody>
</table>

Total Maximum Amount: $______________

C-4
B. Contractor shall satisfactorily provide and complete all required deliverables in accordance with Statement of Work notwithstanding the fact that total payment from CPA for all deliverables shall not exceed the Total Maximum Amount in III.A, above.

C. Contractor shall submit all invoices under this Task Order to:

Clean Power Alliance  
Attn: Accounts Payable  
801 S. Grand Ave., Suite 400  
Los Angeles, CA 90017

IV. SERVICES

In accordance with Master Agreement Section 2, Contractor may not be paid for any task, deliverable, service, or other work that is not specified in this Task Order, and/or that utilizes personnel not specified in this Task Order, and/or that exceeds the Total Maximum Amount of this Task Order, and/or that goes beyond the expiration date of this Task Order.

ALL TERMS OF THE MASTER AGREEMENT SHALL REMAIN IN FULL FORCE AND EFFECT. THE TERMS OF THE MASTER AGREEMENT SHALL GOVERN AND TAKE PRECEDENCE OVER ANY CONFLICTING TERMS AND/OR CONDITIONS IN THIS TASK ORDER. NEITHER THE RATES NOR ANY OTHER SPECIFICATIONS IN THIS TASK ORDER ARE VALID OR BINDING IF THEY DO NOT COMPLY WITH THE TERMS AND CONDITIONS OF THE MASTER AGREEMENT.

Contractor’s signature on this Task Order document confirms Contractor’s awareness of the terms and conditions of the Master Agreement and specifically with the provisions of Section 2 of the Master Agreement, which establish that Contractor shall not be entitled to any compensation whatsoever for any task, deliverable, service, or other work:

A. That is not specified in this Task Order, and/or
B. That utilizes personnel not specified in this Task Order, and/or
C. That exceeds the Total Maximum Amount of this Task Order, and/or
D. That goes beyond the expiration date of this Task Order.

REGARDLESS OF ANY ORAL PROMISE MADE TO CONTRACTOR BY ANY CLEAN POWER ALLIANCE PERSONNEL WHATSOEVER.

CONTRACTOR

By: ________________________________
Name: ________________________________
Title: ________________________________

CLEAN POWER ALLIANCE

BY: ________________________________
Name: ________________________________
Title: ________________________________
EXHIBIT D

FORMS REQUIRED FOR EACH TASK ORDER
BEFORE WORK BEGINS

D1  CERTIFICATION OF EMPLOYEE STATUS
D2  CERTIFICATION OF NO CONFLICT OF INTEREST
D3  CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT
D4  CONTRACTOR/SUBCONTRACTOR EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT
D5  CAMPAIGN CONTRIBUTIONS DISCLOSURE FORM
D6  CALIFORNIA PUBLIC RECORDS ACT ACKNOWLEDGEMENT AND AGREEMENT
EXHIBIT D1
CERTIFICATION OF EMPLOYEE STATUS

CONTRACTOR NAME: ________________________________

Task Order No. CPA Master Agreement No. ________________

I CERTIFY THAT: (1) I am an Authorized Official of Contractor; (2) the individual(s) named below is(are) Contractor’s employee(s) or subcontractor; (3) applicable state and federal income tax, FICA, unemployment insurance premiums, and workers’ compensation insurance premiums, in the correct amounts required by state and federal law, will be withheld as appropriate, and paid by Contractor for the individual(s) named below or for its subcontractor (if applicable) for the entire time period covered by the attached Task Order. The Contractor shall be solely responsible for any and all payments to its employees or subcontractor.

EMPLOYEES/SUBCONTRACTOR

1. ________________________________________________________________

2. ________________________________________________________________

3. ________________________________________________________________

4. ________________________________________________________________

I declare under penalty of perjury that the foregoing is true and correct.

________________________________________
Signature of Authorized Official

________________________________________
Printed Name of Authorized Official

________________________________________
Title of Authorized Official

________________________________________
Date
EXHIBIT D2
CERTIFICATION OF NO CONFLICT OF INTEREST

CONTRACTOR NAME: ________________________________

Task Order No.__ CPA Master Agreement No.__

The Clean Power Alliance will not contract with, and shall reject any response to the Pre-Qualification RFQ submitted by, the persons or entities specified below, unless the Executive Director finds that special circumstances exist which justify the approval of such contract:

1. Employees of CPA or staff of any of the members or members of the Board of CPA.
2. Profit-making firms or businesses in which its employees may have participated in the preparation of the bid or proposal of the Task Order.

Contractor hereby declares and certifies that no Contractor personnel, nor any other person acting on Contractor’s behalf, including any subcontractors, who prepared and/or participated in the preparation of the bid or proposal submitted for the Task Order specified above, has a conflict that would prevent them from completing the Task Order.

I declare under penalty of perjury that the foregoing is true and correct.

__________________________________________
Signature of Authorized Official

__________________________________________
Printed Name of Authorized Official

__________________________________________
Title of Authorized Official

__________________________________________
Date
CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

Contractor Name _________________________________________

Task Order No.________________                         CPA Master Agreement No. ______________________

GENERAL INFORMATION:

The Contractor referenced above has entered into a Master Agreement with the Clean Power Alliance to provide certain services to CPA. Contractor is required to sign this Contractor Acknowledgement and Confidentiality Agreement.

CONTRACTOR ACKNOWLEDGEMENT:

Contractor understands and agrees that the Contractor employees, consultants, outsourced vendors, subcontractors, and independent contractors (Contractor’s Staff) that will provide services in the above referenced agreement are Contractor’s sole responsibility. Contractor understands and agrees that Contractor’s Staff must rely exclusively upon Contractor for payment of salary and any and all other benefits payable by virtue of Contractor’s Staff’s performance of work under the above-referenced Master Agreement.

Contractor understands and agrees that Contractor’s Staff are not employees of CPA for any purpose whatsoever and that Contractor’s Staff do not have and will not acquire any rights or benefits of any kind from CPA by virtue of my performance of work under the above-referenced Master Agreement. Contractor understands and agrees that Contractor’s Staff will not acquire any rights or benefits from CPA pursuant to any agreement between any person or entity and CPA.

CONFIDENTIALITY AGREEMENT:

Contractor and Contractor’s Staff may be involved with work pertaining to services provided by the CPA and, if so, Contractor and Contractor’s Staff may have access to confidential data and information pertaining to persons and/or entities receiving services from CPA. In addition, Contractor and Contractor’s Staff may also have access to proprietary information supplied by other vendors doing business with CPA, including advanced meter infrastructure data or similarly sensitive or confidential information. In addition, Contractor and Contractor’s Staff may also have access to proprietary information supplied by other vendors doing business with CPA. CPA has a legal obligation to protect all such confidential data and information in its possession, especially advanced meter data, or similar sensitive or confidential data and information. Contractor and Contractor’s Staff understand that if they are involved in CPA work, CPA must ensure that Contractor and Contractor’s Staff will protect the confidentiality of such data and information. Consequently, Contractor must sign this Confidentiality Agreement as a condition of work to be provided by Contractor’s Staff for CPA.

Contractor and Contractor’s Staff hereby agrees that they will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced Master Agreement between Contractor and the CPA. Contractor and Contractor’s Staff agree to forward all requests for the release of any data or information received to CPA Project Director.

Contractor and Contractor’s Staff agree to keep confidential all records and all data and information pertaining to persons and/or entities receiving services from CPA, Contractor proprietary information and all other original materials produced, created, or provided to Contractor and Contractor’s Staff under the above-referenced Master Agreement. Contractor and Contractor’s Staff agree to protect these confidential materials against disclosure to other than Contractor or CPA employees who have a need to know the information. Contractor and Contractor’s Staff agree that if proprietary information supplied by other CPA vendors is provided during this employment, Contractor and Contractor’s Staff shall keep such information confidential.

Contractor and Contractor’s Staff agree to report any and all violations of this agreement by Contractor and Contractor’s Staff and/or by any other person of whom Contractor and Contractor’s Staff become aware.

Contractor and Contractor’s Staff acknowledge that violation of this Confidentiality and Acknowledgement Agreement may subject Contractor and Contractor’s Staff to civil and/or criminal action and that CPA may seek all possible legal redress.

SIGNATURE: __________________________________________ DATE: _____/_____/

PRINTED NAME: ________________________________________ TITLE ___________________________
EXHIBIT D4
CONTRACTOR NON-EMPLOYEE ACKNOWLEDGEMENT AND
CONFIDENTIALITY AGREEMENT

Contractor Name:

Employee/Subcontractor Name:

Task Order No. CPA Master Agreement No.________________________

GENERAL INFORMATION:
The Contractor referenced above has entered into a Master Agreement with the CPA to provide certain services to CPA. CPA requires your signature on this Contractor Non-Employee Acknowledgement and Confidentiality Agreement.

NON-EMPLOYEE ACKNOWLEDGEMENT:
I understand and agree that the Contractor referenced above has exclusive control for purposes of the above-referenced Master Agreement. I understand and agree that I must rely exclusively upon the Contractor referenced above for payment of salary and any and all other benefits payable to me or on my behalf by virtue of my performance of work under the above-referenced Master Agreement.

I understand and agree that I am not an employee of the CPA for any purpose whatsoever and that I do not have and will not acquire any rights or benefits of any kind from CPA by virtue of my performance of work under the above-referenced Master Agreement. I understand and agree that I do not have and will not acquire any rights or benefits from CPA pursuant to any agreement between any person or entity and CPA.

I understand and agree that I may be required to undergo a background and security investigation(s). I understand and agree that my continued performance of work under the above-referenced Master Agreement is contingent upon my passing, to the satisfaction of CPA, any and all such investigations. I understand and agree that my failure to pass, to the satisfaction of CPA, any such investigation shall result in my immediate release from performance under this and/or any future agreements with the CPA.

CONFIDENTIALITY AGREEMENT:
I may be involved with work pertaining to services provided by CPA and, if so, I may have access to confidential data and information pertaining to persons and/or entities receiving services from CPA, including advanced meter infrastructure data and similarly sensitive information. In addition, I may also have access to proprietary information supplied by other vendors doing business with CPA. The County has a legal obligation to protect all such confidential data and information in its possession, especially advanced meter infrastructure data or similarly sensitive confidential data and information. I understand that if I am involved in CPA work, CPA must ensure that I, too, will protect the confidentiality of such data and information. Consequently, I understand that I must sign this agreement as a condition of my work to be provided by the above-referenced Contractor for CPA. I have read this agreement and have taken due time to consider it prior to signing.

I hereby agree that I will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced Master Agreement between the above-referenced Contractor and CPA. I agree to forward all requests for the release of any data or information received by me to the above-referenced Contractor.

I agree to keep confidential all data and information pertaining to persons and/or entities receiving services from CPA, Contractor proprietary information, and all other original materials produced, created, or provided to or by me under the above-referenced Master Agreement. I agree to protect these confidential materials against disclosure to other than the above-referenced Contractor or CPA employees who have a need to know the information. I agree that if proprietary information supplied by other CPA vendors is provided to me, I shall keep such information confidential.

I agree to report to the above-referenced Contractor any and all violations of this agreement by myself and/or by any other person of whom I become aware. I agree to return all confidential materials to the above-referenced Contractor upon completion of this Master Agreement or termination of my services hereunder, whichever occurs first.

SIGNATURE: _______________________________ DATE: __/__/____

PRINTED NAME: __________________________________________

POSITION: __________________________________________
EXHIBIT D5
CAMPAIGN CONTRIBUTIONS DISCLOSURE FORM

Government Code Section 84308

In accordance with California law, bidders and contracting parties are required to disclose information relating to any campaign contributions made to Clean Power Alliance of Southern California’s (CPA) Regular or Alternate Directors, including: the name of the party making the contribution (which includes any parent, subsidiary or otherwise related business entity, as defined below), the amount of the contribution, and the date the contribution was made. 2 Cal. Code of Regs. (C.C.R.) §18438.8(b).

California law prohibits a party, participant, or an agent, from making campaign contributions to a CPA Director of more than $250 while their contract is pending before the CPA Board; and further prohibits a campaign contribution from being made for three (3) months following the date of the final decision by the CPA Board. Gov’t Code §84308(d).

For purposes of reaching the $250 limit, the campaign contributions of the bidder or contractor plus contributions by its parents, affiliates, and related companies of the contractor or bidder are added together. 2 C.C.R. §18438.5.

In addition, a CPA Director must abstain from voting on a contract or permit if they have received a campaign contribution from a party or participant to the proceeding, or agent, totaling more than $250 in the 12-month period prior to the consideration of the item by the CPA Board. Gov’t Code §84308(c).

The names of the Regular and Alternate Directors and their member agency are attached hereto as Attachment 1.

*  *  *  *  *  *  *  *

Every bidder or contractor must disclose as follows:

Section 1

Bidder/Contractor (Legal Name) ________________________________.

List any parent, subsidiaries, or otherwise affiliated business entities of Contractor (See definitions in 2 C.C.R. §18438.5):

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

*Attach additional pages, if necessary
Section 2

Has Contractor or Proposer (identified in Section I) and/or any parent, subsidiary, or affiliated company, or agent thereof, made a campaign contribution(s) totaling $250 or more in the aggregate to a Director of CPA’s Board in the 12 months preceding the date of execution of this disclosure?

Yes ☐
No ☐

If YES, proceed to Section 3 and complete. Then, sign and date under Section 4.
If NO, proceed to Section 4.

Section 3

<table>
<thead>
<tr>
<th>Regular/Alternate Director</th>
<th>Amount of Contribution</th>
<th>Date of Contribution</th>
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<td></td>
</tr>
</tbody>
</table>

*Attach additional pages, if necessary

Section 4

I, ____________________________, [print name] am authorized to sign this disclosure on behalf of the Contractor/Proposer identified in Section 1. I acknowledge and understand Government Code Section 84308 requirements. I declare the foregoing disclosures to be true and correct.

TITLE: ____________________________

SIGNATURE: _______________________

DISCLOSURE DATE: __________________
## REGULAR DIRECTORS

<table>
<thead>
<tr>
<th>Member Agency</th>
<th>Regular Directors</th>
<th>Title</th>
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<tbody>
<tr>
<td>Agoura Hills</td>
<td>Deborah Klein Lopez</td>
<td>Councilmember</td>
</tr>
<tr>
<td>Alhambra</td>
<td>Jeff Maloney</td>
<td>Councilmember</td>
</tr>
<tr>
<td>Arcadia</td>
<td>Michael Cao</td>
<td>Councilmember</td>
</tr>
<tr>
<td>Beverly Hills</td>
<td>Julian Gold</td>
<td>Councilmember</td>
</tr>
<tr>
<td>Calabasas</td>
<td>David Shapiro</td>
<td>Councilmember</td>
</tr>
<tr>
<td>Camarillo</td>
<td>Susan Santangelo</td>
<td>Councilmember</td>
</tr>
<tr>
<td>Carson</td>
<td>Cedric Hicks</td>
<td>Councilmember</td>
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<tr>
<td>Claremont</td>
<td>Corey Calaycay</td>
<td>Councilmember</td>
</tr>
<tr>
<td>Culver City</td>
<td>Albert Vera</td>
<td>Mayor</td>
</tr>
<tr>
<td>Downey</td>
<td>Mario Trujillo</td>
<td>Councilmember</td>
</tr>
<tr>
<td>Hawaiian Gardens</td>
<td>Maria Teresa Del Rio</td>
<td>Councilmember</td>
</tr>
<tr>
<td>Hawthorne</td>
<td>Alex Monteiro</td>
<td>Councilmember</td>
</tr>
<tr>
<td>Los Angeles County</td>
<td>Lindsey Horvath</td>
<td>Supervisor, 3rd District</td>
</tr>
<tr>
<td>Malibu</td>
<td>Marianne Riggins</td>
<td>Councilmember</td>
</tr>
<tr>
<td>Manhattan Beach</td>
<td>Amy Howorth</td>
<td>Councilmember</td>
</tr>
<tr>
<td>Moorpark</td>
<td>Renee Delgado</td>
<td>Councilmember</td>
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<tr>
<td>Ojai</td>
<td>Betsy Stix</td>
<td>Mayor</td>
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<tr>
<td>Oxnard</td>
<td>Bert Perello</td>
<td>Councilmember</td>
</tr>
<tr>
<td>Paramount</td>
<td>Vilma Cuellar Stallings</td>
<td>Councilmember</td>
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<tr>
<td>Redondo Beach</td>
<td>Christian Horvath</td>
<td>Councilmember</td>
</tr>
<tr>
<td>Rolling Hills Estates</td>
<td>Debby Stegura</td>
<td>Councilmember</td>
</tr>
<tr>
<td>Santa Monica</td>
<td>Gleam Davis</td>
<td>Councilmember</td>
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<tr>
<td>Sierra Madre</td>
<td>Robert Parkhurst</td>
<td>Councilmember</td>
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<tr>
<td>Simi Valley</td>
<td>Rocky Rhodes</td>
<td>Councilmember</td>
</tr>
<tr>
<td>South Pasadena</td>
<td>Jon Primuth</td>
<td>Councilmember</td>
</tr>
<tr>
<td>Temple City</td>
<td>Fernando Vizcarra</td>
<td>Councilmember</td>
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<tr>
<td>Thousand Oaks</td>
<td>David Newman</td>
<td>Councilmember</td>
</tr>
<tr>
<td>City of Ventura</td>
<td>Liz Campos</td>
<td>Councilmember</td>
</tr>
<tr>
<td>Ventura County</td>
<td>Vianey Lopez</td>
<td>Supervisor, 5th District</td>
</tr>
<tr>
<td>West Hollywood</td>
<td>John Erickson</td>
<td>Councilmember</td>
</tr>
<tr>
<td>Westlake Village</td>
<td>Ned Davis</td>
<td>Councilmember</td>
</tr>
<tr>
<td>Whittier</td>
<td>Fernando Dutra</td>
<td>Councilmember</td>
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## ALTERNATE DIRECTORS

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<thead>
<tr>
<th>Member Agency</th>
<th>Alternate Directors</th>
<th>Title</th>
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<tbody>
<tr>
<td>1 Agoura Hills</td>
<td>Illece Buckley Weber</td>
<td>Councilmember</td>
</tr>
<tr>
<td>2 Alhambra</td>
<td>Sasha Renee Perez</td>
<td>Councilmember</td>
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<tr>
<td>3 Arcadia</td>
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<tr>
<td>4 Beverly Hills</td>
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<tr>
<td>5 Calabasas</td>
<td>Ed Albrecht</td>
<td>Councilmember</td>
</tr>
<tr>
<td>6 Camarillo</td>
<td>Martita Martinez-Bravo Tony Trembley</td>
<td>Councilmember</td>
</tr>
<tr>
<td>7 Carson</td>
<td>Jim Dear</td>
<td>Councilmember</td>
</tr>
<tr>
<td>8 Claremont</td>
<td>Jennifer Stark</td>
<td>Councilmember</td>
</tr>
<tr>
<td>9 Culver City</td>
<td>Yasmine-Imani McMorrin</td>
<td>Councilmember</td>
</tr>
<tr>
<td>10 Downey</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>11 Hawaiian Gardens</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>12 Hawthorne</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>13 Los Angeles County</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>14 Malibu</td>
<td>Steve Uhring</td>
<td>Councilmember</td>
</tr>
<tr>
<td>15 Manhattan Beach</td>
<td>David Lesser</td>
<td>Councilmember</td>
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<tr>
<td>16 Moorpark</td>
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<td>17 Ojai</td>
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<td>18 Oxnard</td>
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<tr>
<td>19 Paramount</td>
<td>Isabel Aguayo</td>
<td>Vice Mayor</td>
</tr>
<tr>
<td>20 Redondo Beach</td>
<td>Todd Loewenstein</td>
<td>Councilmember</td>
</tr>
<tr>
<td>21 Rolling Hills Estates</td>
<td>Frank Zerunyan</td>
<td>Councilmember</td>
</tr>
<tr>
<td>22 Santa Monica</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>23 Sierra Madre</td>
<td>Kelly Kriebs</td>
<td>Council Member</td>
</tr>
<tr>
<td>24 Simi Valley</td>
<td>Fred Thomas</td>
<td>Councilmember</td>
</tr>
<tr>
<td>25 South Pasadena</td>
<td>-</td>
<td>-</td>
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<tr>
<td>26 Temple City</td>
<td>William Man Tom Chavez</td>
<td>Councilmember</td>
</tr>
<tr>
<td>27 Thousand Oaks</td>
<td>-</td>
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<tr>
<td>28 City of Ventura</td>
<td>Mike Johnson</td>
<td>Councilmember</td>
</tr>
<tr>
<td>29 Ventura County</td>
<td>Janice Parvin</td>
<td>Supervisor, 4th District</td>
</tr>
<tr>
<td>30 West Hollywood</td>
<td>Chelsea Byers</td>
<td>Councilmember</td>
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<tr>
<td>31 Westlake Village</td>
<td>Susan McSweeney</td>
<td>Councilmember</td>
</tr>
<tr>
<td>32 Whittier</td>
<td>Octavio Martinez</td>
<td>Councilmember</td>
</tr>
</tbody>
</table>
EXHIBIT D6
CALIFORNIA PUBLIC RECORDS ACT
CALIFORNIA PUBLIC RECORDS ACT ACKNOWLEDGEMENT AND AGREEMENT

The undersigned duly authorized representative, on behalf of (Contractor), acknowledges and agrees to the following:

The contents of its proposal in response to the Task Order solicitation, the contract and any documents pertaining to the performance of the Task Order resulting from this contract are public records, and therefore subject to disclosure unless a specific exemption in the California Public Records Act applies.

If a Contractor submits information it believes are confidential or proprietary, the Clean Power Alliance (CPA) may protect such information and treat it with confidentiality only to the extent permitted by law. However, it will be the responsibility of the Contractor to provide to CPA the specific legal grounds on which CPA can rely in withholding information requested under the California Public Records Act, should CPA choose to withhold such information.

General references to sections of the California Public Records Act will not suffice. Rather, the Contractor must provide a specific and complete legal basis, including applicable case law that establishes the requested information is exempt from the disclosure requirements of the California Public Records Act.

If the Contractor does not provide a specific and detailed legal basis for withholding the requested information within a time specified by CPA, CPA will release the information as required by the California Public Records Act and the Contractor will hold CPA harmless for release of this information.

It will be Contractor’s obligation to defend, at Contractor’s expense, any legal actions or challenges seeking to obtain from CPA any information requested under the California Public Records Act withheld by CPA at the Contractor’s request.

Furthermore, the Contractor shall indemnify CPA and hold it harmless for any claim or liability, and defend any action brought against CPA, resulting from CPA’s refusal to release information requested under the Public Records Act withheld at Contractor’s request.

Nothing in this Agreement creates any obligation for CPA to notify the Contractor or obtain the Contractor’s approval or consent before releasing information subject to disclosure under the California Public Records Act.

Name of Firm

Signature of Authorized Representative

Print Name and Title of Signatory

Date
EXHIBIT E

EXECUTED TASK ORDERS