

REQUEST FOR OFFER

RFO #: CAEATFA04-16

**For:
California Alternative Energy and
Advanced Transportation Financing Authority**

**CMAS Category Business Consulting –
Technical Assistance**

**Technical Assistance with the Commercial Pilot Programs under
the California Hub for Energy Efficiency Financing**

Date: December 12, 2016

You are invited to review and respond to this Request for Offer (RFO). To submit an offer for these goods and/or services, you must comply with the instructions contained in this document as well as the requirements stated in the State's Scope of Work (SOW), Attachment A and Cost Worksheet, Attachment B. By submitting an offer, your firm agrees to the terms and conditions stated in this RFO and your proposed CMAS contract.

The work should be completed within 12 months with a contract amount not to exceed \$249,999.00 for the contract term.

Read the attached document carefully. The RFO due date is January 9, 2017 and responses must be received no later than 4:00 p.m. Responses to this RFO and any required copies must be submitted via mail, clearly labeled, to the department contact noted below.

Department Contact:

Dallas Aicega
California Alternative Energy and
Advanced Transportation Financing Authority
915 Capitol Mall
Sacramento, CA 95814
(916) 653-3303
Email: caeatfa@treasurer.ca.gov

General Information

1. Background and Purpose of the RFO

The California Alternative Energy and Advanced Transportation Financing Authority (“CAEATFA”), a public instrumentality, was created in 1980 to assist specified entities by providing credit enhancements, access to low-cost financing through private activity tax-exempt bonds and loans, and other forms of financial assistance.

CAEATFA staff takes policy direction from its Board, which consists of five members: the State Treasurer, who serves as chairperson of the Authority; the State Controller; the Director of the Department of Finance; the Chairperson of the State Energy Resources Conservation and Development Commission (“California Energy Commission”); and the President of the California Public Utilities Commission (“CPUC”). CAEATFA often partners with other state agencies in implementing programs to assist with the State’s environmental and economic policy goals.

On September 19, 2013, the CPUC approved Decision 13-09-044 (the “Decision”) implementing the 2013-14 Energy Efficiency Pilot Programs (the “Pilot Programs”). In the Decision, the CPUC directs the IOUs to allocate ratepayer funds for use in the Pilot Programs.

Through the Pilot Programs, the CPUC seeks the development of “new, scalable, and leveraged financing products to offer consumers to help them produce deeper energy efficiency projects than previously achieved through traditional program approaches.”¹ The Pilot Programs include various forms of Credit Enhancements (“CE”) for residential and commercial sectors. The CEs are expected to provide additional security to third-party capital providers, thereby resulting in increased consumer access to more favorable loan or lease terms. Financial Institutions, including lenders, lease providers or energy service agreement providers (hereafter “FI” or “lender”) that enroll in the Pilot Programs will originate the credit-enhanced loans and leases to fund approved measures as described in the relevant Pilot Program regulations. FIs will have the opportunity to enroll once CAEATFA promulgates its various Pilot Program regulations. As clarified in the CPUC’s June 2015 Decision 15-06-008, each Pilot Program operates on its own two-year clock, commencing with the first loan enrollment in that pilot. CAEATFA is currently enrolling FIs for the single family residential Pilot Program.

In addition to CEs, other Pilot Program features will include an Energy Financing Line-Item Charge (“EFLIC”) on the utility bill for single family residential projects (in PG&E territory) and on-bill repayment (“OBR”) mechanisms for master-metered multifamily and non-residential properties (in all Investor-Owned Utility service territories), which are intended to “test whether payment on the utility bill increases debt service performance across market sectors.”²

CAEATFA’s Role

CAEATFA assumed the role of managing the California Hub for Energy Efficiency Financing (“CHEEF”). As the manager of the CHEEF, CAEATFA facilitates interactions between multiple stakeholders, including the CPUC, California’s four Investor-Owned Utilities (“IOUs”), FIs, contractors and customers/borrowers. CAEATFA is tasked with developing the program

¹ CPUC Decision 13-09-044, p. 3.

² CPUC Decision 13-09-044, p. 5.

structures through regulations and procedures, managing the flow of funds and data for the Pilot Programs, and providing a simple, streamlined structure through which those stakeholders can participate in a standardized “open market” that facilitates financing of energy efficiency projects in California. The CPUC further directed the IOUs to enter into a contract with CAEATFA to establish procedures for the primary CHEEF functions of fund management, financial product data and borrower data management and transfer, and OBR and EFLIC billing and collections oversight. CAEATFA will promulgate regulations for the Pilot Programs through a public rulemaking process, and develop pro forma program documentation for use by FIs.

In addition, CAEATFA has entered and will enter into contracts for services necessary to implement the Pilot Programs, including the services contemplated by this RFO. Other contractors will include the Data Manager, which will organize and publicly present certain data elements provided by the Master Servicer for the Pilot Programs and by other program administrators for additional energy efficiency financing programs in a way that ensures the security and legality of data sharing on a public portal. CAEATFA will also enter into a contract with a Contractor Trainer/Manager, which would assist with program-specific training and oversight of contractors participating in the Pilot Programs.

With this RFO, CAEATFA is seeking technical assistance with the development and implementation of the Pilot Programs. The services are concentrated in providing technical expertise on commercial energy efficiency industry standards and best practices as they relate to the Pilot Programs, such as contractor requirements, project quality assurance and quality control protocols, energy efficiency savings, the application of building science principles as applicable, how those components are best integrated with standard financing practices, the flow of data under the various pilots, and the incorporation of best practices and industry standards into program processes and procedures to balance the necessary requirements for appropriate oversight and facilitating high transaction volume in the California market. The contractor chosen (“Contractor”) will provide analytical and advisory support, and assist with development and implementation to accommodate the pilot development timetable and CAEATFA’s staffing fluctuations.

The Energy Efficiency Financing Pilot Programs

The Pilot Programs encompass multiple market sectors with different approaches to each market. Broadly, the Pilot Programs incentivize FIs to participate by providing CEs and/or servicing assistance. Pilot Programs may offer one or more of the following: (1) credit enhancements that cover some portion of the risk of default and/or delinquency on customer payments; (2) on-bill repayment through which customers repay financing charges via the utility bill; and (3) on-bill repayment through which the IOU’s customer service disconnection process is tied to the customer’s failure to make financing repayments.

Credit Enhancement Structures – The Pilot Programs will use a Loss Reserve Fund to offset FI losses on charged-off loans or leases, reducing FI risk. In addition, the Master-Metered Multifamily Financing Pilot Program may use a Debt Service Reserve Fund to offset a customer’s delinquent or partial payment of financing charges.

- Loss Reserve Fund. A Loss Reserve Fund sets aside a certain amount of money (reserve) for each eligible loan or lease into a pool to cover potential losses in case the lender ultimately charges off a loan or lease for non-payment. The lender’s loss share (an agreed percentage of the loss) of the total loan or lease may be recovered

by the lender from its total Loss Reserve Fund portfolio. The lender remains at risk for the remainder, as well as for aggregate losses in excess of its pool limit. In the event that funds are drawn from the debt service reserve fund or operational reserve fund to address a customer's credit issues, Loss Reserve Funds may be used to reimburse the amounts drawn from the Debt Service Reserve Fund or Operational Reserve Fund for that individual loan and will be credited toward the lender's loss share for the charged-off loan.

- Debt Service Reserve Fund ("DSRF"). The DSRF is limited to the Master-Metered Multifamily Financing Program, and may be adopted by CAEATFA as a credit enhancement mechanism in this Program. This DSRF may be used to pay a FI up to a specified number of months, currently contemplated to be three months, of debt service payments on behalf of a multi-family customer and keep that multi-family customer current on its financing charges during that period. The FI will not be allowed to access more than the sum total of the specified number of payments per loan/lease at any time, so the Master Servicer will be required to track total DSRF payments made. If the FI charges off the customer obligation, then the Loss Reserve Fund will reimburse the DSRF for the amount that the DSRF has paid, with any remaining balance paid to the FI.

Operational Reserve Structure – The Operational Reserve Fund is designed to cover delays in remitting customer payments from the IOU to the Master Servicer. The Operational Reserve Fund, as contemplated, will not be used to cover a customer's late or partial payments. As such, all draws from this fund will be reimbursed by the Master Servicer with funds remitted by an IOU or potentially transferred from a FI's Loss Reserve Fund account if the Operational Reserve Fund was used for a loan or lease that the FI subsequently charged off.

Pilot Program Descriptions – Below are general descriptions of each of the Pilot Programs.

- Residential Energy Efficiency Loan ("REEL") Assistance Program (launched Q3 2016). Open to multiple FIs, this Pilot Program offers a Loss Reserve Fund for residential energy efficiency and demand response upgrades. This pilot has been developed and was launched in July 2016.
- Energy Financing Line-Item Charge ("EFLIC") (anticipated launch Q3 2017). The REEL Program also incorporates EFLIC, a sub-Pilot Program available in PG&E's service area. The EFLIC is designed to evaluate the attractiveness to customers in the residential sector of repaying energy efficiency financing obligations through a line item charge on the utility bill, and to identify its impact on residential loan performance. For projects participating in the EFLIC sub-Pilot Program, an Operational Reserve Fund may be available in addition to the Loss Reserve Fund.
- Small Business Pilot (On-Bill Loan, On-Bill Energy Service Agreement ("ESA")/and Lease, and Off-Bill Energy Service Agreement and Lease) Programs (anticipated launch Q2/Q3 2017). This Pilot Program includes a Loss Reserve Fund for loans, ESAs, and leases to small businesses for energy efficiency and demand response improvements. Loans enrolling in this program must use OBR, but leases and ESAs may be on- or off-bill, and an Operational Reserve Fund may be available in addition to the Loss Reserve Fund. Borrowers participating in the off-bill Small Business pilot may undertake projects that include distributed generation, but that portion of the

financing will receive no credit enhancement and will not be claim-eligible for a lender in the case of default. Borrowers participating in this Pilot Program may be subject to service disconnection for failure to make financing payments.

- Non-Residential Loan (anticipated launch Q3 2017). This Pilot Program allows customers who take on loans for non-residential energy efficiency and/or demand response projects to make their financing payments using OBR. Because no credit enhancement will be available for this Pilot Program, projects may include distributed generation measures. An Operational Reserve Fund may be available. Borrowers participating in this Pilot Program may be subject to service disconnection for failure to make financing payments.
- Master-Metered Multifamily Financing Program (“MMMFP”) (OBR, anticipated launch 2018). Open to multiple FIs, this Pilot Program is expected to offer a DSRF or other credit enhancement for energy efficiency and demand response improvements on master-metered multifamily properties (defined as “affordable housing”), a Loss Reserve Fund, and an Operational Reserve Fund.

The table below includes the estimated budgets for CEs under each Pilot Program. A total of \$8 million will be available to implement marketing, education, outreach, and training (“ME&O”) for all Pilot Programs. CAEATFA may use up to \$2 million to conduct education, outreach, and training activities for financial institutions and contractors. The Center for Sustainable Energy (“CSE”), IOUs, CPUC, and CAEATFA are collaborating to develop a plan that will further inform ME&O implementation.

These estimated CE funds available are an indication of the size of the program(s) that might develop. However, CAEATFA does not guarantee any volume estimates for actual Pilot Program activity.

Pilot Program	Estimated CE Funds Available³
Residential Energy Efficiency Loan (“REEL”) Assistance Program <i>(previously Single Family Loan Program)</i>	\$20,998,913
Master-Metered Multi-Family Program	\$2,127,008
Small Business	\$9,910,103
Non-Residential OBR (w/o CEs)	N/A

Third-Party Agreement Provisions and Information Security Requirements

Pursuant to the CHEEF Implementation Agreement effective September 12, 2014, as amended effective August 5, 2015 (Amendment No. 1) and October 28, 2015 (Amendment No. 2) entered into by and among the California Alternative Energy and Advanced Transportation Financing Authority, a public instrumentality of the State of California created pursuant to Division 16 (commencing with Section 26000) of the California Public Resources Code, Pacific Gas and Electric Company, a California corporation (“PG&E”), San Diego Gas & Electric Company, a California corporation (“SDG&E”), Southern California Edison

³ The estimates for CE funds available draw from budgets included in the IOUs’ Program Implementation Plans submitted to the CPUC, and are subject to change.

Company, a California corporation (“SCE”), and Southern California Gas Company, a California corporation (“SoCalGas”), terms for the protection of the IOUs are included as Attachment C to this RFO and will be made part of the ordering department’s STD.65 Purchasing Authority Purchase Order and procurement contract file.

2. Key Dates

<u>Event</u>	<u>Date</u>
Release of RFO	December 12, 2016
RFO Response Submission Due date (and time)	January 9, 2017; 4:00 p.m.
State Review of Offer Submissions	January 10-13, 2017
Estimated Start Date	January 23, 2017

3. RFO Response Requirements

This RFO and the offeror’s response to this document will be made part of the ordering department’s STD.65 Purchasing Authority Purchase Order and procurement contract file.

Responses must contain all requested information and data and conform to the format described in this section. It is the offeror’s responsibility to provide all necessary information for the State to evaluate the response, verify requested information and determine the offeror’s ability to perform the tasks and activities defined in the State’s Scope of Work (Attachment A) and Cost Worksheet (Attachment B) provided as required below.

The offeror must submit one (1) original and three (3) copies of their response to the department contact name and address contained on the cover sheet to this RFO.

Departments must offer procurement opportunities to California certified small businesses (SB), micro-businesses (MB), and disabled veteran business enterprises (DVBE), whenever possible. See attached Bidder Declaration (GSPD 05-105) to allow suppliers to identify if they are a DVBE and identify DVBE subcontractors, their proposed contract function and the corresponding percentage of participation.

Click here to access the [Bidder Declaration Narrative](#).

Click here to access the [Bidder Declaration, GSPD 05-105 – Written Version](#).

4. RFO Response Content

The majority of the information required to respond to this RFO is contained in the State’s Scope of Work (Attachment A) and Cost Worksheet (Attachment B).

a) Response to State’s Scope of Work (Attachment A): The offeror’s “Statement of Work” responds to the State’s Scope of Work and will be used to evaluate responsiveness to requirements. This Statement of Work response must map each task/deliverable item back to the Attachments. The response must include any additional information that the offeror deems necessary to explain how the offeror intends to meet CAEATFA’s requirements. The Statement of Work needs to contain the following as appropriate:

1. Overview of the required tasks and outcomes,
2. Description of how the tasks will be performed,

3. Work plan for each task, including sub-task description, including due date for each deliverable,
 4. Samples of work from other projects, or outlines of what deliverables are proposed for the required Tasks,
 5. Organization chart that identifies the proposed contract team,
 6. Resumes for each identified member of the contract team, detailing experience meeting the State's requirements, and
 7. Any other requirements shown in the State's Scope of Work document.
- b) Response to Cost Worksheet (Attachment B): This attachment will detail staff hours by classification, and hourly rate per classification, by task(s) and deliverable(s). These costs must map by each classification to the offeror's Statement of Work.

5. Presentation and Interviews:

Interviews may be scheduled with offerors. If interviews are scheduled, CAEATFA will contact the offeror and determine a time that is acceptable to the State and offeror.

6. The response must include a full copy of the offeror's executed CMAS contract with applicable attachments and/or exhibits, and current GSA Schedule (rate list).

Review of Offers for Award

All offers must be received by CAEATFA no later than 4:00 p.m. on December 30, 2016. Offers received after this date and time will not be considered. A postmark shall not be acceptable as meeting the delivery time.

Mail or deliver offers to the following address:

California Alternative Energy and
Advanced Transportation Financing Authority
915 Capitol Mall
Sacramento, CA 95814
Attention: Dallas Aicega

Responses to this RFO will first be reviewed for responsiveness to the requirements of Attachments A and B. If an offer is missing information required in any Attachment, that offer may be deemed "non-responsive" to this solicitation. Further review is subject to CAEATFA's discretion.

Award of a purchase order resulting from this RFO against a CMAS contract will be based on a "best value" method that includes cost as a factor.

ATTACHMENT A – SCOPE OF WORK

A. Scope and Description

CAEATFA is currently developing and implementing the CHEEF Pilot Programs in collaboration with the CPUC and California’s IOUs. The Pilot Programs seek to encourage and leverage private lending and investment with various credit enhancement features such as loan loss reserves, debt service reserve funds, and the ability for IOU customers to include monthly loan payments directly on their monthly bills.

In its role as manager of the CHEEF Pilot Programs, CAEATFA is establishing the Pilot Programs’ structures and requirements through a public rulemaking process, developing pro forma program documentation for use by participants, and implementing the Pilot Programs by managing the flow of funds and data and providing a simple, streamlined structure through which those stakeholders can participate in a standardized “open market” that facilitates financing of energy efficiency projects in California.

CAEATFA is seeking technical assistance with the development and implementation of the Pilot Programs. The services are concentrated in providing technical expertise on commercial energy efficiency industry standards and best practices as they relate to the Pilot Programs, such as contractor requirements, project quality assurance and quality control protocols, energy efficiency savings, the application of building science principles as applicable, how those components are best integrated with standard financing practices, the flow of data under the various pilots, and the incorporation of best practices and industry standards into program processes and procedures to balance the necessary requirements for appropriate oversight and facilitating high transaction volume in the California market. The Contractor will provide analytical and advisory support, and assist with development and implementation to accommodate the pilot development timetable and CAEATFA’s staffing fluctuations.

The required services will vary depending on the program’s specific stage of development and implementation. Services to be provided will include, but are not limited to the items below, and will be adjusted according to the appropriate stage of program development or implementation. For informational purposes, the table below represents the current anticipated timeline for program and regulations development for the Pilot Programs and will vary depending on the Programs’ specific stage of development and implementation. Services may be adjusted according to the appropriate stage of program development and/or implementation.

Anticipated Date(s)	Pilot Program Development Activity
Q3 2016	Residential Pilot Launched*
Q4 2016	OBR Development Workshop
Q1-Q2 2017	Develop OBR Regulations
Q2 2017	Develop EFLIC Regulations
Q2 2017	Develop Small Business Regulations
Q2-Q3 2017	OBR Functional
Q2-Q3 2017	Develop Multifamily Regulations

SCOPE OF WORK

Anticipated Date(s)	Pilot Program Development Activity
Q3 2017	EFLIC Functional
Q3 2017	Small Business Pilot Launch*
Q1-Q2 2018	Non-Residential OBR Pilots Launch*
Q2 2018	Multifamily Pilot Launch*

* As clarified in the CPUC's June 2015 Decision 15 06 008, each Pilot Program operates on its own two-year clock, commencing with the first loan enrollment in that pilot.

1. Contractor Tasks and Responsibilities. Contractor must demonstrate its knowledge of and experience in advising state agencies on program development, program implementation, program compliance and evaluation and other tasks related to the program. Under the direction of the Executive Director, Staff Services Manager (“SSM”) II, or SSM I, the Contractor will provide services as described below:

- a. Preliminary Background – To ensure clear understanding of CAEATFA’s mission, vision, and program responsibilities, with the advice of CAEATFA staff, the Contractor will review documentation relative to: the Decision; governing statutes and documents; CPUC orders; associated Tariffs; Advice Letters; regulations; policies; procedures; evaluation, measurement, and verification (EM&V) baseline studies; CAEATFA’s existing research; and other information describing operating procedures as related to the Pilot Programs.
- b. Initial Project Meeting – Schedule a meeting(s) with CAEATFA management team to discuss the goals and objectives of the services. CAEATFA staff will provide input on current staff workload and program development stages.
- c. Project Work Plans – Prepare Project Work Plans at the beginning of each new phase of work, with specific deliverables and timelines, to be updated with a summarization of work completed, upcoming goals, and revised project tasks and deadlines that will be presented to the CAEATFA management on a bi-weekly basis, or as needed.
- d. Commercial Pilot Program Design and Development – Building on current commercial Pilot Program development plan, research potential design features and requirements, and prepare second-round plan proposals for executive review with slide decks, charts, and diagrams; and

Commercial Pilot Program Regulation Development and Revision as Needed – Utilizing the research and recommendations from the early commercial project research and contractor feedback, work with CAEATFA staff to design and develop program structures and requirements for commercial Pilot Programs.

Work will include, but is not limited to:

- i. Assistance with identification of key data elements and development and refinement of data flow(s) and process documents.
- ii. Contractor outreach to understand market and gather input on program design and appropriate requirements.

SCOPE OF WORK

- iii. Development of project Quality Assurance (QA) and Quality Control (QC) requirements and processes for program participation. This would, at a minimum, include:
 - 1. Investor Confidence Project (ICP) protocol coordination.
 - 2. Coordinate with the IOUs to ensure incorporation of all key stakeholders' concerns (ongoing).
 - iv. Assistance with the creation of process flows, and advising CAEATFA staff in developing complex workflows and program documentation.
 - v. Performance of research on non-credit-enhanced project eligibility in other markets to inform development of eligibility criteria, and documentation of how to evaluate project eligibility in detailed process flows.
 - vi. Informing and advising CAEATFA regarding ongoing developments with CPUC proceedings covering energy efficiency, rolling portfolios, metered savings and IOU business plans, and keeping the pilot programs in-line with these developments.
 - vii. Assistance to CAEATFA staff in authoring policy memoranda to the CPUC, and as liaison to the CPUC regarding project eligibility.
 - viii. Coordination with Evaluation Measurement & Verification teams (process and impact) that are under contract with the CPUC.
 - ix. Synthesis and incorporation of program requirements with financing parameters and consistency with financial and energy efficiency industry standards
 - x. Development of detailed eligibility parameters for ESA vendors.
 - 1. QA and QC considerations for ESA providers, financings and their corresponding project.
 - 2. Development of program structure that addresses CPUC position of prioritized CE for underwriting purposes and not energy efficiency performance guarantees.
 - xi. Assistance, advice, and participation in the rulemaking process, including drafting regulation text; soliciting feedback and input from stakeholders; summarizing feedback from workshops; and incorporating feedback into the regulation text; and preparing rulemaking package documents.
 - xii. Assistance with developing program administrative and application processes, reporting documents, and data streams.
 - xiii. Assistance with developing program informational materials including website updates and outreach materials.
 - xiv. Participation in public workshops, as well as briefings for legislative staff and others, as requested by CAEATFA.
 - xv. Liaison with staff from the IOUs, gathering feedback and incorporating that feedback into the regulatory development process.
- e. Pilot Program Operationalization and Implementation – Provide technical expertise during program operationalization and implementation phase across Commercial Pilot Programs, including, but not limited to, assistance with:
- i. Creation of process flows and complex workflows for project pre-approval and loan enrollment for CAEATFA and Master Servicer.
 - ii. Preparation of an implementation plan for Investor Confidence Project (ICP) protocol that includes, but is not limited to: coordinating contractor training for compliance, branding, and outreach.

SCOPE OF WORK

- iii. Outreach to contractors, installers, manufacturers, and industry groups to solicit contractor participation in the program.
 - iv. Coordination with lender operations specific to program participation.
 - 1. Coordinate integration between lenders and Master Servicer.
 - 2. Develop tools and materials for lender training.
 - 3. Develop processes for pilot program integration with lender IT and operations.
 - v. Review of early implementation to propose modifications to program structure, workflows, and other facets of Pilot Program implementation, as needed.
 - vi. Review and analysis of program applications received, as needed.
 - vii. Provide training to CAEATFA's Master Servicer on program eligibility.
 - viii. Review of early implementation, research and identification of lessons learned to enhance and strengthen program, assistance with program modifications.
- f. On-Bill Repayment Elements – Evaluate and explore structures to accommodate interested lender needs for safeguards around daily IOU remittances designated for participating lenders, to enable a secure stream of funds for lenders under the open-market structure of the pilots, assisting with design and development of:
- i. Secure flow of funds.
 - ii. Lender systems integration.
 - iii. Operational Reserve processes.
 - iv. Contractual agreements between the parties
- 2. Deliverables.** The selected Contractor shall complete work and provide deliverables as agreed upon by CAEATFA and the selected Contractor. The required deliverables and due dates will vary depending on the program's specific stage of development and implementation. During program development and implementation, the selected Contractor shall make recommendations for process improvements and efficiencies, where identified. CAEATFA's responses on each of the process improvement and efficiency recommendations will be discussed with the selected Contractor on a rolling basis. Deliverables will include but are not limited to the following:

Deliverable

- a. As described in Attachment A.1.c above, perform background research regarding CAEATFA and the Pilot Programs to ensure full understanding of Pilot Program scope.
- b. Attend initial project meeting with CAEATFA (may attend via conference call).
- c. After initial project meeting, work with CAEATFA to deliver a work plan that will act as a guide to establish an action plan necessary for improvements to the design and continued development of the commercial Pilot Programs including, but not limited to, the tasks and responsibilities listed in Attachment A.1.c. The work plan will also assist in establishing a timeline for deliverables necessary to implement the Pilot Programs. Meet with CAEATFA management as needed to update the work plan with a summarization of work completed, upcoming goals, and updated tasks and deadlines.

SCOPE OF WORK

- d. Assist with CAEATFA's ongoing commercial Pilot Program design and development efforts, developing program regulations and revisions as necessary, including, but not limited to, the tasks and responsibilities listed in Attachment A.1.d.
- e. Assist with operationalization and implementation of all Pilot Programs, including, but not limited to, the tasks and responsibilities listed in Attachment A.1.f.
- f. Assist with on-bill repayment elements, including, but not limited to, the tasks and responsibilities listed in Attachment A.1.g.

B. Acceptance Criteria

It shall be CAEATFA's sole determination as to whether a deliverable has been successfully completed and is acceptable to CAEATFA. There must be a signed acceptance document for each deliverable before invoices can be processed for payment.

Acceptance criteria shall consist of the following:

- 1. Reports on written deliverables are completed as specified and approved.
- 2. All deliverables must be in a format that can be used by the State.
- 3. If a deliverable is not accepted, the State shall provide the rationale in writing within seven (7) days of receipt of the deliverable.

C. Other Reporting Requirements

- 1. Provide regular progress reports via email or written correspondence in Word format to CAEATFA. The timeframe for these reports may vary as needed (weekly, bi-weekly, monthly, quarterly) as mutually agreed to between CAEATFA and Contractor.
- 2. The contractor will develop and provide ad hoc reports and recommendations as deemed appropriate and necessary by CAEATFA.
- 3. Participate in regular conference calls with CAEATFA staff to discuss said progress reports. The timeframe of these conference calls can vary as needed, as mutually agreed to by and between CAEATFA and Contractor.

D. State Responsibilities

CAEATFA will provide access to business and technical documents as necessary for the Contractor to complete the tasks identified in the department's purchase document.

E. Travel

Travel will be reimbursed under this contract based on the State travel policy and guidelines.

ATTACHMENT B – COST WORKSHEET

The rates and costs provided below will be made part of CAEATFA’s purchase order and procurement file for this project, and must correspond to the tasks and deliverables set forth in the State’s Scope of Work (Attachment A). Please insert additional classifications and tasks to each table as necessary.

Please provide the name, job title or classification, and hourly rate for each individual who will perform the tasks and deliverables required by the Scope of Work (Attachment A):

Job Title or Classification	Employee Name	Rate Per Hour
		\$
		\$
		\$
		\$
		\$

Please detail the Contractor hours by job title or classification and hourly rate for each of the tasks and deliverables required by the Scope of Work (Attachment A), and calculate the extended cost for each completed task. These costs must map by each classification to the offeror’s Statement of Work:

Task	Job Title or Classification	Rate Per Hour	Cost
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$

Using the hourly rates and task costs calculated above, please provide the overall cost proposal for performance of the tasks and deliverables required by the Scope of Work (Attachment A):

Subtotal	\$ _____
Other Costs	\$ _____
Total Costs	\$ _____