

## Workforce Education and Training Program Inclusion

### Questionnaire

#### Specific Work Scope

1. Which of the work scopes (A-D) detailed in the Scope of Work are you bidding?

#### Company Information

1. Who makes up your client base? Please list client names, industries and percentages (out of 100%).
2. Have you worked with gas or electric utilities in the past? If so, provide names and a brief description of the project.
3. Provide three references, including name of individual, title, company name, email address, telephone number and a brief description of your services provided,
4. How many years has your company been in business?
5. What is your annual revenue?
6. What is your revenue growth for 2011, 2012 and 2013?
7. How many employees does your company have? How many employees would be dedicated to work on this project?

#### Capabilities and Knowledge

1. What qualifies your company to perform this work?
2. Have you conducted the type of work described in this RFP for other utilities or companies? If so, please explain.
3. Describe your experience working within Energy Efficiency (EE). Please describe clients and project description and duration.
4. Describe your experience with Workforce Development.
5. Describe your experience working with Workforce, Education and Training.
6. Describe your experience working with disadvantaged communities.
7. What research or tools will you leverage to perform this work?
8. What impacts does the inclusion program have, specifically on the implementing partners, local workforce and economy, energy efficiency industry and utility ratepayers?
9. How do you address areas of financial impacts, administrative resources, job creation and turnover and other related areas?

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10. Which organizations are appropriate and willing partners for this project? What are the pros and cons of partnering with these organizations for this project?
11. For the Energy Savings Assistance program specifically, what are the job classifications appropriate for the current field positions?
12. What are the existing career paths within the EE industry that would benefit from an inclusion program? What are the appropriate hiring goals for the related job classifications?
13. What are the barriers you envision in an inclusion program such as this one and how can they be overcome for the program to be successful?

### **Approach/Process**

1. Describe the specific methodology to be used to conduct the work, including the proposed tools and assumptions.
2. Describe your project plan, including specific milestones required to complete the key deliverables. Include a Gantt chart showing the duration of major activities and key milestones.
3. What type of problems do you anticipate and how would you resolve them?
4. How can additional collaboration and support be achieved from key stakeholders, including those who may not necessarily support the WE&T Guidance Plan recommendations around data collection, prevailing wage and WE&T changes?
5. What data needs to be collected on an ongoing basis in order to document the progress and success of the project? What is the best method and system for collecting and tracking the needed data? How do you ensure the integrity of the data?

### **Supplier Diversity**

1. Is your company certified by the CPUC Supplier Clearinghouse as a woman or minority-owned business? If your company is service disabled veteran-owned, is your company certified by the Department of General Services? Please provide certification number and expiration date.
2. If your company is woman, minority or service disabled veteran-owned but not certified by the CPUC or Department of General Services, does your company hold a Women's Business Enterprise National Council (WBENC), National Minority Supplier Development Council (NMSDC) or SBA 8(a) certification. Please provide certification number and expiration date.

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3. Does your company have a Supplier Diversity Program? If so describe efforts your company has made to increase business with women, minority and service disabled veteran-owned businesses (i.e. does your company have a policy statement, participate in outreach activities, promote diverse firm subcontracting, publicize contract opportunities, provide certification assistance, etc.?) Please provide examples.
4. If your company has a Supplier Diversity Program, does your company mentor women, minority and service disabled veteran-owned suppliers? Please provide examples.
5. What percentage of your company's total contracting and procurement spend for the prior year was with women, minority and service disabled veteran-owned businesses?
6. Indicate the percentage your company will subcontract with CPUC-certified women, minority and service disabled veteran-owned businesses should your company be the successful bidder. Complete Exhibit 1-A indicating the suppliers your company plans to use and the estimated subcontracting amount. If your company does not plan to subcontract, please explain why not.

## **Safety**

1. Provide a copy of your company's Safety Policy
2. Describe in detail your company's efforts and practices to promote Safety in the workplace.
3. Provide quantitative examples where possible
4. In regards to services specified in this RFP, what innovative ideas or alternative solutions can your company offer to help improve safety for the services you will be providing to PG&E?
5. In the last 2 years how many OSHA reportable claims has your company had?
6. What happens when your firm receives a safety related claim? Please provide the process your company goes through.

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### **Pricing**

1. Provide cost details in attached Pricing Workbook for each work scope broken down by resources (e.g. positions, hourly rates, number of hours) needed to implement the program, major activities, and deliverables.