

## WORK ORDER 1022

CONSULTANT SERVICES FOR IMPLEMENTATION OF THE SOUTHERN CALIFORNIA  
REGIONAL ENERGY NETWORK**REVOLVING LOAN FUND PROGRAM****STATEMENT OF WORK****1.0 OVERVIEW**

The County of Los Angeles (County) Project Manager (CPM) will issue a Notice-to-Proceed (NTP) prior to any work beginning. The NTP will include time frame, specific tasks, and a not-to-exceed amount within the Work Order's Total Maximum Amount.

Southern California Regional Energy Network (SoCalREN) currently offers a Public Agency Revolving Loan Fund (RLF), available to any public agency within SoCalREN territory that is currently enrolled in any of three SoCalREN Public Sector Programs. This RLF serves as short-term zero interest bridge financing for construction costs related to public agencies energy efficiency projects.

The SoCalREN RLF loans will be serviced internally by County of Los Angeles Finance and PLAD in coordination with SoCalREN County Program Manager(s) and the ESSMA Contractor.

The Contractor shall be limited to performing the administrative and marketing RLF loan tasks in the implementation of the SoCalREN RLF Program as identified by this Statement of Work.

**2.0 TRANSITION PLAN**

Contractor shall work with County staff, SoCalREN administration team, and the incumbent implementer to take over the implementation and administration of the SoCalREN's existing RLF, which will include, but not limited to, the following:

- Work with County staff and the incumbent implementer to acquire a thorough understanding of the current program and its processes;
- Undertake all necessary steps to ensure a smooth transition of program implementation with no disruption in the 2019 project pipeline;
- Acquire from incumbent and store all program data relevant to the implementation of the existing program from incumbent implementer;
- Establish and build relationships with existing program participants;
- Contractor shall interview the current program implementer; the interview will include the following:
  - Current responsibilities, resource, and processes
  - Tools used (software, reporting) to track projects
  - Needs, areas of concern, key issues to address, and program best practices
- The Transition Plan will be subject to the approval of the CPM. Contractor shall submit a Transition Plan Schedule to the CPM within 15 days of Work Execution; the Transition Plan schedule is subject to CPM approval.

### 3.0 REVOLVING LOAN FUND PROGRAM

Upon successful transition from the incumbent implementer, Contractor shall continue to implement the RLF as directed by the program's most current effective guidelines approved by County staff and as indicated in the most updated formally approved California Public Utilities Commission (CPUC) implementation plan.

The Contractor shall, but not limited to, be responsible for the following:

- i. Maintain and track program budget; supply necessary monthly budget information to SoCalREN administration team for required CPUC submittal.
- ii. Track all necessary energy efficiency data and metrics as required by the CPUC and the CPM; supply necessary monthly metrics data to SoCalREN administration team for required CPUC submittal.
- iii. Participate as requested in CPUC- Program Coordination Group (PCG) meetings, including but not limited to meetings with CPUC staff, investor-owned utility staff, and various stakeholders, and participate in any other relevant meetings as requested by the County.
- iv. Provide support for CPUC-regulatory filings when requested by County staff and the SoCalREN administration team related to the implementation of the RLF.
- v. Assist County staff and the SoCalREN administration team in the preparation of any responses to CPUC requests for data or information related to the implementation of the RLF.
- vi. Submit a monthly report to SoCalREN administration and County Staff, detailing overall program status, loan status, budget updates, marketing efforts, performance metrics, and other topics as directed by the County. Monthly report format will be determined and approved in writing by the CPM.
- vii. Assist the County, when requested, in the development or modification of any implementation plan(s), including strategy and tactic development as well as all launch activities.

#### 3.1 Loan Administration

3.1.1 Contractor shall be responsible, but not limited to, the following:

- a. Working with SoCalREN Public Sector program(s) contractor(s) in facilitating the application process of potential public agencies;
- b. Will provide due diligence and review to ensure applicant and project meets the minimum eligibility requirements for the RLF loan;
  - (i) Contractor shall ensure that the applying public agency has the ability to payback loans within the designated maximum loan cycle of 24 months.
  - (ii) This may also include identifying and assisting the public agency locking in long term financing such as On-Bill Financing offered by SoCalREN's IOU partners.
- c. Will provide applicants with all available information concerning loans and identifying applicable payment terms as approved by the County and stated in the most current program Implementation Plan (IP);
- d. Once identified eligible the Contractor shall work with the SoCalREN County Program Manager to facilitate approval of the loan applicant;
- e. Contractor shall work and support the public agency through their internal process to get agency or council approval to enter into the RLF loan prior to submittal to County for loan approval and disbursement;

- f. Once agency is approved by the applying public agency, the contractor will submit application and all necessary support documentation to the SoCalREN County Program Manager to facilitate approval of the loan by County Senior Management;
  - g. Once funds are disbursed, Contractor shall notify public agency and coordinate with SoCalREN Public Sector program(s) Contractor to ensure project completion and loan repayment.
- 3.1.2 **Payment tracking and reporting:**
- 3.1.2.1 Contractor shall be responsible for developing a payment tracking tool which will include County review and approval.
  - 3.1.2.2 Once approved, the Contractor shall be responsible for maintaining the payment tracking tool and reporting it monthly to County Finance, PLAD and Program Management teams.
  - 3.1.2.3 Contractor shall also be welcomed to suggest decreased reporting intervals and will be subject to County approval.
  - 3.1.2.4 Contractor shall be responsible for monitoring payments to the County.
  - 3.1.2.5 Contractor shall coordinate with County Finance and PLAD teams on the payment tracking.
  - 3.1.2.6 Contractor shall be responsible for alerting County Program Management Teams when an anticipated loan may be at risk of default.
  - 3.1.2.7 Contractor shall be responsible for setting up recurring report out meetings with County Finance, PLAD and Program Management staff.
- 3.1.3 **Loan disbursement tracking and reconciliation:**
- 3.1.3.1 Contractor shall be responsible for tracking the number of loans disbursed, outstanding and loan balances.
  - 3.1.3.2 Contractor shall work with County Finance and PLAD teams to reconcile RLF Loan reserve balances and ensure that all loans do not exceed the 24-month re-payment schedule.
  - 3.1.3.3 Contractor shall be responsible for reporting to County staff the number of loans disbursed, outstanding and loan balances.
  - 3.1.3.4 This information will be included in the monthly report out.
- 3.1.4 **Meeting support and coordination:**
- 3.1.4.1 Contractor shall attend regularly scheduled and/or as-needed meetings related to the SoCalREN RLF program with County staff, other SoCalREN contractors, IOU or CPUC staff, or any other relevant stakeholders as requested by the County.
  - 3.1.4.2 Contractor shall participate in a variety of other LGP or IOU or SoCalREN-related meetings with County staff, other SoCalREN contractors, IOU or CPUC staff, and other stakeholders, as requested by the County.
  - 3.1.4.3 In addition, Contractor shall be responsible for setting up recurring report out meetings with County Finance, PLAD and Program Management staff.
- 3.1.5 **Documents and supportive materials:** The contractor shall be responsible for, but not limited to:
- 3.1.5.1 Maintaining all SoCalREN RLF materials and tools.
  - 3.1.5.2 Updating all SoCalREN RLF materials (i.e. program manuals, applications, contract agreements, etc) and tools.
  - 3.1.5.3 Storing and maintaining in a secure document storage platform all applicant materials and loan documents containing applicant information.

3.1.5.4 Electronic copies of all materials are to be provided to the County when requested.

3.1.6 **Utility Coordination and stakeholder engagement:** Contractor shall coordinate, facilitate, and host regulator meetings and/or conference calls with IOU staff to provide overall RLF updates.

- a. For each individual project done through the RLF, Contractor shall coordinate, facilitate, and host meetings with IOU and the public agency's staff to ensure the IOU understands the project details

### 3.2 Program Optimization

Concurrent with the implementation of the existing RLF, the Contractor shall work with the SoCalREN administration and County team to develop design improvements to heighten the program's impact and more efficiently capture energy savings.

3.2.1 For any program changes and design improvements, the Contractor shall:

- i. Provide SoCalREN administration and County staff with a timeline for implementation of program changes, clearly stipulating deadlines and deliverables, and noting any impacts to the current budget for CPM approval;
- ii. Conduct outreach and provide education to stakeholders and program participants to ensure proper support for the design improvement;
- iii. Ensure that any change is compliant with relevant CPUC guidelines;
- iv. Provide support to SoCalREN administration and County staff to properly notify CPUC and other stakeholders of the program change.

### 3.3 Marketing

Contractor shall, using the existing SoCalREN brand and style guide, provide support to County staff and the REN-wide SoCalREN marketing consultant, in the following, but not limited to, tasks:

- i. Develop marketing collateral for the RLF designed to provide education and increase program participation.
- ii. Develop and produce marketing collateral for electronic, print and /or other media pursuant to the terms and conditions of ESSMA; and, further, shall obtain County approval in writing prior to dissemination, and update as needed.
- iii. Research relevant industry events and marketing opportunities and create an event calendar for County staff.
- iv. Maintain and populate a contact list of SoCalREN enrolled public agencies and other relevant stakeholders.
- v. As requested by the County, provide RLF programmatic information to SoCalREN's REN-Wide marketing consultant to assist in the marketing of the SoCalREN RLF

### 3.4 Performance Objectives

3.4.1 Contractor shall meet the outlined internal annual savings performance targets as approved by County management.

3.4.2 Quarterly evaluations of performance shall be conducted by County staff and Contractor to determine progress towards internal annual performance targets. If such progress is deemed less than anticipated, Contractor shall submit a Corrective Action Plan (CAP). CAP will be subject to CMP approval; once approved by the County, Contractor shall adhere to CAP. CAP will be reevaluated by the CPM at next quarterly performance check-in.

## 4.0 CONTRACTOR ADMINISTRATIVE RESPONSIBILITIES

### 4.1 Invoicing

Contractors shall adhere to all County, IOU, and/or CPUC invoicing policies, guidelines, requirements as applicable based on funding source and are subject to change at any time due to compliance directives. Contractors shall make their best effort to implement such invoice requirement changes as directed by County, not to exceed 2 billing periods, unless otherwise directed. Contractors shall be responsible for correctly accounting for all labor and expenses as applicable per County guidelines and/or CPUC guidelines, while assuming full responsibility and oversight of all sub-contractor invoicing. When funding source is non-CPUC funds, invoice requirements shall still apply as applicable. Contractors shall adhere to any funding source invoice and reporting requirements. Contractors shall be required to adhere to the following monthly invoicing requirements and guidelines.

- i) Contractors and their sub-contractors are required to use the most recent Invoice Reporting (IR) Tool as directed by County staff.
- ii) Invoicing shall be monthly and transmitted to County no later than the 25<sup>th</sup> of the month for the prior month services.
- iii) Invoicing periods shall be on a calendar basis starting with the first day in the month to the last day of the month.
- iv) Invoicing shall include all services rendered in the invoice month including all sub-contractor(s) expenditures.
- v) Invoices for unaccounted expenses, labor, and/or services rendered in periods of performance prior to the current month being invoiced will not be accepted after such month's invoice has been approved for payment by County.
- vi) Expenses being invoiced shall have been incurred by contractor and/or sub-contractor.
- vii) Expenses for events, conferences, etc. shall not be expensed until such event has occurred and all final billings have been paid by contractor and/or sub-contractor.
- viii) Deposits, such as for event venues, etc. will not be allowed to be expensed prior to the event concluding. All invoices must be final, no estimations will be accepted.
- ix) Labor and expenses associated with administrative and marketing tasks which impact the overall SoCalREN shall be identified as SoCalREN in the IR Tool.
- x) All labor and expense entries must include a detailed description of the activity being billed for and included for each line as provided for in the IR Tool.
- xi) All expenses must meet County guidelines and receipts shall be provided for all expenses billed as required by County Expense guidelines.
- xii) Contractor shall assist County with training the subcontractors on invoice requirements and submittal.
- xiii) Contractors shall be required to provide a monthly narrative with the submittal of their invoice providing a high-level report out of all programs managed, including YTD goal and/or metrics status.