



# Commission Staff Report

**COMMISSION MEETING DATE:** July 29, 2021

**SUBJECT:** Central Coast Energy Services, Inc. – Five Year Multi-Task Consulting Services Agreement for income verification services; Applicable to the following: Northern California Power Agency (NCPA), NCPA Members, Southern California Public Power Authority (SCPPA), and SCPPA Members

**AGENDA CATEGORY:** Consent

<b>FROM:</b>	Jane Cirrincione	<b>METHOD OF SELECTION:</b>
	Assistant General Manager	<i>Competitive Pricing Process</i>
Division:	Legislative & Regulatory Affairs	<i>If other, please describe:</i>
Department:	Legislative & Regulatory	

<b>IMPACTED MEMBERS:</b>		
All Members	<input checked="" type="checkbox"/>	City of Lodi <input type="checkbox"/>
Alameda Municipal Power	<input type="checkbox"/>	City of Shasta Lake <input type="checkbox"/>
San Francisco Bay Area Rapid Transit	<input type="checkbox"/>	City of Ukiah <input type="checkbox"/>
City of Biggs	<input type="checkbox"/>	City of Lompoc <input type="checkbox"/>
City of Gridley	<input type="checkbox"/>	City of Palo Alto <input type="checkbox"/>
City of Healdsburg	<input type="checkbox"/>	City of Redding <input type="checkbox"/>
		City of Roseville <input type="checkbox"/>
		City of Santa Clara <input type="checkbox"/>
		Plumas-Sierra REC <input type="checkbox"/>
		Port of Oakland <input type="checkbox"/>
		Truckee Donner PUD <input type="checkbox"/>
		Other <input type="checkbox"/>
<i>If other, please specify</i>		
_____		
_____		

**RECOMMENDATION:**

Approve Resolution 21-69 authorizing the General Manager or his designee to enter into a Multi-Task Consulting Services Agreement with Central Coast Energy Services for income verification services, with any non-substantial changes recommended and approved by the NCPA General Counsel, which shall not exceed \$1,000,000 over five years, for use by NCPA, NCPA Members, by SCPPA, and SCPPA Members.

**BACKGROUND:**

Participants in NCPA's Customer Programs Working Groups requested assistance in contracting for income verification and recertification services for financial assistance programs and other income-qualified customer programs. The request was made in response to an increasing emphasis on equity-focused programs, and continued need for programs to provide COVID-19 support and relief.

NCPA issued a Request for Proposal (RFP) LR2102 on April 22, 2021, to solicit proposals from qualified consultants providing income verification services. Central Coast Energy Services, Inc. was selected as the successful bidder based on its experience and proposal. NCPA does not have any agreements in place for similar services with additional vendors at this time.

**FISCAL IMPACT:**

Upon execution, the total cost of the agreement is not to exceed \$1,000,000 over five years. Purchase orders referencing the terms and conditions of the agreement will be issued following NCPA procurement policies and procedures.

**SELECTION PROCESS:**

One vendor was selected as a result of an RFP process in accordance with NCPA's procurement policies and procedures. An RFP was posted on NCPA's website April 22, 2021, to May 27, 2021. A total of two responses were received and evaluated based on: 1. Quality and completeness of proposal; 2. Knowledge, experience and skills to provide the requested services; 3. Experience of staff to be assigned to the project, based on prior engagements of similar scope and complexity; 4. Competitive rates for the requested services; 5. Demonstrated strong project management; 6. Customer references. The selection process was completed by NCPA along with the City of Lodi, City of Palo Alto, and Silicon Valley Power.

This enabling agreement does not commit NCPA to any expenditure of funds. NCPA will issue purchase orders based on cost and availability of the services needed at the time the service is required.

**ENVIRONMENTAL ANALYSIS:**

This activity would not result in a direct or reasonably foreseeable indirect change in the physical environment and is therefore not a "project" for purposes of Section 21065 the California Environmental Quality Act. No environmental review is necessary.

**COMMITTEE REVIEW:**

Pending Legislative & Regulatory Committee review and approval.

Respectfully submitted,

RANDY S. HOWARD  
General Manager

Attachments (2):

- Resolution 21-69
- Multi-Task Consulting Services Agreement with Central Coast Energy Services, Inc.

DRAFT