Solicitation Workshop Training

Welcome and thank you for joining us today!
Our presentation begins at 9:00 a.m. and ends no later than 11:00 a.m.

October 2021
A brief safety moment!

Supply Kit: What You Need

Keep basic necessities on hand — from medical prescriptions to canned goods. It’s the first step in being ready for an emergency. Keep a supply of essentials in an easily-accessible location, so you’ll be able to get to them quickly, even in the dark. Here’s what you’ll need:

Supply Kit Checklist ▲

- First aid kit including your family’s medications (check periodically to ensure they’re not expired)
- Special needs items for infants, the elderly, and family members with disabilities
- Battery-powered radio to listen to news reports
- Extra batteries
- Bottled water – at least a gallon per person for each day
- Non-perishable food that doesn’t require cooking
- Manual can opener
- Coolers and ice chests
- Landline phone with cord (not cordless)
- Flashlight
## Presenter Roles

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<td>Supplier Diversity and Development</td>
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<td>Bonny Hernandez, Procurement Agent</td>
<td>Supply Chain Management</td>
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<td>Brandon Davis, Manager</td>
<td>Solicitations &amp; Contracts</td>
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<td>Laszlo Biro, Senior Advisor</td>
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<td>Natalie Martinez, Senior Manager</td>
<td>California Privacy Rights Corporate-Wide Lead</td>
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<td>Randall Jucksch, Advisor</td>
<td>Contractor Safety</td>
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<td>Rosette Solidum, Manager</td>
<td>Income Qualified Program Operations</td>
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<td>Shelly Lac, Advisor</td>
<td>Solicitations &amp; Contracts</td>
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<td>Presenter</td>
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<td>Brandon Davis</td>
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<td>Background</td>
<td>Rosette Solidum</td>
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<td>Notifications, Required Actions, &amp; RFP Overview</td>
<td>Bonny Hernandez</td>
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<td>Proposal Requirements (Technical &amp; Commercial)</td>
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<td>SCE’s Supplier Safety Requirements (ISN / COVID)</td>
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<td>All</td>
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<td>SCE’s Data/Customer Privacy Requirements</td>
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<td>Cybersecurity Requirements</td>
<td>Laszlo Biro</td>
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<td>Supplier Diversity (DBE Program)</td>
<td>Alma McMaster</td>
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<td>Q&amp;A - Session</td>
<td>All Panelist</td>
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<td>Wrap-Up, and Closing Remarks</td>
<td>Brandon Davis</td>
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</table>
Call-In Ground Rules

Presenter: Brandon Davis
Solicitations and Contracts
Call-In Ground Rules

- As an attendee of a Teams Live Event, you will not have the ability to share audio or video.
- Use the “question” function to ask questions only.
- Questions will only be responded to during the open questions and answers “Q&A” period as noted in the agenda.
- Ask questions using the “Anonymous” naming functionality.
- This presentation is being recorded and will be available within 3 business days on SCE.com and PEPMA-CA.com.
Disclaimer

• All information contained herein is in draft form and may be modified.
• SCE assumes no liability for any errors or for any conflicts between the information presented here and any of the Solicitation Materials.
• Information provided is subject to any applicable decisions and policies, which may change at any time.
Background

Presenter: Rosette Solidum
Income Qualified Program Operations
Decision Background

- CPUC Decision (D.)20-06-015 approved last June 3, 2021

- Establishes energy saving goals, non-energy benefits targets and household treatment targets. **Portfolio energy savings is a priority over the number of households treated.**

- Establishes cost effectiveness guideline of 0.7 cost benefit ratio for the portfolio, and 0.3 for individual measures.

- Approves SCE's Single-Family ESA Core Program design. It is a tiered approach - Basic and Plus, based on energy usage.
Solicitations Background

- Approves SCE’s request to perform competitive solicitations for various aspects of the Energy Savings Assistance (ESA) program and requires the use of an open competitive bidding process.

- SCE will maintain administration of the ESA single family program offering. SCE will conduct competitive solicitations to procure ESA contractors that will implement the program. **Procurement Review Group (PRG) and Independent Evaluator (IE) is not required.**

- SCE will conduct a one-step Request for Proposal (RFP) process for all solicitations which will take approximately 8-9 months. Timeframe includes RFP Development, Bid Review, Short Listing of Bids and Negotiations.

- SCE seeks to engage and educate potential bidders since most of our current service providers are Community Based Organizations (CBO’s).
Multifamily Sector and Pilots

• Requires solicitations for and administration of two Multifamily Whole Building (MFWB) programs, a Northern and a Southern MFWB program. SCE, SoCalGas, and SDG&E will contribute funding to the **Southern MFWB program, with SDG&E as the lead IOU** leading the solicitation process and program management. **PRG and IE required.**

• Establishes Pilot Plus and Deep, with goals of 15% - 50% or more energy savings per household. This is a joint pilot with SoCal Gas.

• Approves two SCE Electrification Pilots: Building Electrification and Clean Energy Homes Pilot.
ESA Solicitations

At this time, SCE plans to run the following ESA Program solicitations in 2021 to 2022 for Program Years 2021-2026.
1. ESA Single Family Core Program
2. ESA Equipment Vendors
3. Joint SCE and SoCalGas ESA Pilot Plus/Pilot Deep
4. ESA Building Electrification Pilot (BE Pilot)
5. ESA New Construction BE Pilot (Clean Energy Homes)
6. ESA Pilot Evaluation
7. ESA Inspections
8. ESA System
9. ESA Interactive Energy Education

Detailed information on active and upcoming solicitations is available on the SCE.com website at: Energy Savings Assistance Program Solicitations (sce.com) and the Proposal Evaluation & Proposal Management Application (PEPMA) website at: https://www.pepma-ca.com/ by visiting the home page under “Upcoming Events.”
"Proposed" ESA Solicitations Timeline

<table>
<thead>
<tr>
<th>Year</th>
<th>Q3</th>
<th>Q4</th>
<th>Q1</th>
<th>Q2</th>
<th>Q3</th>
<th>Q4</th>
<th>Q1</th>
<th>Q2</th>
<th>Q3</th>
<th>Q4</th>
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<td>Aug</td>
<td>Sep</td>
<td>Oct</td>
<td>Nov</td>
<td>Dec</td>
<td>Jan</td>
<td>Feb</td>
<td>Mar</td>
<td>Apr</td>
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<tr>
<td>Joint SCE and SoCalGas ESA Pilot Plus &amp; Pilot Deep</td>
<td>RFP Prep / Workshop / Advice Letter filing &amp; approval</td>
<td>RFP</td>
<td>Contract Negotiations</td>
<td>Contract Award &amp; Issuance</td>
<td>Launch</td>
<td></td>
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<tr>
<td>Building Electrification Pilot</td>
<td>RFP Prep</td>
<td>RFP</td>
<td>Contract Negotiations</td>
<td>Contract Award &amp; Issuance</td>
<td>Launch</td>
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<tr>
<td>New Construction BE Pilot (Clean Energy Homes)</td>
<td>RFP Prep</td>
<td>RFP</td>
<td>Contract Negotiations</td>
<td>Contract Award &amp; Issuance</td>
<td>Launch</td>
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<tr>
<td>Pilot Evaluation</td>
<td>RFP Prep</td>
<td>RFP</td>
<td>Contract Negotiations</td>
<td>Contract Award &amp; Issuance</td>
<td>Launch</td>
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<tr>
<td>ESA Inspections</td>
<td>RFP Prep</td>
<td>RFP</td>
<td>Contract Negotiations</td>
<td>Contract Award &amp; Issuance</td>
<td>Execute Contracts. Onboarding and Training of contractors</td>
<td>Launch</td>
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<tr>
<td>Interactive Energy Education</td>
<td>RFP Prep</td>
<td>RFP</td>
<td>Contract Negotiations</td>
<td>Contract Award &amp; Issuance</td>
<td>Launch</td>
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<tr>
<td>ESA System</td>
<td>RFP Prep</td>
<td>RFP</td>
<td>Contract Negotiations</td>
<td>Contract Award &amp; Issuance</td>
<td>Design and Implementation</td>
<td>Launch New System</td>
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Planning to ramp down current program activities as we issue contracts and onboard ESA contractors through the solicitation process in 2022, with expected program launch in January 2023.
Notifications, Required Actions, and RFP Overview

Presenter: Bonny Hernandez
Supply Management
Notifications and Required Actions

Bidders interested in the ESA solicitations, who have registered in the Proposal Evaluation and Proposal Management Application (PEPMA) [https://www.pepma-ca.com/](https://www.pepma-ca.com/) website, will be notified that Bidders are required to be registered in Ariba prior to Request for Proposal (RFP) participation.

- If not already registered with SCE in Ariba, request to register at: [http://sce.supplier.ariba.com/register](http://sce.supplier.ariba.com/register)
  - Ariba® Self Registration Guide
  - Supplier Registration FAQs
  - Ariba Help Desk - Technical Support (866) 218-2155
Request for Proposal (RFP) Overview

A. SCE’s Ariba system will send an email invitation for each release of an ESA solicitation:
   • Invitation contains overview of the solicitation; and
   • Bid schedule, Bidder's Conference info, and other details.

B. Solicitation Materials (RFP Package) in Ariba includes:
   • RFP Instructions (Proposal/Bid Submission Requirements)
   • Reminder of zone of silence
     • All Bidders, who plan to participate in the RFPs, shall not disclose with other entities any non-publicly released information on the RFPs, without prior SCE knowledge
   • Work Specifications (Technical requirements)
   • Commercial Requirements (Master Agreement, including Cyber Security Requirements Exhibit, and Cost)
   • Non-Disclosure Requirements, Diverse Business Enterprise (DBE), Subcontractor disclosures, etc.
Phases of a Request for Proposal (RFP)

I. Release of RFP – Bidding period begins

II. Bidder Questions and SCE Provides Answers - (Q&A) Period Begins

III. Bidders Conference (Optional for bidders) but recommended

IV. Q&A Period Ends

V. Proposal/Bid Submittals Due

VI. Contract Negotiations - Statement of Work (SOW) and Commercial Terms

VII. Contract Award
Proposal Requirements
Technical and Commercial

Presenter: Shelly Lac
Solicitations and Contracts
Bonny Hernandez Supply Management
Technical Proposal Submittal Package Requirements

• Note for a complete RFP Proposal Submittal, there are 2 categories: Technical and Commercial.

• Bidder shall verify and ensure the Technical Submittal Package does NOT contain any dollar amount and pricing information.

• Pricing sheet is considered a Commercial Submittal and should be excluded from the Technical Submittal Package.

• Technical responses shall be consolidated into a single file.

The following are technical requirements:

A: Approach to Work

B: Organization, Skills, Capabilities and Experience

C: Staffing Plan

D: Statement of Work (Work Specifications Document)
Commercial Proposal Submittal Package Requirements

As part of the bid submittal in Ariba these are the requirements for the commercial package:

- Complete the Diverse Business Enterprise (DBE) Subcontracting (Tier 2) questions and indicate DBE status

- Respond to Terms and Conditions (Master Agreement) and applicable Exhibits
  - All Bidders are required to sign/provide feedback regardless of other executed Agreement(s).
  - If you currently have a Master Agreement with SCE, please provide your contract number.
  - If you currently do not have a Master Agreement, download and review the Master Agreement file and applicable Exhibits. Then provide:
    - A fully-executed copy, or
    - Bidder markups within the Master Agreement with "Track Changes" turned on and upload to Ariba
Commercial Proposal Submittal Cont...

- Commercial Cover Letter, with the following required elements:
  - Specify the exact legal name of the legal entity that would be executing the contract with SCE
  - Signed, dated and uploaded to Ariba
- Completed Work & Fee Schedule Workbook
- Certificate of Insurance
- Credit risk assessment (may be applicable)
Contractor Safety Requirements

Presenter: Randy Jucksch
Edison Safety
SCE asks a LOT of our Contractors

Our Safety Tier 1 Contractors’ workload has increased dramatically in recent years.

2016
~10 M hours/year

2020
>22M hours/year (and growing)

...and they complete many unique, high-risk activities.

- **Health & Safety Handbook for Contractors** = Outlines all safety oversight requirements for SCE contractors and vendors

- **Safety Tier 1** = All SCE work scopes which, in the absence of mitigation, can cause serious injury or death

- **Safety Tier 2** = All other SCE work scopes which are not typically considered hazardous (‘routine’)

Southern California Edison
## Contractor Safety Docs on SCE.com


<table>
<thead>
<tr>
<th>Contractor Safety Documents</th>
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<tbody>
<tr>
<td><strong>BLANK FORMS/REPORTS</strong></td>
</tr>
<tr>
<td>- COVID-19 Report for Confirmed or Presumed Positive Details [PDF]</td>
</tr>
<tr>
<td>- (HASP) Contractor Hazard Assessment and Safety Plan</td>
</tr>
<tr>
<td>- (CHOC) Contractor Handbook and Orientation Checklist</td>
</tr>
<tr>
<td>- (CCP) Conditional Contractor Plan</td>
</tr>
<tr>
<td>- CCP Extension Request Form</td>
</tr>
<tr>
<td>- CCP Quarterly Report Template</td>
</tr>
<tr>
<td>- Incident Evaluation Report (Safety Incident Excel Report Form)</td>
</tr>
<tr>
<td>- Expedited Safety Review Checklist</td>
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<tr>
<td>- Safety Points Request Form</td>
</tr>
<tr>
<td><strong>REFERENCE DOCUMENTS / STANDARDS</strong></td>
</tr>
<tr>
<td>- EHS Handbook for Contractors [PDF]</td>
</tr>
<tr>
<td>- Contractor Safety Management Standard [PDF]</td>
</tr>
<tr>
<td>- Contractor Safety Management – Overview of Changes [PDF]</td>
</tr>
<tr>
<td>- Leadership Safety Culture Training Requirements &amp; Reference Documents [PDF]</td>
</tr>
<tr>
<td>- SCE Safety Tier Classification Guide</td>
</tr>
<tr>
<td>- Contractors Qualified to Perform Safety Tier 1 Work for SCE [PDF]</td>
</tr>
<tr>
<td><strong>JOB AIDS /EXAMPLE DOCUMENTS</strong></td>
</tr>
<tr>
<td>- Sample 60-Day Contractor Incident Report [PDF]</td>
</tr>
<tr>
<td>- Conditional Contractor Plan (CCP) - Job Aid [PDF]</td>
</tr>
<tr>
<td>- Incident Report – Video Overview [PDF]</td>
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<td>- Incident Reporting - Job Aid [PDF]</td>
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Contractor Hazard Assessment and Safety Plan (HASP)

- **HASP** = Plan for confirming safety oversight between SCE (Edison Rep) and contractor leadership

- Completed HASP must be included in any RFP bids for Tier I work

- Once signed, completed HASP uploaded to ISN profile by contractor
Contractor Pre-Qualification - SCE’s Scorecard in ISNetworld (ISN)

<table>
<thead>
<tr>
<th>Grade Component</th>
<th>Status</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCE Serious Injuries</td>
<td>SCE Serious Injuries grade Not Submitted (System)</td>
<td>30 / 30</td>
</tr>
<tr>
<td>Fatalities</td>
<td>Fatality reported or information not available</td>
<td>-150 / 0</td>
</tr>
<tr>
<td>Health &amp; Safety Performance</td>
<td>Unsatisfactory</td>
<td>0 / 25</td>
</tr>
<tr>
<td>Safety Culture (ISN Profile Questionnaire)</td>
<td>Satisfactory</td>
<td>10 / 15</td>
</tr>
<tr>
<td>Written Safety Programs</td>
<td>RAVS score is 46.67</td>
<td>0 / 30</td>
</tr>
<tr>
<td>Experience Modifier</td>
<td>Rate is Verified - Expired</td>
<td>-10 / 0</td>
</tr>
<tr>
<td>Site Tracker</td>
<td>Status is Not Applicable</td>
<td>0 / 0</td>
</tr>
<tr>
<td>Small Company Grade Increase (no serious injuries + &lt;50,000 total annual hours worked)</td>
<td>Small Company Grade Increase (No Negative Grade Impact - SCE Team Use Only) grade Not Submitted (System)</td>
<td>0 / 35</td>
</tr>
<tr>
<td>At Risk Points Deduction</td>
<td>At Risk Point Deduction (SCE Team Use Only) grade Not Submitted (System)</td>
<td>0 / 0</td>
</tr>
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Total: -120 / 135

- ISN account + connection to SCE required for Safety Tier I work scopes
- Overall grade assigned by ISN
  - A or B = Meets SCE requirements for Tier I work
  - C or “At Risk” = Conditional Contractor Plan required to meet requirements
  - F = Does not meet requirements
- Subcontractors performing Safety Tier I work must also have an ISN account and connection to ISN
- ISN profile connection must be complete prior to submitting any RFP bids for Tier I work
Significant Safety Event (SSE)
Communications to Contractors

• Sharing of Significant Safety Events
• Bulletins and updates
• Email ContractorSafety@sce.com to be added to the list
COVID 19 Safety Requirements

• Must follow all federal, state, and county requirements regarding COVID-19

• SCE Requires that workers to conduct a “daily wellness check” this is to ensure that workers were not exposed to someone with COVID-19 or are exhibiting COVID-19 like symptoms

• If a worker was exposed or is exhibiting symptoms report this to SCE through [https://www.sce.com/partners](https://www.sce.com/partners) portal page.
Break:
Back in 15 Mins
SCE’s
Data Privacy Requirements

Presenter: Natalie Martinez
California Consumer Privacy Act Corporate Lead
California Privacy Rights Act Corporate Lead
Data Privacy: CCPA and CPRA

In additional to existing privacy rights at the federal and state level, two new and stricter laws have been approved with two separate implementation dates. This does not take away from existing compliance obligations.

In 2018, the California Consumer Privacy Act ("CCPA") was approved and became effective on 1/1/2020. To prepare, SCE completed an inventory of company data and identified data considered Personal Information ("PI") based on the new definition. Consumer requests to receive a report, upon request, of Personal Information we store went into effect on 1/1/2020.

In addition, the California Privacy Rights Act ("CPRA"), effective 1/1/2023, has amended CCPA by requiring provisions be added to contracts, adding a separate section of the report to reflect Sensitive data, vendor obligations of the treatment of Sensitive Personal Information, and supporting consumer requests for Personal Information collected by both SCE and Service Providers and Contractors. Additional data inventory must occur with our Service Providers and Contractors to add data into the report collected directly from the consumer.
Data Privacy Requirements

Below are key items to consider as you participate in the bidding process. Continue to follow all existing privacy laws and include the following.

1) Documentation of how the bidder is complying with CCPA
   ✓ Will the bidder be working with a sub-vendor?

2) Detailed list of all data needed by the bidder to support deliverables
   ✓ Billing History, for example, is not detailed enough. What is all the data fields that make up billing history?
   ✓ Include the frequency the data is needed

3) Detailed list of data the bidder may collect directly from a consumer. If data is not being collected by the consumer, indicate that as well
   ✓ Provide the list of data needed by the consumer
Data Privacy Requirements Cont...

4) Provide a detailed plan that describes how the bidder will comply with the California Privacy Rights Act
   ✓ Include compliance requirements, specific to service providers/contractors and how each will be met

5) Workflow management of Sensitive Personal Information / Personal Information data subject requests. How will the bidder receive requests from SCE and provide data to respond to SCE (e.g. CSV, Excel)
   ✓ Detailed workflow of how data will be provided to SCE (technical or manual solution)
   ✓ Recommended Service Level Agreement (SLA) in business days
   ✓ Detailed workflow to support deletion requests
   ✓ Detailed workflow to support data corrections

**Note:** The CPRA requires SCE to include new language in contracts by 1/1/2023. If a contract is new or renewed and continue post 1/1/2023, the new verbiage will be included by 6/1/2022.
SCE’s IT/Cybersecurity Requirements

Presenter: Laszlo Biro
Cybersecurity Governance
Interesting Facts

- Energy is now the **4th** most targeted sector for Cyber attack, up from **10th** last year.
  - **36%** of cyberattacks start with the main target's weaker affiliates.
  - State-sponsored hacking groups often target a utilities’ subcontractors because they work with critical infrastructure companies.

- Ransomware has metastasized into a global scourge – attacks increased **485%** in 2020 & total estimated costs reached **$20 billion**
  - **36%** of energy/oil & gas/utilities firms reported being hit by ransomware in 2020.
  - Ransomware attacks on energy firms were **42% higher** in 1H 2021 than all of 2020.

- A study estimated the cost of a cyberattack on the U.S. grid to be **$243 billion - $1 trillion**.
IT/Cyber Security Requirements Cont...

Suppliers must maintain security measures to safeguard Edison Data in its possession, custody, or control using cybersecurity and privacy best practices.

Our expectations are detailed in the Cyber Security Requirements Exhibit:

- Performing Background Check on employees
- Not taking SCE data outside of US boundaries
- Having a Security Incident Management Plan detailing what should be done in case of a breach
- Taking appropriate steps to prevent unauthorized physical access to SCE systems or data
- Having appropriate data access controls in place such as strong passwords to minimize Cyber Risk
- Encrypting SCE data in transit and at rest - applies to SCE data on Supplier systems
Diverse Business Enterprise ("DBE") Program

Presenter: Alma McMaster
Supplier Diversity
Supplier Diversity: Diverse Business Enterprise (DBE) Program

- Operates under the rules of **CPUC General Order 156 (GO 156)** and all applicable laws and regulations
  - Verifiable program to increase procurement spend with certified **women, minority, disabled-veteran and LGBT** businesses ("DBEs") through Prime (Tier 1) and Subcontractor (Tier 2) contracting
  - Report both DBE **Prime and Subcontractor spend** to the CPUC annually
  - Executive Leadership participation in annual public hearing (En Banc)

- **SCE’s Corporate DBE Annual Spend Goal**
  - Established by Executive Management & supported company-wide
  - From 2013 –2019, SCE achieved > 40% DBE spend
  - 2021 Corporate target goal: >38%; and stretch goal: >40%

- **RFP’s - DBE Subcontracting**
  - As part of the commercial package, bidders are asked to submit a DBE Subcontracting pledge percentage and plan for evaluation
  - Upon Contract award, suppliers are to report DBE subcontracting spend monthly, online
  - SCE monitors reported spend vs. pledge percentage to ensure pledges are met
Q&A Session

Responses Provided by:

All Panelist
Wrap-Up and Closing Remarks

Future ESA event and informational notices will be sent from the following email:

“SCE Event Notices” SCEEventNotices@sce.com

Note: This mailbox does not receive emails and is not monitored.
SCE appreciates your participation in today’s training webinar.

For further information please visit

https://www.sce.com/partners/ESA-solicitations

https://pepma-ca.com/Public/PublicEvents.aspx?type=0

Thank You!