

Southern California Edison
Presents:

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

Name	SCE Organization
Alma McMaster, Senior Program Manager	Supplier Diversity and Development
Bonny Hernandez, Procurement Agent	Supply Chain Management
Brandon Davis, Manager	Solicitations & Contracts
Laszlo Biro, Senior Advisor	Cybersecurity Governance
Natalie Martinez, Senior Manager	California Privacy Rights Corporate-Wide Lead
Randall Jucksch, Advisor	Contractor Safety
Rosette Solidum, Manager	Income Qualified Program Operations
Shelly Lac, Advisor	Solicitations & Contracts

Topic	Presenter	Start	End
Call-In Ground Rules & Disclaimer	Brandon Davis	9:00am	9:05am
Background	Rosette Solidum	9:05am	9:10am
Notifications, Required Actions, & RFP Overview	Bonny Hernandez	9:10am	9:13am
Proposal Requirements (Technical & Commercial)	Shelly Lac & Bonny Hernandez	9:13am	9:16am
SCE's Supplier Safety Requirements (ISN / COVID)	Randall Jucksch	9:16am	9:23am
15 Min Break	All	9:23am	9:38am
SCE's Data/Customer Privacy Requirements	Natalie Martinez	9:38am	9:42am
Cybersecurity Requirements	Laszlo Biro	9:42am	9:46am
Supplier Diversity (DBE Program)	Alma McMaster	9:46am	9:49am
Q&A - Session	All Panelist	9:50am	10:55am
Wrap-Up, and Closing Remarks	Brandon Davis	10:55am	11:00am

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

Year	2021												2022												2023											
Quarter	Q3			Q4			Q1			Q2			Q3			Q4			Q1			Q2			Q3			Q4								
Month	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec						
	<i>Transition phase with current Contractors, Vendors and Inspection agencies</i>																																			
ESA Single Family Core Program	RFP Prep / Advice Letter filing & approval						RFP			Contract Negotiations			Contract Awards & Issuance			Execute Contracts. On-boarding and Training of contractors.			Launch																	
ESA Equipment Vendors				RFQ Prep			RFQ			Contract Negotiations			Contract Awards & Issuance			Execute Contracts. On-boarding and Training of Vendors.			Launch																	
Joint SCE and SoCalGas ESA Pilot Plus & Pilot Deep	RFP Prep / Workshop / Advice Letter filing & approval						RFP			Contract Negotiations			Contract Award & Issuance			Launch																				
Building Electrification Pilot				RFP Prep			RFP			Contract Negotiations			Contract Award & Issuance			Launch																				
New Construction BE Pilot (Clean Energy Homes)				RFP Prep			RFP			Contract Negotiations			Contract Award & Issuance			Launch																				
Pilot Evaluation				RFP Prep			RFP			Contract Negotiations			Contract Award & Issuance			Launch																				
ESA Inspections				RFP Prep			RFP			Contract Negotiations			Contract Award & Issuance			Execute Contracts. On-boarding and Training of contractors.			Launch																	
Interactive Energy Education							RFP Prep			Contract Negotiations			Contract Award & Issuance																							
ESA System	RFP Prep						RFP			Contract Negotiations			Contract Award & Issuance			Design and Implementation			Launch New System																	

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/> 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>
 - 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.



...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 I** = 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')

Contractor Safety Docs on SCE.com

<https://www.sce.com/partners/buying-selling/supply-chain-management>

Contractor Safety Documents



BLANK FORMS/REPORTS

- [COVID-19 Report for Confirmed or Presumed Positive Details](#)
- [\(HASP\) Contractor Hazard Assessment and Safety Plan](#)
- [\(CHOC\) Contractor Handbook and Orientation Checklist](#)
- [\(CCP\) Conditional Contractor Plan](#)
 - [CCP Extension Request Form](#)
 - [CCP Quarterly Report Template](#)
- [Incident Evaluation Report \(Safety Incident Excel Report Form\)](#)
- [Expedited Safety Review Checklist](#)
- [Safety Points Request Form](#)

REFERENCE DOCUMENTS / STANDARDS

- [EHS Handbook for Contractors](#)
- [Contractor Safety Management Standard](#)
- [Contractor Safety Management – Overview of Changes](#)
- [Leadership Safety Culture Training Requirements & Reference Documents](#)
- [SCE Safety Tier Classification Guide](#)
- [Contractors Qualified to Perform Safety Tier I Work for SCE](#)

JOB AIDS /EXAMPLE DOCUMENTS

- [Sample 60-Day Contractor Incident Report](#)
- [Conditional Contractor Plan \(CCP\) - Job Aid](#)
- [Incident Report – Video Overview](#)
- [Incident Reporting - Job Aid](#)

Contractor Hazard Assessment and Safety Plan (HASP)

What's involved in the Contractor Orientation process? Here's an overview:

- **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



1. **Create the Hazard Assessment** for the Request for Proposals process & provide to Supply Management.



2. Verify the winning **Contractor updates & signs/dates the Hazard Assessment.**
You review the document, sign, & date.



3. Verify the Contractor develops the Project/Site-Specific **Environmental Health & Safety (EHS) Plan**, then review with Contractor for completeness.



4. Conduct Orientation: Review the **EHS Handbook Contractor Checklist**, then both you & Contractor sign/date.



5. Discuss the **Contractor Orientation Review form**, then both you and Contractor sign/date. Confirm **Contractor uploads all orientation documents to ISN.**



6. Verify Contractor conducts **orientation** for crew and subs

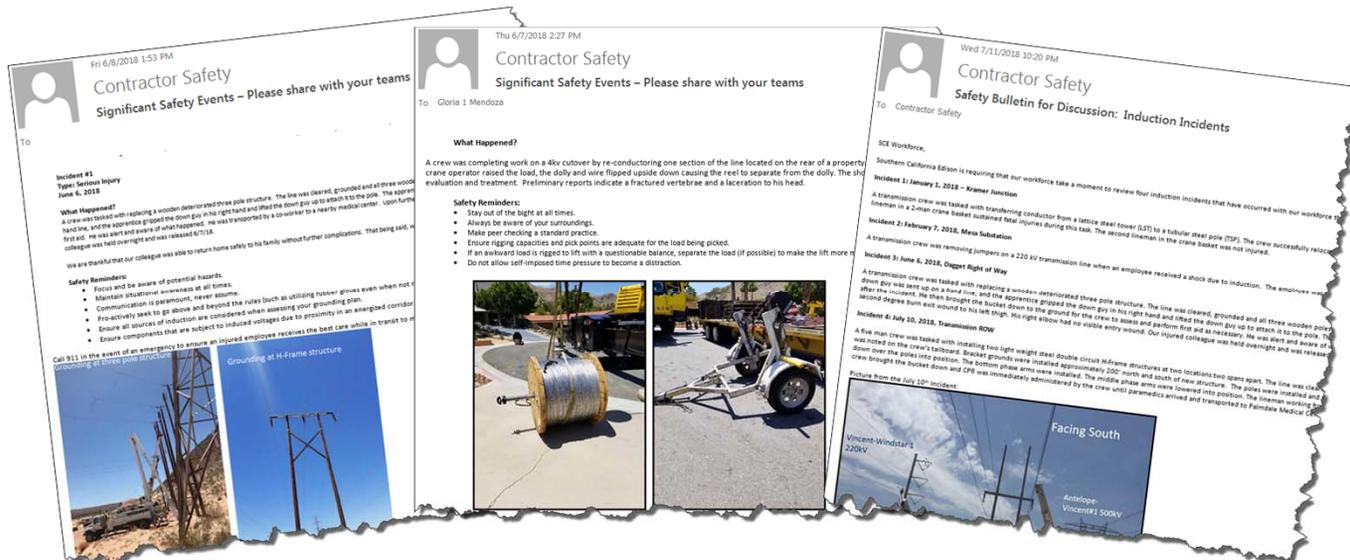
Contractor Pre-Qualification - SCE's Scorecard in ISNetworld (ISN)

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

Q&A Session

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!