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ADDENDUM NOTICE NO. 3

CALIFORNIA ALTERNATIVE ENERGY AND ADVANCED TRANSPORTATION FINANCING AUTHORITY (CAEATFA)

REQUEST FOR PROPOSAL (RFP) – Secondary CONTRACT NO. CAEATFA08-16 Contractor Management for the Residential Energy Efficiency Loan (REEL) Assistance Program

May 15, 2017

CAEATFA has made the following changes, and corresponding textual revisions, to RFP Number CAEATFA08-16. These changes include modified dates for the evaluation period and the anticipated date of issuance for the Notice of Intent to Award, increasing the maximum contract value, and revising the Cost Proposal Worksheet scenario for RFP CAEATFA08-16.

Updated Schedule:

Section D. 1. Key Action Dates (pages 13-14 of 23) is modified to extend the due date for proposers to submit their responses to this RFP.

KEY ACTION DATES

Table with 2 columns: Date, Action. Rows include dates from April 17, 2017 to July 6, 2017, with some dates crossed out and underlined.

Textual changes to increase maximum contract value:

**Revised Text:**

Section A. 3., paragraph 4 (page 2 of 23): “~~The Contract amount for this RFP may not exceed \$900,000.00 (Nine Hundred Thousand Dollars)~~ \$1,500,000.00 (One Million Five Hundred Thousand Dollars) for the entire service term, including all optional extensions.”

Section D. 2. k. (page 16 of 23): “~~The Contract amount may not exceed \$900,000.00 (Nine Hundred Thousand Dollars)~~ \$1,500,000.00 (One Million Five Hundred Thousand Dollars) for the entire Contract term, including the optional one-year extension.”

Attachment 5, in “Annual Costs” (page 6 of 22): “~~The Contract amount may not exceed \$900,000.00 (Nine Hundred Thousand Dollars)~~ \$1,500,000.00 (One Million Five Hundred Thousand Dollars) for the entire Contract term, including the optional one-year extension.”

Attachment 5, in “Cost Proposal – Annual and Total Cost” (page 7 of 22):

See Section B of the RFP for more details. Review the RFP and the calculations in your Cost Proposal [Work Sheets](#) carefully. Mathematical errors may be corrected by CAEATFA.

Total <del>Proposed</del> <u>Estimated</u> Fee for First Year in Two-Year Contract Period	\$ _____
Total <del>Proposed</del> <u>Estimated</u> Fee for Second Year in Two-Year Contract Period	\$ _____
Total <del>Proposed</del> <u>Estimated</u> Fee for Optional Third Year (if extended by CAEATFA)	\$ _____
<del>Total</del> Cost <u>Proposal</u> for Three-Year Contract Term shall be the sum of the “Total Annual Cost” for Year One, Year Two, Year Three, and shall not exceed <del>\$900,000.00</del> <u>\$1,500,000.00</u> for the potential three-year contract term.	\$ _____

Compensation for services under this Agreement shall not exceed \$1,500,000.00 for the entire service term, including all optional extensions. Annual estimated costs do not constitute “not-to-exceed” amounts, and actual yearly expenditures may be different from annual estimated costs.

Exhibit B. 1. f. (page 2 of 3): “The maximum amount of compensation to the Contractor Manager under this Agreement shall not exceed ~~\$900,000.00~~ \$1,500,000.00 for the entire term of this Agreement.”

Textual changes to the Cost Proposal Worksheet (Attachment 5):

**Revised Text:**

Attachment 5 in “Scenario” (page 6 of 22): “As the REEL Program is new and therefore has a very limited track record of transaction volume and actual participation metrics, the cost proposal should provide annual fee estimates based on a scenario of 100 currently enrolled Participating Contractors, with the addition of 100 Participating Contractors per year across all IOU territories under the REEL Program. For the purposes of cost estimation, please use the assumption that the Contractor Manager will perform 250 site inspections in Year 1, 500 site inspections in Year 2, and 500 site inspections in Year 3. (This scenario is given only for purposes of evaluating the fees portion of your proposal. Actual enrollment volume under the Agreement may vary considerably).”

Attachment 5 in “Travel Costs” (now “Administrative Costs”) (page 6 of 22): “~~Travel Administrative Costs.~~ Travel, transportation and per diem expenses shall not exceed the rates payable to State employees. The firm shall submit detailed monthly invoices to CAEATFA for review and approval.”

Attachment 5 in “Annual Costs” (page 6 of 22): “~~2. Monthly billing estimates for the work above, with an annual-not-to-exceed~~ estimated annual cost for each year contemplated.”

**Cost Proposal Worksheet – Year 1**

**Personnel and Labor Rates**

#	Staff Name	Title	Hourly Rate
1			\$
2			\$
3			\$

**Cost Categories**

Service/Deliverable	(Title)			(Title)			(Title)		
	Annual Hours	Rate	Cost	Annual Hours	Rate	Cost	Annual Hours	Rate	Cost
ME&O / Recruitment		@ \$	\$	x \$	= \$		x \$	= \$	
Contractor Training	x	\$	\$	x	\$	= \$	x	\$	= \$
Process Applications	x	\$	\$	x	\$	= \$	x	\$	= \$
Contractor Support	x	\$	\$	x	\$	= \$	x	\$	= \$
Reporting	x	\$	\$	x	\$	= \$	x	\$	= \$
		Subtotal	\$		Subtotal	\$		Subtotal	\$

Annual Labor \$ \_\_\_\_\_

Compliance Verification	Cost Per Transaction	Estimated # Performed Annually	Annual Cost
Desktop Verification:	\$ _____ each	x _____	= \$ _____
On-Site Field Verification/Audit:	\$ _____ each	x _____	= \$ _____

Annual Verification \$ \_\_\_\_\_

**Travel Administrative Costs**

Travel Description	Cost	Estimated # Annually	Annual Cost
_____	\$ _____ each	x _____	= \$ _____
_____	\$ _____ each	x _____	= \$ _____

Annual Travel \$ \_\_\_\_\_

**Annual Costs**

Total Proposed Estimated Fee for First Year in Two-Year Contract Period \$ \_\_\_\_\_

**Cost Proposal Worksheet – Year 2**

**Personnel and Labor Rates**

#	Staff Name	Title	Hourly Rate
1			\$
2			\$
3			\$

**Cost Categories**

Service/Deliverable	(Title)			(Title)			(Title)		
	AnnualHours	Rate	Cost	AnnualHours	Rate	Cost	AnnualHours	Rate	Cost
ME&O / Recruitment	@	\$	\$	x	\$	= \$	x	\$	= \$
Contractor Training	x	\$	\$	x	\$	= \$	x	\$	= \$
Process Applications	x	\$	\$	x	\$	= \$	x	\$	= \$
Contractor Support	x	\$	\$	x	\$	= \$	x	\$	= \$
Reporting	x	\$	\$	x	\$	= \$	x	\$	= \$
		Subtotal	\$		Subtotal	\$		Subtotal	\$

Annual Labor \$

Compliance Verification	Cost Per Transaction	Estimated # Performed Annually	Annual Cost
Desktop Verification:	\$ _____ each	x _____	= \$ _____
On-Site Field Verification/Audit:	\$ _____ each	x _____	= \$ _____

Annual Verification \$

**Travel-Administrative Costs**

Travel Description	Cost	Estimated # Annually	Annual Cost
_____	\$ _____ each	x _____	= \$ _____
_____	\$ _____ each	x _____	= \$ _____

Annual Travel \$

**Annual Costs**

Total **Proposed Estimated** Fee for Second Year in Two-Year Contract Period \$

\_\_\_\_\_

**Cost Proposal Worksheet – Optional Extension (Year 3)**

**Personnel and Labor Rates**

#	Staff Name	Title	Hourly Rate
1			\$
2			\$
3			\$

**Cost Categories**

Service/Deliverable	(Title)			(Title)			(Title)		
	Annual Hours	Rate	Cost	Annual Hours	Rate	Cost	Annual Hours	Rate	Cost
ME&O / Recruitment		@ \$	\$	x	\$	= \$	x	\$	= \$
Contractor Training		x \$	\$	x	\$	= \$	x	\$	= \$
Process Applications		x \$	\$	x	\$	= \$	x	\$	= \$
Contractor Support		x \$	\$	x	\$	= \$	x	\$	= \$
Reporting		x \$	\$	x	\$	= \$	x	\$	= \$
		Subtotal	\$		Subtotal	\$		Subtotal	\$

Annual Labor \$ \_\_\_\_\_

Compliance Verification	Cost Per Transaction	Estimated # Performed Annually	Annual Cost
Desktop Verification:	\$ _____ each	x _____	= \$ _____
On-Site Field Verification/Audit:	\$ _____ each	x _____	= \$ _____

Annual Verification \$ \_\_\_\_\_

**Travel Administrative Costs**

Travel Description	Cost	Estimated # Annually	Annual Cost
_____	\$ _____ each	x _____	= \$ _____
_____	\$ _____ each	x _____	= \$ _____

Annual Travel \$ \_\_\_\_\_

**Annual Costs**

Total **Proposed** **Estimated** Fee for Optional Third Year (if extended by CAEATFA) \$ \_\_\_\_\_

If you have any questions regarding this addendum, or should you require any clarifying information, the contact person for this RFP is:

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Please note that no verbal information provided will be binding upon the State unless such information is issued in writing as an official addendum. Thank you.