



**Kern Electric Vehicle Ready Communities Program Management Consultant
Requests for Proposals (RFP)**
RFP Questions received up to November 8, 2023 with Kern COG answers

Question 1:

The RFP seems to be written such that the Program Manager (Kern COG) will be performing and/or responsible for all the tasks required by CEC.

The Consultant will support the Program Manager in performing the required tasks on behalf of the Program Manager. In a number of tasks the Consultant is doing most of the work and providing deliverables to the Program Manager who will then submit to CEC.

In addition, the Consultant will coordinate with the subcontractors (Charging Station Installer/Operators, Site hosts, and community organizations) to collect data, analyze, generate Kern COG reports, and gather information needed for CEC required reports, invoices and supporting documentation. All of which the Consultant will submit to the Program Manager. The Consultant will not be submitting directly to CEC.

I have worked on two CEC projects and this is how they wanted the project to be implemented.

My question is do I have a good overall understanding of the RFP?

For example, the Program Manager will prepare the Final and other CEC reports with assistance from the Consultant and information provided by the Consultant.

Yes, you have a fair understanding of the RFP. However, the Consultant is expected to prepare the Final and other CEC reports with guidance from the Program Manager as detailed in Task 1.2.

Question 2:

However, in addition to the above the Consultant will be submitting data to the US DOE Alternative Fuel Data Center and the agencies listed in the RFP.

I have used the CEC eCAM templates that are attachments previously.

However, I did not see where a "Match Share" is required of the Consultant for this RFP. Will that be a requirement for this RFP, and if so at what amount/%?

No, a "match share" is not required for this proposal.

Question 3:

My understanding is that a proposed Consultant would be a subrecipient to Kern COG on the budget worksheets. However, Subcontractors, vendors, or Independent Contractors that we would

retain would go in the line item” Subrecipients/Vendors”. Or would those costs go on the line item “Indirect Costs”?

Subcontractors, vendors, or Independent Contractors that a Consultant would retain will go under the line item “Subrecipients/Vendors.”

Question 4:

I have some questions regarding the Site list of existing and planned sites.

Are all of the charging stations of the same type, same installer, same operator, and same software features such as those needed to collect and report the required data?

There are 9 site hosts and 11 facility locations, and each site hosts have their own agreements with different vendors. Therefore, not all charging stations are the same.

Question 5:

Some operators may not make the data readily available. Have all the operators agreed to provide the data, and/or will make it possible remotely access the data?

The Consultant shall collect the data from each charging station site host, noting that some site hosts request confidentiality. Data on chargers over a twelve-month period, reported at six months following the station opening and again at twelve months. Accessing data remotely will depend on site hosts.

Question 6:

Do they all have an on-going maintenance or service level agreement?

Yes.

Question 7:

Is it possible, or is it your intention that the Consultant will coordinate all of the above with the installer/operators?

Yes, the intent of this RFP is to retain a consultant to work closely with the Kern COG EV Ready Communities Program Manager to help with reporting and invoice tasks. The successful proposer will work with as many as ten EV Charging Station sub-recipients to help keep station openings on track, visit the stations in-person to document they are operational and listed on the United States Department of Energy Alternative Fuel Data Center Station Locator, create a template for case studies for each site, ensure compliance with CEC grant requirements, support the review of subrecipient reports and invoices. Additionally, the Program Management Consultant will create a data collection template acceptable to the CEC and Kern COG.

Question 8:

Since the number of charging stations (Agreement is for 4) DC Fast, and (Agreement is for 32) Level 2 charges is less than the total charging stations does that mean the extra charger stations will not need to meet the reporting requirements?

All charging stations need to meet the reporting requirements.