

Solicitation for On Call Services

BACKGROUND

Orange County Power Authority (OCPA) is a community choice aggregator (CCA) in Orange County that launched phased electric service in April 2022. Upon full implementation, the Authority will service over 366,000 accounts in Southern California Edison and San Diego Gas & Electric territories. We serve five member agencies (Buena Park, Fullerton, Huntington Beach, Irvine, and County of Orange (unincorporated areas)) with the potential of expansion throughout the region. For more information, please visit our website at www.ocpower.org

TERMS OF AGREEMENT

OCPA is seeking a qualified vendor to assist in various energy procurement and monitoring activities. This will be an on-call agreement for an initial term of six (6) months with the option to extend for additional terms. Workload is estimated at 25 hours per a month will be required.

MINIMUM CONSULTANT QUALIFICATIONS

Experience with:

- Compliance reporting for the California Public Utilities Commission (CPUC), California Energy Commission (CEC), the California Independent System Operator (CAISO), California Air Resources Board (CARB), and the Department of Energy (DOE).
- Energy contract negotiation, development through execution and contract expiration.
- Western Renewable Energy Information System (WREGIS) system.
- Technical advisory services and analytics focused on the California energy market.

All proposers should have a valid business license for the City in which they operate. All proposers should be able to show the following minimum insurance requirements will be maintained through the duration of the project:

- \$1,000,000 of Commercial General Liability and a general aggregate limit of \$2,000,000 per project or location
- \$1,000,000 of Automobile Liability for any owned, non-owned, or hired vehicle to be used in connection with the performance of this project
- \$1,000,000 of Worker's Compensation as required by the State of California
- \$2,000,000 of Professional Liability/Errors & Omissions

SERVICES REQUESTED

The following is a list of potential tasks the vendor may be asked to assist with:

- Validating invoices.
- Ensuring supplier conformance with applicable contract terms.
- Support requisite reporting to various regulatory agencies.

- Tracking counterparty performance.
- Assisting in the administration of competitive solicitation processes (for various energy products and/or services).
- Supporting development of integrated resource and/or implementation planning materials.
- Coordinating with OCPA's contracted scheduling coordinator and working with regulatory and legislative staff and consultants on power-related compliance issues.
- Assist procurement efforts for energy and capacity products, including administration of internal contract review and approval process and coordination with counterparties.
- Support negotiations for new energy contracts, master agreements, and confirmations, working closely with OCPA's transactional counsel, contracted portfolio management service provider and staff to ensure timely and efficient process completion.
- Manage contract lifecycle from execution through contract expiration. Maintain, update and track contract files, including key dates, obligations, and related status information. Advise OCPA's management of observed issues/deviations and coordinate with suppliers to address such issues.
- Maintain working knowledge of relevant inputs and outputs from OCPA's deal capture system. Develop and recommend complementary tracking mechanisms for contract milestones and issues, including conformance with OCPA's Risk Management Policy. Communicate with OCPA management and portfolio management service provider regarding same.
- Support portfolio management service provider in assessing counterparty performance and risk, including financial and compliance-related considerations, as required by OCPA's Risk Management Policy and applicable regulations.
- Monitor energy market activities, including regulatory, legislative, and pricing trends focused on California's electric utility industry.
- Assist with preparation of compliance reports and materials related to power supply, including those required by the California Public Utilities Commission (CPUC), California Energy Commission (CEC), the California Independent System Operator (CAISO), California Air Resources Board (CARB), the Department of Energy (DOE) and other jurisdictional regulators, as appropriate.
- Monitor actual deliveries from contracted generation facilities and supply agreements, validating such performance against OCPA's projections/expectations. Proactively communicate any variances/irregularities to OCPA management and coordinate with suppliers to address such issues if/as necessary.
- Administer settlement/check-out processes with OCPA's suppliers to ensure all invoices conform with transactional specifications and available supporting data. Coordinate with OCPA's suppliers to resolve any observed issues.
- Validate CAISO statements and cost recovery from counterparties as provided for in-contract terms.
- Track invoice payments and prepare related reports for management and technical teams.
- Providing settlement, credit, and other data as needed to the Middle Office and Finance to support monitoring of risk exposures and budget processes.
- Assist with the management of OCPA's Western Renewable Energy Information System (WREGIS) system account.

SUBMISSION REQUIREMENTS

Proposals may be in the form of an hourly rate schedule or a flat monthly fee. Please submit qualifications, rates, and proof of insurance to info@ocpower.org. The first review of proposals will be Friday, November 11, 2022