



**Magnolia Educational & Research Foundation
Proposition 39 Clean Energy Grant**

Request for Proposals

Section 1: Public Notification

1.1 Introduction

Magnolia Educational & Research Foundation (“Magnolia” or “Magnolia Public Schools”) is a 501(c) (3) non-profit public charter school management organization dedicated to establishing and managing high-quality public charter schools in California. Magnolia’s vision is to graduate students who are scientific thinkers that contribute to the global community as socially responsible and educated members of society. Magnolia operates ten (10) public charter schools in Los Angeles, Orange and San Diego Counties.

1.2 Scope of Work

Proposition 39, the California Clean Energy Jobs Act, provides funding to Local Education Agencies to improve energy efficiency and create clean energy jobs. Multiple Magnolia schools were awarded program funds and the organization is seeking qualified Vendors to develop and submit an expenditure plan to the California Energy Commission.

The selected Vendor will coordinate and work with Magnolia staff to develop the expenditure plan. The plan shall follow all rules, regulations and requirements of the Proposition 39 California Clean Energy Jobs Act, Energy Expenditure Plan guidelines. Additional information on the program can be found at <http://www.cde.ca.gov/lr/fa/ce/>. The selected Vendor shall be solely responsible for researching and meeting all programmatic requirements.

Additional details are found in Section 3, RFP Response Requirements.

1.3 Requirements

The selected Vendor shall submit the work product to Magnolia staff a minimum of two (2) weeks prior to the submittal deadline for review, editing and approval. Submittal of the expenditure plan shall be submitted to the state no less than three (3) business days before the

published due date.

The successful Vendor shall:

- have successful experience working with K-12 schools.
- provide a minimum of three (3) references
- provide appropriate proof of insurance as directed by Magnolia Public Schools

Additional details can be found in Section 3.

Section 2: Notice to Vendors

2.1 Submission Method

All bids responses shall be delivered by US Postal Service, common courier (FedEx, UPS) or via hand delivery. Additionally, please also submit a soft copy of the complete RFP response via email in .pdf format to frank@edfacgroup.org by the due date as listed in section 2.5.

2.2. Responsiveness

Magnolia reserves the right to reject a proposal if the proposal is conditional or incomplete, deemed non-responsive, or if it contains any alterations of form or other irregularities of any kind. Magnolia may reject any or all proposals or waive any immaterial deviation in a proposal. Magnolia's waiver of an immaterial deviation shall in no way modify the RFP document or excuse the Vendor from full compliance with all other requirements if awarded the contract.

A proposal is considered responsive if it follows the required format and meets all deadlines and other requirements outlined in this RFP.

2.3 Negotiations

Magnolia reserves the right to further negotiate with selected Vendors regarding pricing and fee structures. All information included in a Proposal may be incorporated, at Magnolia's sole option, into the contract. Magnolia reserves the right to negotiate final terms and conditions of the contract, which may differ from those contained in the Proposal, provided Magnolia considers such negotiation to be in its best interest and the changes in the terms and conditions must not create a material change to the original terms released in the RFP.

2.4 Form of Contract

Each successful Bidder shall be required to enter into a contract in the form prescribed or agreed to by Magnolia. The contract shall be valid from its execution through the completion of the program's scope of work, expected to be in 2019.

2.5 Timeline

All responses are due **by 5:00 p.m., Friday, May 5, 2017**. Submittals received after the due date and time will not be considered.

Section 3: RFP Response Requirements

3.1 Scope of Work-Deliverables

All responses to the RFP shall contain the services to be provided by Vendor, which shall include at minimum, the following deliverables:

- Benchmarking, Energy Auditing and Screening
- Complete and Submit Energy Expenditure Plans
- Secure Funds Commitment of Expenditure Plans
- Project Manage Systems Design, Installation through Completion
- Annual Tracking and Reporting to the CA Energy Commission

3.2 Response Requirements

The proposal shall contain:

- A table of contents or index
- A detailed scope of work for each of the deliverables listed in 3.1
- An itemized breakdown of the fees
- A project schedule
- Vendor Qualifications and Experience: Provide a minimum of three (3) references, including,
 - (a) name and scope of the project
 - (b) client name and contact information
 - (c) contract amount
 - (d) milestone timeline
- Qualifications and Experience of Key Personnel

- Identify the person that will be principally responsible for working with the MPS and leading this engagement. Elaborate upon the role, responsibilities and communication and presentation skills of this individual.
- Provide professional resumes of key personnel to be directly assigned to MPS engagement.
- Provide Insurance Coverage Details

3.3 Evaluation of Proposals and Recommendation

All RFP responses will be read and evaluated by a committee of Magnolia home office staff. Overall responsiveness and representations made within the RFP, as well as your firm's ability to connect with the MPS team are important factors in the overall evaluation process. MPS will select a firm that has the highest suitability for the work with MPS and the overall desirable approach.

3.4 Award

Magnolia reserves the right to reject any and all proposals; to waive any informality in the proposal process; and to accept the proposal that appears to be in its best interests. Staff will make a recommendation to the Board of Directors to award a contract to the selected Vendor. The Board will vote to award the contract at its regularly scheduled meeting in May 2017.

4. Questions and Submission

Please feel free to direct questions to Frank Gonzalez, preferably by email, as shown below.

All proposals are due **no later than 5:00 p.m. on Friday, May 5, 2017**. Please deliver three (3) copies in care of the MERF address and one (1) copy by email as indicated below:

Frank Gonzalez
c/o Magnolia Education & Research Foundation
250 E 1st Street, Suite 1500
Los Angeles, CA 90012
fgonzalez@magnoliapublicschools.org
323.422.9129 cell