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GAVIN NEWSOM
GOVERNOR

Date of Addendum No. 2

May 11, 2023

Notice to Applicants

The 2022-RFP-98 for Low Income Household Water Assistance Program Payment Disbursement Services is modified as outlined in this revised Addendum, inclusive of the modifications listed in [Addendum No. 1](#) (Released May 3, 2023). Deletions are indicated by “~~black strikethrough~~” font and additions outlined in this revised addendum are indicated by “red underlined” font. Modifications previously included in Addendum No. 1 are indicated by “black underlined” font. The original RFP remains in full force and effect except as modified by this revised Addendum, which is hereby made part of the RFP. Proposers shall consider this Addendum when preparing and submitting their proposal.

RFP Revision 1

Original Text (Pages 6)	<p>1.3 Key Action Dates</p> <table border="1"> <thead> <tr> <th data-bbox="402 279 889 317">DATE</th> <th data-bbox="898 279 1429 317">KEY ACTION</th> </tr> </thead> <tbody> <tr> <td data-bbox="402 327 889 394">April 21, 2023</td> <td data-bbox="898 327 1429 394">Request for Proposal (RFP) Made Available</td> </tr> <tr> <td data-bbox="402 396 889 464">May 2, 2023, 10:00 a.m. to 12:00 p.m. PDT</td> <td data-bbox="898 396 1429 464">Bidders' Conference (Attendance Optional)</td> </tr> <tr> <td data-bbox="402 466 889 533">May 5, 2023, by 5:00 p.m. PDT</td> <td data-bbox="898 466 1429 533">Deadline for Written Question Submission</td> </tr> <tr> <td data-bbox="402 535 889 648">May 11, 2023, by 5:00 p.m. PDT</td> <td data-bbox="898 535 1429 648">Responses to Written Questions Posted on Cal eProcure and CSD's Website</td> </tr> <tr> <td data-bbox="402 651 889 718">May 12, 2023, by 5:00 p.m. PDT</td> <td data-bbox="898 651 1429 718">Deadline for Request for Requirements Change</td> </tr> <tr> <td data-bbox="402 720 889 787">May 12, 2023, by 5:00 p.m. PDT</td> <td data-bbox="898 720 1429 787">Deadline for Intent to Submit Proposal</td> </tr> <tr> <td data-bbox="402 789 889 835">May 19, 2023, by 5:00 p.m. PDT</td> <td data-bbox="898 789 1429 835">Deadline for Proposal Submission</td> </tr> <tr> <td data-bbox="402 837 889 871">May 24 – June 16, 2023</td> <td data-bbox="898 837 1429 871">Evaluation of Submitted Proposals</td> </tr> <tr> <td data-bbox="402 873 889 940">June 19, 2023 (<i>Estimate</i>)</td> <td data-bbox="898 873 1429 940">Notice of Intent to Award Posted on Cal eProcure and CSD's Website</td> </tr> <tr> <td data-bbox="402 942 889 976">June 22, 2023 (<i>Estimate</i>)</td> <td data-bbox="898 942 1429 976">Release Contract</td> </tr> <tr> <td data-bbox="402 978 889 1012">June 26, 2023 (<i>Estimate</i>)</td> <td data-bbox="898 978 1429 1012">Contract Execution</td> </tr> </tbody> </table>	DATE	KEY ACTION	April 21, 2023	Request for Proposal (RFP) Made Available	May 2, 2023, 10:00 a.m. to 12:00 p.m. PDT	Bidders' Conference (Attendance Optional)	May 5, 2023, by 5:00 p.m. PDT	Deadline for Written Question Submission	May 11, 2023, by 5:00 p.m. PDT	Responses to Written Questions Posted on Cal eProcure and CSD's Website	May 12, 2023, by 5:00 p.m. PDT	Deadline for Request for Requirements Change	May 12, 2023, by 5:00 p.m. PDT	Deadline for Intent to Submit Proposal	May 19, 2023, by 5:00 p.m. PDT	Deadline for Proposal Submission	May 24 – June 16, 2023	Evaluation of Submitted Proposals	June 19, 2023 (<i>Estimate</i>)	Notice of Intent to Award Posted on Cal eProcure and CSD's Website	June 22, 2023 (<i>Estimate</i>)	Release Contract	June 26, 2023 (<i>Estimate</i>)	Contract Execution
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Justification	CSD has added language to clarify the Intent to Submit Proposal is mandatory and revised the key action dates.
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RFP Revision 2

Original Text (Pages 7-8)	<p>1.6 Bidder’s Library</p> <p>This RFP references and incorporates program documents contained within a Bidders’ Library, access available upon request, on CSD’s Contracting Opportunities webpage. The Bidders’ Library will be made available at the time the formal RFP is released. The following is the list of documents included in the Bidders’ Library:</p> <ol style="list-style-type: none"> 1. Appendix A – List of water systems currently enrolled in LIHWAP Direct Pay Agreement 2. Invoice Schedule 3. Sample Standard Agreement (STD 213) 4. Example – Direct Pay Agreement 5. Payment Flow 6. Contract Related Requirements (non-negotiable) <ol style="list-style-type: none"> a. Confidentiality Agreement b. Addendum A - CSD Contractor Security Addendum A c. Non-IT General Provisions d. Exhibit C – General Terms and Conditions e. Exhibit D – Special Terms and Conditions f. Exhibit E – Lobbying Certification <p>Bidders are strongly cautioned to read and understand these documents prior to submitting their proposals. CSD may update or replace documents in the Bidders’ Library prior to and after the award. The current (i.e., updated, including draft) versions of these documents shall be updated as necessary throughout the term of the contract.</p>
Addendum Text	<p>1.6 Bidder’s Library</p> <p>This RFP references and incorporates program documents contained within a Bidders’ Library, access available upon request, on CSD’s Contracting Opportunities webpage. The Bidders’ Library will be made available at the time the formal RFP is released. The following is the list of documents included in the Bidders’ Library:</p> <ol style="list-style-type: none"> 1. Appendix A – List of water systems currently enrolled in LIHWAP Direct Pay Agreement 2. Invoice Schedule 3. Sample Standard Agreement (STD 213) 4. Example – Direct Pay Agreement 5. Payment Flow 6. Contract Related Requirements (non-negotiable)

	<ul style="list-style-type: none"> a. Confidentiality Agreement b. Addendum A - CSD Contractor Security Addendum A c. Non-IT General Provisions d. Exhibit C – General Terms and Conditions e. Exhibit D – Special Terms and Conditions f. Exhibit E – Lobbying Certification <p><u>7. Attachment 9 Cost Proposal</u></p> <p>Bidders are strongly cautioned to read and understand these documents prior to submitting their proposals. CSD may update or replace documents in the Bidders’ Library prior to and after the award. The current (i.e., updated, including draft) versions of these documents shall be updated as necessary throughout the term of the contract.</p>
Justification	CSD has revised language to clarify Attachment 9 Cost Proposal can be located in the Bidder’s Library.

RFP Revision 3

Original Text (Page 17)	<p>Task 4 Deliverables:</p> <p>Deliverable 9: Vendor shall cooperate with CSD technical assistance audit and contract monitoring. Vendor shall develop a monitoring and oversight plan to be approved by CSD to periodically evaluate a sampling of water systems to verify customer accounts are accurately and timely credited. Bidders must allot 1,000 hours for this deliverable</p>
Addendum Text	<p>Task 4 Deliverables:</p> <p>Deliverable 9: Vendor shall cooperate with CSD technical assistance audit and contract monitoring. Vendor shall develop a monitoring and oversight plan to be approved by CSD to periodically evaluate a sampling of water systems to verify customer accounts are accurately and timely credited. Bidders must allot <u>no more than</u> 1,000 hours for this deliverable.</p>
Justification	CSD has revised language to clarify the Deliverable 9 shall not exceed 1,000 hours.

RFP Revision 4

Original Text (Page 19)	<p>Section 4.1. Minimum Qualifications</p> <p>The bidder must have, at minimum, the following qualifications and experience:</p> <ul style="list-style-type: none"> 1. The bidder must be qualified to do business in the State of California. 2. The bidder must not be a publicly traded corporation or subsidiary thereof that is incorporated offshore, even if the United
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	<p>States is the principal market for the public trading of the corporation's stock.</p> <p>3. The bidder shall have key staff in place or partner agreements executed at the time of the proposal submission or within thirty (30) days of contract execution to carry out the Scope of Work requirements upon contract execution.</p> <p>4. The bidder shall have a minimum of five (5) years of experience maintaining fiscal controls and accounting practices in accordance with the either California Uniform Accounting System, relevant Office of Management and Budget guidelines for federal or state funds.</p> <p>5. Lead personnel in charge of water system account has at least two (2) years of experience in payment disbursement.</p>
Addendum Text	<p>4.1. Minimum Qualifications</p> <p>The bidder must have, at minimum, the following qualifications and experience:</p> <ol style="list-style-type: none"> 1. The bidder must be qualified to do business in the State of California. 2. The bidder must not be a publicly traded corporation or subsidiary thereof that is incorporated offshore, even if the United States is the principal market for the public trading of the corporation's stock. 3. The bidder shall have key staff in place or partner agreements executed at the time of the proposal submission or within thirty (30) days of contract execution to carry out the Scope of Work requirements upon contract execution. 4. The bidder shall have a minimum of five (5) years of experience maintaining fiscal controls and accounting practices in accordance with the either California Uniform Accounting System, relevant Office of Management and Budget guidelines for federal or state funds <u>Generally Accepted Accounting Principles (GAAP)</u>. 5. Lead personnel/<u>Project Manager</u> in charge of water system account has at least two (2) years of experience in payment disbursement.
Justification	<p>CSD has revised language to clarify the accounting practices must be in accordance with Generally Accepted Accounting Principles.</p>

RFP Revision 5

Original Text (Page 34)	Minimum Qualification	Please check the appropriate boxes
	1. Organization is qualified to do business in the State of California.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	2. The bidder must not be a publicly traded corporation or subsidiary thereof that is incorporated offshore, even if the United States is the principal market for the public trading of the corporation's stock.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	3. The bidder shall have a minimum of five (5) years of experience maintaining fiscal controls and accounting practices in accordance with the either California Uniform Accounting System, relevant Office of Management and Budget guidelines for federal or state funds.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	4. Lead personnel in charge of water system account has at least two (2) years of experience in payment disbursement.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Addendum Text	Minimum Qualification	Please check the appropriate boxes
	1. Organization is <u>The bidder must be</u> qualified to do business in the State of California.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	2. The bidder must not be a publicly traded corporation or subsidiary thereof that is incorporated offshore, even if the United States is the principal market for the public trading of the corporation's stock.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	3. <u>The bidder shall have key staff in place or partner agreements executed at the time of the proposal submission or within thirty (30) days of contract execution to carry out the Scope of Work requirements upon contract execution.</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	34. The bidder shall have a minimum of five (5) years of experience maintaining fiscal controls and accounting practices in accordance with the either California Uniform Accounting System, relevant	<input type="checkbox"/> Yes <input type="checkbox"/> No

	Office of Management and Budget guidelines for federal or state funds Generally Accepted Accounting Principles (GAAP).	
	45. Lead personnel/Project Manager in charge of water system account has at least two (2) years of experience in payment disbursement.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Justification	CSD has revised language to clarify the minimum qualifications criteria. <u>A revised Attachment 3 has been provided at the end of this Addendum.</u>	

RFP Revision 6

Original Text (Page 43)	ATTACHMENT 9 – Cost Proposal Cost proposals, including the costs for individual water systems as well as the average hourly rate of staff, may not exceed \$4,500,000 for services with \$150,000,000 for direct household benefit to complete all water system enrollments and disbursement payments within the scope of this engagement. The cost sheet sample has been made available for download through the Bidders' Library.	
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Justification	CSD has revised language to clarify Attachment 9 Cost Proposal sheet is required.	

ATTACHMENT 3 – Minimum Qualification Certification

The bidder certifies that it fulfills all the Minimum Qualifications outlined Section 4.1. By signing this attachment, the bidder also agrees that if selected, it will notify CSD immediately upon its failure to continue to meet the minimum qualifications.

On behalf of _____,
 I certify that (Organization Name) said organization, including any and all partners (if a consortium), complies with the Minimum Qualifications set forth in Section 4.1 of the RFP.

Minimum Qualification	Please check the appropriate boxes
1. The Bidder must be qualified to do business in the State of California.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. The bidder must not be a publicly traded corporation or subsidiary thereof that is incorporated offshore, even if the United States is the principal market for the public trading of the corporation's stock.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. The bidder shall have key staff in place or partner agreements executed at the time of the proposal submission or within thirty (30) days of contract execution to carry out the Scope of Work requirements upon contract execution.	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. The bidder shall have a minimum of five (5) years of experience maintaining fiscal controls and accounting practices in accordance with Generally Accepted Accounting Principles (GAAP).	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Lead personnel/Project Manager in charge of water system account has at least two (2) years of experience in payment disbursement.	<input type="checkbox"/> Yes <input type="checkbox"/> No

 (Authorized Signature)

 (Organization Name)

 (Print Name)

 (Date)

 (Title)