MCE, a California Joint Powers Authority, is seeking qualifications from interested vendors who have experience with ratepayer funded energy efficiency and/or workforce, education and training programs within the residential sector, specifically related to designing and implementing workforce development curriculum or related programs.

I. ABOUT MCE
With offices in San Rafael and Concord, MCE is a Community Choice Aggregation public agency that focuses on reducing energy-related greenhouse gas emissions by providing electricity customers with 50-100% renewable energy and groundbreaking energy efficiency, demand response, and energy storage programs. MCE determines the source and cost of the energy and PG&E continues to manage the transmission and distribution of the energy. MCE is a public, not-for-profit joint powers authority. Members of the agency include the County of Marin and its towns and cities, the County of Napa and its towns and cities, the County of Contra Costa and its cities of Concord, Danville, El Cerrito, Lafayette, Martinez, Moraga, Oakley, Pinole, Pittsburg, Richmond, San Pablo, San Ramon and Walnut Creek, unincorporated Solano County and the city of Benicia.

II. PROJECT BACKGROUND
In May 2018, the California Public Utilities Commission ("CPUC") approved MCE’s Energy Efficiency Business Plan ("Business Plan") found here: https://www.mcecleanenergy.org/wp-content/uploads/2019/02/MCE-Energy-Efficiency-Business-Plan.pdf. As part of the Business Plan, MCE proposed a Workforce, Education, and Training program ("WE&T Program" or "Program") to reduce barriers to participation in such programs, provide access to training and career pathways for underrepresented populations, and ensure a trained workforce to support the implementation of the rest of MCE’s energy efficiency portfolio of programs.

MCE has invested more than $770,000 into workforce development initiatives since it launched programs in 2012, including 4,400 job hours, installation of 171 new residential solar systems, installation of energy and water saving measures in 1,800 multifamily units and over 328 youth and adult training hours.

The Program began in 2019 with the core goals of identifying gaps in the market to influence future program design, finding creative solutions to identified barriers to participation for underrepresented populations in WE&T programs, and providing a skilled labor force to help facilitate market transformation.

III. PURPOSE OF THIS RFQ
MCE intends to create a list of qualified training organizations from which to select to train and support job seekers to enter the workforce development pipeline MCE is building in partnership throughout its service area. Vendors submitting the required documentation will be added to the
list as a qualified vendor. Subject to the conditions prescribed by MCE and provided herein, MCE is hereby soliciting qualifications for the training component of its WE&T Program.

In responding to this RFQ, all vendors are required to adhere to all of MCE requirements provided herein.

IV. SCOPE OF SERVICES

MCE’s overall workforce development strategy is geared towards creating meaningful career paths. MCE is working to establish relationships with labor organizations and local businesses to ensure there is a potential career pathway into the energy industry for Program participants. MCE will sponsor, support and leverage workforce training for workforce professionals and job seekers. There will be an emphasis on training participants toward a comprehensive energy industry skillset.

MCE is looking for qualified program partners capable of performing the following scope of services:

- Offer curriculum for a workforce, education, and training program relevant to the energy efficiency industry or high-performance building in alignment with MCE’s mission.
- Address industry identified barriers to participation in workforce, education, and training programs that support ratepayer funded energy efficiency programs.
- Facilitate access to and serve hard to reach or disadvantaged workers.
- Train cohorts of job-seekers to be ready to complete contractor-as-trainer internships.
- Perform Marketing and Outreach.
- Program reporting on achieving Program goals and metrics.
- Implementation of a curriculum in the near term within the constraints of COVID-19.

V. MINIMUM QUALIFICATIONS

- Demonstrated experience implementing and/or developing workforce, education, and training programs that incorporates addressing barriers to program participation.
- Demonstrated experience implementing programs which achieve their goals and are aligned with MCE’s goals and mission.
- Existing relationships with customer, contractor, and other stakeholders within MCE’s service area.
- Demonstrated experience implementing community outreach to facilitate participation in workforce, education, and training programs.
- Understanding of the CPUC policies and reporting requirements for ratepayer funded programs (See Attachment A for program reporting metrics).
- Demonstrated experience with cost-effective budget management and efficient use of resources.

VI. CONTENT OF RESPONSE

Interested vendors must submit the following documents to be added to MCE’s list of qualified vendors:

a. Cover letter with the following elements:
   1. Legal business name, address, telephone number, and business status (corporation, limited partnership, individual, etc.).
2. Name of vendor’s representative with respect to this RFQ and their telephone number and email address.
3. A signature of an authorized individual.

b. Qualifications and experience, not to exceed three (3) pages:
   1. A brief summary of vendor’s history and background.
   2. A brief summary of vendor’s anticipated adaptations to programs and capacity due to COVID-19.
   3. A brief summary of near-term training opportunities and timeline which can be implemented safety during COVID-19, including the number of disadvantaged workers\(^1\) expected to be trained or offered follow-up support.
   4. Identification of relevant licenses and certifications.
   5. A list of 2-3 clients served in the last five years to be used as references. Please include scope of work, dates of contract, contract amount, contact person, telephone number, and email address.
   6. (Optional) A brief summary providing observation or insight into how a workforce development job pipeline should be developed to avoid creating an excess of job seekers with the inadvertent consequence of increased competition driving down wages in the industry.

c. Price. MCE is interested in opportunities to contract with qualified vendor(s) to implement multiple strategies to serve the entirety of MCE’s service area within its available budget for the 2020 Program year (anticipated budget consists of $50,000-$100,000 per selected vendor). Please provide a full breakdown of costs associated with the scope of services, such as a high-level summary of estimated pricing on a per person, or per task basis.

d. (Optional) Completed Supplier Diversity Questionnaire: Please note, your response (or lack thereof) will have no impact on your contract status or eligibility to work with MCE in accordance with state law.

VII. KEY DATES, DEADLINES AND SUBMISSION REQUIREMENTS

a. Notice of Interest: No later than the deadline for submitting questions, all parties interested in responding to this RFQ are encouraged, but not required, to notify MCE via email of the intent to submit qualifications. This notice creates no obligation to submit qualifications but will ensure that interested parties are copied on MCE’s responses to questions submitted by potential respondents. Notices must be sent to contracts@mcecleanenergy.org and should include the company’s name and email contact information, referencing “MCE Workforce, Education, and Training RFQ – Notice of Interest” in the subject line.

b. Questions Deadline: Any questions relating to the content of this RFQ must be submitted to the Contracts Manager no later than August 21, 2020.

A. Submission Requirements: To be eligible for consideration, all responses must be submitted via an Egnyte upload link, in either pdf or .docx (Word) file format, no later than 4:00pm on August 28 2020 to:

   https://mea.egnyte.com/ul/WSWH9I4WXQ

\(^1\) CPUC’s definition of disadvantaged worker here: https://docs.cpuc.ca.gov/PublishedDocs/Published/G000/M234/K071/234071190.PDF at p.79
Respondents must fill in the two required fields as follows before upload documents:

Name: Please list Company Name
Email Address: List email address of the contact submitting the response.

Please leave the optional third field requesting company name blank; company name should be listed in the first required field titled “Name.”

Respondents may upload files until the deadline listed above. Any submissions received after the deadline will not be considered.

c. **Submission Deadline:** Subject to the General Terms and Conditions below, MCE is accepting submissions from the date this RFQ is issued until August 28, 2020.

**VIII. EVALUATION CRITERIA**

a. Completeness of Submission
b. Minimum Qualifications Met (see section V)
c. Number of potential job trainees which meet the disadvantaged worker criteria
d. COVID-19 safety protocols addressed in training program
e. Timeline for training job seekers
f. Price within MCE’s anticipated budget

**IX. GENERAL TERMS AND CONDITIONS**

a. **MCE’s Reserved Rights.** MCE may, at its sole discretion: withdraw this Request for Qualifications at any time, and/or reject any or all offers or proposals submitted without awarding a contract. Respondents are solely responsible for any costs or expenses incurred in connection with the preparation and submittal of an offer or proposal.

b. **Public Records.** All documents submitted in response to this Request will become the property of MCE upon submittal, and will be subject to the provisions of the California Public Records Act and any other applicable disclosure laws. Upon submission, all proposals shall be treated as confidential until the selection process is completed. Once a contract is awarded, all proposals shall be deemed public record. MCE is required to comply with the California Public Records Act as it relates to the treatment of any information marked “confidential.” Respondents requesting that portions of its submittal should be exempt from disclosure must clearly identify those portions with the word “Confidential” printed on the lower right-hand corner of the page. Each page shall be clearly marked and separable from the proposal in order to facilitate public inspection of the non-confidential portion of the proposal. MCE will consider a respondent’s request for an exemption from disclosure; however, if MCE receives a request for documents under the California Public Records Act, MCE will make a decision based upon applicable laws. Respondents should not over-designate material as confidential, and any requests or assertions by a respondent that the entire submittal, or significant portions thereof, are exempt from disclosure will not be honored.

c. **No Guarantee of Contract.** MCE makes no guarantee that a vendor submitting documents under this solicitation will result in a contract. The successful vendor, if any, will enter into an agreement for services based on MCE’s Standard Form Agreement, attached hereto
as Attachment B for informational purposes only. The terms included in the attached standard form are subject to change based on the scope of work agreed to by MCE and the selected vendor.

d. **Insurance.** Selected vendors shall provide proof of insurance coverage meeting or exceeding the following minimum requirements prior to contracting with MCE: Commercial General Liability ($2,000,000 per occurrence, $4,000,000 aggregate for bodily injury and property damage), Motor Vehicle Liability Insurance ($1,000,000), Workers’ Compensation and Employer’s Liability Insurance (per statute), and Professional Liability Insurance ($1,000,000), as applicable.

e. **Genuine Response.** By submitting a response to this RFQ, the Responded ensures the submission is genuine, and not sham or collusive, nor made in the interest or on behalf of any person not named therein; the submitting firm has not directly or indirectly induced or solicited any other submitting firm to put in a sham bid, or any other person, firm or corporation to refrain from submitting a submission, and the submitting firm has not in any manner sought by collusion to secure for themselves an advantage over any other submitting firm.

X. **QUESTIONS**

To promote accuracy and consistency of information provided to all participants, questions will only be accepted via email submitted to the Contracts Manager at contracts@mcecleanenergy.org and the subject line of the email must read “MCE Workforce, Education, and Training RFQ Question.” The deadline for submitting questions is August 21, 2020.

MCE will provide a written response to the questions submitted via email by August 25, 2020 to all respondents who submitted questions and/or provided a complete Notice of Interest. MCE reserves the right to combine similar questions, rephrase questions, or decline to answer questions, at its sole discretion.

All questions must be submitted through the above process. No questions will be answered over the telephone or in person. Respondents may not have any contact regarding this procurement with any MCE official or staff from the time of issuance of this solicitation until the award of contract, other than through the process for submitting questions. Any contact in violation of these provisions will be grounds for disqualification.

Thank you for your interest!
# Workforce Education and Training

<table>
<thead>
<tr>
<th>Common Problem</th>
<th>Final Common Metric or Indicator</th>
<th>Category: Metric or Indicator</th>
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<tbody>
<tr>
<td>Expanding WE&amp;T Reach via Collaborations</td>
<td>Number of partnerships by sector (complete “partnership” defined by curriculum developed jointly + agreement)</td>
<td>Metric</td>
</tr>
<tr>
<td>Penetration of Training</td>
<td>Number of participants by sector</td>
<td>Metric</td>
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<tr>
<td></td>
<td>Percent of participation relative to eligible target population for curriculum</td>
<td>Metric</td>
</tr>
<tr>
<td>Diversity of Participants</td>
<td>Percent of disadvantaged participants trained (ID by zip code)</td>
<td>Metric</td>
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<tr>
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<td>Percent of incentive dollars spent on measures verified to have been installed by contractors with a demonstrated commitment to provide career pathways to disadvantaged workers</td>
<td>Metric</td>
</tr>
<tr>
<td></td>
<td>Number of energy efficiency projects related to the WE&amp;T training on which a participant has been employed for 12 months after receiving the training</td>
<td>Indicator</td>
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THIS (FIRST) AGREEMENT ("Agreement") is made and entered into this day Date by and between MARIN CLEAN ENERGY, hereinafter referred to as "MCE" and (CONTRACTOR), hereinafter referred to as "Contractor."

RECATALS:

WHEREAS, MCE desires to retain a person or firm to provide the following services: ____________;

WHEREAS, Contractor warrants that it is qualified and competent to render the aforesaid services;

NOW, THEREFORE, for and in consideration of the agreement made, and the payments to be made by MCE, the parties agree to the following:

1. SCOPE OF SERVICES:
   Contractor agrees to provide all of the services described in Exhibit A attached hereto and by this reference made a part hereof.

2. FURNISHED SERVICES:
   MCE agrees to make available all pertinent data and records for review, subject to MCE Policy 001 - Confidentiality.

3. FEES AND PAYMENT SCHEDULE; INVOICING:
   The fees and payment schedule for furnishing services under this Agreement shall be based on the rate schedule which is attached hereto as Exhibit B and by this reference incorporated herein. Said fees shall remain in effect for the entire term of the Agreement. Contractor shall provide MCE with his/her/its Federal Tax I.D. number prior to submitting the first invoice. Contractor is responsible for billing MCE in a timely and accurate manner. Contractor shall email invoices to MCE on a monthly basis for any services rendered or expenses incurred hereunder. Fees and expenses invoiced beyond 90 days will not be reimbursable. The final invoice must be submitted within 30 days of completion of the stated scope of services or termination of this Agreement. MCE will process payment for undisputed invoiced amounts within 30 days.

4. MAXIMUM COST TO MCE:
   In no event will the cost to MCE for the services to be provided herein exceed the maximum sum of $,000.

5. TIME OF AGREEMENT:
   This Agreement shall commence on Date, and shall terminate on Date. Certificate(s) of Insurance must be current on the day the Agreement commences and if scheduled to lapse prior to termination date, must be automatically updated before final payment may be made to Contractor.

6. INSURANCE AND SAFETY:
   All required insurance coverages shall be substantiated with a certificate of insurance and must be signed by the insurer or its representative evidencing such insurance to MCE. The general liability policy shall be endorsed naming Marin Clean Energy and its employees, officers and agents as additional insureds. The certificate(s) of insurance and required endorsement shall be furnished to MCE prior to commencement of work. Each certificate shall provide for thirty (30) days advance written notice to MCE of any cancellation or reduction in coverage. Said policies shall remain in force through the life of this Agreement and shall be payable on a per occurrence basis only, except those required by paragraph 6.4 which may be provided on a claims-made basis consistent with the criteria noted therein.

   Nothing herein shall be construed as a limitation on Contractor's obligations under paragraph 16 of this Agreement to indemnify, defend and hold MCE harmless from any and all liabilities arising from the Contractor's negligence, recklessness or willful misconduct in the performance of this Agreement. MCE agrees to timely notify the Contractor of any negligence claim.

   Failure to provide and maintain the insurance required by this Agreement will constitute a material breach of the agreement. In addition to any other available remedies, MCE may suspend payment to the Contractor for any services provided during any time that insurance was not in effect and until such time as the Contractor provides adequate evidence that Contractor has obtained the required coverage.
6.1 GENERAL LIABILITY
The Contractor shall maintain a commercial general liability insurance policy in an amount of no less than one million dollars ($1,000,000) with a two million dollar ($2,000,000) aggregate limit. MCE shall be named as an additional insured on the commercial general liability policy and the Certificate of Insurance shall include an additional endorsement page. (see sample form: ISO - CG 20 10 11 85).

6.2 AUTO LIABILITY
Where the services to be provided under this Agreement involve or require the use of any type of vehicle by Contractor in order to perform said services, Contractor shall also provide comprehensive business or commercial automobile liability coverage including non-owned and hired automobile liability in the amount of one million dollars combined single limit ($1,000,000.00).

6.3 WORKERS’ COMPENSATION
The Contractor acknowledges the State of California requires every employer to be insured against liability for workers’ compensation or to undertake self-insurance in accordance with the provisions of the Labor Code. If Contractor has employees, a copy of the certificate evidencing such insurance or a copy of the Certificate of Consent to Self-Insure shall be provided to MCE prior to commencement of work.

6.4 PROFESSIONAL LIABILITY INSURANCE (REQUIRED IF CHECKED ☐)
Coverages required by this paragraph may be provided on a claims-made basis with a “Retroactive Date” either prior to the date of the Agreement or the beginning of the contract work. If the policy is on a claims-made basis, coverage must extend to a minimum of twelve (12) months beyond completion of contract work. If coverage is cancelled or non-renewed, and not replaced with another claims made policy form with a “retroactive date” prior to the Agreement effective date, the contractor must purchase “extended reporting” coverage for a minimum of twelve (12) months after completion of contract work. Contractor shall maintain a policy limit of not less than $1,000,000 per incident. If the deductible or self-insured retention amount exceeds $100,000, MCE may ask for evidence that contractor has segregated amounts in a special insurance reserve fund or contractor’s general insurance reserves are adequate to provide the necessary coverage and MCE may conclusively rely thereon.

Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the performance of the Agreement. Contractor shall monitor the safety of the job site(s) during the project to comply with all applicable federal, state, and local laws, and to follow safe work practices.

7. NONDISCRIMINATORY EMPLOYMENT:
Contractor and/or any permitted subcontractor, shall not unlawfully discriminate against any individual based on race, color, religion, nationality, sex, sexual orientation, age or condition of disability. Contractor and/or any permitted subcontractor understands and agrees that Contractor and/or any permitted subcontractor is bound by and will comply with the nondiscrimination mandates of all federal, state and local statutes, regulations and ordinances.

8. SUBCONTRACTING:
The Contractor shall not subcontract nor assign any portion of the work required by this Agreement without prior written approval of MCE except for any subcontract work identified herein. If Contractor hires a subcontractor under this Agreement, Contractor shall require subcontractor to provide and maintain insurance coverage(s) identical to what is required of Contractor under this Agreement and shall require subcontractor to name Contractor as additional insured under this Agreement. It shall be Contractor’s responsibility to collect and maintain current evidence of insurance provided by its subcontractors and shall forward to MCE evidence of same. Nothing contained in this Agreement or otherwise stated between the parties shall create any legal or contractual relationship between MCE and any subcontractor, and no subcontract shall relieve Contractor of any of its duties or obligations under this Agreement. Contractor shall be solely responsible for ensuring its subcontractors’ compliance with the terms and conditions of this Agreement. Contractor’s obligation to pay its subcontractors is an independent obligation from MCE’s obligation to make payments to Contractor. As a result, MCE shall have no obligation to pay or to enforce the payment of any moneys to any subcontractor.

9. ASSIGNMENT:
The rights, responsibilities and duties under this Agreement are personal to the Contractor and may not be transferred or assigned without the express prior written consent of MCE.

10. RETENTION OF RECORDS AND AUDIT PROVISION:
Contractor and any subcontractors authorized by the terms of this Agreement shall keep and maintain on a current basis full and complete documentation and accounting records, employees’ time sheets, and correspondence pertaining to this Agreement. Such records shall include, but not be limited to, documents supporting all income and all expenditures. MCE shall have the right, during regular business hours, to review and audit all records relating to this Agreement during the Contract period and for at least five (5) years from the date of
the completion or termination of this Agreement. Any review or audit may be conducted on Contractor's premises or, at MCE's option, Contractor shall provide all records within a maximum of fifteen (15) days upon receipt of written notice from MCE. Contractor shall refund any monies erroneously charged. Contractor shall have an opportunity to review and respond to or refute any report or summary of audit findings, and shall promptly refund any overpayments made by MCE based on undisputed audit findings.

11. WORK PRODUCT:
All finished and unfinished reports, plans, studies, documents and other writings prepared by and for Contractor, its officers, employees and agents in the course of implementing this Agreement shall become the sole property of MCE upon payment to Contractor for such work. MCE shall have the exclusive right to use such materials in its sole discretion without further compensation to Contractor or to any other party. Contractor shall, at MCE’s expense, provide such reports, plans, studies, documents and writings to MCE or any party MCE may designate, upon written request. Contractor may keep file reference copies of all documents prepared for MCE.

12. TERMINATION:
A. If the Contractor fails to provide in any manner the services required under this Agreement or otherwise fails to comply with the terms of this Agreement or violates any ordinance, regulation or other law which applies to its performance herein, MCE may terminate this Agreement by giving five business days' written notice to the party involved.
B. The Contractor shall be excused for failure to perform services herein if such services are prevented by acts of God, strikes, labor disputes or other forces over which the Contractor has no control.
C. Either party hereto may terminate this Agreement for any reason by giving 30 calendar days' written notice to the other party. Notice of termination shall be by written notice to the other parties and be sent by registered mail or by email to the email address listed in Section 19 Invoices; Notices.
D. In the event of termination not the fault of the Contractor, the Contractor shall be paid for services performed to the date of termination in accordance with the terms of this Agreement so long as proof of required insurance is provided for the periods covered in the Agreement or Amendment(s).
E. MCE may terminate this Agreement if funding for this Agreement is reduced or eliminated by a third-party funding source.

13. AMENDMENT:
This Agreement may be amended or modified only by written agreement of all parties.

14. ASSIGNMENT OF PERSONNEL:
The Contractor shall not substitute any personnel for those specifically named in its proposal unless personnel with substantially equal or better qualifications and experience are provided, acceptable to MCE, as is evidenced in writing.

15. JURISDICTION AND VENUE:
This Agreement shall be construed in accordance with the laws of the State of California and the parties hereto agree that venue shall be in Marin County, California.

16. INDEMNIFICATION:
Contractor agrees to indemnify, defend, and hold MCE, its employees, officers, and agents, harmless from any and all liabilities including, but not limited to, litigation costs and attorney's fees arising from any and all claims and losses to anyone who may be injured or damaged by reason of Contractor's negligence, recklessness or willful misconduct in the performance of this Agreement.

17. NO RECOURSE AGAINST CONSTITUENT MEMBERS OF MCE:
MCE is organized as a Joint Powers Authority in accordance with the Joint Exercise of Powers Act of the State of California (Government Code Section 6500, et seq.) pursuant to the Joint Powers Agreement and is a public entity separate from its constituent members. MCE shall solely be responsible for all debts, obligations and liabilities accruing and arising out of this Agreement. Contractor shall have no rights and shall not make any claims, take any actions or assert any remedies against any of MCE’s constituent members in connection with this Agreement.

18. COMPLIANCE WITH APPLICABLE LAWS:
The Contractor shall comply with any and all applicable federal, state and local laws and resolutions (including, but not limited to the County of Marin Nuclear Free Zone, Living Wage Ordinance, and Resolution #2005-97 of the Marin County Board of Supervisors prohibiting the off-shoring of professional services involving employee/retiree medical and financial data) affecting services covered by this Agreement.
19. INVOICES; NOTICES
This Agreement shall be managed and administered on MCE’s behalf by the Contract Manager named below. All invoices shall be
submitted by email to:

Email Address: invoices@mcecleanenergy.org

All other notices shall be given to MCE at the following location:

Contract Manager: Troy Nordquist
MCE Address: 1125 Tamalpais Avenue
San Rafael, CA 94901
Email Address: contracts@mcecleanenergy.org
Telephone No.: (925) 378-6767

Notices shall be given to Contractor at the following address:

Contractor: 
Address: 

Email Address: 
Telephone No.: 

20. ACKNOWLEDGEMENT OF EXHIBITS
In the event of a conflict between the Terms of this Agreement and the terms in any of the following Exhibits, the terms in this Agreement
will govern.

☒ Check applicable Exhibits
CONTRACTOR’S INITIALS

EXHIBIT A. ☒ Scope of Services

EXHIBIT B. ☒ Fees and Payment

EXHIBIT C. ☐ Insurance Reduction/Waiver

21. SEVERABILITY
Should any provision of this Agreement be held invalid or unenforceable by a court of competent jurisdiction, such invalidity will not
invalidate the whole of this Agreement, but rather, the remainder of the Agreement which can be given effect without the invalid provision,
will continue in full force and effect and will in no way be impaired or invalidated.

22. COMPLETE AGREEMENT
This Agreement along with any attached Exhibits constitutes the entire Agreement between the parties. No modification or amendment
shall be valid unless made in writing and signed by each party. Failure of either party to enforce any provision or provisions of this
Attachment B

Agreement will not waive any enforcement of any continuing breach of the same provision or provisions or any breach of any provision or provisions of this Agreement.

23. COUNTERPARTS
This Agreement may be executed in one or more counterparts each of which shall be deemed an original and all of which shall be deemed one and the same Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date first above written.

APPROVED BY
Marin Clean Energy:                      CONTRACTOR:

By: _______________________________
Title: _____________________________
Date: _____________________________

By: _______________________________
Name: _____________________________
Date: _____________________________

By: _______________________________
Chairperson
Date: _____________________________

MODIFICATIONS TO STANDARD SHORT FORM

☐ Standard Short Form Content Has Been Modified

List sections affected: ________________________________________________________________
________________________________________________________________________________

Approved by MCE Counsel: __________________________ Date: ________________
Attachment B

EXHIBIT A
SCOPE OF SERVICES (required)

Contractor will provide ___ services as requested and directed by MCE staff, up to the maximum time/fees allowed under this Agreement.
EXHIBIT B
FEES AND PAYMENT SCHEDULE

For services provided under this Agreement, MCE shall pay Contractor in accordance with the amount(s) and the payment schedule as specified below:

In no event shall the total cost to MCE for the services provided herein exceed the maximum sum of $000 for the term of the Agreement.
EXHIBIT C
INSURANCE REDUCTION/WAIVER (if applicable)

CONTRACTOR: [Contractor]
CONTRACT TITLE: [Contract Title]

This statement shall accompany all requests for a reduction/waiver of insurance requirements. Please check the box if a waiver is requested or fill in the reduced coverage(s) where indicated below:

<table>
<thead>
<tr>
<th>Check Where Applicable</th>
<th>Requested Limit Amount</th>
<th>MCE Use Only</th>
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</thead>
<tbody>
<tr>
<td>General Liability Insurance</td>
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<tr>
<td>Automobile Liability Insurance</td>
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<tr>
<td>Workers’ Compensation Insurance*</td>
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<td>*Sole Proprietors must provide representation of their exempt status below</td>
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</tr>
<tr>
<td>Professional Liability Deductible</td>
<td>☐ $</td>
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</tbody>
</table>

Please set forth the reasons for the requested reductions or waiver:


WORKERS’ COMPENSATION STATEMENT OF EXEMPTION

By signing below, I notify MCE that I am a
☐ sole proprietor ☐ partnership ☐ nonprofit organization ☐ closely held corporation

and do not have any employees whose employment requires me to carry workers' compensation insurance. Therefore, I do not carry worker’s compensation insurance coverage.

Contractor Signature: ____________________________
Printed Name of Contractor: ____________________________
Date: ____________________________

Contract Manager Signature: ____________________________
Date: ____________________________
Telephone: ____________________________

Approved by: ____________________________
Date: ____________________________