MCE, a California Joint Powers Authority ("JPA"), is requesting qualifications ("RFQ") from interested vendors that are able to provide Level 1 and Level 2 EV charging hardware, software, and networking in a program that will have installed over 1,000 ports by 2021.

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 JPA. 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; and the County of Solano and the cities of Benicia, Fairfield and Vallejo.

II. PROJECT BACKGROUND
MCE is requesting qualifications from interested vendors that are able to provide electric vehicle supply equipment ("EVSE") package(s) for MCE's MCEv Charging Program ("Program"). The goal of the Program is to expand EV charging access for workplace and multi-family properties in MCE’s territory. The Program provides market education, customer engagement, technical assistance, and a customer incentive for every port installed. The provided EVSE package(s) will include EVSE hardware, software, and network services. The EVSE package(s) will not include installation services. Since launching in August 2018, the Program has helped MCE customers install 600+ Level 2 ports, and there are another 450+ Level 2 ports in the planning pipeline. Subject to annual Board approval, MCE will continue investing in networked Level 2 charging in the years to come. MCE also plans to expand the Program to include Level 1 charging starting in 2021.

III. PURPOSE OF THIS RFQ
Subject to the conditions provided herein, MCE is hereby soliciting statements of qualifications for vendors that can provide a package of EVSE hardware, software, and networking services to MCE customers ("Vendor" or "Vendors"). MCE will create a list of qualified Vendors for Level 1 and/or Level 2 charging that adequately respond to this RFQ and provide the list to MCE customers. In order to access the Program incentive, MCE customers will be required to select a Vendor from the list.

In responding to this RFQ, respondents are required to adhere to all MCE requirements provided herein.
IV. SCOPE OF SERVICES

All respondents, whether primarily a hardware or networking vendor, should be able to provide a complete package of EV charging hardware, software, and network services to workplace and multi-family customers.

V. MINIMUM QUALIFICATIONS

Hardware Must:
- Include a commercial-grade Level 1 or Level 2 EVSE;
  - Level 1 EVSE must be able to supply an output current of at least 12 amps per port minimum at 120 volts;
  - Level 2 EVSE must be able to supply an output current of at least 30 amps per port minimum at 208/240 volts;
- Include a charge connector compliant with SAE J1772;
- Comply with all local laws and regulations, including National Electrical Code Article 625 and California Division of Measurement Standards (“DMS”) Electric Vehicle Fueling Systems Specifications;
- Have a National Electrical Manufacturers Association rating of 3R or better for outdoor usage and an operating temperature range of 0-122 °F;
- Be able to communicate with a network management system and able to use Open Charge Point Protocol (OCPP 1.6 or later);
- Include a minimum one-year warranty on parts;
- Comply with the Americans with Disabilities Act.

Software & Network Must:
- Be able to control, operate, communicate, diagnose, and capture data;
- Be able to track MCE customer usage, collect MCE customer data, bill MCE customers, manage electrical loads, and, after appropriate customer authorization, make data available to MCE on a real-time and historical basis through an application programming interface (“API”) or equivalent mechanism;
  - Data must also be available in dashboard and downloadable formats;
- Comply with all applicable data privacy regulations such that any user data collected must be encrypted and secured to prevent unauthorized access;
- Be certified to receive an OpenADR 2.0b signal.

Respondents Must:
- Provide EVSE package(s) that are inclusive of all hardware, software, and network services;
- Be an authorized provider, distributor, or reseller of specified EVSE hardware and software, and be authorized to provide the required services;
- Be regularly and continuously engaged in the business such that the EVSE provided by respondent has been installed and operational in the United States for at least two years immediately preceding the respondent’s RFQ response;
- Be able to service the entire MCE service area (see MCE service area map, attached hereto as Attachment A).
VI. CONTENT OF STATEMENT OF QUALIFICATIONS

Respondents must provide the following information in order to be added to MCE’s list of Vendors. For guidance, please see Survey Response Template, attached hereto as Attachment B)

a) Cover Letter, Including:
   1. Legal business name, address, telephone number, and business type (corporation, limited partnership, sole proprietor, etc.);
   2. Name, telephone number, and email address of respondent’s representative;
   3. Any requested alternatives to the scope of services, as applicable;
      i. MCE reserves the right to reject submissions where the alternative scope of services is not acceptable;
   4. Signature of individual authorized to sign on respondent’s behalf.

b) Explanation of Qualifications and Experience, Including:
   1. A brief summary of respondent’s history and background;
   2. EVSE package(s) offered as part of this RFQ;
   3. Confirmation that respondent meets all RFQ minimum qualifications (above) or confirmation that respondent will meet all RFQ minimum qualifications and when the qualifications will be met;
   4. Identification of relevant licenses and certifications;
   5. Proposed Terms & Conditions applicable to the customer;
   6. Details regarding the level of customer support that will be provided to the site host and EV drivers;
   7. A list of clients served in the last two years;
      i. List of clients will be used for references;
      ii. Please include scope of work, dates of contract, contract amount, and contact person’s name, telephone number, and email address;
   8. Samples of EVSE packages installed at 2 completed project sites;
      i. Preference for 1 completed multi-family site and 1 completed workplace site.

c) Answers to the Following Questions:
   1. What is the minimum number of ports respondent has served on a customer site?
   2. How does respondent provide installation? In-house, through subcontractors, or will respondent require the site host to find an installer?
   3. Do respondent’s standard Terms & Conditions address Low Carbon Fuel Standard (LCFS) credits? If so, how?
   4. What is required for a site host to claim the rights of the LCFS credits?
   5. Does the respondent’s product have integrated load management? If so, please explain.
   6. Does the respondent’s business offer any pricing arrangements that reduce or eliminate any costs for the customer? If so, please explain.
   7. If respondent is involved in any of the following programs, please state:
      i. CALeVIP;
      ii. PG&E EV Charge Network;
      iii. Community Choice Aggregator (CCA) program;
      iv. Other relevant programs.
8. What payment options are available for the hardware and software to meet the DMS?

d) Sample Costs of the Following:
   1. Base product for Level 1 and/or Level 2 hardware that meets the RFQ specifications;
      i. For Level 2 hardware, provide the sample cost for a single and dual port pedestal;
   2. Networking Fees;
   3. Maintenance Fees;
   4. User Transaction Fees.

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

VII. KEY DATES, DEADLINES AND SUBMISSION REQUIREMENTS

a) Questions Deadline: Any questions relating to the content of this RFQ must be submitted to the Contracts Manager at contracts@mcecleanenergy.org.

b) Submission Requirements: To be eligible for consideration, all materials from Section VI, Content of Response, must be submitted via the following Egnyte Upload link in either PDF or .docx (Word) file format: https://mea.egnyte.com/ul/5YMOkVuMMH

Respondents must fill in the two required fields as follows before uploading documents:
   Name: Please list business name;
   Email Address: List email address of the business 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”.

c) Submission Deadline: Subject to the General Terms and Conditions below, MCE is accepting submissions on an ongoing, rolling basis. Respondents wanting to be included in MCE’s initial qualified Vendor list must submit a response by 5pm PST on Thursday, January 21, 2021. Qualified vendors that adequately respond to this RFQ after January 21, 2021 will be added to the qualified Vendor list, which will be updated quarterly, until this RFQ is closed. MCE may close this RFQ at any time in its sole discretion.

VIII. EVALUATION CRITERIA

a) Meeting all minimum requirements – 35%
b) Qualifications and experience – 25%
c) Answers to RFQ questions – 25%
d) Completeness of submission – 15%
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 statements of qualification submitted by respondents. MCE may elect in its sole discretion to not develop a vendor list. Interested vendors are solely responsible for any costs or expenses incurred in connection with the preparation and submittal of a statement of qualification.

b) **Public Records.** All documents submitted in response to this RFQ 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.

c) **No Guarantee of Contract.** MCE makes no guarantee that a respondent submitting documents under this solicitation will result in a contract.

d) **Genuine Response.** By submitting a response to this RFQ, the respondent 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 RFQ for EVSE Packages Question”.

MCE will provide a written response to the questions submitted via email. MCE will also post submitted questions and written responses to the RFQ online: at https://www.mcecleanenergy.org/opportunities/. 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.

Thank you for your interest!
Attachment A

- Calistoga
- St. Helena
- Napa County
- Novato
- Marin County
- Fairfax
- San Anselmo
- Ross
- Larkspur
- Mill Valley
- Tiburon
- Belvedere
- Sausalito
- Yountville
- Napa
- American Canyon
- Vallejo
- Benicia
- Pinole
- Richmond
- Richmond
- San Pablo
- El Cerrito
- Martinez
- Concord
- Pleasant Hill
- Walnut Creek
- Lafayette
- Moraga
- Danville
- San Ramon
- Pittsburg
- Oakley
- Contra Costa County
- Danville
- Contra Costa County
- San Ramon
Attachment B

Please attach to your RFQ response a cover letter with the following information.
1. Legal business name, address, telephone number, and business type (corporation, limited partnership, sole proprietor, etc.);
2. Name, telephone number, and email address of respondent’s representative;
3. Any requested alternatives to the scope of services, as applicable;
   i. MCE reserves the right to reject submissions where the alternative scope of services is not acceptable;
4. Signature of individual authorized to sign on respondent’s behalf.
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3. **Maintenance Fees;**

4. **User Transaction Fees.**