



SOUTHERN CALIFORNIA PUBLIC POWER AUTHORITY

Request for Proposals for Technical and Compliance Support Services for Adelanto Converter Station

Issuance Date: August 1, 2019

Response Deadline: September 5, 2019 (4:00 pm PDT)

I. Introduction

The Southern California Public Power Authority (SCPPA), on behalf of its Member Utilities, is hereby soliciting competitive proposals for Technical and Compliance Support Services for Adelanto Converter Station on behalf of The City of Los Angeles Department of Water and Power, as described below in Section III.

SCPPA is interested in discovering all Respondent's capabilities related to specified Areas of Interest and associated pricing to enable informed decisions and potentially proceed to more specific negotiations on contract development with one or more qualified Respondents to this Request for Proposals (RFP).

Responses to this RFP are due on or before September 5, 2019 (4:00 PDT), as described below in Sections IV and VI.

II. Background

SCPPA is a joint powers authority and a public entity organized under the California Joint Exercise of Power Act found in Chapter 5 of Division 7 of Title 1 of the Government Code of the State of California, and through the SCPPA Joint Powers Agreement, for the purposes of planning, financing, developing, acquiring, constructing, operating and maintaining projects for the generation or transmission of electric energy. SCPPA also facilitates joint service contracts, at the request of its members, to aggregate like project efforts among its Members for the purposes of developing energy efficiency, demand response and resource procurement Programs or Projects to improve operating efficiencies and reduce costs.

Membership of SCPPA consists of eleven cities and one irrigation district, which supply electric energy within Southern California, including the municipal utilities of the cities of Anaheim, Azusa, Banning, Burbank, Cerritos, Colton, Glendale, Los Angeles, Pasadena, Riverside, and Vernon, and the Imperial Irrigation District. SCPPA is governed by its Board of Directors, which consists of representatives from each of its Members. The management of SCPPA is under the direction of an Executive Director who is appointed by the Board.

Any service contract subsequently entered into by SCPPA pursuant to this RFP would be utilized directly by the interested Members to serve their respective utility customers' needs. The service and work products

would be ordered and approved directly by SCPPA and/or the applicable Members and the billing would be administered through SCPPA.

III. Request for Proposal (RFP) Objective

The purpose of this RFP is to acquire one (1) full time contractor (8 hours/day, total 40 hours/week, Monday through Friday) with the experience to provide the Technical and Compliance support at Adelanto Converter Station for a period of “three (3) years” with the option to renew six months before the end of three years. The contractor will report to Adelanto Converter Station, located at 16800 Aster Road, Adelanto, CA 92301. The contractor will work under the direct supervision of resident engineers at Adelanto – “**Kenneth Pritchett**” and “**Salih Gidey**”. The contractor is to perform the “Scope of Work” services and meet/exceed the “Related Experiences and Qualifications” as defined in Section IV.

IV. Areas of Interest and Scope of Work

Certain SCPPA Member has expressed interest in SCPPA securing bids to acquire a full time contractor to perform services related to Technical and Compliance Support at Adelanto as outlined below. SCPPA is requesting proposals from qualified firms or individuals that will demonstrate the ability to perform such services and functions.

A. Scope of Work

Services to be provided for in the proposal

1. Administration of Windows workstations and servers. Includes configuration of Windows security policies, and installation, patching and configuration of Windows operating systems and 3rd party software
2. Administration of Linux based networks and servers. Includes patching, scripting, status monitoring and installation and configuration of Linux utilities
3. Administration of Cisco network switches, closed networks, and firewalls
4. Administration of VM Ware virtual machines. Includes migration of physical boxes to VMs, installation and administration of VM Hosts, and creation of VM instances
5. Familiarity with Windows batch/power shell along with shell scripts
6. Monitor and maintain Windows, Linux, Cisco, and firmware based devices, including troubleshooting and repair
7. Sanitize computer equipment and storage media that have been removed from cyber environment
8. Backup up and restore Windows, Linux, Cisco, and firmware based devices
9. Create and update backup and restoration procedures for Windows, Linux, Cisco, firmware based devices
10. Perform burn-in tests for McAfee antivirus signatures
11. Maintain and renew software licenses for installed applications
12. Monitor security event data from Industrial Defender Automation Systems Manager®, McAfee antivirus software, network intrusion detection system, and firewall

13. Monitor and evaluate vendor security patches for Windows, Linux, Cisco, and firmware based systems
14. Develop, implement, and monitor mitigation plans until completion
15. Oversee compliance with NERC CIP standards for cyber assets
16. Assemble and document evidence to demonstrate compliance with NERC CIP standards
17. Monitor pending and approved changes to regulations, provide comments and make recommendations on behalf of LADWP
18. Implement industry best practices for IT security and NERC CIP compliance
19. Evaluate compliance and security related risks and recommend controls
20. Train member subject matter experts (SMEs) on compliance and technical processes and procedures.
21. Prepare reports for identified vulnerabilities and potential noncompliance
22. Assist with completing and tracking Reliability Security Audit Worksheets (RSAWs).
23. Generate and review cyber asset baselines, NERC CIP reports, and event logs on Industrial Defender Automation Systems Manager®
24. Monitor Industrial Defender Automation Systems Manager® for unauthorized changes to NERC CIP baselines for cyber assets
25. Manage and update baselines and NERC CIP compliance documentation for cyber assets and networks
26. Perform NERC CIP required security controls checks after device updates and baseline modifications
27. Harden existing and new cyber assets (e.g., disabling of unneeded ports and services and tightening of local firewall rules)
28. Specify and upgrade computer hardware and software
29. Document site specific policies and procedures for NERC CIP compliance activities
30. Support LADWP CIP Compliance Team with Cyber Vulnerability Assessments and remediation on cyber assets
31. Interface with LADWP CIP Compliance team, vendors, and auditors
32. Prepare for and lead internal and external audits, including mock audits if needed
33. Assist in monitoring status of SME's deadlines for audits, compliance tasks, and regulatory document review

B. Description of Related Experiences and Qualifications

The successful Respondent(s) to this RFP shall also demonstrate their experience and capabilities to provide the following:

1. Capability to provide daily IT and NERC CIP compliance support, and facilitate coordination with LADWP compliance team, vendors, and auditing organizations
2. Knowledge in administration of Windows and Linux servers and software, Cisco switches, VMware virtual machines, firewalls, Industrial Defender compliance management tools, and cyber security best practices.

3. Transfer skills and knowledge relevant to the above services to employees during the contract term (as necessary or requested) and the development of design, standards, reports, and procedural manuals.
4. Knowledge and experience in the field of NERC Compliance
5. Demonstrable reputation for excellence in the field of NERC Compliance by providing proof of experience and understanding of the utility critical infrastructure environment.

The successful Respondent(s) must adhere to North American Electric Reliability Corporation (NERC) and all other Regulatory Federal/State/Local regulations.

Timeline / Schedule*

SCPPA RFP for Technical and Compliance Support Services for Adelanto Converter Station Selection Process	
Schedule and Milestones	Target Date(s)
Issue RFP	Thurs, Aug 01, 2019
¹ Q&A for RFP Begins (Bidders to SCPPA)	Mon, Aug 05, 2019
Q&A for RFP Ends	Fri, Aug 16, 2019
Issue Compiled Q&A "Summary" on SCPPA Website	Fri, Aug 23, 2019
Deadline for bidders to submit RFP response to SCPPA	Thurs, Sept 05, 2019
² Q&A for Proposals Begins (SCPPA to Bidders)	Mon, Sept 09, 2019
Q&A for Proposals Ends – SCPPA Forwards Questions to Bidders	Tues, Sept 17, 2019
Bidders to provide response to Q&A	Fri, Sept 20, 2019
Evaluation Period (1 week)	Mon, Sept 23 through Mon, Sept. 30, 2019
Selection of Award Bidder	Thurs, Oct 03, 2019
Notification Issue by SCPPA to all bidders	Fri, Oct 04, 2019
Finalize Terms and Conditions between SCPPA and Awarded Bidder	Mon, Oct 07, 2019 through Thurs, Oct 24, 2019
SCPPA Board Award	Thurs, Nov 21, 2019

*Timeline/Schedule is subject to change.

¹Q&A for RFP Begins - serves as an opportunity for Bidders to ask SCPPA questions pertaining to the RFP. After Q&A for RFP ends, LADWP will answer the questions submitted by Bidders. SCPPA will compile all Q&A into one document and post on the SCPPA website.

²Q&A for Proposals Begins - serves as an opportunity for LADWP to ask questions and seek clarification regarding Bidders proposals.

V. Proposal Submission Required Elements

1. Transmittal Letter Content:

- a. A brief statement of the Respondent's understanding of the work to be done and commitment to perform the work as scheduled, including:
 - i) statement of work specifications; and
 - ii) reference to any proposed contractual terms and conditions required by the Respondent; and
 - iii) a summary of exceptions taken to the RFP requirements; and
 - iv) any and all expectations from SCPPA including, but not limited to: requirements definitions, strategy refinement, and staffing requirements to support the proposed project or program implementation.
- b. An officer authorized to bind must sign the proposal on behalf of the Respondent and must include the following declarations on the transmittal letter:

“This proposal is genuine, and not sham or collusive, nor made in the interest or in behalf of any person not herein named; the Respondent has not directly or indirectly induced or solicited any other Respondent to put in a sham bid, or any other person, firm or corporation to refrain from submitting a proposal; and the Respondent has not in any manner sought by collusion to secure for themselves an advantage over any other Respondent.”

2. **Respondent Information:** Provide legal name of Company or Individual, physical street address, the name(s) and title(s) of the individual(s) authorized to represent the Respondent, including telephone number(s) and email address(es).
3. **Proposal:** Proposals must include a description of the proposed project or program, how it meets (or does not meet) each of the objectives of this RFP, and a detailed description addressing all of the Areas of Interest. Respondents may also include additional services, products, tasks, task elements and/or functions that may not be part of or included in the RFP, but are deemed by the Respondent to be pertinent and potentially valuable to SCPPA or its Members. SCPPA will have full discretionary authority to consider, accept and/or reject without cause such supplemental information that is not directly requested, included in or made part of the RFP.
4. **Fees:** Pricing in all Proposals should be made based on good faith estimates of the requirements defined in this RFP. Please include all necessary details of specific examples or estimates of the fees, labor rates and service charges. Describe how the fees, rates or charges will be determined. Respondents shall also be prepared to provide a breakdown of the applicable overheads and fringe benefit costs that are part of any labor rates and other direct costs associated with the services to be performed.
5. **Experience:** Respondent shall clearly identify project participants and management team, including:
 - a. Describe your firm's experience as may be applicable to this RFP, your organizational structure, management qualifications, and other contract related qualifications, including number of years firm has been in business.
 - b. Specify key employees and describe their qualifications, experience and duties related to this RFP, including the office location(s) where work will be performed, in addition to the physical street address referenced above.

- c. Provide a commitment statement for the retention and use of key employees as proposed, their availability to initiate and sustain the proposal, as well as planned supplemental employees if key personnel are not available to assure project delivery.
- d. State whether Respondent will use subcontractors to perform services pursuant to the contract. Should the use of subcontractors be offered, the Respondent shall provide the same assurances of competence for the subcontractor, plus the demonstrated ability to manage and supervise the subcontracted work. Subcontractors shall not be allowed to further subcontract with others for work. The provisions of any contract resulting from this RFP shall apply to all subcontractors in the same manner as to the Respondent.
- e. Respondent shall indicate any and all pending litigation that could affect the viability of Respondent's proposal, continuance of existing contracts, operation or financial stability.

6. References:

- a. Describe whether the Respondent has, within the last five (5) years, rendered any service to SCPPA or to any of SCPPA's Members, either as a contractor or subcontractor, either under the current Respondent's name or any other name or organization. If so, please provide details (status as prime or subcontractor, brief description of the contract, contract start and end date, the contract administrator name, and total actual contract expenditures).
- b. If the Respondent has not rendered any service within the last five (5) years to SCPPA or to any of SCPPA's Members, then please provide references over that period with the details described above including the counterparty for which services were provided.
- c. Identify existing related or relevant projects or programs which Respondent developed and/or operates that would demonstrate Respondent's capabilities in this area.
- d. Describe relevant program development and implementation experience, approach, and provide a list of references for similar projects completed.

VI. Proposal Submission Delivery Requirements

There will not be an initial Respondent's conference associated with this RFP. Clarification questions may be addressed to nsolano@scppa.org.

Four (4) hard copies of your response, including a transmittal letter of authentic offer with wet-ink authority signature, and any supporting documentation should be delivered no later than 4:00 pm PDT on September 5, 2019 to:

Southern California Public Power Authority
Technical and Compliance Support Services for Adelanto Converter
Station
Attention: Nicole Solano
1160 Nicole Court
Glendora, California 91740

Four (4) electronic copies of your proposal should also be delivered to the address above, on USB flash drives, and also e-mailed to [Kenneth.Pritchett@ladwp.com; Sam.Mannan@ladwp.com; Eric.Escamilla@ladwp.com] no later than the time and date referenced above.

No contact should be made with the Board of Directors, committees or working group representatives, or SCPPA Members concerning this RFP.

All information received by SCPPA in response to this RFP is subject to the California Public Records Act and may be subject to the California Brown Act and all submissions may be subject to review in the event of an audit.

VII. Terms and Conditions

1. SCPPA reserves the right to cancel this RFP at any time, reject any and all proposals and to waive irregularities.
2. SCPPA shall determine at its sole discretion the value of any and/or all proposals including price and non-price attributes.
3. Proposals may be sub-divided or combined with other proposals, at SCPPA's sole discretion.
4. SCPPA shall perform an initial screening evaluation to identify and eliminate any proposals that are, for example, not responsive to the RFP, do not meet the minimum requirements set forth in the RFP, are not economically competitive with other proposals, or are submitted by Respondents that lack appropriate creditworthiness, sufficient financial resources, or qualifications to provide dependable and reliable services for this RFP.
5. SCPPA reserves the right to submit follow up questions or inquiries to request clarification of information submitted and to request additional information from any one or more of the Respondents.
6. SCPPA reserves the right, without qualification and in its sole discretion, to accept or reject any or all proposals for any reason without explanation to the Respondent, or to make any award to that Respondent, who, in the opinion of SCPPA, will provide the most value to SCPPA and its Members.
7. SCPPA may decline to enter into any potential engagement agreement or contract with any Respondent, terminate negotiations with any Respondent, or to abandon the request for proposal process in its entirety.
8. SCPPA reserves the right to make an award, at its sole discretion, irrespective of price or technical ability, if SCPPA determines that to do so would result in the greatest value to SCPPA and its Members.
9. Those Respondents who submit proposals agree to do so without legal recourse against SCPPA, its Members, their directors, officers, employees and agents for rejection of their proposal(s) or for failure to execute or act on their proposal for any reason.

10. SCPPA shall not be liable to any Respondent or party in law or equity for any reason whatsoever for any acts or omissions arising out of or in connection with this RFP.
11. SCPPA shall not be liable for any costs incurred by any Respondents in preparing any information for submission in connection with this RFP process or any and all costs resulting from responding to this RFP. Any and all such costs whatsoever shall remain the sole responsibility of the Respondent.
12. SCPPA may require certain performance assurances from Respondents prior to entering into negotiations for work that may result from this RFP. Such assurances may potentially include a requirement that Respondents provide some form of performance security.
13. Prior to contract award, the successful Respondent shall supply a detailed breakdown of the applicable overheads and fringe benefit costs that are part of the labor rates and other direct costs associated with the services to be performed.
14. SCPPA Members, either collectively or individually may contact Respondents to discuss or enter into negotiations regarding a proposal. SCPPA is not responsible or liable for individual Members interactions with the Respondent which are not entirely conducted through SCPPA or at SCPPA's option or election to engage the Respondent as defined within the RFP.
15. Submission of a Proposal constitutes acknowledgement that the Respondent has read and agrees to be bound by the terms and specifications of this RFP and any addenda subsequently issued by SCPPA.
16. Information in this RFP is accurate to the best of SCPPA's and its Members' knowledge but is not guaranteed to be correct. Respondents are expected to complete all of their due diligence activities prior to entering into any final contract negotiations with SCPPA.
17. SCPPA reserves the right to reject any Proposal for any reason without cause. SCPPA reserves the right to enter into relationships with more than one Respondent, can choose not to proceed with any Respondent with respect to one or more categories of services, and can choose to suspend this RFP or to issue a new RFP that would supersede and replace this RFP.

VIII. Additional Requirements for Proposal

1. **Consideration of Responses:** Submitted proposals should be prepared simply and economically, without the inclusion of unnecessary promotional materials. Proposals should be submitted on recycled paper that has a minimum of thirty percent (30%) post-consumer recycled content and duplex copied (double-sided pages) where possible.
2. **Insurance, Licensing, or other Certification:** If selected, the Respondent will be required to maintain sufficient insurance, licenses, or other required certifications for the type of work being performed. SCPPA or its Members may require specific insurance coverage to be established and maintained during the course of work and as a condition of award or continuation of contract.

3. **Non-Discrimination/Equal Employment Practices/Affirmative Action Plan:** If selected, the Respondent and each of its known subcontractors may be required to complete and file an acceptable Affirmative Action Plan. The Affirmative Action Plan may be set forth in the form required as a business practice by the Department of Water and Power of the City of Los Angeles which is SCPPA's largest Member.
4. **Living Wage Ordinance:** If selected, the Respondent may be required to comply with the applicable provisions of the City of Los Angeles Living Wage Ordinance and the City of Los Angeles Service Contract Workers Retention Ordinance. The Living Wage Ordinance provisions are found in Section 10.36 of the Los Angeles City Administrative Code; and the Service Contract Workers Retention Ordinance are found in Section 10.37 of the Los Angeles Administrative Code (SCWRO/LW0).
5. **Prevailing Wage Rates:** If selected, the Respondent will be required to conform to prevailing wage rates applicable to the location(s) where any work is being performed. Workers shall be paid not less than prevailing wages pursuant to determinations of the Director of Industrial Relations as applicable in accordance with the California Labor Code. To access the most current information on effective determination rates, Respondent shall contact:

Department of Industrial Relations
Division of Labor Statistics and Research
PO Box 420603, San Francisco, CA 94142-0603
Division Office Telephone: (415) 703-4780
Prevailing Wage Unit Telephone: (415) 703-4774
Web: <http://www.dir.ca.gov/dlsr/DPreWageDetermination.htm>

6. **Child Support Policy:** If selected, Respondent may be required to comply with the City of Los Angeles Ordinance No. 172401, which requires all contractors and subcontractors performing work to comply with all reporting requirements and wage earning assignments and wage earning assignments relative to court ordered child support.
7. **Supplier Diversity:** Respondents shall take reasonable steps to ensure that all available business enterprises, including Small Business Enterprises (SBEs), Disadvantaged Business Enterprises (DBEs), Women-Owned Business Enterprises (WBEs), Minority-Owned Business Enterprises (MBEs), Disabled Veteran Business Enterprises (DVBES), and other Business Enterprises (OBEs), have an equal opportunity to compete for and participate in the work being requested by this RFP. Efforts to obtain participation of these business enterprises may reasonably be expected to produce a twenty-five percent (25%) participation goal for SBEs. For the purpose of this RFP, SCPPA's Supplier Diversity program is modeled after that of the Los Angeles Department of Water and Power. Further information concerning the Supplier Diversity Program may be obtained from the Supply Chain Services Division of the Los Angeles Department of Water and Power.
8. **SCPPA-Furnished Property:** SCPPA or a Member's utility drawings, specifications, and other media furnished for the Respondent's use shall not be furnished to others without written authorization from SCPPA or the applicable Member(s).
9. **Contractor-Furnished Property:** Upon completion of all work under any agreement developed as a result of this RFP, ownership and title to reports, documents, drawings, specifications, estimates, and

any other document produced as a result of the agreement shall automatically be vested to SCPPA and no further agreement will be necessary for the transfer of ownership to SCPPA. SCPPA has the sole right to distribute, reproduce, publish, license, or grant permission to use all or a portion of the deliverable documentation, work product or presentations as it determines in its sole discretion.