



**Diversity, Equity, Accessibility, and
Inclusion
Request for Proposals**

Q&A Responses

Peninsula Clean Energy, locally-controlled by the San Mateo County community, provides lower prices, clean energy, and community reinvestment.

Responses are due June 11, 2021 at 5pm Pacific Time

Due date updated May 27th

| # | Question | Answer |
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| 1 | Who is part of the Peninsula Clean Energy DEAI Subcommittee? How many board members, staff members, and roles? | The Peninsula Clean Energy DEAI Subcommittee is officially made up of five members of our Board of Directors. The Subcommittee is supported by the Peninsula Clean Energy CEO and other staff as needed. DEAI Plan implementation will be supported by senior staff across all departments. |
| 2 | Regarding Scope of Work: 2 (Conduct DEAI organizational needs assessment), how many staff members would be involved in the survey? Or is this open to the consultant suggestion? | It is envisioned that this survey would be open to all staff to participate. Research methods and staff support for implementing the survey are open to consultant suggestion. |
| 3 | What is the time the board / leadership / staff could realistically dedicate to working with the chosen DEAI consultant? 1 hour per week? 2 hours / month? Would training sessions be included during this time? | <p>We are looking for guidance from the selected consultant as to the appropriate amount of time necessary by Board members, leadership, and staff to implement an effective program.</p> <p>We envision that the following time commitments may be reasonable to support this process on an as-needed basis:</p> <ul style="list-style-type: none"> • Leadership of Board of Directors Subcommittee on DEAI: up to 1-2 hours/week • Staff leadership: up to 2-4 hours/week • Other staff support: up to 4-6 hours/week total <p>Training sessions would be in addition to this time.</p> |
| 4 | Are the board and the DEAI subcommittee open to working sessions along with the consultants? | We would expect working sessions that require board input would be held with the Board DEAI Subcommittee and the consultants. |
| 5 | What is the budget range for the project? Can you cite a “do not exceed” limit for the DEAI budget? | There is no official range or “do not exceed” limit for the DEAI budget at this time. We strongly suggest that the consultant provide pricing details for different tasks such that PCE can scale up or scale down different activities that the consultant proposes. |
| 6 | For Section 5/Certificates of Insurance, do applications need to include copies of these policies, or will the winning vendor be required to supply the certificates upon award? | The winning vendor will be required to supply the certificates upon award. However, it would be preferable to have those certificates included with the submitted proposal. |
| 7 | For section 2 (Conduct DEAI organizational needs assessment), how many key community stakeholders do you have in mind for the research? | We would look to the consultant to suggest which key community stakeholders representing which communities should be included. The Board Subcommittee on DEAI and PCE staff can provide |

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| | | <p>guidance and information to the consultant as needed. We suggest the consultant provide pricing detail such that PCE can increase or decrease the number of community stakeholders to include for research. The following is an approximate list and count of the potential stakeholders. We will look to the consultant to provide us with recommended count for efficacy of the program and efficiency of the process.</p> <ul style="list-style-type: none"> • Peninsula Clean Energy staff: approximately 30 • Board Members: 23 • Citizens Advisory Committee members: 15 • Key community stakeholders: at least 15, potentially more |
| 8 | For section 2 (Conduct DEAI organizational needs assessment), do you want qualitative research completed for all groups and all members of each group? | We are expecting the consultant to make recommendations on the best process. A mix of research methods may be appropriate given differences between groups of stakeholders. |
| 9 | For section 2 (Conduct DEAI organizational needs assessment), will the report be published to the public? | We anticipate a summary of research results and conclusions will be presented to Peninsula Clean Energy's full Board of Directors at one of their regular public meetings. All Board Meeting materials, including reports and presentation slides, are posted publicly on Peninsula Clean Energy's website in compliance with the Brown Act. More detailed data intended for internal use is potentially subject to release under the Freedom of Information Act. |
| 10 | For section 3, (Create organizational DEAI statement or policy), how many meetings do you think will need to be facilitated to approve the DEAI statement or policy? | This will depend on the quality of the policy proposals and drafts presented by the consultants. It is expected that the consultant will maintain an efficient process and make recommendations as to the approval process and timelines. There may be a need for multiple meetings with the Board Subcommittee on DEAI to finalize a recommendation to the full Board. One to two meetings with the Board might be needed to gain approval of the DEAI statement or policy. Additionally, prior to Board approval, review of the statement by the Citizens Advisory Committee will be needed as well. |
| 11 | For section 4 (Update relevant organizational policies) and section 5 (Create organizational departmental goals, practices, and metrics to operationalize DEAI policies), on the | There currently is no staff level DEAI committee. We are looking to the consultant to work with the senior staff (6-7 people) to update the organizational policies and then to help us integrate DEAI into our everyday work processes (section 5). It is expected |

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| | staff, is there currently a DEAI committee? If not, how many people on the staff will be involved? What will be the decision-making mechanism? | that the DEAI plan will be implemented organizationally as any major strategic planning endeavor, through the department heads. |
| 12 | For section 4 (Update relevant organizational policies), for the updated policies, is there a subcommittee that will be involved and provide endorsements of the updates prior to presenting to the entire board? | The Board Subcommittee on DEAI with support from the CEO and department heads will be involved in finalizing policy recommendations before they are presented to the full board. Changes to existing board policies to incorporate the results of this work will need to be brought to the Board for approval. |
| 13 | Do consultant presentations happen in public board meetings or closed-door meetings? | Consultant presentations will happen in both public board meetings and closed-door meetings. Drafts and procedures will generally be presented and discussed in closed door meetings with either staff and/or with the DEAI Subcommittee (which is not subject to Brown Act public requirements). Final high-level reports, plans, and recommendations will generally be presented in public meetings of Peninsula Clean Energy's Board of Directors. Board meeting materials including reports and presentation slides are posted publicly on Peninsula Clean Energy's website in compliance with the Brown Act. Documents intended for internal use are also potentially subject to release under the Freedom of Information Act. |
| 14 | Is there a single point of contact for daily business needs? | Yes, this can be provided. |