



Request for Proposals

Peninsula Clean Energy, a California Joint Powers Authority, is seeking proposals from interested vendors for:

General Accounting Services

**Responses are due February 24, 2025, by 5 PM
Pacific Saving Time (PST)**



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1. RFP OVERVIEW

Peninsula Clean Energy (“PCE”) issues this Request for Proposals (“RFP”) to seek proposals (“Proposals”) from qualified consultants or firms (“Consultant”) to provide general accounting services to PCE, including financial statement audit support and financial operational assistance.

Bids for this RFP are due **February 24, 2025, by 5 PM PST**. PCE will evaluate the Proposals received from this RFP. PCE expects to notify shortlisted respondents by **March 3, 2025**. PCE may interview shortlisted respondents and the contract will be taken to PCE’s Board of Directors (“Board”) for final approval.

1.1 Qualifications and Expectations

The Consultant must be legally certified to perform financial accounting services for government agencies within the State of California or be able to show certification will be attained by the July 1, 2025, start date. In addition, the Consultant should affirm all staff to be assigned to the project are properly licensed and legally able to practice in California. The Consultant must be able to demonstrate experience working with California-based public agencies or municipalities.

The Consultant must be able to show the following minimum insurance requirements will be maintained through the duration of the project:

- \$1,000,000 of Comprehensive General Liability
- \$1,000,000 of Automobile Liability for any owned, non-owned, or hired vehicle to be used in connection with the performance of this project
- \$1,000,000 of Worker’s Compensation as required by the State of California
- \$1,000,000 of Professional Liability/Errors & Omissions

It is expected that the Consultant will have good standing in the community regarding integrity of work, independence of PCE as defined by generally accepted auditing standards, no pending investigations, and preferably no pending litigations.

The Consultant will be expected to work directly with PCE’s auditor (currently Pisenti & Brinker), PCE’s Chief Financial Officer (currently Nicholas Bijur), and other PCE staff on a regular and professional basis. Regular consultations may be required.

Due to the nature of PCE’s operations, a non-disclosure agreement will need to be signed in relation to any information the Consultant may be privy to regarding PCE customer information.

1.2 Term of Work

Services under this RFP are expected to commence on or about July 1, 2025. Term of the agreement is expected to be 12 months but is negotiable.

2. ABOUT PENINSULA CLEAN ENERGY

PCE is a Community Choice Aggregation (CCA) agency. It is the official electricity provider for San Mateo County and the City of Los Banos in Merced County. Founded in 2016 with a mission to reduce greenhouse gas emissions in the San Mateo County, PCE serves over 310,000 customer accounts by providing more than 3,600 gigawatt hours annually of electricity that is carbon-free and at a lower cost than PG&E. PCE plans for and secures commitments from a diverse portfolio of energy-generating resources to reliably serve the electric energy requirements of its customers over the near-, mid-, and long-term planning horizons. As a community-led, not-for-profit agency, PCE makes significant investments in our communities to expand access to sustainable and affordable energy solutions. For more information on Peninsula Clean Energy, please go to <https://www.peninsulacleanenergy.com/>.

PCE generated \$389 million in operating revenues in FY23-24 and forecasts \$477 million in operating revenues in FY24-25. As of December 31, 2024, PCE had cash and investments of approximately \$400 million, representing over 350 days of cash on hand, which is higher than PCE's Board target range of 180 - 250 days. PCE is rated A- by S&P Global Ratings and A3 by Moody's Ratings. PCE's financial statements, including its fiscal year 2023-2024 audited financials, are available on its website at <https://www.peninsulacleanenergy.com/key-documents>.

3. RFP SCHEDULE

| Event | Date |
|---|-----------------------------------|
| RFP Issued | January 28, 2025 |
| Deadline for Questions | February 10, 2025 |
| Proposals Due | February 24, 2025, 5pm PST |
| Evaluation of Proposals and Presentations | March 3-12, 2025 |
| Estimated Notice of Intent to Award | March 21, 2025 |
| Contract Negotiations and Execution * | March 31, 2025 |
| Commencement of Work | Approximately July 1, 2025 |

- The above scheduled dates are tentative and PCE retains the sole discretion to adjust the schedule. Nothing set forth herein shall be deemed to bind PCE to award a contract, and PCE retains the sole discretion to cancel or modify any part of or all of this RFP at any time
- All questions and the final Proposal should be submitted by email to nbijur@peninsulacleanenergy.com.
- PCE will evaluate all Proposals according to the criteria listed in Section 6. During this phase, PCE will identify submitted Proposals for short-listing, and then notify short-listed Bidders.

****Contract will require approval by PCE's Board***

4. CONTENT OF RESPONSE

Proposals shall be concise, well organized, and demonstrate qualifications and applicable experience and approach necessary to provide the capabilities and Scope of Services listed in Section 5. Proposals should be submitted in Adobe PDF format. Consultants should submit their Proposals as a single PDF and include the following items shown in this section and in the order listed:

- **Title Page:** Describing the title of the document, the Consultant's name, address, contact information, California Business License Number and date of Proposal
- **Transmittal Letter:** Briefly introducing the Consultant, stating an understanding of the work to be done, and a statement of why the Consultant believes they are the best fit to perform the engagement
- **Technical Proposal:** (in any order)
 - Consultant's qualifications and related experience
 - Describe Consultant's proposed approach to the Scope of Service. Identify the methods to be used in the completion of and/or carrying out the Scope of Services
 - Details of all software utilized by the Consultant to provide such services
 - Staff to be assigned to the project, their respective roles, specific relevant experience and the organizational structure of the team. Include resumes for key individuals who will provide service.
 - A statement of direct experience with other CCA's, public agencies, or municipalities
- **Description of Qualifications:** (in any order)
 - Confirmation of meeting the Minimum Qualifications and Expectations as stated in Section 1.1
 - A description of any subcontractors that may be used in relation to this project and the capacity in which they will be employed
 - Years of operation and directly related experience, or most significant engagements, performed in the last five (5) years
 - Three (3) references for engagements that are similar in scope to the type of services being required
 - Sample of work – Example of financial statements prepared by the Consultant for a similar client
- **Fee Schedule and Narrative:** Total project annual costs for a 1-, 2-, and 3-year term; include break-out of costs if applicable

5. SCOPE OF SERVICES

The Consultant is desired to manage and maintain PCE's chart of accounts and general ledger. The Consultant is expected to prepare monthly reporting, quarterly financial statements, and annual audited reports in conformity with generally accepted accounting principles. PCE will provide the Consultant with full access to all relevant financial information.

The Consultant is expected to provide a minimum level of the following services:

- Maintain the general ledger by:
 - Posting billings, accrued revenue, cash receipts, accounts payable, cash disbursements, payroll, accrued expenses, etc.
 - Prepare or maintain the following monthly analyses regarding general ledger account balances:
 - Reconciling to statements from PCE's financial institution for cash activity and balances
 - Reconcile customer data manager reports of customer activity and accounts receivable
 - Estimate user fees earned but not billed at the end of the reporting period
 - Schedule of depreciation of capital assets
 - Aged schedule of accounts payable
 - Schedules of details regarding all remaining balance sheet accounts
- Manage accounts payable: provide documentation of management review, proper segregation of duties, and access to source data. Ensure that required authorization is documented and that account coding is correct.
- Assist with compliance with the economic provisions of service vendor contracts: prior to submission of vendor invoices for management approval, verify vendor invoices with contract provisions regarding time periods, rates, and financial limits.
- Monitor expenditure budget compliance: prior to submission of vendor invoices for management approval, verify that there is budget available and make timely suggestions for any necessary budget amendments.
- Provide monthly and year-to-date accrual basis financial statements with comparisons to budget.
- Process payroll, including managing and reporting payroll taxes.
- File annual informational returns (Forms 1099/1096).
- Assist in the presentation of financial information to the Audit and Finance Committee and answer questions from time to time, as needed.
- Assist in treasury-related functions, such as wire set ups and management of bill pay system (currently bill.com).
- Provide services to meet the requirements of applicable laws and regulations relating to the provisions of accounting services for PCE.

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- Prepare and file various compliance reports for state and local agencies such as user taxes, energy surcharges and state controller reports including financial transactions and government compensation in California and other states as needed.
- Work with PCE affiliates, such as data providers and billing agents (i.e., Calpine, PG&E, and CAISO).
- Assist in the annual audit process.
- Other essential financial duties as needed based on contingency

In addition to monthly and quarterly financial statements, the Consultant shall issue for PCE an annualized auditable report on the fair presentation of the financial statements in conformity with generally accepted accounting principles. This report shall include, at a minimum, Management's Discussion and Analysis, the Basic Financial Statements, and Notes to the Basic Financial Statements. The Consultant will be required to coordinate with PCE and the auditor.

All working papers and reports must be retained, at the Consultant's expense, for a minimum of seven (7) years, unless the firm is notified in writing by PCE of the need to extend the retention period. The Consultant will be required to make working papers available, upon request, to PCE or its designees.

6. REVIEW AND SELECTION PROCESS

Evaluations will be based upon the information provided in the Proposals and such other information requested by PCE, or as deemed appropriate by PCE. Proposals should provide clear, concise information and sufficient detail to enable reviewers/evaluators to evaluate the responsiveness and quality of the Proposals to all RFP requirements.

The review/evaluation team will select the Proposal that offers the greatest value to PCE based on an analysis of the following criteria:

1. Bidder's qualifications and experience
2. Bidder's approach and ability to provide the contemplated Scope of Services identified in Section 5
3. Commercial terms

Contract award will not be based solely on cost, but on a combination of factors as determined to be in the best interest of PCE. PCE will not be bound to award the contract(s) based solely on the lowest bid submitted. In addition, PCE seeks to support companies that reflect its values.

PCE may conduct interviews with a "short list" of Bidders, consisting of those Bidders reasonably likely, in the opinion of PCE, to be awarded the contract. Any interview may include discussions about services offered, conflicts of interests with other clients, or fees/compensation amount or structure. Interviews may take place through video conference, and/or face-to-face meetings, at PCE's sole discretion.

After a Consultant has been selected, PCE will negotiate a contract for execution. The final contract will be presented to PCE's Board for approval.

7. SUPPLIER DIVERSITY

Consistent with its strategic goals, PCE has a strong commitment to foster a work environment that espouses sustainable business practices and cultivates a culture of innovation, diversity, transparency, integrity, accessibility, and commitment to the organization's mission and the communities it serves. As part of that goal, PCE strives to ensure its use of vendors and suppliers who share its commitment to sustainable business and inclusionary practices.

To help ensure a diverse and inclusive set of vendors and suppliers, PCE's policy requires it to:

1. Strive to use small, local, and diverse businesses and provide fair compensation in the purchase of services and supplies;
2. Proactively seek services from small, local, and diverse businesses and from businesses that have been Green Business certified and/or are taking steps to protect the environment; and
3. Engage in efforts to reach diverse vendors and suppliers to ensure an inclusive pool of potential vendors and suppliers.

General Order 156 ("GO 156") are California Public Utilities Commission ("CPUC") rules that establish requirements for CCAs with gross annual California revenues exceeding \$15,000,000 to report on their utilization of majority women-owned, minority-owned, disabled veteran-owned, persons with disabilities-owned and LGBT-owned business enterprises in all categories. Qualified businesses become GO 156 certified through the CPUC and are then added to the GO 156 Clearinghouse database.

The CPUC Clearinghouse can be found here: www.thesupplierclearinghouse.com. It is the policy of PCE that all businesses, including business enterprises owned and controlled by women, minorities, disabled veterans, LGBT, and persons with disabilities shall have the maximum practicable opportunity to participate in the performance of contracts.

PCE's policies and commitment to diversity are consistent with the principles of GO 156, and, therefore, respondents to this RFP are asked to voluntarily disclose their GO 156 certification status as well as their efforts to work with diverse business enterprises, including those owned or operated by women (WBE), minorities (MBE), disabled veterans (DVBE), lesbian, gay, bisexual, or transgender people (LGBTBE), and persons with disabilities (PDBE)

As a public agency and consistent with state law, PCE will not use any such provided information in any part of its decision-making or selection process. Rather, PCE will use that information solely to help evaluate how well it is conforming to its own policies and goals. This policy shall not be used to exclude any qualified businesses from participating in PCE contracting opportunities.

8. PENINSULA CLEAN ENERGY LEGAL OBLIGATIONS

PCE is not obligated to respond to any offer submitted as part of the RFP. All parties acknowledge that PCE is a public agency subject to the requirements of the California Public Records Act, Cal. Gov. Code section 7920.000 et seq. PCE acknowledges that another party may submit information to PCE that the other party considers confidential, proprietary, or trade secret information pursuant the Uniform Trade Secrets Act (Cal. Civ. Code section 3426 et seq.), or otherwise protected from disclosure pursuant to an exemption to the California Public Records Act (Government Code sections 7922.000-7922.210) (“General Rules Regarding Exemptions from Disclosure”). Any such other party acknowledges that PCE may submit to the other party Confidential Information. Upon request or demand of any third person or entity not a party to this RFP (“Requestor”) for production, inspection and/or copying of information designated as Confidential Information by a party disclosing such information (“Disclosing Party”), the party receiving such information (“Receiving Party”), as soon as practical but within three (3) business days of receipt of the request, shall notify the Disclosing Party that such request has been made, by telephone call, letter sent via email and/or by US Mail to the address or email address listed on the cover page of the RFP. The Disclosing Party shall be solely responsible for taking whatever legal steps are necessary to protect information deemed by it to be Confidential Information and to prevent release of information to the Requestor by the Receiving Party. If the Disclosing Party takes no such action, after receiving the foregoing notice from the Receiving Party, the Receiving Party shall be permitted to comply with the Requestor's demand and is not required to defend against it.

9. GENERAL TERMS AND CONDITIONS

1. **Peninsula Clean Energy's Reserved Rights:** PCE may, at its sole discretion: withdraw this RFP at any time, and/or reject any or all materials submitted. Respondents are solely responsible for any costs or expenses incurred in connection with the preparation and submittal of the materials for this RFP.
2. **Public Records:** All documents submitted in response to this RFP will become the property of PCE upon submittal and will be subject to the provisions of the California Public Records Act and any other applicable disclosure laws.
3. **No Guarantee of Contract:** PCE makes no guarantee that a Consultant shortlisted or interviewed will result in a contract.
4. **Response is Genuine:** By submitting a response pursuant to this RFP, Consultant certifies that this 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.