

Monday, November 6, 2023

INVITATION FOR APPLICATIONS
Notice to Prospective Applicants
RFA # CV23-106

VOLUNTEER INFRASTRUCTURE

The Office of Planning and Research (California Volunteers) invites you to review and respond to this solicitation. In submitting your application, you must comply with the instructions found herein.

The deadline for receipt of applications is **Friday, December 8, 2023, at exactly 5:00:00 PM [five o'clock, zero minutes, and zero seconds] Pacific Standard Time (PST).**

Any applications received after the deadline will not be accepted. Application submissions must be submitted electronically by e-mail only. Applications must have the solicitation number in the subject line and be submitted to the following e-mail address:

cv.procurement@californiavolunteers.ca.gov

In the opinion of the OPR, this solicitation is complete and without need of explanation. However, if you have questions, notice any discrepancies or inconsistencies, or need any clarifying information, please submit your inquiries via e-mail. All questions must be submitted in accordance with the instructions contained herein and sent via e-mail directly to the e-mail address listed above.

We appreciate your interest in this project and hope that you respond to this RFA solicitation.

Addendum 1 (11/15/2023): Changed Zoom webinar date. Added section P. ATTACHMENT – Payee Data Record STD 204. Added clarification that only nonprofit organizations and state and local government agencies are eligible to apply to this RFA.

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ATTACHMENT 1
SCOPE OF WORK

Table of Contents

A. KEY DATES TABLE	3
<i>Table 1: Key Action Dates</i>	3
B. MINIMUM QUALIFICATIONS	3
1. Experience.....	4
2. Knowledge.....	4
3. Proof of Minimum Qualifications	5
4. Personnel / Team Resumes	5
C. QUESTIONS / WEBINAR	5
1. Questions.....	5
2. Webinar (Optional Attendance).....	5
D. BACKGROUND	7
E. PURPOSE AND GOALS.....	8
F. SCOPE OF WORK	9
1. Deliverables/Reports.....	13
2. Work Schedule/Timeline	15
G. SUBCONTRACTORS.....	15
H. EVALUATION FOR AWARD	16
1. Cost Score Evaluation (50 Possible Points).....	17
I. POST-AWARD REQUIREMENTS	18
J. REJECTION.....	18
K. SELECTION	19
L. ATTACHMENT – BIDDER DECLARATION (GSPD-05-105)*	19
M. ATTACHMENT – CA CIVIL RIGHTS LAW CERTIFICATION*(REQUIRED IF APPLICABLE).....	20
N. ATTACHMENT – Applicant References Form*	20
O. ATTACHMENT – Applicant Cost Sheet*	20
P. ATTACHMENT – Payee Data Record STD 204*	20
Q. ECONOMIC SANCTIONS.....	21

ATTACHMENT 1
SCOPE OF WORK

A. KEY DATES TABLE

Below is the time schedule for this solicitation. The State reserves the right to modify or cancel this solicitation and/or change dates and times at its sole discretion, prior to the date fixed for the receipt deadline of applications.

Table 1: Key Action Dates

KEY ACTION	DATE	TIME (Pacific Standard Time)
Solicitation Available to Prospective Applicants	November 6, 2023	-
Written Questions Deadline	November 17, 2023	5:00:00 PM PST
Webinar	November 16, 2023 November 30, 2023	1:00:00 PM PST
Posting of Questions & Answers	December 1, 2023	5:00:00 PM PST
Deadline for Application <u>Receipt</u> by OPR	December 8, 2023	5:00:00 PM PST
Estimated Evaluation of Applications	December 11-29, 2023	-
Estimated Notice of Recommended Awards posting (posted for 5 business days in the OPR Office lobby)	December 21, 2023	-
Project End Date	December 31, 2024	-

NOTE: The date and time for the *Deadline for Application Receipt by OPR* is strict. One second past the deadline will deem the application as late and will be rejected.

B. MINIMUM QUALIFICATIONS

Entities submitting an application must meet the minimum qualifications to be further evaluated and considered for award. Applications that do not meet the minimum qualifications will be determined non-responsive and ineligible for award.

ATTACHMENT 1
SCOPE OF WORK

Only nonprofit organizations and state and local government agencies are eligible to apply to this RFA. Any applicants not meeting these organization classifications shall be automatically disqualified.

The Applicant must provide evidence to show that members of the Applicant's project team possess the specific qualifications, competence, experience, resources, and business integrity necessary to carry out the work under the contract as expected. Examples of evidence include, but are not limited to: resumes, letters of reference, and project summaries that highlight the team's specific experience. Applicants must complete and submit **Applicant References Form** attachment. OPR's project manager for this solicitation will confirm that the Applicant meets the minimum qualifications by performing a reference check and checking the validity of remaining specified qualifications as part of the evaluation of applications.

1. **Experience**

The Proposer must demonstrate that the collective experience of their team meets the minimum qualifications in the following areas:

- A description of your experience organizing volunteer projects, particularly in climate action.
- Names and brief bios of the staff who will lead the effort, particularly providing their expertise and relevant academic preparation and professional qualifications.
- Including identifying the lead project manager for the team and outlining how they will communicate and coordinate with California Volunteers (CV) staff.
- A description of how your internal team is organized and managed.
- Examples of previous volunteer events you organized, particularly in climate action.
- Experience designing culturally competent volunteer projects.
- **Subcontractor/Vendor Plan:** If your agency does not have the full-service capabilities in-house, describe the subcontractors/vendors you will use, including but not limited to the name of the agency/ agencies, why you are proposing them, what their role will be and how you plan to work with them through the development and execution of the campaign.

NOTE: The Applicant will work with external partners if and as needed to meet and satisfy any parts of the scope of work listed.

2. **Knowledge**

Members of the team must demonstrate technical knowledge and experience in the following areas:

- Volunteer recruitment, coordination, management
- Volunteer events
- Partnership development

ATTACHMENT 1
SCOPE OF WORK

3. Proof of Minimum Qualifications

The applicant must provide a detailed response, outlining information as to how the applicant meets each of the minimum qualifications listed, and to what extent if any, the minimum qualifications have been exceeded. Submit all applicable documentation and work samples, as appropriate.

4. Personnel / Team Resumes

The applicant shall list all key personnel (i.e., Project Manager) and other personnel who will be working on the project. Include their titles, qualifications, a summary of similar work or studies performed, a resume for each professional, a statement indicating how many hours each professional will be assigned to the technical assistance project and what tasks each professional will perform. The applicant should create a table that shows how the minimum qualifications are met with assigned key personnel to each category of minimum qualification.

Substitute personnel must meet the same minimum qualifications as described in the Minimum Qualifications Section of this solicitation. If a contract agreement is awarded to the Applicant, and substitutions are needed - OPR must be notified in advance of personnel being substituted and the notification must come in the form of a request for OPR approval.

C. QUESTIONS / WEBINAR

1. Questions

All questions and/or concerns to the solicitation requirements must be directed to the e-mail address identified on the first page of this solicitation.

Questions must be received by the date and time specified in the Key Action Dates. Answers to all questions will be shared via the same method that this solicitation was advertised for.

Questions must be submitted referencing the solicitation number in the subject line, directly to the e-mail address identified on page 1 of this solicitation.

2. Webinar (Optional Attendance)

Webinar Date: ~~November 16, 2023~~ **November 30, 2023**

Webinar Time: 1:00p.m. - 2:00p.m. PST

Participation in this meeting is optional but encouraged. The webinar is an opportunity for potential applicants to inquire about the specifications of the project or the solicitation itself. During the webinar, staff will walk through the key components of the solicitation and respond to questions. Below is additional information regarding this webinar.

ATTACHMENT 1
SCOPE OF WORK

Webinar Registration Link:

<https://governorca.zoom.us/meeting/register/tZAucOqhpiMjGtVNUMviXzdYjVNvXuBszfWK>

Any verbal communication with an OPR employee concerning this solicitation is not binding on the State and shall in no way alter a specification, term, or condition of the solicitation. Therefore, all communication should be directed in writing to the e-mail address identified on page 1 of this solicitation.

SEE NEXT SECTION FOR THE SCOPE OF WORK

ATTACHMENT 1
SCOPE OF WORK

D. BACKGROUND

The Governor's Office of Planning and Research (OPR) is an office of the Executive Branch which serves as the State's comprehensive planning agency, with statutory responsibilities for formulating long-range goals for land-use, environmental impact, climate change, policies, plans, and guidelines. The California Strategic Growth Council (SGC) is a cabinet-level council under the umbrella of OPR that coordinates multiple programs related to the intersection of climate, land-use, technical assistance, and housing. California Volunteers (CV) is the state office under the umbrella of OPR that is tasked with engaging Californians in service, volunteering, and civic action to tackle the State's most pressing challenges while mobilizing all Californians to volunteer and serve in their communities. The Office of Community Partnerships and Strategic Communications (OCPSC) is an office under OPR that is tasked with taking on the critical role of managing priority public education and community engagement efforts and providing ongoing support to community-based organizations.

California Climate Action Corps

To realize our state climate goals and protect and preserve California's vitality, far more Californians need to engage with climate change in work, home, and community. This is particularly true among frontline communities (those who are often at greatest risk from climate change, already bear the brunt of environmental injustice, and/or have been historically left out of community development efforts). At present, there are limited meaningful and accessible pathways to engage all Californians. To unlock this potential and accelerate California's climate leadership, we must build organizing capacity on the ground. By supporting direct service opportunities, volunteer connections, and broad engagement campaigns with a focus on frontline communities, we can add capacity both within resource-strapped government agencies and organizations such as nonprofits, educational institutions, tribes, and other leadership centers in civil society. Such support will catalyze greater engagement across California by facilitating new initiatives, fostering new partnerships, and motivating local action.

In September 2020, California Volunteers launched the California Climate Action Corps, the country's first statewide corps of its kind with the mission of empowering Californians to take meaningful action to protect their homes, health, and communities against the harshest impacts of climate change. This initiative engages people through a variety of levels and activities, from those who have an hour to commit at home to those who can commit a year of service, and everything in between.

As part of this initiative, California Volunteers has supported volunteer opportunities that have engaged thousands of Californians throughout the state in climate action. This Volunteer Infrastructure Funding Opportunity provides state funds for organizations to design, launch, and manage expanded volunteer opportunities that engage more Californians statewide in climate action.

ATTACHMENT 1
SCOPE OF WORK

E. PURPOSE AND GOALS

The objective of this solicitation is to establish a competitive process for selecting an experienced Grantee who can provide the services described in the Scope of Work section below.

Through this RFA open competitive solicitation process, California Volunteers (CV) will identify Applicants who will be a Grantee. A maximum amount of up to \$850,000 is available for multiple grants for the duration of the grant period (Jan. 2, 2024 to December 31, 2024) to support this investment.

The State of California has authorized California Volunteers, Office of the Governor to annually provide grant dollars to support volunteer generation and engagement. A total of **\$850,000** is available for Fiscal Year 23/24 to further build a statewide infrastructure to increase volunteer engagement and support #CaliforniansForAll, Governor Newsom's call to service.

Launched in April 2020, in response to COVID-19, #CaliforniansForAll has grown to encompass California Volunteers' unique approach to mobilizing all Californians to support their communities, whether through service-oriented careers, terms of service, organized volunteering, or individual action. Since April 2020, more than 317,000 people have joined #CaliforniansForAll and connected with over 61,000 volunteer opportunities ranging from food insecurity to education to climate action to vaccine related efforts.

In addition to the #CaliforniansForAll members, volunteers signed up to support their communities through other entities, such as local jurisdictions, faith-based organizations, community-based organizations, and volunteer centers. This RFA builds on this mass engagement over the last three years to create an ongoing opportunity to support state priorities, such as climate action and disaster response.

The goal is to continue to expand opportunities for volunteers to take climate action.

The objectives are:

- To continue engaging volunteers across the state with a priority for disadvantaged communities (see below).
- To ensure a diverse group of volunteers are engaged who represent the communities being served, including historically underserved neighborhoods.
- To provide volunteers with opportunities to assist in climate action.

Golden Volunteer is the volunteer management system of California Volunteers programs. Grantees will be required to use Golden Volunteer for volunteer event promotion, management, and reporting (account access will be provided).

ATTACHMENT 1
SCOPE OF WORK

The terms of this agreement will begin **January 2, 2024**, when the agreement has been executed by all parties and has been approved from the Department of General Services, if required, and continue through **December 31, 2024**.

Award amounts range from \$25,000 - \$150,000. No grant shall exceed a total of \$150,000. Any application submitted exceeding \$150,000 shall be automatically disqualified.

F. SCOPE OF WORK

Applications should design an engagement plan that:

Raises awareness of climate actions important to their local community through volunteerism.

- Expands local opportunities for volunteers to take important climate action throughout the grant period.
- Continually engages new volunteers in climate action within the California Climate Action Corps program focus areas: urban greening, organic waste and edible food recovery, and wildfire resiliency.
- **Urban greening** initiatives that reduce greenhouse gas emissions, mitigate the effects of extreme heat, and provide additional benefits such as decreased pollution and energy consumption in low-income communities.
 - *Examples of Eligible Projects:*
 - Establishment, enhancement, and expansion of neighborhood parks and community spaces.
 - Tree-canopy/shade trees.
 - Greening of public lands and structures, including schoolyards, and which may include incorporation of riparian habitat for water capture and provide for other public and wildlife benefits.
 - Multi-objective stormwater projects, including construction of permeable surfaces, collection basins and barriers.
 - Bioswales and rain gardens to mitigate stormwater runoff.
 - Green streets and alleyways.
 - River, creek, and stream restoration
 - Community or outdoor education gardens and orchards.
 - Urban heat island mitigation and energy conservation efforts through landscaping and green roof projects.
 - Creation or restoration of existing wetlands, recharge ponds, floodplain, or riparian corridors.
- **Organic waste and edible food recovery** initiatives that support the reduction and recycling of organic waste, as well as collection and redistribution of edible food that would otherwise be disposed from producers, restaurants, grocery stores and households to people in need.

ATTACHMENT 1
SCOPE OF WORK

- *Examples of Eligible Projects:*
 - Compost collection or processing systems.
 - Food rescue and redistribution projects.
- **Wildfire resiliency** initiatives that support defensible space, home/structure hardening, and fuel reduction programs to protect high-risk communities while also reducing toxic wildfire-related air pollution, as well as reforestation programs post-fire.
 - *Examples of Eligible Projects:*
 - Home or structure hardening projects.
 - Vegetation clearance in critical locations to increase defensible space and/or reduce wildfire intensity and rate of spread.
 - Creation or maintenance of fuel breaks in strategic locations.
 - Removal of ladder fuels to reduce the risk of crown fires.
 - Community-level wildfire prevention projects, such as community chipping days.
- Priority will be given to proposals that engage volunteers in disadvantaged communities (those in census tracts receiving the highest 25 percent of overall scores in CalEnviroScreen 4.0; census tracts lacking overall scores in CalEnviroScreen 4.0 due to data gaps, but receiving the highest 5 percent of CalEnviroScreen 4.0 cumulative pollution burden scores; census tracts identified in the 2017 DAC designation as disadvantaged, regardless of their scores in CalEnviroScreen 4.0; or lands under the control of federally recognized Tribes. For more information, visit <https://oehha.ca.gov/calenviroscreen/sb535>).
 - If your organization is located within, or will be engaging, a disadvantaged community, please describe and indicate the eligibility criteria, such as the CalEnviroScreen score for your organization's address or the primary location where project(s) will be focused. To obtain a CalEnviroScreen score, go to <https://calenviroscreen-oehha.hub.arcgis.com/>, scroll down to the map, click on the magnifying glass in the upper right corner of the map, enter your organization's full address, click anywhere on your census tract on the map, look for the CalEnviroScreen 4.0 Percentile Score listed under Overall Percentiles, and include that number in your application.

Organizations applying for the grant should fall into one of the following categories:

- **Climate Coordinator** - an organization who is connected to multiple climate-focused partners who engage community volunteers or could benefit from community engagement to carry out local climate activities. Partners ideally are a mix of government agencies and non-profit organizations. The Climate Coordinator has experience organizing large community climate action events in partnership with multiple climate organizations.

ATTACHMENT 1
SCOPE OF WORK

- **Climate Organization** - an organization whose purpose is to carry out climate action with engagement from the community. The organization will have experience in a defined climate area, as well as engaging volunteers in local climate projects.

Proposers are asked to follow a climate volunteer engagement model that includes the following component:

- **Expanded Climate Volunteer Projects** - Proposer will define multiple projects throughout the grant period that provide ongoing, expanded climate action volunteer opportunities. The activity can be a one-time event, or the same project/program carried out throughout the year either in different geographic locations or meeting an ongoing need (e.g., food rescue). The volunteer project must expand current activities to engage more volunteers. The proposed project plan should include at least one event in celebration of both Earth Day (April 22) and Climate Action Week (third week of September). Funding for normal operations is not applicable.
 - Proposer will lead coordination and execution of pre-, during, and post-event logistics such as communication with volunteers, parking, registration and check in, project sign-up or assignment, signage, amenities (e.g., ample bathrooms, drinking water, etc.) to ensure a positive volunteer experience. Events should be coordinated as zero waste to the extent possible.
 - Each event will have a defined volunteer goal. Ongoing events should include a target minimum of 20 volunteers. Events that are open to the public are preferable.
 - Proposer will lead volunteer recruitment by utilizing their existing volunteer base and engaging new volunteers to attend climate action volunteer projects in their region. Outreach should include building partnerships, sending emails, newsletters, social media, texting or phone banking of volunteer lists, and other methods. Proposer will strive to ensure that all volunteer projects have sufficient volunteers and slots are filled.
 - Proposer will implement an outreach strategy that educates the community on the importance of and opportunities for taking local climate action, including registering to become a California Climate Action Corps volunteer.
 - Proposer will lead a sign-up and waiver (liability and publicity) process for volunteers participating in the climate action volunteer projects that includes the provided indemnification language pertaining to California Volunteers and the California Climate Action Corps.
 - Proposer will provide day of event management responsibilities and handle any challenges that may come up.
 - Proposer should ensure that climate action volunteer projects are inclusive and accessible to various ages, abilities, and diverse communities, as appropriate.
 - Use of Golden Volunteer for volunteer event promotion, management, and reporting is required for events (account access will be provided).

ATTACHMENT 1
SCOPE OF WORK

- Proposer will produce co-branded materials to be displayed at each grant-funded event, designed in accordance with California Climate Action Corps branding guidance. Cost to be covered by grant funds.

Funding is tied to the number of volunteers engaged during the grant period and reported through Golden Volunteer. Volunteers must provide their first name, last name, and an email address upon sign-up or completion of a volunteer shift.

- For grants from \$50,000 - \$75,000: at least 750 total reportable volunteers must be engaged within the grant period.
- For grants from \$75,001 - \$100,000: at least 1,000 total reportable volunteers must be engaged within the grant period.
- For grants from \$100,001 - \$125,000: at least 1,250 total reportable volunteers must be engaged within the grant period.
- For grants from \$125,001 - \$150,000: at least 1,500 total reportable volunteers must be engaged within the grant period.
- Demonstration project grant from \$25,000 to \$50,000: at least 500 volunteers must be engaged within the grant period; no more than three demonstration project grants will be awarded to grantees to prove their climate action volunteer model.

All climate action volunteer projects should meet the following criteria:

- In aggregate, participating volunteers will be at least 70% unique volunteers.
- All climate action volunteer projects will be considered co-branded California Climate Action Corps events and must follow all co-branding guidelines provided by California Volunteers.
- All volunteers must register for events through Golden Volunteer as a California Climate Action Corps Volunteer, using the following language:
“By registering for this event and/or approving this waiver, you agree for your name and email address to be shared with the California Climate Action Corps (CCAC), a program of California Volunteers, Office of the Governor. You will be part of the California Climate Action Corps and receive exciting volunteer opportunities and updates of the work being done statewide and how you can affect climate change in your community.”

For the purposes of this grant, climate action volunteer projects are defined projects that engage individual and/or group volunteers to accomplish a defined, hands-on climate activity in the focus areas of urban greening, organic waste and edible food recovery, and wildfire resiliency (note that litter clean up events do not meet the scope of work for this grant). These projects can be organized in conjunction with local schools, non-profits, public agencies, companies, and/or other volunteer groups. Any projects which include a climate education

ATTACHMENT 1
SCOPE OF WORK

component must be accompanied by a hands-on, measurable climate action for volunteers to complete (solely educational events do not meet the scope of work for this grant).

Climate action volunteer project design should achieve the following:

- Maximize community interest and engagement in climate action that addresses community needs using evidence-based strategies for climate engagement.
- Educate the community on the importance of taking local climate action to ensure participants understand the opportunities for and impact of their collective actions through volunteerism.
- Implement a direct climate action volunteer project within the community. Projects that encourage ongoing activity and community engagement are of keen interest.
- Appeal to diverse communities with the importance of climate action apparent through the outcome of the project.
- Develop and cultivate partnerships with local and state representatives, climate-focused agencies and community-based organizations to support and participate in climate action events.
- Grantees are strongly encouraged at every level to engage local tribal groups through invitations to partner or participate in climate action events in a mutually agreed upon capacity.

Unallowable Activities/Costs:

- Use of grant funds to support volunteer events that charge volunteers a fee to participate.
- Use of grant funds for gifts and/or food in an entertainment/event setting. Do not include entertainment costs, which include food and beverage costs, unless they are justified as an essential component of an activity.
- Use of grant funds to purchase swag or other free, promotional items (e.g., t-shirts, buttons, etc.).
- Use of grant funds to support volunteer projects outside the three focus areas of urban greening, organic waste & edible food recovery, and wildfire resiliency (note that litter clean up events do not meet the scope of work for this grant).
- Regular operations expenses.

1. **Deliverables/Reports**

California Volunteers will work with grantees to gather data for the following metrics. California Volunteers will provide each grantee with a reporting template for ease of use

ATTACHMENT 1
SCOPE OF WORK

and tracking. Grantee data should be provided to California Volunteers quarterly. Grantees may be asked follow-up questions related to data provided.

Quarterly report due dates

- Reporting period: January 2024 – March 2024 due April 30, 2024
- Reporting period: April – June 2024 due July 31, 2024
- Reporting period: July 2024 – September 2024 due October 31, 2024
- Reporting period: October 2024 - December 2024 due January 31, 2025

Metrics For Climate Action Volunteer Projects

- Total # and locations of projects.
- Total # unique and repeat volunteers engaged in climate action.
- Total # hours served by volunteers engaged in climate action.
- Total # community-based organizations and partners involved.

Climate Outputs and Outcomes

Grantees shall report the following climate outputs achieved as relevant to the project:

- # Trees planted
- # Trees maintained
- # Trees given away
- # Native plants planted
- # Pounds food or organic waste diverted from landfills
- # Pounds rescued food distributed to people in need
- # Acres treated for wildfire, restoration, or resilience
- # Sq ft area (e.g., lawn, pavement, etc.) converted for urban greening
- # Homes/structures treated for wildfire, restoration, or resilience
- # Compost systems started or maintained
- # Gardens (e.g., community, school, etc.) started or maintained
- # People engaged through climate-related education

Grantees may identify and report additional relevant climate outputs.

Note: Grantee organizations also serving as California Climate Action Corps Fellowship host partners will be required to separately track and report volunteers engaged under the grant and fellowship within different Golden Volunteer accounts (account access will be provided) to avoid duplication. For example, if California Climate Action Corps fellows recruit and engage volunteers for a grant-funded volunteer event, those volunteers should be reported for the fellowship and will not count toward volunteers engaged through the grant. These grantees/host partners should also ensure that California Climate Action Corps fellows are not supporting specific activities for which

ATTACHMENT 1
SCOPE OF WORK

grant funding is awarded, though they may provide supplemental support within the context of their approved service project.

2. Work Schedule/Timeline

Tasks/Deliverables	Estimated Timeframe
Start of Grant	January 2, 2024
Submit Project Plan	January 31, 2024
Attendance at quarterly meetings with CV	January 19, 2024 April 16, 2024 July 16, 2024 October 16, 2024
Submit Quarterly Reports	April 30, 2024 July 31, 2024 October 31, 2024 January 31, 2025
End of Grant	December 31, 2024

G. SUBCONTRACTORS

1. If subcontractors are to be used, the Applicant must have a section within the application that identifies the subcontractor(s) as well as the work to be performed by the subcontractor(s). Subcontractor(s) shall also be listed on the **Bidder Declaration Form (GSPD 05-105)** attachment. The cost of the subcontractors work is to be included and itemized in the **Grantee Cost Sheet** attachment. If the subcontractor is a certified Small Business (SB) or Disabled Veteran Business Enterprise (DVBE), then the application must include copies of the certifications. Any certified SB or DVBE subcontractors are subject to performing a commercially useful function which will be done by an OPR admin.

Any Subcontractor that the Applicant chooses to use in fulfilling the requirements of this solicitation must also meet all the requisites of this RFA, including the minimum qualifications and insurance requirements. All subcontractors combined may not perform more than seventy-five percent (75%) of the required services.

2. Applicant may not substitute any proposed Subcontractor without advance written consent of OPR.
3. Nothing contained in the Agreement or otherwise shall create any contractual relationship between OPR and any Subcontractors, and no Subcontractor shall relieve the Grantee of its responsibilities and obligations hereunder. The Grantee agrees to be fully responsible to OPR for the acts and omissions of its Subcontractors and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by the Grantee. The Grantees obligation to pay its Subcontractors is an independent obligation from the obligation of OPR to make payments to the Grantee. As a result, OPR shall have no obligation to pay or to enforce the payment of any moneys to any Subcontractor.

ATTACHMENT 1
SCOPE OF WORK

4. Applicants shall include a letter memo within their application stating they went through their own competitive process on selecting one or more subcontractors to help fulfill part of the work required from this RFA solicitation. **Any application which has one or more subcontractor and not including this letter memo shall be automatically disqualified.**

H. EVALUATION FOR AWARD

The following information is provided for the Technical Score Evaluation phase only. For this RFA solicitation there will be three phases to the evaluation of applications:

- Phase 1: Administrative Evaluation (Pass or Fail)
- Phase 2: Technical Score Evaluation (100 Possible Points)
- Phase 3: Cost Score Evaluation (Out of 50 Possible Points)

OPR will convene a panel to conduct an evaluation of the technical areas of the application, by an evaluation panel consisting of OPR staff. If deemed necessary, other subject matter experts in civil service, independent academic, technical or policy experts may be called upon to be a part of the evaluation team.

The following is the technical scoring criteria for this project:

Technical Evaluation (100 Points Possible)

Item/Description	Points Available
A. Overview of the Proposing Organization – Including but not limited to responses to Proposer Qualifications listed below: <ul style="list-style-type: none"> • Identify the lead Project Manager for your team and outline how that person will ensure strong communication and coordination with CV staff. • Describe how your internal team is organized and managed to ensure timely delivery of high-quality project deliverables. • Experience designing culturally competent volunteer projects and engaging diverse groups. • Subcontractor/Vendor Plan: If your agency does not have the full-service capabilities in-house, describe the subcontractors/vendors you will use, including but not limited to the name of the agency/ agencies, why you are proposing them, what their role will be and how you plan to work with them through the development and execution of the evaluation. 	25
B. Work Plan & Response to the Scope of Work: Identification of each major task, timeline, and specific milestones by which progress can be measured and payments made, as identified previously in the Scope of Work. <ul style="list-style-type: none"> • Include a work plan with calendar and description of each volunteer project. Please describe volunteer project goal and strategy, location, 	60

ATTACHMENT 1
SCOPE OF WORK

<p>type of activity, community impacted, estimated number of volunteers and volunteer recruitment plan. Please note if projects will serve or engage disadvantaged communities (those in census tracts receiving the highest 25 percent of overall scores in CalEnviroScreen 4.0; census tracts lacking overall scores in CalEnviroScreen 4.0 due to data gaps, but receiving the highest 5 percent of CalEnviroScreen 4.0 cumulative pollution burden scores; census tracts identified in the 2017 DAC designation as disadvantaged, regardless of their scores in CalEnviroScreen 4.0; or lands under the control of federally recognized Tribes).</p> <ul style="list-style-type: none"> Identify potential challenges to carrying out the proposed work plan and strategies to address these challenges. Experience organizing volunteer projects. Provide 2-3 examples and descriptions of previous volunteer events you organized, particularly in climate action. 	
<p>C. Qualified Personnel A list of all personnel who will be working on the project including their titles, job descriptions, and resumes.</p>	15

1. Cost Score Evaluation (50 Possible Points)

The Cost Score Evaluation phase will evaluate for the cost points to be awarded to each applicant. Applicants may receive a maximum of 50 cost points. This phase allows staff to evaluate and compare the budgets of each application.

Each Applicant's cost score will be calculated based on the formula ratio of the lowest cost application, multiplied by the maximum number of cost points available, and divided by the Applicant's cost. See formula calculation below:

$$\frac{(\text{Lowest Total Cost Application}) \times (50 \text{ Total Cost Points Possible})}{\div \text{Application Total Cost}}$$

Example: To help illustrate this process, refer to table below, for an example of the cost score calculation process. Cost figures in the example below explain the calculations and have no other significance. Cost points with a decimal value, will be calculated up to two values after the decimal and will be rounded up or down to the nearest hundredth. If there are three or more values after the decimal, the thousandths values of '5' and over will be rounded up, and values with '4' and under will be rounded down. For example, if the cost point total came out to be 44.5678 it will be rounded up become 44.57. If the total came out to be 44.5648 it will be rounded down to become 44.56.

EXAMPLE: Cost Evaluation (50 Points Possible)

BIDDER	TOTAL APPLICATION \$	CALCULATION	COST POINTS AWARDED
A	\$40,000	\$30,000 X 50 / \$40,000	37.5
B	\$35,000	\$30,000 X 50 / \$35,000	42.86
C	\$30,000	\$30,000 X 50 / \$30,000	50.0

ATTACHMENT 1
SCOPE OF WORK

I. POST-AWARD REQUIREMENTS

Prior to execution of the grant and at OPR's sole discretion, the selected Applicant must comply with the following in a manner acceptable to OPR:

1. If the Grantee refuses or fails to execute the grant, then OPR may award the grant to the next ranking applicant. Grant shall be signed by the Grantee and returned within ten (10) calendar days of receipt. Due to time sensitivity matters in relation to the nature of the work, OPR is requesting the Grantee sign and return the agreement to OPR as soon as possible.
2. Within ten (10) working days of award of the grant, Grantee must supply OPR with all required documents to be reviewed.
3. Failure to comply with any post-award requirements may result in cancellation of the award. In that event, OPR reserves the right to award the grant to the next ranking applicant. OPR is not obligated to make an award and reserves the right to cancel the RFA solicitation if needed.

J. REJECTION

1. Applications must be submitted for the performance of all the services, as described herein. Any material deviation from the RFA will not be considered and shall cause an application to be rejected.
1. Applications must be complete in all respects as required by the solicitation. An application will be rejected if it is conditional or incomplete, if it contains any alterations of form, or other irregularities of any kind. The State does not accept alternate grant language from a prospective Grantee. An application with such language will be considered a counterapplication and will be rejected.
2. The State reserves the right to reject any or all applications for any reason. The State may reject any or all applications and may waive any deviation deemed immaterial in a application. The State's waiver of an immaterial deviation shall in no way modify the solicitation documents or excuse the applicant from full compliance with all requirements, if awarded the agreement. All deviations will be examined to determine whether the deviation is immaterial (e.g., errors in mathematical computation or spelling). A material deviation shall cause rejection of the application. An application shall be rejected if any such defect or irregularity constitutes a material deviation from the solicitation requirements. If a deviation is deemed immaterial, then the application may be processed as if no deviation has occurred.
3. Applications that contain false or misleading statements, or which provide references that do not support an attribute or condition claimed by the application, may be rejected. If, in the opinion of the State, such information was intended to mislead the State in its evaluation of the application, and the attribute, condition, or capability is a requirement of this solicitation, it will be the basis for rejection of the application.

ATTACHMENT 1
SCOPE OF WORK

4. Applications received past the date and time specified in the Key Action Dates table in the Scope of Work attachment will be deemed non-responsive and rejected. Under no circumstances will any applications be accepted past the date and time stated. All such applications received past the date and time will not be accepted and will be returned to the applicant unopened. Applications that are received one second past the receipt deadline of applications will be deemed late and not accepted. The time of receipt is the time stamp on the email received by OPR's server so applicants should submit applications as early as possible prior to the deadline.

K. SELECTION

Selection for award shall be made on the highest scoring responsive and responsible applicant based on:

- Qualifications
 - Administrative requirements
 - Technical application
 - Cost application
1. If no applications are received offering a price that in the opinion of OPR is reasonable, OPR is not required to award an Agreement (Public Contract Code, Section 10344 (d)).
 2. The prospective Grantee is advised that this RFA solicitation should result in an award of an Agreement, the Agreement will not be in force and no work shall be performed until the Agreement is fully signed by both parties and OPR executes the agreement via an email notification to the awardee.
 3. The awardee(s) as well as the applicants who are not being awarded grants will be notified via email.
 4. The grant shall be signed by the selected grantee and returned within ten (10) working days of receipt. If the selected applicant refuses or fails to execute the grant, OPR may award the grant to the next highest scoring application below them.

L. ATTACHMENT – BIDDER DECLARATION (GSPD-05-105)*

This attachment serves as a summary of who is working on this project and identifies any certifications that may be held by either the prime grantee or any of its subcontractors. If subcontractors are being used on this project, they must be listed on this document. The Grantee must complete, sign, and submit this attachment with their application.

The form can be obtained via the internet by clicking GSPD 05-105 or at DGS Website. It can be also found in the solicitation post of this RFA.

ATTACHMENT 1
SCOPE OF WORK

Application will not be accepted if this required form is not included with the application submission.

Failure to fully complete and return this attachment with your application will cause your application to be rejected and deemed non-responsive.

M. ATTACHMENT – CA CIVIL RIGHTS LAW CERTIFICATION*(REQUIRED IF APPLICABLE)

This attachment serves as a statement of compliance with the California Civil Rights Laws and Employer Discriminatory Policies pursuant to Public Contract Code section 2010. This attachment is required in response to solicitations valued at \$100,000 or above. Required if applicable.

Attachment must be filled out completely and signed. This must be included in your application package.

N. ATTACHMENT – Applicant References Form*

This attachment serves as a reference form for OPR staff to conduct a reference check after the submission deadline has passed. **Failure to fully complete and return this attachment with your application may cause your application to be rejected and deemed non-responsive.**

O. ATTACHMENT – Applicant Cost Sheet*

This attachment serves as a cost breakdown for services to be rendered according to the Scope of Work you'll be submitting in your application. This attachment is mandatory to be completed and submitted with your application. **Any application submitted without this attachment shall be automatically rejected. Any cost sheet over the total of \$150,000 shall be automatically rejected.**

P. ATTACHMENT – Payee Data Record STD 204*

This attachment serves as the standard form to add vendors to the Financial Information System for the State of California to receive payments.

Failure to fully complete and return this attachment with your proposal will cause your proposal to be rejected and deemed non-responsive.

ATTACHMENT 1
SCOPE OF WORK

Q. ECONOMIC SANCTIONS

On March 4, 2022, Governor Gavin Newsom issued Executive Order [N-6-22](#) (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. “Economic Sanctions” refers to sanctions imposed by the U.S. government in response to Russia’s actions in Ukraine, as well as any sanctions imposed under state law.

All prime Grantees and Subcontractors agree by submitting a application in response to this RFA solicitation, they have reviewed Executive Order N-6-22 and shall find they are in compliance with it. OPR, during the Administration Evaluation, will check the Office of Foreign Assets and Controls Sanctions List. Any prime Grantee or Subcontractor found not being in compliance with Executive Order N-6-22 shall have their application automatically disqualified.

By submitting an application, Grantee represents that the Grantee nor any of its Subcontractors are not a target of Economic Sanctions. Should the State determine the Grantee or any of its Subcontractors are a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for rejection of the Grantee’s application any time prior to contract execution, or, if determined after grant execution, shall be grounds for termination by the State. See more at the following hyperlink to the online directory: <https://www.gov.ca.gov/wp-content/uploads/2022/03/3.4.22-Russia-Ukraine-Executive-Order.pdf>

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