



REQUEST FOR PROPOSALS (RFP) Board Room A/V Equipment Upgrade

RFP Title	Board Room A/V Equipment & Installation
RFP Purpose/Summary	To design, procure, and install new, up-to-date audio/visual equipment in Ava's Board Room
Ava Contact Name	Mike Guy & Sean Alexander
Ava Contact Email	mguy@avaenergy.org & salexander@avaenergy.org
RFP Issued Date	5:00PM PST - July 29, 2026
Questions Due Date	5:00PM PST - July 31, 2026
Responses Posted	5:00PM PST - August 5, 2026
Proposals/Response Due Date	5:00PM PST - August 10, 2026
Evaluation Period	1 week from Response Due Date
Interviews (if applicable)	1 week from Response Due Date
Final Selection Deadline	5:00PM PST - August 17, 2026
Anticipated Contract Term	1 month

1. Statement of Work

Ava Community Energy ("Ava") is seeking proposals from qualified respondents to provide the following services:

Design, procure, and install new, up-to-date audio/visual ("A/V") equipment in Ava's Board Room.

2. Background



Ava is a not-for-profit public agency that operates a Community Choice Energy program for Alameda County and San Joaquin County. Ava serves sixteen incorporated cities as well as the unincorporated areas of both counties, reaching more than 760,000 residential and commercial accounts across the territory. Ava initiated service in June 2018 and is one of 25 community choice aggregation (CCA) programs operating in California. CCAs are expediting the climate action goals of their communities and those of California. Ava is committed to providing clean power at competitive rates while reinvesting in our local communities. For more information about Ava Community Energy, visit <https://avaenergy.org/>.

3. Services and Requirements

3.1 Scope Requirements

The selected respondent(s) must demonstrate the ability to:

- Deliver services described in the Statement of Work
- Provide sufficient staffing and technical expertise
- Meet project timelines and performance expectations

3.2 Detailed Requirements

Deliverable	Description	Estimated Due Date
Project Kickoff	Initial kickoff meeting and review of project plan, stakeholders, schedule, and logistics.	Within 1 week of contract execution
Status Reports	Provide weekly project status updates to Ava Community Energy.	Weekly
Equipment Procurement	Procurement and delivery of approved A/V equipment and materials.	2-3 weeks after contract execution
Installation	Installation of cameras, audio equipment, displays, and supporting infrastructure.	Target August 16, 2026



Testing & Configuration	Validate all A/V components, Zoom integration, and room functionality.	1-2 days after installation
Training	Provide end-user and information technology ("IT") staff training.	Upon completion
Final Deliverables	Completed installation, documentation, warranties, and project signoff.	Project closeout

4. Qualifications

Minimum qualifications include:

- Relevant professional experience
- Demonstrated capability to perform similar work
- Adequate staffing and resources

Ava may request additional documentation supporting respondent qualifications. Please note that prevailing wages will be required for installation work. These requirements are set forth in Section 3.4 of the draft agreement. In addition, a payment and performance bond will be required for this portion of the project. Please see Section 9 of the draft agreement for more information.

5. Procedures, Terms, and Conditions

5.1 General Conditions

- Ava is not responsible for costs incurred in proposal preparation, submittal, or those incurred at any point prior to contract award
- Ava may reject any or all proposals
- Proposals must remain valid for 180 days from submittal

5.2 California Public Records Act (CPRA)

Proposals submitted in response to this RFP may be held confidential by Ava and shall not be subject to disclosure under the California Public Records Act (Cal. Government Code section 7920.000 *et seq.*) until after either Ava and the successful proposer have completed negotiations and entered into an agreement or Ava has rejected all proposals. All correspondence with Ava including responses to this RFP will become the exclusive property of Ava and will become



public records under the California Public Records Act. Furthermore, Ava will have no liability to the respondent or other party as a result of any public disclosure of any proposal or the agreement. If a respondent desires to exclude a portion of its proposal from disclosure under the California Public Records Act, the respondent must mark it as such and state the specific provision in the California Public Records Act which provides the exemption as well as the factual basis for claiming the exemption.

Do not mark entire proposals as confidential.

Ava does not guarantee that marked materials will be exempt from disclosure.

5.3 Reservation of Rights

Ava reserves the right to:

- Reject any or all proposals
- Request clarification or additional information
- Modify or cancel this RFP
- Remedy technical errors in the RFP process
- Issue addenda
- Negotiate terms
- Award in whole or in part
- Reissue the solicitation
- Determine not to award a contract

- Waive non-substantive errors or irregularities in proposals

Issuance of this RFP does not obligate Ava to award a contract or pay any costs incurred in proposal preparation.

6. Supplier Diversity Requirements

Pursuant to SB 255 and CPUC General Order 156:

- Contractors are encouraged to complete a Supplier Diversity Questionnaire after contract execution upon Ava's request
- Ava does not use race, gender, or ethnicity in procurement decisions
- Certification status does not impact selection

Ava encourages certification with the CPUC Supplier Clearinghouse:

<https://www.cpuc.ca.gov/supplierdiversity/>



7. Evaluation Criteria

Proposals will be evaluated based on the following:

Criteria	Weight
Technical Approach & Quality	35%
Experience & Qualifications	25%
Cost	25%
Project Understanding	15%

The proposals will be evaluated based on the factors above and those identified below as “Special Procurement Preferences.” After evaluation of the proposals, and subsequent interviews if needed, Ava will select the most qualified consultant to negotiate an agreement to provide the services. If negotiations are unsuccessful, Ava may attempt to negotiate an agreement with the second ranked respondent.

Special Procurement Preferences

Additional consideration may be given for:

- Local businesses (Ava service area) - 5%
- Businesses in Disadvantaged Communities - 2.5%
- Use of union labor - 2.5%
- Disabled Veteran Business Enterprise (DVBE) - 2.5%

8. Conflict of Interest & Non-Collusion

By submitting a proposal, the respondent certifies that no amount shall be paid directly or indirectly to an employee or official of the City as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the respondent in connection with the procurement under this RFP. Respondents must also disclose any actual or potential conflicts of interest involving Ava employees, Board members, or contractors.

By submitting a proposal, respondents certify that:

- The proposal is genuine and not collusive
- The respondent has not improperly coordinated with other respondents



- No improper gratuities or inducements were offered

9. Instructions to Bidders

9.1 Communications

All communications and submissions must go through the designated Ava Contact listed in the table above on page 1.

9.2 Submission Requirements

- Submit proposals electronically (PDF format)
- Late submissions will not be accepted
- Only one proposal per entity
- Proposals must remain valid for 180 days.

10. Required Proposal Content

A. Administrative Information

- Table of Contents
- Letter of Transmittal (maximum 3 pages)
- Responses to Attachment A (if applicable)

B. Organization Overview

- Company structure and size
- Organization overview and history
- Office location(s)
- Relevant experience

C. Qualifications & Staffing

- Key personnel and qualifications
- Relevant project experience
- References (minimum 3)

D. Financial Information

- Financial statements for the last three (3) years



E. Cost Proposal

- Fee structure
- Expenses
- Breakdown by service
- Total proposed cost and/or not-to-exceed pricing

F. Procurement Preferences (Self-Reported)

- Local presence
- Use of union labor
- DVBE status
- Location in disadvantaged community

G. Appendices

The following appendices may be included with this RFP:

- Appendix A - Detailed Scope of Work
- Appendix B - Cost Proposal
- Appendix C - Service Agreement (with Insurance Requirements)
- Appendix E - Conflict of Interest Disclosure
- Appendix F - Procurement Preferences
- Appendix G - Confidential Information (reserved for confidential information not subject to the PRA)