

2022 Supplier Diversity Annual Report and Plan

Report to the
California Public
Utilities Commission

Redwood Coast Energy Authority
March 1, 2023



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2022 Annual Report

2022 MARKS THE THIRD YEAR FOR REDWOOD COAST ENERGY AUTHORITY'S PARTICIPATION IN THE CALIFORNIA PUBLIC UTILITIES COMMISSION'S (CPUC'S) SUPPLIER DIVERSITY PROGRAM. The Redwood Coast Energy Authority's (RCEA) Community Choice Aggregation (CCA) program started serving load to Humboldt County in May 2017 for the express purpose of empowering its member communities to choose the generation resources that reflect their specific values and needs. Chief among these needs identified through community workshops and input to RCEA's Board of Directors are affordability, local economic development, local control over power resources and generation rates, greenhouse gas emissions reduction, air quality, protection of natural resources, and energy reliability in rural Humboldt County, an area especially prone to extended electric outages.

Several highlights from RCEA's 2022 supplier diversity activities an increase in spend with three certified businesses compared to the previous year, contracts and purchases from a variety of diverse BE's expected to be qualified for certification, posting bids to the Supplier Clearinghouse dashboard, an all-staff training on the CPUC's Supplier Diversity program and certification process, participating in regular CPUC-CCA Supplier Diversity meetings, and expanding our agency's equity and racial justice efforts. Additionally, RCEA entered into contracts with a few certified businesses towards the end of 2022. These contracts resulted in little to no spend with these certified vendors during 2022, but will indeed result in 2022 spend with one Women Business Enterprise (WBE) and ongoing spend with one Disabled Veteran Business Enterprise (DVBE) and one Total Minority Business Enterprise (MBE) in 2023 and beyond. Regarding Humboldt County's list of certified vendors, seven business certifications were added to the Clearinghouse and three businesses' certification expired. Humboldt County grossed an 16% increase in certified businesses in 2022.

In implementing activities described in last year's report summarizing 2021 activities, RCEA learned several lessons that will be employed to increase the efficacy of our supplier diversity efforts in 2023. Instead of increasing the quantity of its supplier diversity activities, RCEA will adapt its current suite of activities to focus on encouraging existing vendors to achieve certification. Humboldt County is home to small businesses and sole proprietors who qualify for certification, but do not have the bandwidth to navigate the certification process. Over the last year, CPUC Supplier Diversity staff have distributed an array of helpful resources to ease the navigation of achieving certification; all materials that RCEA has posted on our website. Additionally, RCEA has noted the new requirements implemented by Decision 22-04-035, *Decision Revising General Order 156 Supplier Diversity Program To Implement Senate Bill 255, Adopt A Voluntary Procurement Goal For LGBT Business Enterprises, Incorporate Persons With Disabilities Business Enterprises, And Other Updates*. Specifically, the addition of procurement from persons will disabilities business enterprises will be featured in covered entities' reports next year. RCEA also anticipates the forthcoming requirements to report workforce data and board diversity data.

Concurrently, RCEA continues to make progress on its Racial Justice Plan to address inequities in our community. Many aspects of this plan are geared toward increasing diversity and equity in RCEA's hiring practices, governance, workplace culture, program development, and program delivery. RCEA recognizes that equal access to economic opportunity for business enterprises owned by women, minorities, disabled veterans, persons with disabilities, lesbian, gay, bisexual, transgender, ("diverse BEs" or "eligible

suppliers”) and others experiencing marginalization must be achieved. Policies that promote utility procurement of products and services from diverse BEs is a step toward achieving that goal.

In addition to diverse BEs, other types of business owners also experience economic marginalization in society, and RCEA's procurement policies have and continue to help close those gaps. While GO 156 acknowledges Small Business Administration 8(a) certified small businesses, RCEA notes the importance of purchasing from local, Department of General Services-certified small businesses not recognized through the CPUC’s diverse BE-focused Supplier Clearinghouse. Accordingly, RCEA spent \$8,912.68 on local, DGS-certified small businesses in 2022. This spend is impactful because our CCA service territory is relatively rural, thus experiencing economic marginalization distinct from our metropolitan neighbors served by their own CCA programs.

RCEA’s local procurement is essential in our service territory, where poverty and low household income are widespread, and where distance creates logistical challenges in procuring goods and services from outside our area. RCEA strived to support local businesses as much as possible and has increased the total amount of local spend by over \$1 million compared to the local spend reported last year in the 2021 annual report. The following table highlights our most notable local spend in 2022:

Expense Category	Sum of 2022 Spend
Power Purchase - Biomass	\$ 7,656,502.09
Professional Services	\$ 320,466.00
Net Energy Metering customer payouts	\$ 169,490.08 ¹
RCEA facility costs	\$ 102,714.33
Electric Vehicle/Heat pump incentives	\$ 29,376.33
Electric Vehicle Charging Network	\$ 19,138.49
Supplies	\$ 7,594.69
Outreach	\$ 25,853.66
Grand Total	\$ 8,331,135.67

RCEA has a growing number of vendors that are woman-owned, but not WBE certified. In 2022, \$270,616.61 of RCEA’s total spend went to these WBE-eligible businesses; \$132,076.04 consisted of transactions with businesses that are local and WBE-eligible, and the remaining \$138,540.57 was paid to a WBE-eligible business that is not local to Humboldt County. While RCEA plans to engage with these qualified businesses to educate and assist with the certification process, it is important to emphasize that this is indeed a material hurdle small businesses face generally, and a more streamlined certification process could provide an equitable opportunity for certification of smaller vendors.

Nevertheless, RCEA is proud of our procurement from these businesses and is excited to continue leveraging GO 156 as an opportunity to further the power our procurement holds to stimulate small, local, and diverse business growth.

¹ \$1,194.80 of the “Net Energy Metering customer payouts” contained in this table went to a certified vendor; however, it is not reported as diverse spend per CPUC staff guidance.

9.1.1 Description of Supplier Diversity Program Activities During the Previous Calendar Year

In 2022, RCEA made progress toward the goals set in the Annual Plan we submitted last reporting cycle. RCEA's 2022 activities and a description of progress as it pertains to each activity are provided below.

EXTERNAL PROGRAM ACTIVITIES FOR 2022		
Category	Activity	Status
Outreach and Education	Continue to expand outreach to educate the public and vendors about the Supplier Diversity program through RCEA's web presence.	RCEA expanded public-facing resources on RCEA's website, including links to the Supplier Clearinghouse website; Certification Process Overview; and Application Document List.
	Bolster the presence of supplier diversity on RCEA's website. For example, in addition to the existing dedicated supplier diversity page on RCEA's website, also feature information on RCEA's home page.	See row above.
	Continue to strengthen our partnership with the Norcal Procurement Technical Assistance Center (PTAC) to reach their local diverse membership and jointly implement local outreach to educate businesses about the CPUC's Supplier Diversity program and certification opportunities.	NorCal PTAC staff attended the Contractor & Vendor Open House on October 26 where Supplier Diversity program information was available.
Technical Assistance	Provide technical assistance to diverse BE's and encourage local qualified firms and existing vendors to pursue certification.	RCEA provided information at its Contractor & Vendor Open House on October 26, and Contractor & Vendor Network Enrollment Form was updated to include a request for contractors/vendors to identify if they were certified with the Supplier Clearinghouse.
	Refine the draft RCEA technical assistance guidance document, as needed.	RCEA has opted to leverage recent resources provided by CPUC Supplier Diversity staff for technical assistance. The RCEA technical guidance document was initially developed when fewer resources were provided on the CPUC's Supplier Diversity websites; however, the materials available now are robust and supplant the need for an RCEA-specific document.
	Follow-up with the two Humboldt County-based vendors whose certification lapsed in 2021 to assist with recertification.	RCEA staff reached out to one of these vendors who is DBVE that we have an established relationship with. The business did not respond, but staff plans to reengage in 2023.

	Assist local vendors with certification; be available to answer technical questions on certification requirements and assist with the submission of required materials.	RCEA staff engaged with one WBE-eligible metal-working business in 2022 who is not certified. Staff plans to follow up with this contact in 2023 to offer more technical assistance.
	RCEA staff prepared an internal list of potential vendors to engage in 2022; RCEA plans to develop a more streamlined approach and collateral with which to approach these vendors then conduct outreach to help them certify.	RCEA has further added to its internal list of potential vendors to engage in 2022. In lieu of developing its own collateral, RCEA has provided CPUC vendor resources on its website as mentioned above, in regard to guidance documents.
	Coordinate with internal staff who lead high-touch customer programs to evaluate how supplier diversity outreach could be integrated with their communications.	RCEA's supplier diversity team coordinated with a number of internal staff members who are responsible for the bulk of customer program communications with local businesses to better understand how outreach and communication is conducted currently. Those staff were trained on the benefits of certification and the process for sharing CPUC vendor resources when they are collaborating with interested business owners. Staff has noted several ideas for more structured and planned supplier diversity engagement during these customer interactions in the future as we find the balance between serving the customers programmatic needs that prompted the interaction with the certification information that may be pertinent to them.
Diverse Organizations and Chambers of Commerce	Continue participating in GARE. Identify local diverse organizations and chambers of commerce that would be interested in hearing about GO 156, partnering on supplier diversity activities, and participating in these organizations' supplier diversity related efforts.	RCEA joined the Government Alliance on Race and Equity (GARE) in 2021; a national network of governments working to achieve racial equity and advance opportunities for all people. After participating for more than a year, RCEA has determined that this group is not a resource for expanding Supplier Diversity outreach individually given its specific scope. RCEA will continue evaluating additional organizations in which to participate in 2023. CPUC Supplier Diversity staff suggested that RCEA staff research the American Indian Statewide Chamber. RCEA staff conducted research and found that no local tribes participate in the Chamber.
Local, State, National Supplier Diversity Events	Similar to the activity above, continue to identify and attend events (preferably local, but also regional and statewide) where RCEA can engage with diverse supplier groups, such as the National Business Inclusion Consortium, the Western Regional Minority Supplier Development Council, and the Women's Business Enterprise Council.	RCEA attended the CPUC En Banc in 2022. RCEA previously attended the Virtual Small/Business Expo in 2021 and sought to participate again this year; however, inquiries to relevant staff requesting details for participation did not receive replies. RCEA has looked at national and regional forums and preliminary assessment indicates these would not be ideal forums to further RCEA's diverse spend.
Prime Supplier Engagement	Work with prime suppliers to optimize diverse participation and accurate reporting. Train prime suppliers in certification requirements so they can educate their subcontractors to certify.	RCEA's supplier diversity team investigated the prevalence of prime/subcontractor relationships with RCEA and has found that RCEA has very few instances of contracting with vendors who hire subcontractors. As such, we will plan to address prime and subcontractor certification efforts on a case-by-case basis when the opportunities present themselves.

	Staff with direct relationships with prime contractors will provide information to said primes to encourage them to certify and educate their subcontractors to certify. RCEA staff is first emphasizing outreach to motivate prime contractors to certify. Once there is growth in prime certifications, RCEA will develop outreach strategies to engage with prime contractors to encourage their subcontractors to certify.	See row above.
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INTERNAL PROGRAM ACTIVITIES FOR 2022		
Category	Activity	Status
Supplier Diversity Working Group	Continue convening interdepartmental RCEA supplier diversity working group	RCEA has decreased its internal engagement of the working group as staff from each department are well-versed in RCEA’s guidance for increasing supplier diversity: posting solicitations to the Supplier Clearinghouse bid page and considering purchasing opportunities from diverse BEs for smaller purchases. RCEA is engaging with a smaller subset of the working group to implement internal and external activities.
Track Spend	Staff with direct access to contract and invoicing data will continue to track spend with diverse BEs. Staff will continue to prepare a report summarizing the annual GO 156 submission for review by the RCEA Board of Directors. RCEA will continue this practice in 2022 and all subsequent years.	RCEA shared the 2021 Supplier Diversity Annual Report and Plan with its Board of Directors in April 2022. During our contracting process with new vendors, staff tracked certified and qualified vendors and noted when to begin tracking spend for these contracts.
Share Contracting Opportunities with the Supplier Clearinghouse Vendor Database	Increase the number of RCEA contracting opportunities shared with the Supplier Clearinghouse database with a priority on local suppliers; respond to diverse BE prospective supplier inquiries.	<p>RCEA staff received training on navigating the Supplier Clearinghouse website, including the database. RCEA staff submitted three bid opportunities to the Supplier Clearinghouse bid board in 2022. RCEA received one bid from a certified vendor in response to posted opportunities.</p> <ul style="list-style-type: none"> RCEA’s Power Resources Department posted their 2022 Mid-Term Reliability power procurement solicitation to the Supplier Clearinghouse solicitation page. The following results were provided through the Supplier Clearinghouse Solicitation Statistics page: There were 84 target recipients; the campaign was viewed by 1% of the total target recipients. There was one unique view via “System Users”. There were 15 total views; 0 views via email, 14 views via the Public Portal, and 1 view via System Users. No proposals to this solicitation were received via the Clearinghouse.

		<ul style="list-style-type: none"> • RCEA’s Business Planning Department posted their Regulatory and Legal Services RFP to the Supplier Clearinghouse solicitation page. The following results were provided through the Supplier Clearinghouse Solicitation Statistics page: There were 199 target recipients; the campaign was viewed by 2% of the total target recipients. There were four unique views via “System Users”. There were seven total views; 0 views via email, 3 views via the Public Portal, and 4 view via System Users. No proposals to this year’s solicitation were received via the Clearinghouse. • RCEA’s Demand Side Management Department posted a solicitation on behalf of a local charter school that we provide Energy Management services for. RCEA did not receive the solicitation statistics, as the results and correspondence were provided directly to contact email for the charter school staff.
	RCEA will continue to train staff on how to use the supplier database and other Clearinghouse resources.	One new hire was trained on how to post solicitations to the Supplier Clearinghouse. All other staff received training during the Staff-wide training delivered below. RCEA continues to hold individual orientations for new hires that are onboarded after the annual Staff-wide training.
	RCEA staff leading supplier diversity efforts will issue more frequent reminders to staff to post bids to the Clearinghouse and seek to institutionalize this guidance in its procurement guidelines and procedures documents.	Staff reviewed supplier diversity language in several draft solicitations and continued to coordinate with program staff to publish solicitations to the Clearinghouse.
Staff-wide Training	Staff will deliver an annual high-level presentation during an all-staff meeting to refresh staff on GO 156 background, CPUC requirements, RCEA efforts, and the importance of supplier diversity and ensure new staff members are familiar with the Supplier Diversity program and RCEA’s respective efforts	RCEA delivered a training at an organization-wide meeting on May 9, 2022, to 28 staff members on the background of the CPUC Supplier Diversity program, CPUC requirements, RCEA efforts, and the importance of supplier diversity. For new staff that are on-boarded in-between annual supplier diversity trainings, individual orientations are provided.

ADDITIONAL 2022 ACTIVITIES NOT CAPTURED IN THE ABOVE TABLES

- RCEA integrated supplier diversity language into its solicitations for products and services.
- RCEA staff participated in regular meetings with CPUC staff to better understand the opportunities available to CCAs to increase our diverse spend, discuss strategies to improve the CPUC Supplier Diversity program, RCEA’s supplier diversity program, and approach to compliance.

- RCEA staff attended the CPUC Supplier Diversity En Banc on October 14th, 2022, to learn how CCAs can strengthen our supplier diversity efforts.
- RCEA staff participated in regular meetings with other CCAs to strategize how CCAs can maximize supplier diversity in our communities.
- RCEA has made progress on various activities contained in its Racial Justice Plan; a strategic suite of policies that guide RCEA's overall efforts to institutionalize diversity, equity, and inclusion across hiring practices, employee retention, employee recruitment, procurement, community relations, and Board representation. Another focus is working more closely with the local tribal governments. RCEA staff presented a progress report on the Racial Justice Plan in July 2022. Activities specifically include revising job descriptions to incorporate equity activities, incorporating equity activities in employee work plans, implicit bias trainings, staff demographics survey, implementing additional equity strategies in hiring, working with tribes on RCEA program development, adding tribal representation on RCEA's Community Advisory Committee, establishing a tribal liaison position, issuing a customer demographics survey, conducting an analysis on customer demographics survey responses, and conducting a program equity evaluation. This effort has been supported by RCEA's involvement in the Environmental Justice CalCCA committee and the broader CCA community. In 2022, RCEA began to explore how to legally navigate adding tribal representatives to its Board of Directors.

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9.1.2 Supplier Diversity Results of Goods and Services (non-power purchases) if Procured

Redwood Coast Energy Authority			2022				GO 156 Section 9.1.2			
Supplier Diversity Results of Goods and Services (non-power purchases) if Procured										
			[Year] of Report							
			Direct Spend ¹ \$	Sub Spend ² \$	Total \$	%	Product Spend \$	Service Spend \$	Total \$	%
1	Minority Male	African American								
2		Asian Pacific American								
3		Hispanic American								
4		Native American								
5		Total Minority Male								
6	Minority Female	African American								
7		Asian Pacific American								
8		Hispanic American								
9		Native American								
10		Total Minority Female								
11	Total Minority Business Enterprise (MBE)		\$ 11.50		\$ 11.50	0.00%		\$ 11.50	\$ 11.50	0.00%
12	Women Business Enterprise (WBE)		\$ 1,500.00		\$ 1,500.00	0.04%		\$ 1,500.00	\$ 1,500.00	0.04%
13	Lesbian, Gay, Bisexual, Transgender Business Enterprise (LGBTBE)									
14	Disabled Veteran Business Enterprise (DVBE)		\$ 1,700.00		\$ 1,700.00	0.04%		\$ 1,700.00	\$ 1,700.00	0.04%
15	Persons with Disabilities Business Enterprise (DBE)									
16	8(a)*									
17	Total Supplier Diversity Spend		\$ 3,211.50	\$ -	\$ 3,211.50	0.08%	\$ -	\$ 3,211.50	\$ 3,211.50	0.08%
18	Net Procurement**		\$ 3,982,784.94							
19	Net Product Procurement		\$ 82,298.54							
20	Net Service Procurement		\$ 3,900,486.40							
21	Total Number of Diverse Suppliers that Received Direct Spend		3							

NOTE:

* 8(a) - Businesses owned and controlled by persons found to be disadvantaged by the U.S. Small Business Administration pursuant to Section 8(a) of the Small Business Act, as amended (15 U.S.C. 637 (a)) or the U.S. Secretary of Commerce, pursuant to Section 5 of Executive Order 11625 (GO 156 Section 1.3.13).

** Net Procurement includes purchase orders, non-purchase orders, and credit card dollars.

¹ Direct - Means Direct Procurement: when a CCA directly procures from a supplier.

² Sub - Means Subcontractor Procurement: when a prime contractor, in contract with a CCA, procures from a subcontractor to fulfil its contractual obligation(s).

% - Percentage of Net Procurement.

9.1.2 Description of Diverse Suppliers with Majority Workforce in California

All three of the Diverse Suppliers for which RCEA reported spend in 2022 have a majority workforce in California.

9.1.3 Supplier Diversity Program Expense

Redwood Coast Energy Authority	2022	GO 156 Section 9.1.3
Supplier Diversity Program Expense		

Expense Category	Year (Actual)
Wages	\$ 7,564.00
Other Employee Expenses	\$ 1,130.00
Program Expenses	
Reporting Expenses	
Training Expenses	
Consultant Expenses	
Other Expenses	
Total	\$ 8,694.00

9.1.5 Description of Prime Contractors Utilization of Diverse Subcontractors

RCEA very seldomly solicits work that entails hiring prime contractors who utilize subcontractors. To give some context, RCEA solicits an average of less than one Public Works construction project in a given year and over the last several years has had very few instances of contracted suppliers or service providers that engage subcontractors for their work. In 2022, RCEA has no recorded instances of contracting with a Prime who hired subcontractors, and thus has nothing to report in this section.

9.1.6 List of Supplier Diversity Complaints Received and Current Status

RCEA did not receive any formal complaints this reporting cycle.

9.1.9 Description of Supplier Diversity Activities and Progress in Power (Energy) Procurement

RCEA did not procure power products from a Clearinghouse-certified entity during reporting year 2022, nor did RCEA have any owned power plants or power purchase agreements (PPA) that required fuel provision.

RCEA did, however, post one solicitation to the Supplier Clearinghouse website; although no responses were received via the Clearinghouse, the amount of traffic RCEA's posting received is included on page five of Section 9.1.1.

Despite this, RCEA does procure power products from a variety of small, local producers as part of our Board-directed effort to spur and sustain economic development within our service area. In 2022, RCEA procured energy and capacity from a local biomass plant, Humboldt Sawmill Company's Scotia Cogeneration Plant (HSC). RCEA's procurement from HSC sustains a number of local jobs and will continue to do so through the end of the PPA term in June 2031.

RCEA has issued a number of solicitations for renewable energy and energy storage projects in the last few years, all of which have expressed preference for local resources. As a result of these efforts, RCEA signed two contracts in 2022 for resources within its service territory. The first is a 17 MW battery storage project expected to be operational in 2024. The other is a 3 MW solar plus 1.25 MW/5 MWh storage project expected to be operational in 2024. RCEA will continue to seek procurement opportunities with an emphasis on projects within its service area to promote local economic development and grid reliability.

In addition, RCEA offers a Feed-In Tariff program, which launched in 2019 and offers above-market pricing for new, small-scale (<1 MW) renewable generation within RCEA's service area. RCEA signed two PPAs under this program in 2020 for approximately 2 MW of new solar generation. The two solar facilities are expected to come online in 2024.

Lastly, RCEA funded about half the cost of the Redwood Coast Airport Microgrid (RCAM) project, which is an RCEA-owned hybrid solar plus storage resource at the California Redwood Coast-Humboldt County Airport. Engineering and project management are being provided by the Schatz Energy Research Center, a research branch of Cal Poly Humboldt, and installation of the solar array was sub-contracted to a local company at prevailing wage. RCAM became operational in December 2021 and is providing energy reliability and resiliency to critical facilities including the airport, U.S. Coast Guard, and an animal shelter.

9.1.9 Supplier Diversity Results in Power (Energy) Procurement

RCEA has no results to report in Energy Procurement from Diverse BEs in 2022, notwithstanding the efforts and activities outlined in the preceding section.

Redwood Coast Energy Authority			2022				GO 156 Section 9.1.9			
Supplier Diversity Results in Power (Energy) Procurement										
			Direct Power Purchases \$	Direct Fuels for Generation \$			Totals \$ ¹			% ²
			Renewable and Non-Renewable Power Products	Diesel	Nuclear	Natural Gas	Direct ³	Sub ⁴	Total \$ ⁵	
1	Minority Male	African American	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
2		Asian Pacific American	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
3		Hispanic American	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
4		Native American	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
5		Total Minority Male	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
6	Minority Female	African American	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
7		Asian Pacific American	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
8		Hispanic American	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
9		Native American	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
10		Total Minority Female	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
11	Total Minority Business Enterprise (MBE)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	
12	Women Business Enterprise (WBE)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	
13	Lesbian, Gay, Bisexual, Transgender Business Enterprise (LGBTBE)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	
14	Disabled Veteran Business Enterprise (DVBE)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	
15	Persons with Disabilities Business Enterprises (DBE)		\$0	\$0	\$0	\$0	0	0	0	
16	8(a) ⁶		\$0	\$0	\$0	\$0	\$0	\$0	\$0	
17	Total Supplier Diversity		\$0	\$0	\$0	\$0	\$0	\$0	\$0	
18	Net Power Procurement		\$13,453,166							
19	Net Direct Power Purchases		\$13,453,166							
20	Net Direct Fuels for Generation		\$0							
21	Total Number of Diverse Suppliers		0							

2023 Annual Plan

10.2 Description of Supplier Diversity Program Activities Planned for the Next Calendar Year

Overall, RCEA's 2023 activities will focus on refining the activities we established last year to increase the number of local businesses and RCEA direct vendors that are certified, as opposed to developing new programs.

PLANNED EXTERNAL PROGRAM ACTIVITIES FOR 2023	
Category	Proposed Activity
Outreach and Education	Continue to expand outreach to educate the public and vendors about the Supplier Diversity program through RCEA's web presence, social media, and community events.
	Continue to bolster the presence of supplier diversity on RCEA's website. This may include highlighting certified vendors in RCEA's Contractor and Vendor Network and routinely featuring supplier diversity information on RCEA's homepage.
	Continue to strengthen our partnership with the Norcal Procurement Technical Assistance Center (PTAC) to reach their local diverse membership and jointly implement local outreach to educate businesses about the CPUC's Supplier Diversity program and certification opportunities.
Technical Assistance	Continue to provide technical assistance to diverse BE's and encourage local qualified firms and existing vendors to pursue certification. If RCEA finds that contractors or vendors are qualified for Clearinghouse certification or hold non-Clearinghouse certifications, encourage them to pursue Clearinghouse certification.
	Follow-up with any Humboldt County-based vendors whose certification lapse to assist with recertification.
	Provide Supplier Diversity information at future RCEA contractor and vendor workshops.
	Upon awarding a contract, assess vendor for Clearinghouse certification or, when not certified, eligibility for certification. For vendors who are qualified, provide CPUC certification guidance materials and a description of the benefits of certification.
Diverse Organizations and Chambers of Commerce	Identify local diverse organizations and chambers of commerce that would be interested in hearing about the benefits of Supplier Clearinghouse certification, partnering on supplier diversity activities, and participating in these organizations' supplier diversity related efforts. Engage diverse and/or business student groups at local colleges to share Supplier Diversity information. Engaging these groups may involve being a speaker at a regular meeting, providing information on the benefits of certification, or attending organization events to learn more about their supplier diversity related work.
Local, State, National Supplier Diversity Events	Similar to the activity above, continue to identify and attend events where RCEA can engage with diverse supplier groups. Attend CPUC Supplier Diversity meetings and events.

Prime Supplier Engagement	RCEA plans to address prime and subcontractor certification efforts on a case-by-case basis when these rare opportunities present themselves.
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PLANNED INTERNAL PROGRAM ACTIVITIES FOR 2023	
Category	Proposed Activity
Supplier Diversity Working Group	Engage with appropriate RCEA staff to implement internal and external program activities for 2023.
	Coordinate with internal staff who lead high-touch customer programs to evaluate how supplier diversity outreach could be integrated with their communications.
Board of Directors Presentation	Staff will prepare a report summarizing the annual Supplier Diversity Report and Plan and deliver this report for review by the RCEA Board of Directors.
Collect and Report Diversity Data	Collect and report workforce diversity data once CPUC guidance has been distributed. Collect and report board diversity data once CPUC guidance has been distributed.
Contracting Opportunities	Increase the number of RCEA contracting opportunities shared with the Supplier Clearinghouse database with a priority on local suppliers; respond to diverse BE prospective supplier inquiries.
	Provide staff trainings as needed to remind staff how to distribute opportunities on Supplier Clearinghouse platform.
	Continue to integrate and update supplier diversity language in RCEA solicitations.
Staff-wide Training	Staff will deliver a high-level presentation during an all-staff meeting to educate staff on GO 156 background, CPUC requirements, RCEA efforts, and the importance of supplier diversity.

ADDITIONAL 2023 ACTIVITIES NOT CAPTURED IN THE ABOVE TABLES

- Participate ongoing meetings with CPUC Supplier Diversity staff and CCAs to coordinate efforts to improve diverse spend.
- Continue implementation of RCEA’s Racial Justice Plan.
- Add tribal representative(s) into RCEA’s Board of Directors.

10.2 Plans to Encourage Prime Contractors to Subcontract Small, Local, and Diverse Businesses

As noted in previous sections, RCEA very seldomly solicits and contracts for work that entails hiring prime contractors who utilize subcontractors. As such, RCEA intends to educate prime contractors about utilization of diverse subcontractors on a case-by-case basis in upcoming years. As with all RCEA solicitations, supplier diversity information will be collected from vendors who contract with RCEA, and this request will extend to subcontractors when applicable.