

May 12, 2025



**Request for Qualifications# 2025-008**

**Authorized Dealership List for Clean Cars for All Program**

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**SECTION I – SUMMARY**

The Bay Area Air Quality Management District (“Air District”) seeks to qualify and authorize dealerships to participate in the Air District’s [Clean Cars for All Program](#) (“Program”). The Program provides incentives to income qualifying consumers residing in the San Francisco Bay Area to replace their older vehicles with new or used cleaner vehicles or alternative mobility options (public transit and electric bicycles). Authorized dealerships may sell or lease new or used qualifying plug-in hybrid electric vehicles (“PHEVs”), fuel cell electric vehicles (“FCEVs”), battery electric vehicles (“BEVs”) and zero-emission motorcycles (“ZEMs”) to eligible vehicle owners in the Program. Interested dealerships need to respond to this Request for Qualifications , receive Air District’s approval, sign a contract with the Air District, and undergo training before being placed on the Program’s [Authorized Dealership List](#).

To respond to this Request for Qualifications (“RFQ”), an interested dealership should submit one (1) electronic copy via email (in Adobe Acrobat PDF file format) of its statement of qualifications by email to:

Technology Implementation Office  
Bay Area Air Quality Management District 375  
Beale Street, Suite 600; San Francisco, CA 94105  
E-mail: [jcamarena@baaqmd.gov](mailto:jcamarena@baaqmd.gov)

**Statements of qualifications will be accepted on a continuous basis until 5:00 p.m., Pacific Time, on Tuesday, June 30, 2026 (“deadline”).**

**Late submissions will not be considered.**

Statements of qualifications must address all information requested in this RFQ. A statement may add information not requested in this RFQ, but the information should be in addition to, not instead of, the requested information and format. Minority business enterprises, women's business enterprises, veteran business enterprises, and Certified Green Businesses are encouraged to submit statements of qualifications. **More information regarding this RFQ can be found here:**

Web link: <https://www.baaqmd.gov/en/about-the-air-district/contracting-opportunities/incentive-program-opportunities>

## **SECTION II – BACKGROUND**

### **A. Air District Overview**

The Bay Area Air Quality Management District is the government agency responsible for protecting air quality in the San Francisco Bay Area. The Air District is tasked with regulating stationary sources of air pollution in the nine counties that surround San Francisco Bay: Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, southwestern Solano, and southern Sonoma counties. It is governed by a 24-member Board of Directors composed of locally elected officials from each of the nine counties. The Air District mission is to improve air quality to protect public health, reduce historical and current environmental inequities, and mitigate climate change and its impacts.

The Air District aims to achieve its mission through many strategic goals, including: reducing and eliminating health problems caused by air pollution, achieving and maintaining air quality standards, leading the Bay Area's efforts to fight global climate change, creating high-quality regulatory programs, and applying environmental best practices in all operations. To do so, the Air District regulates air pollution emissions from stationary emission sources such as factories, refineries, and power plants, and from smaller facilities like gas stations and dry cleaners. The Air District ensures that such facilities comply with air pollution laws and regulations, provides incentives to replace older, higher-emitting vehicles and equipment with cleaner alternatives, and gives grants and provides outreach to encourage healthy clean air choices by businesses and consumers. The Air District implements these efforts with an equity focus, aiming to reduce air quality disparities and promote environmental justice by targeting local air pollution in overburdened communities.

### **B. Clean Cars for All Program Information**





The Program began in 2019 and has received over \$76 million in funding to date. Funding for the Program comes from a variety of sources, including California Climate Investments, Volkswagen Settlement Funds, Air Quality Improvement Program, and Transportation Fund for Clean Air. The Air District has contracted with *GRID Alternatives Bay Area* (GRID) to provide Case Management support for the Program and with *Fluxx, Inc.* (Fluxx) as the software provider for the Program's Grant Management System and Online Dealership Portal.

Under the Program, a vehicle owner or "Participant" applies for funding for a vehicle replacement or a mobility option. If the application is approved, the Air District will issue an award letter (See Appendix C – Sample Award Letters) to the Participant to take to an authorized dealership to purchase or lease an eligible replacement vehicle. Authorized

dealerships will have access to the Program’s Online Dealership Portal ([baaqmd.fluxx.io](http://baaqmd.fluxx.io)) where dealerships can verify the Participant’s Award Letter. Dealerships must submit a sales report and upload all necessary supporting documents to the Online Dealership Portal within 24 hours of the sale or lease of a vehicle. See Appendix B - Sample Sales Report for an example. The Air District will verify the sales report and issue a check to the dealership within 30 days following approval of the sales report.

The Program grants range between \$7,500-\$12,000 and vary depending on the alternative clean transportation option chosen and whether or not the Participant lives in a [disadvantaged community \(DAC\) census tract](#). DAC census tracts are classified by the California Environmental Protection Agencies (CalEPA) as the state’s top 25% census tracts most disproportionately overburdened by pollution and economic disparity using a variety of criteria—such as socioeconomic and environmental indicators. See the [DAC Census Tract Guide](#) to determine if an address is in a DAC census tract.

The Air District projects funding between 1,000-2,000 projects annually with current funding levels. Below is a chart of the funding amounts:

GRANT AMOUNTS		
Clean Transportation Option	Grant Amount	+DAC Census Tract <sup>2</sup>
 Plug-In Hybrid <sup>1</sup>	\$9,500	\$11,500
 Battery Electric <sup>1</sup>	\$10,000	\$12,000
 Fuel Cell Electric Vehicle	\$10,000	\$12,000
 Mobility Option	\$7,500	\$7,500

1. Up to \$2,000 is available for an EV charger rebate, portable charger or public charge card.
2. Participants who reside in a Disadvantaged Community (DAC) census tract may be eligible to receive an additional \$2,000 in grant funding. To determine if you live in a DAC, please visit the link below.

Upcoming program changes that will be implemented in 2025:

1. **Zero-emission motorcycles (ZEMs)** – The Program will expand to include ZEMs as an eligible replacement option. Here are the funding levels for ZEMs:

Income Eligibility	Zero-Emission Motorcycle
Less than or equal to 300% Federal poverty level	\$4,500
Less than or equal to 300% Federal poverty level and living in a disadvantaged community	\$6,500

2. Adaptive equipment – Eligible Participants can receive up to \$5,000 towards the purchase of adaptive equipment.

ZEM dealerships are encouraged to submit a statement of qualification. Program requirements, eligibility, and funding levels are subject to change. Please check the Dealership Manual for current program information.

**C. Purpose of this RFQ**

The goal of this Request for Qualifications is to identify qualified dealerships to sell or lease qualified new or used PHEVs, BEVs, FCEVs, or ZEMs, to Program Participants. The Air District will consider statements of qualifications as they are received and add qualified dealerships to the Program's Authorized Dealership List on a continuous basis beginning May 2025. There is no limit to the number of dealerships authorized to participate in this Program and the list will be periodically updated to include new qualified dealerships. Dealerships already on the Authorized Dealership List with an executed contract with the Air District do not need to apply. A current list of authorized dealership can be found at: <https://www.baaqmd.gov/funding-and-incentives/residents/clean-cars-for-all/resources/participating-dealerships>.

**SECTION III – DEALERSHIP QUALIFICATIONS**

**A. Basic Requirements**

An interested dealership must meet the following basic qualifications and requirements in order to participate in the Clean Cars for All Program:

1. Dealership must be located within the [Air District's jurisdiction](#).
2. Dealership must have a valid business license and seller's permit issued in California.
3. Dealership must have a valid dealership license with the DMV.
4. Dealership is encouraged to be registered with the IRS, before joining the Program, to provide new and used federal tax credits for program-eligible vehicles.

Information on dealership requirements and registration can be found in the links below:

- a. Clean Vehicle Credit Seller or Dealer Requirements: <https://www.irs.gov/credits-deductions/clean-vehicle-credit-seller-or-dealer-requirements>
  - b. Register Your Dealership to Enable Credits for Clean Vehicle Buyers: <https://www.irs.gov/credits-deductions/register-your-dealership-to-enable-credits-for-clean-vehicle-buyers>
5. Dealership must maintain the following insurance and subsequently add the Air District as an additional insured when entering into contract:
    - a. Worker's compensation and employer's liability insurance as required by

- law;
- b. Occurrence-based commercial general liability insurance with a minimum \$1,000,000 per occurrence; and
- c. Business automobile liability insurance with a minimum \$1,000,000 per each accident.

Dealership must provide the following to Participants:

1. A vehicle history report, such as CARFAX, for used vehicles;
2. Any vehicle warranty information (if applicable);
3. Information about California's Low-Cost Auto Insurance Program (<https://www.mylowcostauto.com/>);
4. Estimate of cost of car ownership;
5. Vehicle maintenance schedule;
6. A mandatory minimum three-day return or exchange period, at no cost, for used vehicles. Dealerships may include restrictions, such as mileage limits or vehicle condition, but these stipulations must be in writing and the participant must agree to and sign such an agreement. Dealerships who can't offer this for used vehicle may opt to only sell new vehicles;
7. Negotiated prices must be honored. Dealership may not increase vehicle prices due to Participant having a Program grant;
8. Apply the federal tax credit for all qualified vehicles to qualified participants, if applicable; and
9. 3.9375% partial tax exemption. This exemption is subtracted from the participant's sales and use tax determined based on their residential address. For more information, please read Appendix G [Program Advisory: Partial Sales and Use Tax Exemption for CCFA Participants](#).

The Air District reserves the right to modify the basic requirements at its sole discretion.

## **B. Vehicle Eligibility**

Vehicles sold or leased to Participant shall meet the following requirements (please see Appendix E – Dealership Checklist for reference):

1. Vehicle must be a new or used PHEV, BEV, FCEV, or ZEM;
  - a. Leased vehicles must be listed in the California Air Resources Board's ("CARB") New Vehicle Eligibility List for Purchase Incentive Programs– <https://ww2.arb.ca.gov/ZEV-eligibility-list>
  - b. Hybrid electric vehicles that are not capable of plug-in charging are ineligible and cannot be purchased or leased. See [Appendix H – Program Advisory: Conventional Hybrid Phase Out](#) for more info.

2. Used Vehicles:
  - a. Must be 8 model years old and newer (2025 = 2018 or newer, 2026 = 2019 or newer);
  - b. Have *less than* 75,000 miles on the odometer, unless approved in advance by Air District;
  - c. Cannot have modifications to vehicles emissions control systems, hardware, software calibrations, or hybrid system;
  - d. Vehicles with a salvaged title (as defined in California Vehicle Code, Section 544); and
  - e. Must come with a no-cost three (3) day return policy.
3. Vehicle must be registered in California.
4. Vehicle cannot have a sale price above \$48,000.00 (excluding taxes, fees, warranties, or accessories). Manufacturers' rebates can factor towards reducing the sale price. For example: sale price is \$52,000 and rebate is \$5,000, so sales price is considered \$47,000 and eligible. Only manufacturers' rebates can factor towards reducing the sales price. See [Appendix I - Program Advisory](#) for more.
5. Vehicle must not have any open recalls (recalls require proof of repair).
6. All auto loans must have an interest rate *less than* 16% APR.
7. Applicable sales tax is reduced by 3.9375%. Participant and Authorized Dealership must complete a "CDTFA-230-ZEV, Partial Exemption Certificate" at point-of-sale. See the [Partial Sales and Use Tax Exemption Advisory](#) for more info.
8. Name and address on the dealership sales contract must match the name and home address on the Participant's Award Letter.

## **SECTION IV – SUBMISSION REQUIREMENTS**

### **A. General**

1. Interested firms must create an account through the Portal described on page 2 of this RFQ to view RFQ documents and addenda, and to submit questions.
2. All statements of qualifications must be made in accordance with the conditions of this RFQ. Failure to address any of the requirements is grounds for rejection of this submission.
3. All information should be complete, specific, and as concise as possible.
4. Statements of qualifications should include any additional information that the respondent deems pertinent to the understanding and evaluation of the bid.
5. The Air District may modify the RFQ or issue supplementary information or guidelines during the submission preparation period prior to the deadline. Please check our Portal for updates prior to the deadline.

6. The Air District reserves the right to reject any and all submissions.
7. All questions must be in written form and submitted through the Portal no later than **4:00 p.m. on Tuesday, June 30, 2026**. Firms will not be able to submit questions after this time. All questions will be answered in writing and posted on the Portal within 30 days of receiving the question(s).
8. The cost for developing the statement of qualifications is the responsibility of the responding firm and shall not be chargeable to the Air District.
9. A firm's selection and the execution of a contract with the Air District does not guarantee any particular amount of work.

## **B. Submittal of Statements of Qualifications**

All statements of qualifications must be submitted according to the specifications set forth in Section V (A) – Contents of Statement of Qualifications, and this section. Failure to adhere to these specifications may cause for the rejection of the submission.

1. **Deadline** – All statements of qualifications will be accepted until **5:00 p.m., Pacific Time on Tuesday, June 30, 2026**. The Air District, at its discretion, may shorten or extend the deadline. Notice of changes will be publicly stated before a change occurs. Statements of qualifications must be emailed to:

Technology Implementation Office  
Bay Area Air Quality Management District  
375 Beale Street, Suite 600; San Francisco, CA 94105  
E-mail: [jcamarena@baaqmd.gov](mailto:jcamarena@baaqmd.gov)

2. Statements of qualifications received after the deadline will not be considered.
3. **Signature** – All statements of qualifications should be signed by an authorized representative of the responding firm.
4. **Submittal** – Submit one (1) electronic copy (in Adobe Acrobat PDF file format). E-mail submissions will be acknowledged with a return email. Late proposals will not be accepted. Any correction or re-submission of proposals will not extend the submittal deadline. **All submissions for this RFQ must be e-mailed to the recipient stated above. Submissions will not be accepted through the Procurement Portal.**
5. **Grounds for Rejection** – A statement of qualifications may be immediately rejected at any time if it arrives after the deadline, or is not in the prescribed format, or is not signed by an individual authorized to represent the firm.
6. **Disposition of the Submissions** – All responses to this RFQ become property of the Air District and will be kept confidential until the RFQ closes on **June 30, 2026**. Thereafter, submittals are subject to public inspection and disclosure under the California Public Records Act. If a respondent believes that any portion of its

submittal is exempt from public disclosure, it may mark that portion “confidential.” The Air District will use reasonable means to ensure that such confidential information is safeguarded but will not be held liable for inadvertent disclosure of the information. Statements of Qualifications marked “confidential” in their entirety will not be honored, and the Air District will not deny public disclosure of any portion of submittals so marked.

By submitting a statement of qualifications with portions marked “confidential,” a respondent represents it has a good faith belief that such portions are exempt from disclosure under the California Public Records Act and agrees to reimburse the Air District for, and to indemnify, defend, and hold harmless the Air District, its officers, employees, and agents, from and against any and all claims, damages, losses, liabilities, suits, judgments, fines, penalties, costs, and expenses, including without limitation, attorneys’ fees, expenses, and court costs of any nature whatsoever, arising from or relating to the Air District’s non-disclosure of any such designated portions of a statement of qualifications.

**C. Interviews**

1. The Air District, at its option, may interview dealerships that respond to this RFQ. The interviews will be for the purpose of clarifying the statement of qualifications.
2. Submittal of new materials at an interview will not be permitted.
3. Interviews may involve a presentation and/or a question-and-answer session.
4. Interview teams should be representative of the dealership team.

**SECTION V – SUBMISSION CONTENTS**

**A. Contents of Statement of Qualifications**

Interested dealerships must submit the Dealership Information Form (Appendix A), and the required documentation listed below to the Air District:

1. Dealership Information Form (Appendix A),
  - a) Company name and contact person
  - b) Phone number
  - c) E-mail address
  - d) List of dealership(s) and address(es)
  - e) Conflict of Interests - Address possible conflicts of interest or appearance of impropriety regarding other clients of the firm that could be created by providing services to the Air District. Describe procedures to be followed to detect and resolve any conflict of interest or appearance of impropriety. The Air District reserves the right to consider the nature and extent of such work in evaluating the statement of qualifications.
2. Required Documentation
  - a) Business license
  - b) Seller’s permit
  - c) DMV license
  - d) W-9 with Employer Identification Number (EIN)
  - e) Proof of Insurance (see Appendix F for example)

- f) Proof of IRS registration of new and used federal tax credit. An email from the IRS or official IRS letter of enrollment confirmation is acceptable documentation.

## **SECTION VI – QUALIFICATIONS EVALUATION**

Air District staff will evaluate all statements of qualifications as they are received. Dealerships who meet the basic requirements and qualifications will be added to the Program's Authorized Dealership List on a continuous basis. There is no limit to the number of dealerships authorized to participate in this Program. All authorized dealerships must enter into a professional services contract with the Air District before providing services under the Program. A sample contract to carry out the work described in this RFQ is included as Appendix D – Sample Contract.

The Air District reserves the right to reject any and all statements of qualifications submitted and/or request additional information. During the selection process, the Air District's evaluation panel may interview responding firms. The interviews will be for clarification only. The submittal of new material will not be permitted at that time. Interviews may involve a presentation and/or a question-and-answer format or any combination of these.

## **SECTION VII – APPENDICES**

- Appendix A – Dealership Information Form
- Appendix B – Sample Sales Report
- Appendix C – Sample Award Letter
- Appendix D – Sample Contract
- Appendix E – Dealership Checklist
- Appendix F – Sample Proof of Insurance
- Appendix G – Program Advisory: Partial Tax Exemption
- Appendix H – Program Advisory: Conventional Hybrid Phase Out
- Appendix I – Program Advisory: Maximum Sale Price Increase to \$48,000.