

## CONTRACT OPPORTUNITY ANNOUNCEMENT

### Contract Type:

- Professional Service Contract  
 Construction Contract  
 Service Contract  
 Material Requirement  
 Other

### Opportunity Summary:

Contract Opportunity Title: RFI 236117 External Proctoring Services

Request For: Information

Estimated Contract Value: N/A - this is an RFI

Work Location: PG&E Territory

Response Due Date: Register interest no later than August 29, 2025, 3:00 PM PT.  
RFI tentatively scheduled to release September 8, 2025.  
RFI responses due on September 26, 2025, 3:00 PM PT.

NAICS Code / Size Standard 611430/\$15M

### Opportunity Description:

#### Background:

Pacific Gas and Electric Company, incorporated in California in 1905, is one of the largest utility companies in the United States. Based in Oakland, the company is part of [PG&E Corporation](#).

There are approximately 23,000 employees who carry out Pacific Gas and Electric Company's primary business—the transmission and delivery of energy. The company provides [natural gas](#) and [electric service](#) to approximately 16 million people throughout a 70,000-square-mile service area in northern and central California. PG&E service area stretches from Eureka in the north to Bakersfield in the south, and from the Pacific Ocean in the west to the Sierra Nevada in the east.

Pacific Gas and Electric Company and other energy companies in the state are regulated by the [California Public Utilities Commission](#). The CPUC was created by the state legislature in 1911.

PG&E is focused on rebuilding trust with the customers and hometowns we are privileged to serve and everyone we work with as we deliver on our triple bottom line approach of serving People, the Planet, and California's Prosperity. As we build California's energy future, we will continue our efforts to ensure that businesses have an equitable opportunity to compete for PG&E's business.

---

### **Contract Opportunity Description:**

PG&E has an opportunity available for an experienced professional to join our team as a Proctor. This role is crucial in maintaining the integrity and fairness of our examination processes. As a Proctor, you will be responsible for overseeing the administration of exams, ensuring compliance with all testing protocols, and providing a secure and conducive environment for test-takers.

#### Key Responsibilities:

- Monitor and supervise the examination process to prevent any form of misconduct.
- Ensure that all testing procedures are followed accurately and consistently.
- Provide assistance to test-takers with any queries or issues that may arise during the exam.
- Report any irregularities or breaches of protocol to the appropriate authorities.

#### Qualifications:

- Previous experience in a proctoring or invigilation role is preferred.
- Strong attention to detail and the ability to remain vigilant for extended periods.
- Excellent communication and interpersonal skills.
- Ability to handle stressful situations calmly and professionally.

#### Benefits:

- Competitive compensation.
- Flexible working hours.
- Opportunity to contribute to the integrity of the educational process.

### **Conduct Requirements:**

Suppliers, as well as their employees, subcontractors, and sub-suppliers, must adhere to the principles and standards outlined in our Supplier Code of Conduct as they provide goods and services to PG&E. Review Code and understand its obligations here:

<http://www.pgecorp.com/corp/about-us/compliance-ethics/program/third-party-code-conduct.page>

### **How to Respond:**

Suppliers interested in participating in this Contract Opportunity must:

- Express interest by registering for the Wood Mackenzie event, by **August 29, 2025**, at: <https://www.poweradvocate.com/pR.do?okey=236117&pubEvent=true>
- RFP response due date is **September 26, 2025, by 3:00 PM PST**.

**NOTE: This Contract Opportunity Announcement is used to solicit and assess supplier capabilities for this RFI. Not all respondents will be invited to bid.**

**Please register to gain access to Wood Mackenzie to submit your questions (see registration link above).**