

BEFORE

THE PUBLIC UTILITIES COMMISSION OF OHIO

In the Matter of Protocols for the)
Measurement and Verification of Energy) Case No. 09-512-GE-UNC
Efficiency and Peak Demand Reduction)
Measures.)

ENTRY

The Commission finds:

- (1) Ohio Power Company, Columbus Southern Power Company, Duke Energy of Ohio, Inc., the Dayton Power and Light Company, the Toledo Edison Company, Ohio Edison Company, and the Cleveland Electric Illuminating Company (collectively, electric utilities) are public utilities, as defined in Section 4905.02, Revised Code, and, as such, are subject to the jurisdiction and general supervision of the Commission, in accordance with Sections 4905.04, 4905.05, and 4905.06, Revised Code.
- (2) Columbia Gas of Ohio, Inc., the East Ohio Gas Company d/b/a Dominion East Ohio, Vectren Energy Delivery of Ohio, Inc., and Duke Energy of Ohio, Inc. (collectively, gas utilities) are public utilities, as defined in Section 4905.02, Revised Code, and, as such, are subject to the jurisdiction and general supervision of the Commission, in accordance with Sections 4905.04, 4905.05, and 4905.06, Revised Code.
- (3) On April 23, 2008, the Ohio legislature adopted Amended Substitute Senate Bill No. 221 (SB 221), which became effective on July 31, 2008. Among the provisions of SB 221 is the requirement in Section 4928.66, Revised Code, for the Commission to take certain actions related to the implementation of energy efficiency and peak demand reduction programs by the electric utilities.
- (4) The Commission has either adopted or is considering a cost-recovery mechanism for demand-side management programs for each gas and electric utility. Such cost-recovery mechanisms will require Commission supervision and regulation. See *In the Matter of the Application of Columbia Gas of Ohio, Inc. for Authority to Amend Filed Tariffs to Increase the Rates and Charges for Gas Distribution Service*, Case No. 08-72-GA-AIR, et al., Opinion and Order (December 3, 2008); *In the Matter of the Application of The East Ohio Gas Company d/b/a Dominion*

East Ohio for Authority to Increase Rates for its Gas Distribution Service, Case No. 07-829-GA-AIR, et al., Opinion and Order (October 15, 2008); In the Matter of the Application of Duke Energy Ohio, Inc. for an Increase in Rates, Case No. 07-589-GA-AIR, et al., Opinion and Order (May 28, 2008); In the Matter of the Application of Vectren Energy Delivery of Ohio, Inc. for Authority to Amend its Filed Tariffs to Increase the Rates and Charges for Gas Services and Related Matters, Case No. 07-1080-GA-AIR, et al., Opinion and Order (January 7, 2009); In the Matter of the Application of Duke Energy Ohio, Inc., for Approval of an Electric Security Plan, Case No. 08-920-EL-SSO, et al., Opinion and Order (December 17, 2008); In the Matter of the Application of Columbus Southern Power Company for Approval of an Electric Security Plan; an Amendment to its Corporate Separation Plan; and the Sale or Transfer of Certain Generating Assets, Case No. 08-917-EL-SSO, et al, Opinion and Order (March 18, 2009); In the Matter of the Application of Ohio Edison Company, The Cleveland Electric Illuminating Company, and The Toledo Edison Company for Authority to Establish a Standard Service Offer Pursuant to Section 4928.143, Revised Code in the Form of an Electric Security Plan, Case No. 08-935-EL-SSO, et al., Second Opinion and Order (March 25, 2009); In the Matter of the Application of The Dayton Power and Light Company for Approval of Its Electric Security Plan, Case No. 08-1094-EL-SSO, et al. (under consideration).

- (5) The Commission must be in a position to be able to ascertain, with reasonable certainty, the energy savings and demand reductions attributable to the energy efficiency programs undertaken by gas and electric utilities, including mercantile customers, in order to do the following: (a) verify each electric utility's achievement of energy and peak-demand reduction requirements, pursuant to Section 4928.66(B), Revised Code; (b) consider exempting mercantile customers from cost recovery mechanisms pursuant to Section 4928.66(A)(2)(c), Revised Code; and (c) review cost recovery mechanisms for energy efficiency and/or peak-demand reduction programs implemented by the electric or gas utilities.
- (6) On June 17, 2009, the Commission issued an entry establishing a procedure for the development of protocols for the measurement and verification of energy efficiency and peak demand reduction measures. On July 8, 2009, the Commission issued RFP No. EE-09-TRM-1 in order to obtain qualified engineering consulting services to assist the Commission with the evaluation and initial determination of values and protocols for a technical reference manual (TRM) that is being developed in this proceeding. On September 30, 2009, the Commission

issued an Entry selecting the Vermont Energy Investment Corporation (VEIC) to develop the TRM.

- (7) In order to verify energy savings and peak demand reductions, the Commission intends to hire an independent program evaluator (Evaluator). The Evaluator will be responsible for the following: (a) evaluating and validating the electric energy savings and peak demand reductions resulting from each approved utility program and mercantile customer activity; (b) determining program and portfolio cost-effectiveness; and (c) conducting some program process evaluations of energy efficiency programs.
- (8) The gas utilities, electric utilities, mercantile customers, and the Evaluator are expected to utilize the TRM's pre-determined measure savings values, deemed calculated measure approaches, custom measure standard engineering calculations, verification procedures, and cost-effectiveness assumptions. In addition, but independently from the TRM development, the Evaluator is expected to develop an impact evaluation work plan, utilizing the TRM as applicable, for each utility program.
- (9) Accordingly, Commission staff (Staff) shall issue the RFP that is attached to this entry, in order to obtain a qualified engineering Evaluator for the purpose of performing the services described in the RFP. All proposals will be due electronically by 4:00 p.m. on February 19, 2010, and in hard copy by February 22, 2010, as set forth in the RFP. In order to demonstrate the ability to perform the services set forth in the RFP, a proposal must show, in detail, the Evaluator's understanding of the project and the work required. Each proposal must address, with specificity, how the Evaluator will handle all of the issues in the RFP. The Evaluator must demonstrate that it will be able to perform the required services, showing its clear understanding of the tasks to be completed, the experience and qualification of the personnel who will perform the work, and the anticipated breakdown of costs and timing. The Commission intends to select the Evaluator by Friday, March 17, 2010.
- (10) The Commission notes that, in order to increase the efficiency and transparency while minimizing the cost of the RFP process, the Commission has established an electronic mail list serve and website for solicitation and acceptance of audit RFP contracts. Therefore, any potential bidder who wishes to receive notice of

audit requests for proposals should subscribe to the PUCO RFP list by clicking on the link designated "RFPs - Requests for Proposals," located at: <http://www.puco.ohio.gov/PUCO/Docketing/>.

- (11) The selected Evaluator will be authorized to conduct work from 2010 to 2013 for the 2009 through 2012 program years with options to continue, assuming satisfactory work and budget performance. The Evaluator shall perform the services as an independent contractor. Any conclusions, results, or recommendations formulated by the Evaluator may be examined by any participant to the proceeding for which the conclusions, results, or recommendations were generated. Further, it shall be understood that the Commission and Staff shall not be liable for any acts committed by the Evaluator or its agents in the preparation and presentation of the work conducted under the RFP.
- (12) The Evaluator will execute its duties pursuant to the Commission's statutory authority to investigate and acquire records, contracts, reports, and other documentation under Sections 4903.02, 4903.03, 4905.06, 4905.15, and 4905.16, Revised Code.
- (13) The Evaluator shall be subject to the Commission's statutory duty under Section 4901.16, Revised Code, which states:

Except in his report to the public utilities commission or when called on to testify in any court or proceeding of the public utilities commission, no employee or agent referred to in section 4905.13 of the Revised Code shall divulge any information acquired by him in respect to the transaction, property, or business of any public utility, while acting or claiming to act as such employee or agent. Whoever violates this section shall be disqualified from acting as agent, or acting in any other capacity under the appointment or employment of the commission.
- (14) Upon request of the Evaluator or Staff, the electric utilities and gas utilities shall provide any and all documents and information requested. The electric utilities and gas utilities may conspicuously mark such documents or information "confidential." In no event shall the electric utilities or gas utilities refuse or delay providing such information or documents.

- (15) Once the exception set forth in Section 4901.16, Revised Code, is satisfied, the following process applies to the release of any document or information an electric utility or gas utility marks as "confidential." Staff or the Evaluator shall not publically disclose any document marked "confidential" by an electric utility or gas utility, except upon three days' prior written notice of intent to disclose served upon the utility's counsel. Three days after such notice, Staff or the Evaluator may disclose or otherwise make use of such documents or information for any lawful purpose, unless a utility moves the Commission for a protective order pertaining to such information within the three-day notice period.
- (16) The three-day notice period will be computed according to Rule 4901-1-07, Ohio Administrative Code. Service shall be complete upon mailing or delivery in person.

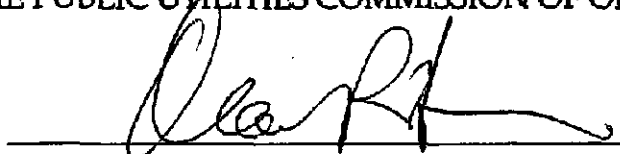
It is, therefore,

ORDERED, That Staff issue a Request for Proposals, evaluate all responses received, and negotiate the detailed scope of work and pricing plan, as described in this Entry and the RFP. It is, further,

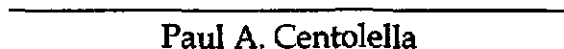
ORDERED, That the electric utilities, gas utilities, and the Evaluator shall observe the requirements set forth in this Entry. It is, further,

ORDERED, That a copy of this Entry be served upon all interested parties of record.

THE PUBLIC UTILITIES COMMISSION OF OHIO



Alan R. Schriber, Chairman



Paul A. Centolella



Ronda Hartman Fergus



Valerie A. Lemmie



Cheryl L. Roberto

PAL/RLH:ct

Entered in the Journal

JAN 27 2010



Renee J. Jenkins
Secretary

Request for Proposals

Consultant(s) to Provide Energy Efficiency Independent Program Evaluator Services

For Programs Implemented by Ohio Electric Utilities

Issued by:

Public Utilities Commission of Ohio

Issued:

Wednesday, January 27, 2010

Electronic Proposals Due:

4:00 p.m. Friday, February 19, 2010

Print Proposals Due:

Monday, February 22, 2010

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1 SUMMARY

Ohio electric utilities are required to implement energy efficiency programs. Such programs, at a minimum, shall achieve established statutory benchmarks for energy savings. Electric utilities are also required to implement programs designed to meet certain peak demand reduction benchmarks. Mercantile customers also may implement their own efficiency projects in support of the electric utility's energy efficiency programs. Electric utilities should thus implement programs that support implementation of specific efficiency measures.

The Public Utilities Commission of Ohio (Commission) wishes to hire an independent engineering consultant, or team of consultants, to serve as the state's Independent Program Evaluator. The Independent Program Evaluator will perform the following duties: (a) monitor, verify, evaluate, and report to the Commission staff (Staff or Commission Staff) the electric energy savings and peak-demand reductions resulting from utility program and mercantile customer activities; (b) determine program and portfolio cost-effectiveness; (c) conduct program process evaluations; and (d) perform due-diligence reviews of evaluations or documentation provided by an electric utility or mercantile customer, as directed by the Commission. The Independent Program Evaluator works at the sole direction of the Commission.

The work will consist of six tasks:

1. Prepare an independent evaluation, measurement, and verification plan.
2. Implement the independent evaluation, measurement, and verification plan.
3. Verify and evaluate each electric utility's evaluation, measurement, and verification report.
4. Prepare and file an Independent Program Evaluator's Report.
5. Document management activities and provide testimony and best practices support, if needed.
6. Design and implement a web-based reporting system.

Respondents to this Request for Proposals (RFP) are expected to address their capabilities to perform all six tasks, provide multi-year labor billing rates, and provide a cost estimate. The Commission is looking for proposals demonstrating creativity, expertise and experience in how bidders approach the work scope.

The selected consultant will be authorized to conduct work from 2010 to 2013 for the 2009 through 2012 program years with options to continue, assuming satisfactory work and budget performance.

2 BACKGROUND

Ohio Power Company, Columbus Southern Power Company, Duke Energy of Ohio, the Dayton Power and Light Company, Toledo Edison, Ohio Edison, and Cleveland Electric Illuminating Company (electric utilities)) are public utilities as defined in Section 4905.02, Revised Code. As such, these companies are subject to the jurisdiction and general supervision of the Commission in accordance with Sections 4905.04, 4905.05, and 4905.06, Revised Code.

On April 23, 2008, the Ohio legislature adopted Amended Substitute Senate Bill No. 221 (SB 221), which became effective on July 31, 2008. Among the provisions of SB 221 was the requirement in Section 4928.66, Revised Code, for the Commission to take certain actions related to the implementation of energy efficiency and peak-demand reduction programs by the electric utilities. Section 4928.66(B), Revised Code, requires the Commission to verify the annual levels of energy efficiency and peak-demand reduction achieved by each electric utility. Further, Section 4928.66(A)(2)(c), Revised Code, specifically provides that mercantile customers of the electric utilities may be exempted from payment of a mechanism that recovers the cost of energy efficiency and peak-demand reduction programs, if the Commission determines that such an exemption reasonably encourages those customers to commit their demand response or other customer-sited capabilities for integration into the electric utility's demand response, energy efficiency, or peak-demand reduction programs.

The Commission must be in a position to be able to determine, with reasonable certainty, the energy savings and demand reductions attributable to the energy efficiency programs undertaken by the electric utilities and mercantile customers in order (a) to verify each electric utility's achievement of energy and peak-demand reduction requirements, pursuant to Section 4928.66(B), Revised Code; (b) to consider exempting mercantile customers from cost recovery mechanisms pursuant to Section 4928.66(A)(2)(c), Revised Code; and (c) to review cost recovery mechanisms for energy efficiency and/or peak-demand reduction programs implemented by the electric utilities. In order to provide guidance regarding how the Commission will determine energy savings and/or peak-demand reductions, the Commission intends to establish protocols for the evaluation, measurement, and verification of energy efficiency and peak-demand reduction measures, which will be incorporated into a Technical Reference Manual (TRM). The Commission's intent is that the TRM would provide predictability and consistency for the benefit of the electric and gas utilities, customers, and the Commission itself.

Electric utilities will be responsible for certain evaluation, measurement, and verification activities associated with their energy efficiency programs. The Independent Program Evaluator will be responsible for monitoring, verifying, and reporting to the Commission Staff the electric savings and peak-demand reductions resulting from utility program and mercantile customer activities; determining program and portfolio cost-effectiveness; conducting program process evaluations; and performing due-diligence reviews of electric utility and mercantile customer programs and activities, including project and documentation inspections.

Other important information is contained in the "Green Rules" promulgated by the Commission in Chapter 4901:1-39, Ohio Administrative Code (O.A.C.). Bidders should read the rules in their entirety, however some excerpts are provided below:

- Within sixty days of the effective date of the rules, each electric utility shall file an initial benchmark report with the Commission that identifies the energy and demand baselines for kilowatt-hour sales and kilowatt demand for the reporting year, including a description of the method of calculating the baseline, with supporting data; and the applicable statutory benchmarks for energy savings and electric utility peak-demand reduction. Rule 4901:1-39-05(A), O.A.C.
- Prior to proposing its comprehensive energy efficiency and peak-demand reduction program portfolio plan, an electric utility shall conduct an assessment of potential energy savings and peak-demand reduction from adoption of energy efficiency and demand-response measures within its certified territory, which will be included in the electric utility's program portfolio plan. The assessment shall include an analysis of technical, economic, and achievable potential, and shall describe in detail program design criteria and promising measures not selected. Rule 4901:1-39-03, O.A.C.
- Each electric utility shall design and propose a comprehensive energy efficiency and peak-demand reduction program portfolio, including a range of programs that encourage innovation and market access for cost-effective energy efficiency and peak-demand reduction for all customer classes, which will achieve the statutory benchmarks for peak-demand reduction, and meet or exceed the statutory benchmarks for energy efficiency. An electric utility's first program portfolio plan filed pursuant to this rule shall be filed with supporting testimony prior to January 1, 2010. Each electric utility shall file an updated program portfolio plan by April 15, 2013, and by the fifteenth of April every third year thereafter, unless otherwise directed by the Commission. Rule 4901:1-39-04(A), O.A.C.
- An electric utility's program portfolio plan shall include, but not be limited to.... "A description of the plan for preparing reports that document the electric utility's evaluation, measurement, and verification of the energy savings and/or peak-demand reduction resulting from each program and the process evaluations conducted by the electric utility." Rule 4901:1-39-04(C)(5)(I), O.A.C.
- By March fifteenth of each year, each electric utility shall file a portfolio status report addressing the performance of all approved energy efficiency and peak-demand reduction programs in its program portfolio plan over the previous calendar year. Such report must include, at minimum, a compliance demonstration and a program performance assessment. Rule 4901:1-39-05(C), O.A.C.
- The portfolio status report must include an evaluation, measurement, and verification report that documents the energy savings and peak-demand reduction values and the cost-effectiveness of each energy efficiency and demand-side management program reported in the electric utility's portfolio status report. Rule 4901:1-39-05(C)(2)(b), O.A.C.

- The Independent Program Evaluator will prepare and file a report of the independent program evaluator's activities and conclusions in monitoring, verifying, and evaluating the energy savings and peak-demand reductions resulting from the electric utility's programs and mercantile customer activities. Rule 4901:1-39-05(D), O.A.C.
- "Independent program evaluator" means the person(s) hired by one or more of the electric utilities, at the direction of the Commission, to monitor, verify, evaluate and report on the electric energy savings and peak-demand reductions resulting from the utility program and mercantile customer activities; determine program and portfolio cost-effectiveness; conduct program process evaluations; and perform due-diligence reviews of evaluations or documentation provided by an electric utility or mercantile customer, as directed by the Commission. Rule 4901:1-39-01(M), O.A.C.

Another important item is the definition of mercantile customer:

"Mercantile customer" has the same meaning set forth in division (A)(19) of Section 4928.01, Revised Code, and means a commercial or industrial customer if the electricity consumed is for nonresidential use and the customer consumes more than seven hundred thousand kilowatt hours per year or is part of a national account involving multiple facilities in one or more states.

3 WORK SCOPE

This section of the RFP describes the work scope for the requested services. It is divided into the following subsections:

- 3.1 - Project objectives, budget, and schedule
- 3.2 - Work scope tasks and roles and responsibilities of selected consultant
- 3.3 - Role and responsibility of the Commission and Commission Staff

This information is being provided to assist bidders with preparation of their proposals. The work scope defined in this RFP is at a fairly high level of generalization. Bidders are requested to propose their own approach to monitoring, verifying, evaluating, and reporting on the electric utilities' and mercantile customers' energy savings and peak-demand reduction programs and activities, giving careful consideration of the Commission's goals and requirements and the status of energy efficiency programs in Ohio. Bidders should propose what they believe are (a) realistic and achievable approaches; (b) appropriate resource allocations; and (c) appropriate levels of rigor in evaluating the programs.

Evaluation scopes, budgets and schedules depend in part on the actual programs being evaluated. Program definitions for 2010 and beyond will not be known until the utilities file their program plans in January of 2010, with changes expected as the utilities update their program plans each year.

3.1 Project Objectives, Budgets and Schedule

3.1.1 Project Objectives

The Commission wishes to establish an evaluation process that monitors and verifies data collection, quality assurance and the energy savings and demand reduction results of each utility's energy efficiency programs as well as the cost effectiveness of each program and portfolio, in accordance with the Total Resource Cost (TRC) test. This evaluation is to be conducted every year, as each utility must submit an annual report by March 15th of each year documenting the effectiveness of its plan in terms of its own estimates of energy savings and demand reduction, cost-effectiveness of expenditures, and other information the Commission requires.

The Commission is issuing this RFP to retain the services of a statewide independent program evaluator (Independent Program Evaluator or Evaluator) who will independently determine energy savings, demand reductions, and cost-effectiveness, and will provide some process evaluations. The Evaluator will, with an on-going process, evaluate each utility's results and provide quarterly and annual reports. Evaluation activities will analyze the impacts on demand and energy savings and cost-effectiveness, and will report results and provide recommendations for plan and program improvements based on both the impact and process evaluation results. Specific objectives include the following:

1. Determine, by independently calculating and validating the documentation provided by the utilities, for each program and portfolio:

- o Annual and monthly kWh savings
- o Peak kW savings¹
- o Cost-effectiveness as indicated by the TRC test
- o Other non-energy benefits as identified by the Commission

Savings will be evaluated from conventional utility demand-side management (DSM) programs, transmission and distribution (T&D) measures, and projects undertaken by mercantile customers.

2. Provide reasonable assurance that the claimed measures are being properly installed and utilized through due-diligence audits and inspections of a sample of project documentation and sites, respectively.

Documenting energy and demand savings from and cost-effectiveness of the portfolios are the highest priority evaluation objectives (Objectives 1 and 2).

3. Improve the design and implementation of existing and future DSM programs through limited, focused program process evaluations.
4. Support the Commission in developing a best-of-class evaluation infrastructure for the utilities' efficiency programs.
5. Develop and initiate long-term (beyond program year 2010) evaluation plans to understand issues such as persistence of savings, measure retention, market effects indicative of market transformation, and other research topics that may require investigation.

3.1.2 Budget

Budgets will be finalized based on the bids received, the actual programs, and measures implemented, particularly the balance between conventional utility DSM programs, T&D measures, and mercantile customer measures. Bidders are required to submit a traditional time and materials budget estimate in their proposals for labor and non-labor costs, but this is not necessarily the budget or scope that will be implemented.

3.1.3 Schedule

The schedule for this project should be based on key dates that have already been established for the efficiency programs and reporting. These dates are as follows:

- By January 1, 2010, the electric utilities must submit their program portfolio plans for 2010 and beyond.

¹ Peak kW savings definition is to be determined for each program and may be different for each program. See Section 2, Work Scope.

- By February 8, 2010, the electric utilities are required to submit an initial benchmark report.
- By March 15, 2010, and each year thereafter, the utilities are required to submit to the Commission an annual portfolio status report that demonstrates its compliance status with its benchmarks and provides a meaningful assessment of its approved portfolio plan's performance.
- Subsequent to March 15, 2010, and each year thereafter, the independent program evaluator will prepare and file an independent program evaluator's report.

Bidders should submit with their proposals a project schedule that will enable the Commission and Staff to meet the deadlines outlined above and described in the Commission's Green Rules.

3.2 Independent Program Evaluator Work Scope

3.2.1 Task 1 – Prepare Independent Evaluation, Measurement, and Verification Plan

The Independent Program Evaluator will prepare an independent evaluation, measurement, and verification (EM&V) plan at the direction of Commission Staff to monitor, verify, evaluate, and report on the energy savings and peak demand reductions resulting from utility programs and mercantile customer activities. Task 1 is the development of an evaluation plan describing the efforts which will be conducted from 2010 through 2013, for the 2009 through 2012 Program Years. The independent EM&V plan is a detailed work plan that includes:

- A description of the evaluation studies that will be undertaken in each year with step-by-step action plans, including due-diligence/verification efforts.
- Reporting schedule and formats.
- Budgets and staffing plans.
- How the results of each program's evaluation are combined to provide an evaluation of the portfolio as a whole.

Task 1 will begin immediately after contract execution. The Independent Program Evaluator will develop and then submit to the Commission Staff a draft independent EM&V plan that includes a detailed plan for each utility program. The Independent Program Evaluator will meet with the Commission's project manager as needed throughout the development of the draft plan to discuss the document details and make decisions. The plan will not be considered final until approved by the Commission's project manager in writing.

The independent EM&V plan is expected to be a "living document," and will be revised as needed throughout the project term. In consultation with the Commission's project manager, the Independent Program Evaluator will update the independent EM&V plan as needed to adjust to changes in program activities. The development of the independent EM&V plan during 2010 will be an interactive and iterative process with the Commission, Staff, and the utilities, providing comments that will be addressed by the Independent Program Evaluator and reflected in the final version of the Plan. In consultation with Commission Staff, the Independent Program Evaluator will, as needed during 2011 and 2012, revise the independent EM&V plan to incorporate lessons learned and to adjust to changes in programs and operations.

The expectation is that the independent EM&V plan will include, but not be limited to, the following elements:

- a. Executive summary of plan.
- b. Description of the programs to be evaluated and the programs' logic/theory – these programs will include conventional DSM activities, T&D projects, and may include mercantile customer projects.

- c. Description of evaluation objectives, evaluation questions and evaluation rigor level for each program and the portfolios as a whole.
- d. Descriptions of metrics (including energy and demand savings metrics) for each program and the portfolio as a whole.
- e. Identification of how TRM deemed savings values, deemed calculated approaches, and/or protocols will be used.
- f. Specification of utility reporting requirements including data required, format of data to be provided by the utilities, reporting schedule, and data confidentiality protection protocols.
- g. Description of quality assurance/quality control (QA/QC) inspections and due diligence procedures for each program. The procedures will include reviewing, and perhaps building on or modifying, QA/QC and measurement and verification processes that will be implemented by the utilities for each program. The procedures will vary by program and are necessary to assure customer eligibility, completion of installations, and the reasonableness and accuracy of savings upon which incentives are based. The Independent Program Evaluator will have responsibility for installation verification and estimation of savings for purposes of implementer oversight for at least a sample of projects in each program.
- h. Description of reporting format.
- i. Definition of how best-practice approaches appropriate to each program will be used, with the plans informed by the EM&V experience of other states, as well as standard technical references such as the *International Performance Measurement and Verification Protocol* and the *National Action Plan Model Energy Efficiency Program Impact Evaluation Guide*.
- j. Description of the tradeoffs in allocating limited budget dollars to specific tasks and programs, and why those tradeoffs were selected.
- k. Description of the methodologies, procedures and data tracking systems to be used by the Independent Program Evaluator to conduct the process and project verifications for each program including data gathering, sampling and analysis methods (note that the Commission will want access to all data and analyses used and developed by the Independent Program Evaluator and will ultimately retain ownership rights to such data and analyses).
- l. Description of the approach and data to be used for calculating program and portfolio cost-effectiveness using the TRC test.
- m. Description of other activities to be conducted by the Independent Program Evaluator in support of evaluation related activities.

- n. Strategy for conducting future (beyond 2011) analyses as programs mature, and describing any data collection activities that will be carried out by the Independent Program Evaluator during the 2010-2012 period to support the future analysis.
- o. Detailed work plan, including identification of staff resources and the management of sub-contractors, project schedule and visual presentation of tasks, sub-tasks, and milestones.
- p. Description of Independent Program Evaluator's project and management milestones.
- q. Timeline and dates of deliverables from the evaluation effort.

Deliverable: Independent EM&V Plan.

3.2.2 Task 2: Implement the Independent EM&V Plan

The Independent Program Evaluator will monitor, verify, evaluate, and report on energy savings and peak-demand reductions. This task involves the actual implementation of the independent EM&V plan, as approved by the Commission's project manager. Activities will include, but are not limited to:

- a. Maintaining an evaluation data and management tracking system.
- b. Acquiring and verifying data from the utilities or other sources.
- c. Conducting field inspections using trained personnel and installing spot, short-term and long-term metering equipment on participant property.
- d. Reviewing and providing due-diligence of utility reported savings estimates and benchmarks (baselines).
- e. Working with the Consultant that will be developing the 2010 TRM, reviewing the TRM information, and commenting as needed.
- f. Developing survey instruments (using sampling with 90/10 confidence/precision criteria, or other criteria as specified in the Evaluation Plan) and collecting and analyzing data.
- g. Calculating Gross Program energy and demand savings using field verification, stipulated savings, M&V, and/or large scale billing analyses either independently of the utility analyses or as a due-diligence review of the utility analyses.
- h. If required by the Commission or Staff, calculating Net Energy and Demand Savings, using benchmark net-to-gross ratio (NTGR) values and/or "bottom-up" NTGR analyses, considering full, partial and deferred free-riders, free-drivers and spillover using interview techniques.
- i. Calculating cost-effectiveness of programs using the TRC test.

j. *Commenting on the reliability of evaluation results provided by the electric utility, including discussion of the threats to validity and sources of bias and the approaches used to reduce threats, reduce bias and increase the reliability of the findings, and a discussion of study findings precision levels.*

k. *Interfacing and coordinating reporting with the utilities and Commission Staff.*

Deliverables: Evaluation reporting is expected to include, but will not necessarily be limited to, the following items:

1. **Monthly** – Project status reports highlighting issues with each evaluation activity and problems (difficulties in getting the job done, with recommended or agreed solutions).
2. **Quarterly** – Review of major findings, observations, review of project implementation, and recommended updates to the evaluation plan; findings and results (i.e., interim savings values, interim cost-effectiveness indicators, and lessons learned from the evaluations).
3. **Ad-hoc** – Documenting problems, resolution, and urgent issues as they arise, including process evaluation reports and reporting of activities supporting other consultants' market or potential studies (may need to be linked to changes in work efforts).
4. **Annual Verification Report** – Four annual verification reports due after the utilities' March 15th reports.
6. **Final Project Report** – Summarizes all the work that has taken place; presents an overview of evaluation efforts and identifies key issues arising during the evaluation with a summary of how they were handled; recommends how the portfolio's evaluations should be conducted in the future; identifies changes to the evaluation approach that can be expected to improve the reliability of the findings; recommends (a) modifications to the evaluation protocols that can improve the reliability of the impact estimates, and (b) any follow-up, market transformation, and/or persistence studies.

3.2.3 Task 3 – Verify and Evaluate Each Electric Utility's Evaluation, Measurement, and Verification Report

The Independent Program Evaluator will conduct process evaluations using interview techniques and document review procedures that will include identifying areas for possible improvement of program implementation and measuring participant satisfaction. The Independent Program Evaluator's process evaluations are expected to primarily consist of customer and trade-ally satisfaction surveys and reports. This task is expecting to utilize a small portion of the overall evaluation budget.

Deliverable: Summary reports will be included with the annual verification report identified in Task 2.

3.2.4 Task 4 – Prepare and File Independent Program Evaluator’s Report

The Independent Program Evaluator will prepare and file a report of the Independent Program Evaluator’s activities and conclusions in monitoring, verifying, and evaluating the energy savings and demand reductions resulting from the electric utility programs and mercantile customer activities. The report shall also include the verification and evaluation of the electric utility’s EM&V report, through the use of due-diligence techniques including project inspections.

Deliverable: Independent Program Evaluator’s Report.

3.2.5 Task 5 – Management Activities, Testimony, Best Practices Support

Under this task, the Independent Program Evaluator will be responsible for:

- a. Ensuring that all the evaluation work activities are implemented as documented in the Evaluation Plan and that project reporting is completed according to the specifications and schedule documented or referenced in the Evaluation Plan.
- b. Ensuring that the Independent Program Evaluator’s contract management obligations are carried out in a professional manner.
- c. Managing sub-contractors, if any, so that the evaluation team speaks with one voice through the prime contractor.
- d. Maintaining regular and direct communication with the Commission’s project manager and utilities and other parties as directed by the Commission’s project manager.
- e. Maintaining and archiving electronic and paper files and data collected or developed during the conduct of the evaluation work (documentation is the property of the Commission and will be turned over to the Commission at the end of the contract term; must be in a form and structure that supports a chain of evidence for all evaluation findings).
- f. Attending and occasionally facilitating meetings, including initiation meeting(s), regular and ad-hoc project meetings, and a final evaluation “close out” meeting.

The Independent Program Evaluator will occasionally be called upon to provide general support for the Commission’s program evaluation efforts beyond that which is explicitly described in the Evaluation Plan. This program evaluation support may include but is not limited to the following activities:

- a. Providing input and support for best practices efforts for EM&V of Ohio energy efficiency activities.

- b. Supporting market assessment and baseline studies, saturation studies, and potential studies to be conducted by others.
- c. Developing and designing materials needed for workshops, press conferences, reports, and case studies for distribution to general and technical audiences.
- d. Providing technical writing and editing as needed for a wide range of program materials including presentation materials, reports, brochures, fact sheets, and newsletter articles.
- e. Preparing analyses, findings, and recommendations in response to inquiries from the Commission's project manager, and preparing support materials as needed for each inquiry.
- f. Providing technical experts for hearings, workshops and other meetings, and preparing technical information for possible inclusion in meetings and reports.
- g. Supporting the Independent Program Evaluator's conclusions and recommendations by testifying and by aiding in the preparation of testimony by Commission Staff, if necessary, in any future rate case or other proceeding before the Commission, or for proceedings in other venues.

Deliverable: Document management activities and provide testimony and best practices support, if needed.

3.2.6 Task 6- Public Reporting System

The Commission believes that reporting of efficiency program results should be transparent and available to all stakeholders, including the public at large. Therefore, the Independent Program Evaluator will design and implement a web-based reporting system that indicates information about the status of the efficiency programs and provides user-friendly access to "bottom line" results.

Deliverable: The reporting system is expected to be launched during 2010 with specific dates to be indicated in the independent evaluation, measurement, and verification plan.

3.3 Roles and Responsibilities of the Commission and Commission Staff

In general, the Commission will provide high-level guidance and direction with regard to energy efficiency and peak demand reduction program implementation and evaluation in Ohio. Specific to this RFP, the Commission will select the successful bidder and will hire the Independent Program Evaluator. The Commission also will direct the electric utilities to enter into a binding agreement with the successful bidder and direct them to pay the successful bidder their proportionate share of the fees arising from the approved scope of work. The Commission also may schedule hearings to review each electric utility's program portfolio plan, initial benchmark report, and annual status reports. Finally, the Commission will issue its annual verification reports pursuant to Section 4928.66(B), Revised Code.

The Staff of the Commission is responsible for reviewing each electric utility's initial benchmark report and annual portfolio status reports along with any timely-filed comments. Staff also is responsible for verifying electric utilities' compliance with approved program portfolio plans and with applicable statutory benchmarks, including any proposed modifications thereto, and for filing with the Commission its findings and recommendations. Staff may recommend modifications to a program within an electric utility's program portfolio plan, or recommend remedial action and/or the assessment of forfeiture, if the electric utility has not demonstrated compliance with the approved program portfolio plan or annual sales or peak demand reductions required by division (A) of Section 4928.66, Revised Code. Specific to this RFP, Staff will approve the final scope of work and price and will provide oversight with respect to project activities being completed within budget and on schedule. Staff also will engage with the Independent Program Evaluator on strategy and policy issues and will provide guidance to the Independent Program Evaluator, including review and comment on project deliverables. Finally, Staff will review and approve Independent Program Evaluator invoices.

4 GENERAL SUBMITTAL AND PROJECT INFORMATION

This Section of the RFP provides information for bidders concerning the submittal process, general requirements, schedule, and qualifications. Specific requirements for the content and preparation of bids are contained in Section 5.

4.1 Contact and Communications

With the exception of any Commission-designated pre-bid or post-bid conferences, bidder presentations, and Commission-solicited information, if any, a bidder, including but not limited to its employees, agents, assigns, and legal representatives, shall not communicate with the Commission or any of the Commission's Staff concerning this RFP from the date that it is released for bid until a bidder has been selected and the Commission has issued its order selecting the Independent Program Evaluator. If a bidder attempts any unauthorized communication, the Commission shall reserve the right to reject that bidder's proposal.

4.2 Intent to Bid

Potential bidders are encouraged but not required to submit a notification of intent to submit a proposal in response to this RFP. This information helps plan and administer the RFP. A bidder's notice of intent to bid should be submitted to the Commission's Project Manager by 4:00 p.m. on February 5, 2010.

4.3 Bidders' Conference Call

A non-mandatory, but recommended, bidders conference call will be held as indicated in the following table:

Date: Wednesday, February 3, 2010

Time: 11:00 a.m. Eastern

Conference call number: (614) 644-1080

4.4 Questions

Bidder questions related to this RFP should be submitted to the Commission's Project Manager on or before 4:00 p.m. Friday, February 12, 2010 to:

Paul Laurent
Public Utilities Commission of Ohio
Department of Energy and Environment
180 East Broad Street
Columbus, Ohio 43215
Paul.laurent@puc.state.oh.us

4.5 Proposal Submittal Format and Due Date

The Commission reserves the right to reject as non-responsive any proposals that do not contain the information requested in this RFP. The Commission is not liable for any costs incurred by any person or firm responding to this RFP or participating in any best and finals interviews.

4.5.1 Electronic proposal submittal instructions

Bidders are required to submit an electronic version of their proposal. Bidders are required to submit two documents: their proposal (as an Adobe Acrobat .pdf file) and a Microsoft Excel file with their budget. Electronic copies of proposal documents must be submitted and received by the Commission's Project Manager according to the schedule in Section 4.5.3.

4.5.2 Hard copy proposal submittal instructions

All proposal documents and copies must be submitted under **sealed** cover and received by the Commission's Project Manager according to the schedule in Section 4.5.3. The original proposal must be marked "ORIGINAL COPY". The transmittal letter contained in the original proposal package must have an original signature and must be signed by a person who is authorized to bind the proposing firm. All additional proposal sets must contain six photocopies of the original package.

4.5.3 Important Dates

RFP release	Wednesday, January 27, 2010
Bidders' Conference Call	11:00 a.m. Wednesday, February 3, 2010
Intent to bid notice	4:00 p.m. Friday, February 5, 2010
Close of RFP question period	Friday, February 12, 2010
Electronic proposals due	4:00 p.m. Friday, February 19, 2010
Print proposals due	Monday, February 22, 2010
Interviews, if required	Monday, March 8 through Tuesday, March 16, 2010
Scope of work negotiations, if needed	Monday, March 8 through Tuesday, March 16, 2010
Tentative Project Start Date	Thursday, April 1, 2010

The above schedule is subject to change.

4.6 Minimum Qualifications and Conflicts of Interest

Any bidding team must have at least the following qualifications to be considered for selection:

- Key staff members must have demonstrated experience delivering consulting services related to the impact and process evaluation of energy efficiency measure performance and characterization, including cost-effectiveness analysis and screening.
- Bidders must be free of conflicts that would negatively impact their ability to provide independent and unbiased consulting services.

The Public Utilities Commission of Ohio encourages potential bidders to respond to this RFP. Bidders are required to identify all potential conflicts of interest and submit with their response, if there are actual or potential conflicts, short- and long-term conflict mitigation plans. Short-term mitigation plans should include a description of how conflicts with current contracts with utilities or interested parties in Ohio will be addressed. Long-term mitigation plans should include how potential future contracts with Ohio utilities and/or interested parties may be addressed, including but not limited to whether and how existing contracts may be wound down and how the bidder would deal with future solicitations from these entities. The Commission will be the sole arbitrator of the adequacy of any mitigation plans.

4.7 Instructions to Bidders

The following are general instructions to bidders. Specific requirements for the content and format of the proposals are presented in Section 5.

4.7.1 Modifications to the RFP

The Commission's Staff may modify the RFP prior to the date fixed for submission of proposals by the issuance of an addendum to all parties who registered.

4.7.2 Proposal Preparation Costs

Costs for developing proposals are entirely the responsibility of the bidder.

4.7.3 Post Proposal Negotiation and Awarding of Contracts

The Commission and Commission's Staff reserve the right to negotiate both price and non-price factors during any post-proposal negotiations with a finalist. The Commission has no obligation to enter into an agreement with any respondent to this RFP and may terminate or modify this RFP at any time without liability or obligation to any respondent. This RFP shall not be construed as preventing the Commission from entering into any agreement that it deems appropriate at any time before, during or after this RFP process is complete.

4.7.4 Changes in Scope of Work

Provisions for payment for any additional work or changes in the scope of the work shall be mutually agreed upon at the time the successful bidder is requested to perform additional work or change the scope of the work.

4.7.5 Changes in Key Personnel

Changes in key personnel identified in proposal may not be made by the successful bidder during the performance of the work without written approval of the Commission's Staff. The successful bidder must guarantee the work under this RFP will be completed regardless of changes in key personnel.

4.7.6 Acceptance of Terms and Conditions

The submission of a proposal shall constitute a bidder's acknowledgement and acceptance of all the terms, conditions and requirements of this RFP.

4.7.7 All Submitted Proposals Become Exclusive Property of the Commission

All proposals submitted pursuant to this RFP shall become the exclusive property of the Commission and may be used for any reasonable purpose by the Commission.

4.8 Project Information

4.8.1 Access to Information

The Independent Program Evaluator will execute its duties pursuant to the Commission's statutory authority to investigate and acquire records, contracts, reports, and other documentation under Sections 4903.02, 4903.03, 4905.06, 4905.15, and 4905.16, Revised Code.

The consultant shall be subject to the Commission's statutory duty under Section 4901.16, Revised Code, which states:

"Except in his report to the public utilities Commission or when called on to testify in any court or proceeding of the public utilities Commission, no employee or agent referred to in section 4905.13 of the Revised Code shall divulge any information acquired by him in respect to the transaction, property, or business of any public utility, while acting or claiming to act as such employee or agent. Whoever violates this section shall be disqualified from acting as agent, or acting in any other capacity under the appointment or employment of the Commission."

Upon request of the consultant or Staff, the electric utilities shall provide any and all documents and information requested. The electric utilities may conspicuously mark such documents or information "confidential." In no event shall the electric utilities refuse or delay providing such information or documents.

Once the exception set forth in Section 4901.16, Revised Code is satisfied, the following process applies to the release of any document or information an electric utility marks as "confidential." Staff or the consultant shall not publically disclose any document marked "confidential" by an

electric utility, except upon three days' prior written notice of intent to disclose served upon the utility's counsel. Three days after such notice, Staff or the consultant may disclose or otherwise make use of such documents or information for any lawful purpose, unless a utility moves the Commission for a protective order pertaining to such information within the three-day notice period.

4.8.2 Direction by Commission

Although invoices will be paid by the utilities, the Independent Program Evaluator's client is the Commission. Consequently, there will be no direct reporting by the Independent Program Evaluator to the utilities, without prior Staff approval.

The Independent Program Evaluator will be required to enter into contracts with the utilities within 14 days of the Commission's selection of the Independent Program Evaluator.

5 PROPOSAL SUBMITTAL REQUIREMENTS

5.1 Submission of Proposals

Proposals should provide straightforward and concise descriptions of the bidder's ability to satisfy the requirements of this RFP. The Commission is looking for proposals demonstrating creativity, expertise and experience in how bidders approach the work scope.

Bidders are requested to provide concise, yet complete descriptions of their approach and capabilities for satisfying the required services outlined in this RFP. **Excessive length is discouraged.** In addition, bidders are encouraged to pro-actively present additional information and responses, not specifically requested, that help demonstrate understanding of this project's objectives, as well as bidder creativity, experience, and/or expertise.

The proposal must be complete and accurate. Omissions, inaccuracies, or misstatements will be sufficient cause for rejection of a proposal. Proposals not submitted as indicated may be rejected. All proposals must include the documents identified in the Appendix B "Required Proposal Checklist" and Appendix C "Required Company Information Form." **Proposals not including the checklist may be deemed non-responsive.**

Bidders are required to submit two documents: their proposal (as an Adobe Acrobat .pdf file) and a Microsoft Excel file with their budget.

5.2 Proposal Format

5.2.1 Summary of Contents

Proposals must adhere to the following set format:

- i. Proposal cover
- ii. Signed cover/transmittal letter
- iii. Table of Contents (include proposal date and page numbers on each page of proposal)
 1. Completed proposal checklist
 2. Company overview
 3. Executive summary (2 pages)
 4. Work scope and schedule (10-15 pages)
 5. Staffing and subcontracting plan (10 pages)
 6. Qualifications and Experience (10 pages)
 7. Essay Questions (6 pages)
 8. Budget (2 pages plus tables)
 9. Disclosures (as needed)

10. Appendix - Resumes (2 pages per resume)

5.2.2 Proposal Cover and Transmittal letter

The proposal cover must indicate the RFP name, the proposal date, bidder's name and list of subcontractors. The cover must also state that the person signing the letter is authorized to commit the bidding organization to the proposed work scope, budget, and rates; that the information in the in the proposal is accurate; and that the proposal is valid for 120 days from the RFP closing date. The transmittal letter must include a signature of an officer of the bidding company empowered to bind the company to the terms and conditions of the proposal. The signature can be included on just the hard copies of the submitted proposals.

5.2.3 Sections 1 – 3: Checklist, Company Overview, Executive Summary,

Sections 1 – 3 of the proposal contain a proposal checklist, general information about bidder's firm, and a high-level summary of the proposal including the approach to the tasks and the bidding team's qualifications to perform the services sought through this RFP.

- Section 1: Completed checklist in Appendix B of this RFP
- Section 2: Company overview. Use the company information form included in Appendix C of this RFP
- Section 3: Executive Summary

5.2.4 Section 4: Work Scope and Schedule

Section 4 of the proposal should discuss bidder's approach to tasks, as detailed in Section 3 of this RFP, with sufficient detail to distinguish the strengths and unique features that are suggested, but it should not be overly detailed and lengthy.

Section 4 must include a schedule for performing tasks. The schedule should be presented graphically and supplemented with text explanations needed to provide an understanding of the proposed timeline.

5.2.5 Section 5: Staffing and subcontracting plan

In this section, bidders are requested to:

- Include a management and organizational chart that depicts the relationships and proposed agreements among team members (prime and subcontractors if any) to accomplish the tasks in the work scope.
- Describe the roles of each of the positions listed in bidder's staffing plan.
- Identify the lead staff member assigned to manage the work, provide a short biography, and explain why he or she is qualified for this position; describe this person's availability for the project, and the office where he or she will be based.

- Identify the key personnel to be assigned to this project, describe their responsibilities, and provide a paragraph biography for each person. Indicate availability and length of time commitment to project.
- Specify any anticipated subcontractors who will be used, roles, responsibilities, availability, and proposed subcontractor mark-up percentage.

Include resumes for all individuals named in the staffing plan in a proposal appendix. Resumes and bios should describe relevant responsibilities from other projects that will help evaluate the qualifications and experience of key personnel. Please limit length of resumes to two pages.

5.2.6 Section 6: Qualifications and Experience

Use this section to address bidding team's qualifications and experience, drawing on lessons learned and personal best practices.

6.1 Summary

Summarize why the bidding team is best suited to conduct the requested services. Include any previous experience the bidding team has working directly in Ohio or the Midwest as it relates to energy efficiency and demand response, especially evaluation activities.

Due to the need of the Independent Program Evaluator to interact with utilities, mercantile customers, Staff, and others, the Commission prefers that the selected consultant staff and maintain a local office, although not necessarily at the start of the evaluation activities. In addition to facilitating communication amongst the various parties, the Commission intends to foster a local, technically-qualified work force that is able to support the operations of the state's efficiency programs, including the ability to conduct fieldwork, and engineering and statistical analysis associated with the evaluation of program impacts. Out-of-state bidders should consider opening and staffing an Ohio-based office and should describe any plans for accomplishing this in their proposal(s). Notwithstanding the intention of developing in-state capacity, the Commission reserves the right to select out-of-state Consultant(s) regardless of their existing or planned local presence if, in the Commission's judgment, doing so better meets its overall objectives. For proposal contents: provide information regarding any new local offices bidder intends to establish (and when) for the purpose of serving as the Commission's Independent Program Evaluator, and describe use of local subcontractors.

6.2 Evaluation Development Experience and Regulatory/Stakeholder Experience

Summarize the following:

- Experience completing each of the tasks identified in the scope of work. Indicated experience should be associated with actual proposed project team members. Experience of actual team members will be given much greater weight than firm experience, which may or may not be with current team members or bidder staff in general.
- Experience working in a regulatory environment on energy efficiency activities, particularly coordinating with utilities, regulators and stakeholders.

- Making presentations in workshops and providing regulatory testimony.

6.3 References

Bidders should provide three references from current (preferred) or recent clients for whom they have performed projects that are relevant to the work scope. References should include a brief synopsis of specific services provided, company name and location, contact name, contact title, telephone number, and email address of the reference. In the event the bidder is forming a new organization to bid on this proposal, the bidder should provide the related references for the key staff members proposed for the project.

References should be included (two or three each) for the proposed prime consultant and any major subcontractors.

5.2.7 Demonstration of Creativity and Understanding

To encourage bidders to demonstrate their creativity and their understanding of the Commission's requirements, bidders are required to include short responses to the five (5) questions posed below. The responses should be concise and should reflect an understanding of evaluation best practices and the Commission's needs.

1. What, if any, changes does the bidder suggest to the work scope and approach indicated in Section 3 of this RFP?
2. Given the work scope in Section 3 of this RFP, plus any changes bidder may have suggested in the previous essay question, discuss the impact would be if the evaluation budget for each portfolio's evaluation was reduced by 25%. What additional services and/or improvements are suggested if the budget was increased by 25%?
3. The Independent Program Evaluator is responsible for independently reporting the savings and cost-effectiveness of the utilities and mercantile customers' efforts. Discuss bidder recommendations for how to share the overall evaluation, measurement, and verification responsibility with the utilities' evaluation teams.
4. Describe how the bidder would suggest handling accuracy in reporting program results. What strategies will work well for reducing overall uncertainty while controlling evaluation review costs? How does the bidder propose reporting uncertainty of the results?
5. The Independent Program Evaluator is responsible for verifying and evaluating each electric utility's evaluation, measurement, and verification report through the use of due diligence techniques. Please describe the due diligence techniques the bidder plans to use in this task and throughout the project.

5.2.8 Section 8: Budgets

Proposals must contain completed Budget Tables 1, 2, 3 and 4 which are provided in the following embedded file.

The Commission will review bidder's billing rates and allocation of budgets between tasks.

- Table 1 is for billing rates for 2009-2013.
- Table 2 is for a budget estimate of the evaluation activities associated with the 2009 and 2010 programs and, thus, covers the time period from approximately December 2009 through the Spring of 2011
- Table 3 is for a budget estimate of the evaluation activities associated with the 2011 and 2012 programs and, thus, covers the time period from approximately October 2010 through the spring of 2013, overlapping in terms of schedule with the Table 2 budget.
- Table 4 simply combines the results of Tables 2 and 3.



Ohio

TRM_PE_BudgetForms.xls

Include a "written" version of the tables in the hard copy proposal submittal and an electronic copy with the electronic submittal.

Please note that material (direct) costs must be billed at their cost to the consultant. Subcontractor labor billing rates, however, can include a minimal administrative charge.

5.2.9 Section 9: Disclosures

Bidders, including all subcontractors, must describe any potential conflicts of interest. Specifically, bidders should disclose if they have ever worked for Ohio electric or gas utilities or the Commission. See Section 4.6 for more information and/or provide written questions during the RFP question period.

6 SELECTION PROCESS AND EVALUATION CRITERIA

6.1 Selection Process

All proposals will be evaluated using the following process:

Step 1: Threshold Review

The threshold review ensures that proposals contain all required elements and that the bidders demonstrate that there are no legal claims/judgments or conflicts of interest that would make it difficult for them to perform. The threshold review, and ongoing reviews, will also include consideration of omissions, inaccuracies or misstatements. Proposals that do not pass the threshold review may be removed from further consideration.

Step 2: Evaluation Criteria

Proposals passing the threshold review are evaluated using a formal review and ranking process. Evaluation criteria are described below.

Step 3: Interviews

If deemed necessary, top-ranked bidders may be invited to an interview (in person, via telephone, and/or via web conference). Presentations and answers to reviewer questions will be used in preparation of final bid rankings. Note that the Commission reserves the right to forego this step should a single proposal be ranked in the technical review as clearly superior to others.

Step 4: Selection and Scope of Work Negotiation

Commission Staff will initially notify only the selected bidder in writing. This notification will initiate the scope of work negotiation process. Should Staff and the selected bidder not be able to quickly reach accord, Staff may terminate negotiations and initiate negotiations with the next ranked bidder(s). Upon successfully reaching accord on a scope of work, the selection(s) will be made public and all other bidders responding to the RFP will be notified of the selections.

6. 2 Evaluation Ranking Matrix

Table 5.1: RFP Evaluation Criteria/Ranking Matrix

	Approximate Weighted Percent
Part A: Technical Approach	35%
1. Proposal quality	
2. Thoroughness and practicality of approach	
3. Clarity regarding objectives and quality of proposed approach for meeting those objectives	
4. Best practice, innovation, and likelihood for success in proposed technical approach	
5. Creativity and balancing of complex evaluation issues	
Part B: Organizational and Management Capability	45%
1. Demonstrated competence and experience	
2. Management structure	
3. References	
4. Assigned staffing for prime and subcontractors	
5. Commitment to developing local skill and capacity	
Part C: Cost	20%
1. Projected Costs relative to approach	
2. Ability to achieve goals within budget	
3. Billing rates and direct costs/subcontractor mark-up rates (if any)	
Total	100%

APPENDIX A – PROPOSED ROLES AND RESPONSIBILITIES

Electric Utility	Independent Program Evaluator	Staff	Commission
Conduct Assessment of Potential	Prepare Independent Evaluation, Measurement, and Verification Plan	Review Initial Benchmark Report	Select and Hire Independent Program Evaluator
Design and Propose Program Portfolio Plan	Monitor, Verify, Evaluate, and Report on Energy Savings and Peak-Demand Reductions	Review Annual Portfolio Status Report	May Schedule Hearing to Review Electric Utility Program Portfolio Plans, Initial Benchmark Report, and Annual Status Reports
File an Initial Benchmark Report	Verify and Evaluate Each Utility's Evaluation, Measurement, and Verification Report	Verify Electric Utility Compliance with Applicable Statutory Benchmarks	Issue Annual Verification Reports
Successfully Implement Approved Programs	Prepare and File Independent Program Evaluator's Report	Verify Electric Utility Compliance with Approved Program Portfolio Plans	
Conduct Impact Evaluations	Conduct Process Evaluations	File Findings and Recommendations	
File Annual Portfolio Status Reports		May Recommend Modifications, Remedial Action, or Forfeiture	

APPENDIX B – PROPOSAL CHECKLIST

Request for Proposals Consultant(s) Ohio TRM

REQUIRED PROPOSAL CHECKLIST

Bidder Information		
Name of Bidder:		
Contact Name:		
Contact Phone:		
Contact Email:		
Proposal Checklist & Locator	Included	Section/Page
Proposal Cover		
1. Transmittal Letter – signed original		
2. General Company Information (Appendix B)		
3. Executive summary		
4. Work scope and schedule		
5. Staffing and subcontracting plan		
6. Qualifications and Experience		
6.1 Summary		
6.2 Experience		
6.3 References		
7. Essay Questions		
8. Budget		
Budget Tables		
9. Disclosures		
Appendix: Resumes		
Separate Microsoft Excel file with budget		N/A

APPENDIX C – COMPANY INFORMATION FORM

Prime Bidder Company Information

Company Information	
Company Name:	
Street Address:	
City:	
State:	
Telephone:	
Website:	
Prime bidder office location for this project:	
Contact Information	
Contact Name:	
Title/Position	
Telephone:	
Email:	
Address:	
Business Information	
Nature of Business:	
Ownership (LLC, corporation, etc) :	
Years in Business:	
Parent Company (if any):	
Affiliates (if any):	
Subsidiaries (if any):	
For Profit / Non-Profit Status:	
Total Number of Permanent Employees:	
Teaming Information	
Subcontractor Name/Principal Role (list all proposed)	Subcontractor Location (City/State)
<i>Add rows as needed</i>	