

Request for Proposal (RFP)

Executive Secretary to the CT Energy Efficiency Board (EEB)

Date: February 17, 2023

RFP Summary

Connecticut Light and Power Company and Yankee Gas Service Company (both dba Eversource Energy), The United Illuminating Company (“UI”), Southern Connecticut Gas (“SCG”), and Connecticut Natural Gas (“CNG”), collectively “the Utilities,” are soliciting Request for Proposals on behalf of the State of Connecticut Energy Efficiency Board for an Executive Secretary for a three-year term starting June 1, 2023.

The RFP is posted on the Energize CT website under RFPs at <https://www.energizect.com/connecticut-energy-efficiency-board/rfps>. Bidders are required to send their bid proposals to DEEP.EnergyBureau@ct.gov with the subject line “EEB Executive Secretary RFP 2023.” Bids are by due April 7, 2023.

About the Energy Efficiency Board

The State of Connecticut Energy Efficiency Board (“EEB”), established by CT General Statutes Section 16-245m, is seeking an Executive Secretary to assist in the administration and operations of the EEB. The EEB oversees the ratepayer-funded conservation and load management programs and initiatives administered by the electric and gas utility distribution companies, and advises municipal utilities charged with implementing conservation and load management programs. The EEB, a seventeen-member board, includes representatives from governmental agencies, business and residential consumer groups, non-profit organizations, and the utilities. The EEB reports annually to the Department of Energy and Environmental Protection (“DEEP”) and to the General Assembly.

Connecticut is a leading state in energy efficiency, demand response, and load management programs – labeled “Conservation and Load Management,” or “C&LM” in state statute – in several ways. First, Connecticut C&LM programs address a wide range of policies and objectives, cover the full breadth of customer sectors and market segments, employ a wide variety of program and market strategies, and seek to achieve deep and comprehensive energy and demand savings to benefit customers and the state. Second, these ambitious objectives and extensive program efforts are pursued in the context of significant but limited funding, and with strong focus both on leveraging the ratepayer monies used to fund the programs, and on advancing market-based strategies to achieve the savings and other benefits. The combination of ambitious objectives, a wide range of programs, a strong focus on market-based strategies and leveraging, utilities that are supportive of energy efficiency and demand resources, and an engaged public stakeholder board in the form of the EEB makes Connecticut a very interesting and rewarding place to work.

The C&LM Plan is supported by all Eversource electric and UI customers on their electricity bills through the Combined Public Benefits Charge; and by CNG, SCG and Eversource gas customers through a conservation charge included in their rates).

Work Scope & Responsibilities of the Executive Secretary Position:

I. INTERACTION WITH OR ON BEHALF OF THE EEB

- A. Maintain timely and appropriate level of communications with EEB members to fulfill their information requests.
- B. Maintain and ensure compliance with the EEB's operating procedures.
- C. Under the direction of the EEB Chair or Vice-Chair, coordinate all required legislative, Public Utilities Regulatory Authority (PURA) and DEEP filings for the EEB.
- D. Coordinate with the Board's consultants, including the DEI Consultant, Evaluation Administrator, and Technical Consultant.
- E. Fulfill information requests as directed by the EEB or DEEP.
- F. Coordinate all EEB monthly meetings as well as the annual EEB planning meeting and public input session(s).
- G. Attend, in person (or virtually as permitted by the EEB Chair or Vice-Chair), all EEB and Committee meetings as directed and disseminate meeting materials to the EEB in coordination with utility staff as necessary and in accordance with operating procedure requirements.
- H. Attend and/or participate in other meetings as requested by the EEB, such as the Annual Planning Meeting, Consultant Committee Calls, and EEB Consultant Calls.
- I. Coordinate with the EEB Technical Consultants on scheduling Committee meetings and sending out meeting materials.
- J. Create and publish meeting minutes for EEB and Committee meetings.
- K. Manage logistical arrangements for meeting rooms at the PURA, DEEP or other venues as required, including the annual planning meeting and other special events. This includes organizing phone and webinar access for EEB and Committee meetings. Manage phone and webinar access during these meetings. Costs associated with the webinar access and other required subscriptions or services should be identified in the proposed budget.
- L. Publish agendas, minutes and other EEB documents as are needed for a full written record of the activities of the EEB and to meet the state's Freedom of Information Act requirements. Meeting agenda should be posted at least 3 business days in advance. Meeting minutes should be posted within 5 business days from each meeting.
- M. Maintain and publish the EEB calendar of meetings and other events on the Energize CT website. Submit the calendar annually to the CT Secretary of State.
- N. Maintain written and electronic records of printed materials and communication related to the EEB, including emails and provide sufficient redundancy and back up to assure continuity of operations if the primary data center becomes inoperative.

- O. May, if directed by the EEB, respond to federal grant opportunities or other opportunities for additional funding for the CT Energy Efficiency Fund. Under the direction of the EEB, coordinate with the Utilities, State officials, and others as needed to ensure these entities have submitted grant applications that are competitive and on-time.
- P. Respond in a timely manner to public inquiries and emails received by the Board through its email address.

II. INTERACTION WITH THE UTILITY COMPANIES

- A. Maintain contact with appropriate utility company(s) management to ensure coordination of EEB consultants and members and Utilities' personnel.
- B. Coordinate with utility company staff for EEB meeting and other materials at least a week in advance of an EEB meeting.
- C. Direct public inquiries to appropriate company staff and include necessary Technical Consultants.

III. CONSULTANT ADMINISTRATION

- A. Monitor consultants' billing practices to ensure that bills are kept current and invoices are paid on time. Submit all consultant invoices to the Companies for payment processing.
- B. In consultation with the EEB/Chair, ensure that the Board consultants are operating on an approved EEB timeline; that issues that may arise between program administrators and EEB consultants are flagged and identified for EEB review; ensure that EEB consultants provide timely and clear reports to the EEB on key issues, proposed resolution of issues, and unresolved issues that require EEB review and action.

IV. PAYMENT PROCEDURES

The Executive Secretary shall submit invoices on a monthly basis to the EEB Consultant Committee. A separate invoice reflecting each company's share will be prepared for the company's Accounts Payable Department and supplied to the Company representatives and the Steering Committee. A brief written recap, by date, of activities of the Executive Secretary will also be provided on a monthly basis as part of the invoicing procedure as well as copies of any expenses.

VI. CANDIDATE QUALIFICATIONS INCLUDE:

- Familiarity with the process of the Energy Efficiency Board and the Conservation and Load Management program.
- Five years' work experience, with significant experience in energy efficiency, public policy, or other relevant field;

- Familiarity with office software, document sharing tools (i.e. box.com) and remote meeting platforms (i.e. Zoom);
- Familiarity with State energy policy and legislative and regulatory processes;
- Superior written and verbal communication skills;
- Well organized.

PROPOSAL REQUIREMENTS AND TIMELINE:

The EEB reserves the right, in its sole discretion, to reject any or all proposals, to waive any minor irregularities or informalities in a proposal, and to enter into any agreement deemed by EEB to be in the best interest of the ratepayers of the State of Connecticut. The EEB may enter into agreements with one or more of the applicants. The EEB reserves the right to discuss with the selected applicant(s) any terms and conditions, including financial issues, for any proposed project.

Selected applicants will be expected to develop annual work-plans describing anticipated work tasks, priorities, and budget. The selected applicant will be expected to budget its time to keep within the work-plan and will require the approval of the EEB prior to embarking on work that is outside of the scope of the work-plan. Selected applicant(s) will report directly and solely to the EEB, including submitting monthly invoices to the EEB Consultant Committee for review and approval. The EEB reserves the right to discuss with the selected applicant(s) any terms and conditions, including financial issues, for any proposed project.

Candidates should submit a proposal including qualifications, prior experience, references, and proposed hourly compensation, estimated expenses, 6.35% business service tax on labor for Connecticut residents who are consultants, and a brief response (not to exceed five pages) to the objectives and responsibilities detailed above. Applicants must not have any real or perceived conflicts of interest with Eversource Energy or United Illuminating/Avangrid, CT Municipal Electric Energy (“CMEEC”) or its members, or other consultants to or members of the EEB. An applicant has a real or perceived conflict of interest if the applicant believes or has reason to believe that the applicant, or a business that the applicant is associated with, will derive a direct monetary gain or suffer a direct monetary loss from Eversource Energy, United Illuminating/Avangrid, CMEEC or its members, members of the EEB or EEB consultants by reason of the applicant’s official EEB activity. If an applicant has knowledge of a potential real or perceived conflict of interest, such potential conflict must be disclosed in the applicant’s proposal.

The responsibilities of the Executive Secretary will occupy approximately 60-80 hours per month, not including travel time (if any). Proposals should contain the travel time to 10 Franklin Square, New Britain, CT to the extent that the candidate plans to bill travel time and mileage reimbursement to the contract. Proposals should also include expenses related to web meeting hosting and email distribution lists costs.

This consulting arrangement will have a term of three years, beginning on June 1, 2023 and ending on June 30, 2026, with the understanding that the Executive Secretary will be evaluated annually and the EEB will have the option to renew on an annual basis. Proposals should include detailed pricing information.

The contract terms and conditions for each Utility will be posted on the RFP page of the EEB website. RFP responses should include either acceptance of the terms and conditions, or a written response on any exceptions to them. The Utilities will determine whether the exceptions can be accommodated.

The RFP Timeline is as follows:

Publication of RFP	February 17, 2023
Intent to Bid and questions on RFP due	March 9, 2023
Answers to questions provided	March 23, 2023
Proposals due	April 7, 2023 (5:00 pm, EST)
Interviews conducted	April 17-21, 2023
Selection decision	May 1, 2023
EEB Board Vote	May 10, 2023 EEB Meeting
Start Date	June 1, 2023

RFP Questions should be directed to:

E-mail: DEEP.EnergyBureau@ct.gov

With “CT EEB Executive Secretary RFP 2023” in the Subject Line.

Questions and answers will be provided to all respondents via email (answers will be developed by the EEB Consultant Committee, DEEP, and the Companies). All Bid proposals should be submitted by emailing them to DEEP.EnergyBureau@ct.gov with the subject line “CT EEB Executive Secretary RFP 2023.”

The RFP will be posted and available to view on the RFP page of the Energize CT website at: www.energizect.com/connecticut-energy-efficiency-board/rfps. The deadline to submit a completed bid proposal is April 7, 2023 at 5pm ET.