

*Louisiana Public Service Commission*



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November 16, 2017

**VIA EMAIL**

***Re: Docket No. U-34676 Jefferson Davis Electric Cooperative, Inc., ex parte  
In Re: Application for Approval of Formula Rate Plan and Initial  
Revenue Adjustment.***

To all LPSC qualified consultants:

Enclosed please find a Request for Proposals ("RFP") for **outside independent technical consultant** issued by the Louisiana Public Service Commission for the above referenced subject. If your firm is interested in submitting a proposal, please review the RFP carefully to determine whether your firm meets the specific requirements to qualify for this representation.

All Proposals must include a showing that your firm possesses the requisite qualifications and experience to represent the Commission in this matter. Also, please note that all Proposals, including the **original, plus (5) five copies and an electronic copy must be received on or before December 6, 2017.** Selection of a consultant is anticipated to take place at the Commission's December 20, 2017 Business and Executive Session.

Should you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "Melanie A. Verzwylt".

Melanie A. Verzwylt  
Staff Attorney

MAV/kst  
Enclosure

**RFP 17-16**  
**LOUISIANA PUBLIC SERVICE COMMISSION**  
**REQUEST FOR PROPOSALS (“RFP”)**  
**November 16, 2017**

***DOCKET NO. U-34676 Jefferson Davis Electric Cooperative, Inc., ex parte - In re: Application for Approval of Formula Rate Plan and Initial Revenue Adjustment.<sup>1</sup>***

The Louisiana Public Service Commission (“Commission” or “LPSC”), in accordance with the requirements of the LPSC General Order dated November 10, 2014 regarding the selection of contract employees (the “Contract Order”) to represent the Commission, issues this Request for Proposals (“RFP”) to **outside consultants** who will assist the Commission in its review of the application for a 3-year formula rate plan (“FRP”) and initial revenue adjustment filed by Jefferson Davis Electric Cooperative, Inc. (“JDEC”) as well as the 3 annual reviews pursuant to the FRP if it is approved. Qualifying proposals will be placed on the December 2017 Open Session agenda for Commission consideration.

**I. Overview**

JDEC was first incorporated on September 17, 1941 for the purpose of providing low cost and efficient, safe and reliable electric service to the rural areas of Allen, Calcasieu, Cameron, Jefferson Davis, and Vermilion Parishes. JDEC has approximately 10,000 members, 48 employees and a 9-member board of directors who are elected by the general membership. JDEC’s members are the owners of the system and are also its ratepayers. JDEC’s last increase was in 2007 and it states in its current application that it is in need of additional revenue because of prudent system improvements resulting in substantial plant investments and the need for additional financing and additional funds in the nature of a rate increase.

According to JDEC the requested 3-year formula rate plan will provide a regular plan for determining and adjusting JDEC’s revenue requirements while also supplying JDEC with the ability to obtain long-term debt funds from its lenders on a regular as-needed basis. This will further allow JDEC to make necessary system improvements and expansions that will allow the Cooperative the ability to continue providing adequate and reliable service to its members. Specifically, JDEC is requesting a midpoint debt service coverage ratio of 1.55, or an initial increase of \$867,901.00 which is approximately 3.4 mills per kWh and represents a 3.4% increase in overall rates above adjusted test year revenues.

**II. Scope of Representation**

All proposals shall include an outline of a plan of action for conducting the review of the application. Additionally, the consultant must be prepared to assist Commission Staff in drafting and responding to discovery, preparing direct and cross-answering testimony, reviewing and

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<sup>1</sup> Note that each annual review pursuant to the FRP will be separately docketed. Proposals shall include budgets that sufficient to complete all 4 dockets (i.e., this docket and the 3 subsequently docketed annual reviews).

analyzing stipulation terms, testifying before an administrative law judge, and conducting informal meetings with the parties as necessary. However, the Commission and its Staff shall have the right to determine how the tasks will be carried out. In addition, all proposals shall be accompanied by a professional firm resume indicating the qualifications and experience necessary to meet the requirements of this RFP. Deviations from the requirements contained herein, or conditional bid amounts may result in rejection of the bid as non-conforming.

### **III. Period of Representation**

The time period estimated to complete the Scope of Representation is approximately 48 months (the initial 12-month period covers the instant application and each annual review is estimated to take 12 months). However, this is merely an estimate and the Commission makes no representations as to the accuracy of the Period of Representation.

### **IV. Minimum Requirements**

To be considered, all applicants must meet the following minimum requirements *in addition to those provided* in the Commissions General Order dated November 10, 2014. Consideration will be given to factors such as educational background and achievement, practical experience in the field of public utility practice and similar practice before other state public utility commissions; in addition to the applicant's knowledge of Louisiana ratemaking standards, regulatory law, and formula rate plans.

Applicants shall at a minimum be qualified and prepared to render expert testimony, and be cross-examined, with respect to all of the issues addressed in this RFP and which are likely to arise in the proceeding, including but not limited to:

- A. Appropriate accounting standards and practices for electric public utilities, public utility accounting, and generally accepted auditing standards;
- B. The appropriate ratemaking adjustments to be made to the utility's accounting records;
- C. The determination and calculation of the appropriate rate base of a utility plant investment dedicated to providing service;
- D. Traditional cost-of-service and cost allocation methodologies supporting the revenue requirements among classes of customers;
- E. The cost allocation methodologies for the allocation of investment and expenses between affiliates, including the relationship of the holding company to its subsidiary operating companies, the transfer of investment and costs between operating companies, and the provision of services between affiliates;
- F. Cost of capital, including capital structure, cost of debt, cost of equity and rates of return;

- G. Just and reasonable costs and prudent investments associated with providing reliable and quality service as recommended by NARUC;
- H. Depreciation and taxation; and
- I. A detailed understanding of electric utility regulation.

All proposals shall include a plan of action, estimated timeline, and fees and costs associated with completing the scope of representation above. This will result in one proposal. However, in the event an applicant is chosen, Commission and its Staff shall have the right to determine how the tasks will be carried out. In addition, all proposals shall demonstrate that the Applicant has the qualifications and experience necessary to meet the requirements of this request for proposals. Applicants will only be considered if proposals meet all of the requirements of this request for proposals and the Commission's Contract Order.

#### V. Estimate of Costs

All proposals shall include fees and costs associated with consulting in the dockets. All applicants responding to this RFP shall quote their rates on an hourly basis and submit a total budget, and shall separate professional fees from costs. However, applicants shall only be allowed to charge for actual hours of work performed and costs incurred. Once selected, an applicant's rates and budget shall not be altered except by formal approval of the Commission.

#### VI. Conflict of Interest

Applicants shall prominently and separately disclose current, as well as past employment, which could possibly result in a conflict of interest. In addition, applicants shall disclose matters in which they currently represent clients before the Commission.

#### VII. Billing Guidelines

As required by the November 10, 2014 General Order, all bills will be rendered monthly and shall specifically identify and describe all work performed, the person performing such work, the time and charge for such work, and shall additionally show the total amount billed to date and the authorized original estimate. Bills will be rendered in strict accordance with the Commission's guidelines. Expenses shall also be separately disclosed with proof of such expenses attached.

Expenses, where applicable, shall be reimbursed at state authorized rates as specified in the Travel Policies and Procedures Memorandum issued by the State of Louisiana, Division of Administration in effect at the time such expenses are incurred ("Allowable Expenses"). Any expenses that exceed the Allowable Expenses shall be borne by the contract employee and shall not be reimbursed by either the Commission, or the correspondent utility, unless otherwise specified by the Commission.

### **VIII. Reservation of Rights**

The LPSC reserves the right to reject any and all proposals, to amend and/or supplement this RFP at any time, and to consider proposals or modifications thereof received at any time prior to LPSC vote at Open Session, if such action is found by the LPSC to be in the public interest. Pursuant to the General Order regarding the selection of contract employees, the LPSC has the right to accept other than the lowest offer with regard to price. In addition, there is also no assurance, express or implied, that an award will necessarily be made pursuant to this RFP.

### **IX. Submission of Proposals**

Interested parties should submit the **original (hard copy), 5 copies, and e-mail an electronic copy** of the proposal to:

Kim Trosclair  
Louisiana Public Service Commission  
Office of the General Counsel  
602 North Fifth Street (Galvez Building) (70802)  
P.O. Box 91154  
Baton Rouge, Louisiana 70821-9154  
Phone: (225) 342-9888  
Fax: (225) 342-5610  
Email: [kim.trosclair@la.gov](mailto:kim.trosclair@la.gov)  
[melanie.v@la.gov](mailto:melanie.v@la.gov)  
[rene.robertson@la.gov](mailto:rene.robertson@la.gov)

To be considered, an original, five copies, and the electronic copy of the proposal must be received on or before **December 6, 2017**. **Selection of consultants is anticipated to take place at the Commission's December Business and Executive Session, which is currently scheduled for December 20, 2017.** Information concerning billing procedures and the Commission's RFP policy may be obtained from the address listed above, or by calling (225) 342-9888.