

Louisiana Public Service Commission



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Executive Counsel

September 8, 2020

JOHNNY E. SNELGROVE, JR
Deputy Undersecretary

VIA EMAIL

RFP 20-15-Docket TBD – Louisiana Public Service Commission, ex parte. In re: Continued monitoring and coordination with industry and other regulatory agencies regarding the security of jurisdictional utility generation, transmission, and distribution assets.

To all LPSC qualified consultants:

Enclosed please find a Request for Proposals (“RFP”) for **outside consultants** issued by the Louisiana Public Service Commission for the above referenced docket. 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. *Please note revisions to Section V-Estimate of Costs, which are underlined.*

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 (3) three copies, and an electronic copy** must be received on or before Friday, October 2, 2020 at 4:30 p.m. Selection of consultants is anticipated to take place at the Commission’s October 2020 Business and Executive Session, which is currently scheduled for October 14, 2020.

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

Sincerely,

A handwritten signature in blue ink, appearing to read "K. Bowman", with a long horizontal flourish extending to the right.

Kathryn H. Bowman
Executive Counsel

Enclosure

RFP 20-15
LOUISIANA PUBLIC SERVICE COMMISSION
REQUEST FOR PROPOSALS (“RFP”)
September 8, 2020

DOCKET NO. TBD –Louisiana Public Service Commission, ex parte. In re: Continued Monitoring and coordination with industry and other regulatory agencies regarding the security of jurisdictional utility generation, transmission, and distribution assets.

The Louisiana Public Service Commission (“Commission” or “LPSC”), in accordance with the requirements of 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 continued monitoring and coordination with industry and other regulatory agencies regarding the security of jurisdictional utility generation, transmission, and distribution assets. **Qualifying proposals are anticipated to be placed on the October 2020 Business and Executive Session (“B&E”) agenda for Commission consideration.**

I. Overview

This RFP is being issued pursuant to Commission directive at the June 24, 2020 Business and Executive Session that recognized while Docket No. R-32702 was concluding, the importance of continued coordination and monitoring in the area of cybersecurity threats to Louisiana assets and operations still existed. Therefore, the Commission directed Staff to open a docket to continue the monitoring of cybersecurity (not only potential threats to Louisiana utility assets and operations, but also the status of industry and governmental agency responses to these threats) and to continue participation in meetings with industry and regulatory agencies to ensure the flow of information continues.

II. Scope of Representation

Applicants will be assisting Commission Staff with the continuation of monitoring the area of cybersecurity, including but not limited to: potential threats; plans and proposals to combat such threats; the latest technology used to carry out, and combat, such threats; and the drafting of rules, if deemed necessary based on information gleaned from the continued monitoring. Further, Applicants will participate in both industry and regulatory meetings, as necessary.

All proposals shall include an outline of a plan of action for conducting the above described scope. 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 24 months. At the end of this time period, the importance and continued need for monitoring the area of cybersecurity will be reassessed. 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 have requisite knowledge of matters involving computer/network/cyber security issues, in addition to those provided in the Commission's General Order dated November 10, 2014. Consideration will be given to levels of competence such as previous experience and success in regulatory processes, being a regulatory representative for industry and/or regulatory meetings, publications of a regulatory nature, educational achievement, and other previous employment suggesting competence in the matter of computer/network/cyber security issues. Significant experience before regulatory agencies such as the SEC, FERC, NERC, NRC, or other state regulatory commissions may be a favorable factor. Firm size may be considered in matters likely to be prolonged, complex, or involving multiple forums.

Applicants shall also have a working knowledge of the Louisiana Public Service Commission rules, regulations, and any applicable Commission Orders as well as a full understanding and ability to analyze the issues raised during this process.

V. Estimate of Costs

All proposals shall include fees and direct costs associated with Applicants services in all anticipated dockets described above. Applicants responding to this RFP shall quote their rates on an hourly basis, and shall submit a total budget, separating professional fees from direct costs. Along with providing the above, Applicants should provide an overview of the estimated costs in the summary of the bid proposal.

Applicants shall only be allowed to charge for actual hours of work performed and costs incurred. Once selected, an Applicant's hourly 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 any offer and does not have to accept the lowest bid amount. 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), 3 copies, and e-mail an electronic copy** of the proposal to:

Kathryn H. Bowman
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P.O. Box 91154
Baton Rouge, Louisiana 70821-9154
Phone: (225) 342-9888
Fax: (225) 342-5610
Email: kathryn.bowman@la.gov

To be considered, an original, three copies, and the electronic copy of the proposal must be received on or before **Friday, October 2, 2020 at 4:30 p.m.** **Selection of consultants is anticipated to take place at the Commission's October 2020 Business and Executive Session, which is currently scheduled for October 14, 2020.** Information concerning billing procedures and the Commission's RFP policy may be obtained from the address listed above, or by calling (225) 342-9888.