

## Staff's Responses to Questions Received Regarding RFP 24-09

In lieu of responding to each set of questions separately via email, the LPSC provides these responses and asks all bidders to send immediate confirmation of receipt of these responses to Kimberly N. O'Brian (kim.obrian@la.gov) and Kathryn Bowman (kathryn.bowman@la.gov) via email. The LPSC will allow a brief opportunity for bidders to request clarifications of these responses. Bidders may email additional clarifying questions for up to two days after these responses are sent to bidders. In other words, clarifying questions may be emailed to Staff by no later than 4:30 p.m. Central Time on October 31, 2024. No new questions will be permitted, only clarifying questions concerning these responses. Staff will endeavor to email responses to clarifying questions to all bidders by close of business on Wednesday, November 6th.

1. In Section VI.D Cost Proposal on page 18, the RFP states that the bidder should provide "an hourly rate schedule for management personnel and expected functional roles." Since the contract will cover years 2024-2029, should the bidder submit hourly rate schedules for each calendar year? Alternatively, should the bidder submit a blended hourly rate schedule presuming a year-by-year distribution of work?

Ans. The bidder is required to submit an hourly rate schedule that is applicable to the entire contract term; however, it is up to the bidder how to structure that hourly rate schedule. The rate schedule can be one schedule for the entire contract term, one schedule per calendar year of the contract term, or can be an hourly rate schedule with a percentage increase per year.

2. If the decision is made to maintain a Louisiana Technical Reference Manual (TRM), how frequently would it be updated, and would maintaining and updating the TRM be part of this contract?

Ans. The Louisiana TRM, if created, should be maintained/updated on an annual basis, as deemed necessary. The EM&V bidders should include an estimate for costs to maintain and update a Louisiana TRM based on the understanding that the Louisiana Technical Reference Manual, if created, will be new and will likely need more attention in the initial years than in subsequent years and/or budget cycles. The LPSC expects that the EM&V contractor will manage the TRM update process consistent with the goals for Louisiana's statewide EE programs. This will require collaboration between the EM&V contractor, the LPSC, Staff, the Program Administrator, and the EEWG.

Even if the Louisiana statewide EE program continues to rely on the Arkansas TRM, the TRM will still require updates, as the EE Rule requires appropriate adjustments for Louisiana, such as adjustments for different climate zones and weather conditions.

Note, you should itemize your cost for creating the Louisiana TRM in Attachment B to RFP 24-09.

3. Is the contractor responsible for performing the QA/QC on EE projects, or will a third party handle this? If a third-party is expected to conduct QA/QC, what level of engagement and involvement from the EM&V contractor would be expected?

Ans. QA/QC is contemplated to be performed by the Program Administrator. See the Program Administrator RFP 24-05, questions C6 and C7, and APTIM's RFP response. As to the question of what level of engagement and involvement is expected from the EM&V contractor, even with QA/QC performed by the Program Administrator, the EM&V contractor will still need to perform some QA/QC activities, including interviews as part of the EM&V process to evaluate the EE program effectiveness, and it would be appropriate for the EM&V bidders to budget for an appropriate level of EM&V QA/QC activity.

4. Is Attachment C intended to reflect an annual budget for each program year, and thus the total EM&V contract budget for the 5-year contract should be something less than 4% of the estimated four-year program cycle budget cap (e.g. 4\*\$104,344,967)?

Ans. Yes, attachment C is intended to reflect an annual budget for each program year, including the Transition Year. \$104,344,967 reflects the high end estimate of the total annual EE project budget, and the LPSC EE rule has capped the EM&V Contractor's budget to 4% of the total annual EE project budget. In addition to this guidance, EM&V Contractor bidders should also include an estimate of budget required for activities that bidders will have to perform during the Transition year.

5. The EE Rules in Attachment A outline that "[t]he first meeting of the EEWG shall be held prior to July 1, 2024 with a main goal being to determine whether the EEWG shall establish protocols, including the frequency that the EEWG will meet." What frequency of EEWG meetings/participation should the EM&V Contractor expect and what percentage of meetings are anticipated to be in-person?

Ans. The EE Rule does not specify a specific cadence, and specific protocols were not set during the initial EEWG meeting that was held on July 24<sup>th</sup>. Staff expects meetings should be held quarterly; however, it may be appropriate to hold meetings more or less frequently depending on factors such as whether a Louisiana TRM will be developed.

6. Are in-depth corporate qualifications acceptable in the additional information that do not count against the 25-page limit?

Ans. Yes, in-depth corporate qualifications may be submitted as an appendix, and will not count towards the 25-page limit.

7. Should the EM&V Contractor provide insurance and financial qualifications for subcontractors or are those documents only required of the main contractor?

Ans. The EM&V contractor is in charge of all EM&V work conducted on behalf of the LPSC by itself or its subcontractors. The LPSC is only requiring insurance

and financial qualifications for the EM&V contractor at this time, however it should be expected that all subcontractors would comply with State requirements while working under a Louisiana State contract. Standard contract language regarding insurance qualifications for subcontractors is as follows:

*Contractor* shall include all subcontractors as insureds under its policies OR shall be responsible for verifying and maintaining the Certificates provided by each subcontractor. Subcontractors shall be subject to all of the requirements stated herein, except that *Contractor* may request a deviation to the specific types and limits of insurance required by its Subcontractors. The *Commission* in its sole discretion shall approve or deny such deviation requests. The *Commission* reserves the right to request copies of subcontractor's Certificates at any time.

8. Section II – Are there any estimated dates for key milestones currently anticipated to be accomplished during the first or subsequent four-year program cycle(s)?

Ans. See RFP question A3, which requests the bidder to provide an indication of deliverables and check points required for EM&V functions based on the rule itself and industry knowledge/expertise. The bidder is encouraged to identify any/all “critical path” activities that would require Commission or Program Administrator direction to perform the EM&V function appropriately.

9. Section IV – Regarding the four-year program cycle and budget cycle – is it anticipated that a static four-year budget cycle will only be revised as-appropriate, or will a rolling four-year budget cycle continue to be revised annually / as-appropriate?

Ans. The LPSC EE Rule requires budget cycles to be static. Adjustments may be made within the budget cycle to move budget from one year to the next; however, the total four-year budget cycle amount is expected to be fixed once approved by the Commission.

10. Section IV – Is there an onsite requirement anticipated for this project? If so, how frequently do you anticipate the EM&V Contractor will be required to report onsite?

Ans. The level of on-site involvement has not been pre-specified; however, it is expected that should an EM&V function require on-site personnel, such as QA/QC, Commission, or EEWG meetings), the EM&V contractor would be expected to fulfil the requirements.

11. Section IV – Per Attachment C, is it an accurate interpretation that the EM&V Contractor's projected annual not-to-exceed budget would be capped at 4% of the estimated \$60-100 million Overall Program Budget (based on the 2023 revenue figures and savings targets; pending revised 2020-2024 data)?

Ans. See the response to Question 4 above.

12. Section VI – Will the EM&V Contractor have the opportunity to offer any input into the data systems created by the Administrator?

Ans. Yes. Staff anticipates the EM&V contractor and Program Administrator to collaborate during the transition year to ensure program documentation and data systems are appropriately developed to meet all parties' needs including the EM&V Contractor.

13. Is there a contractor currently providing EM&V services in support of the LPSC?

Ans. Yes. EM&V reports have been filed by the jurisdictional investor-owned utilities and one natural gas distribution utility who have been participating in the Quick Start Program. These reports were either prepared by, or had assistance from an EM&V contractor for each of the jurisdictional utilities. If interested, copies of the filed utility Quick Start reports can be found within Docket No. R-31106 on the Commission's website. <https://lpscpubvalence.lpsc.louisiana.gov/portal/lpsc-web-portal>  
To gain access to the Docket, input R-31106 into the search box labeled "Docket Number."