



PUBLIC UTILITIES COMMISSION

RELEASE DATE: Thursday, September 30, 2021

REQUEST FOR PROPOSALS
No. RFP-PUC-22-02
SEALED OFFERS
FOR
INDEPENDENT EVALUATION, MEASUREMENT,
AND VERIFICATION CONTRACTOR
OF PUBLIC BENEFITS FEE

STATE OF HAWAII
DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS

WILL BE RECEIVED UP TO **4:30 PM HST** ON

MONDAY, NOVEMBER 1, 2021

DIRECT QUESTIONS RELATING TO THIS SOLICITATION TO: JACKIE YOUNG, VIA E-MAIL

AT Jaclyn.N.Young@hawaii.gov.

Jodi Endo Chai
Procurement Officer
Hawaii State Public Utilities Commission

RFP-PUC-22-02

Administrative Information

Title:	INDEPENDENT EVALUATION, MEASUREMENT, AND VERIFICATION CONTRACTOR OF PUBLIC BENEFITS FEE ADMINISTRATOR
Project Description	The State of Hawaii Public Utilities Commission (“PUC” or “Commission”) is issuing this Request for Proposals (“RFP”) to select an EM&V Contractor to provide EM&V and assessment services for Public Benefits Fee Administrator (“PBFA”) programs, the State’s energy efficiency portfolio standard and related policies and programs.
Point of Contact	JACKIE YOUNG EMAIL Jaclyn.N.Young@hawaii.gov
Submit proposals electronically via Hawaii Electronic Procurement System (HiePRO):	Electronic Submission http://hiepro.ehawaii.gov
Closing Date & Time:	MONDAY NOVEMBER 1st, 2021 4:30pm HST
Cost:	State is seeking a contractor to accomplish the requirements, not to exceed \$1,000,000. Proposal cost should include all fees, taxes, and subscriptions.
Term of Contract:	The term of the Contract will be approximately 27 months (2.25 years) with up to 2 optional years to renew.
NOTE THE MANDATORY .75% TRANSACTION FEE TO HAWAII INFORMATION CONSORTIUM, LLC (HIC) BASED ON QUARTERLY SALES FOR AWARDS MADE IN HIEPRO TO HAWAII AGENCIES ONLY AND LIMITED TO THE FIRST YEAR. (DETAILED IN SECTION 1.8 ELECTRONIC PROCUREMENT AND SECTION 1.22 PAYMENT OF HiePRO Fee.)	

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1 INTRODUCTION, KEY DATES, AND GENERAL INFORMATION

1.1 NOTICE TO OFFERORS

Offerors are encouraged to read each section of the solicitation thoroughly. While sections such as this Introduction and Key Dates may appear similar, they may not be identical. It is the responsibility of the Offeror to understand the requirements.

Offerors shall note that this solicitation will result in a contract with the Hawaii Public Utilities Commission (PUC).

1.2 CANCELLATION

The Request for Proposals (RFP) may be cancelled and any or all proposals rejected in whole or in part, without liability to the State, when it is determined to be in the best interest of the State.

1.3 INTRODUCTION

Hawaii has some of the most aggressive clean energy policies in the nation and was the first to establish goals for 100 percent renewable generation for electricity (by 2045), and an energy efficiency portfolio standard (“EEPS”) of 4,300 GWh of electricity use reductions statewide (by 2030). Contributions from energy efficiency, demand flexibility, and other demand-side resources are integral to achieving the State’s overarching commitment to energy independence based on clean, local, and cost-effective renewable sources.

The State of Hawaii Public Utilities Commission (“PUC” or “Commission”) invites qualified teams of experts to assist in the pursuit of these goals through the provision of high-quality Evaluation, Measurement, and Verification (“EM&V”) services. The Commission is issuing this Request for Proposals (“RFP”) to select an EM&V Contractor to provide EM&V and assessment services for Public Benefits Fee Administrator (“PBFA”) programs, the State’s energy efficiency portfolio standard and related policies and programs.¹

This RFP presents the Commission’s objectives, terms and conditions, expected and possible key tasks and deliverables, and information regarding a range of services that may be requested in fulfillment of the contract. This RFP also provides submission requirements for EM&V Contractor proposals and estimated dates for the various events in the submission process, selection process, and performance of work. While these dates are subject to change, potential Offerors must be prepared to meet them as they currently appear in this RFP.

Any failure to meet a deadline in the submission or evaluation phases and any objection to the dates for performance in the work phase may result in the Commission refusing to consider the proposal of the Offeror. Potential Offerors should read this entire RFP carefully, along with its appendices, attachments and referenced documents, to gain a clear understanding of the requirements for submission.

¹ See Hawaii PUC Dockets No. 2007-0323 (“PBF Docket”) and No. 2010-0037 (“EEPS Docket”) on the Commission’s Document Management System (“DMS”) dms.puc.hawaii.gov

1.4 SUMMARY OF RFP

1.4.1 Scope Summary

The purpose of this RFP is to support selection of an EM&V Contractor that will be responsible for managing and providing some or all of the following services as directed by the Commission or its representative, the Energy Efficiency Manager (“EEM”):

- (a) Conducting verifications/evaluations of the PBFA programs’ performance for Program Years 2021 and 2022 that include identification of improvements that can increase PBFA program effectiveness or improve assessments of performance
- (b) Reviewing and updating Technical Reference Manuals (“TRMs”)
- (c) Research and analysis in support of preparing:
 - i. Hawaii’s Energy Efficiency Portfolio Standard (“EEPS”) Report to the Legislature and
 - ii. Possible revisions to the EEPS goals and/or the EEPS Framework
- (d) Additional evaluation-related services, if directed to do so by the Commission.

To provide the requested services, the Offeror is expected to propose one prime contractor overseeing and responsible for the overall scope, managing the work and contributing to a number of evaluation-related activities. In addition, the EM&V Contractor team may include one or more subcontractors to the prime contractor. Such subcontractors may be referenced in the Successful Offeror’s proposal and share an integral role as part of Offeror’s proposed approach to key activities described in the proposal and/or the subcontractor(s) may be included as part of the team without specific assignments

Subcontractors will contribute to, and in some cases solely oversee and conduct evaluation and assessment activities, as determined by the Commission in consultation with the prime contractor.

1.4.2 Contract Term

The expected contract start date is on or around April 1, 2022 and shall end on June 30, 2024.

Unless terminated, the Contractor and the Commission may extend the term of the contract for up to two additional 12-month periods, or portions thereof, without the necessity of re-soliciting, upon mutual agreement in writing.

1.4.3 Budget

For this multi-year EM&V contract, the budget will be structured on a time and materials basis not-to-exceed budget. The contract budget amount will be determined by the Commission.

In issuing this RFP, the Commission has identified a maximum contract budget (for April 2022 through June 2024) of approximately \$1,000,000. This budget amount is neither guaranteed nor necessarily the budget that will be assigned to the executed Contract. It is only provided to indicate to Offerors a sense of the scale of this opportunity.

Payment will be made to the EM&V Contractor on the basis of documented time and materials expenditures, not-to-exceed the total amount of approved work plans and the contract. Proposals submitted in response to this RFP shall include hourly rates, non-labor rates, costs for fixed-cost materials or outside services (e.g., surveys and a variety of data collection modalities). The Commission or the State shall not be liable or responsible for any compensation to the EM&V Contractor for the services provided under its proposal or in this project that exceeds the total contract amount. The EM&V Contractor shall be paid in accordance with the State's General Conditions ("GCs"), Billing Requirements, and Travel Guidelines.

No work shall be conducted under the auspices of any contract resulting from this RFP unless and until it is approved in writing by the Commission or the Commission's Energy Efficiency Manager (EEM).

1.5 SCHEDULE AND SIGNIFICANT DATES

The schedule represents the State’s best estimate of the schedule that will be followed. All times indicated are Hawaii Standard Time (HST). If a component of this schedule, such as "Proposal Due date/time" is delayed, the rest of the schedule will likely be shifted by the same number of days. Any change to the RFP Schedule and Significant Dates shall be reflected in and issued in an addendum. The approximate schedule is as follows:

Table 1: RFP Schedule and Significant Dates

Activity	Scheduled Dates*
Release of Request for Proposals	Thursday, September 30, 2021
Deadline to submit written inquiries	Friday, October 8, 2021, 4:30 pm
PUC Issuance of responses to written inquiries and of RFP addenda (if applicable)	Friday, October 15, 2021, 4:30 pm
Closing Date – RFP Proposals due	Monday, November 1, 2021, 4:30 pm
Proposal Review Period	through December 3, 2021
Optional discussions with priority-listed Offerors	December 6 to December 17, 2021
If required, Best and Final Offers due	Friday, January 21, 2022
EM&V Contractor selection and award	On or around February 8, 2022
Contract Start Date	On or around April 1, 2022 (work day after contract is signed)

*(note: all deadlines are **4:30pm HST**)

Potential Offerors must adhere to the specified time that an item is due.

Key Deadlines:

- *Written Questions must be received by Hawaii PUC no later than **Friday, October 8, 2021, 4:30 pm** (via email or Questions tab on HlePRO)*
- *All RFP materials due to Hawaii PUC no later than **Monday, November 1, 2021, 4:30 pm.***

1.6 QUESTIONS AND ANSWERS PRIOR TO OPENING OF PROPOSALS

All questions shall be submitted by the due date specified in Section 1.5, *RFP Schedule and Significant Dates*, as amended.

The State will respond to questions through Addenda/Amendments by the date specified in Section 1.5, *RFP Schedule and Significant Dates*, as amended.

2 BACKGROUND AND SCOPE OF WORK

2.1 PUBLIC UTILITIES COMMISSION OVERVIEW

The State of Hawai'i Public Utilities Commission was established in 1913. The Commission's primary duty is to serve the public's interest by overseeing and regulating the public utilities to ensure that they provide reliable service at reasonable rates.

The Commission's primary activities are to review and approve rates, tariffs, charges and fees; determine the allowable rate of earnings in establishing rates; issue guidelines concerning the general management of franchised or certificated utility businesses; and act on requests for the acquisition, sale, disposition or other exchange of utility assets, including mergers and consolidations.

The Commission also has the statutory authority to enforce applicable State statutes, and to establish and enforce administrative rules and regulations, and to set policies and standards.

In FY 2019, the Commission regulated over 1,800 entities, which includes all chartered, franchised, certificated, and registered public utility companies that provide electricity, gas, telecommunications, private water and sewage, as well as motor and water carrier transportation providers in the State.

2.2 PROJECT OVERVIEW AND HISTORY

2.2.1 Hawaii's PBF Program and EEPS Overview

Public Benefits Fee

The Public Benefits Fee is a surcharge established by the Commission, pursuant to HRS § 269-121², and collected by the Hawaiian Electric Companies³ ("HECO Companies") from ratepayers. The PBF funds are used to support clean energy technology, demand response technology, energy use reduction, and demand-side management infrastructure, programs, and other services, subject to Commission review and approval. Current programming includes grid modernization focuses, such as (but not limited to) energy optimization, electrification of transportation, and energy storage – all of which are expected to grow in importance as Hawaii moves towards a decarbonized grid.

Public Benefits Fee Administrator (PBFA) Programs – Hawai'i Energy

The Public Benefits Fee ("PBF") Programs are administered in the HECO Companies service territories by a third-party energy efficiency provider, the Public Benefits Fee Administrator ("PBFA"). The PBFA was selected by the Commission in a competitive

²Act 162, Session Laws of Hawaii 2006 (as amended by Act 118, Session Laws of Hawaii 2008, and codified as HRS Chapter 269 Part VII), authorizes the Commission, by order or rule, to redirect all or a portion of the moneys collected by Hawaii's electric utilities from ratepayers, through a surcharge, to a third-party administrator contracted by the Commission.

³ Hawaiian Electric Companies include: Hawaiian Electric Company ("HECO"), Hawaiian Electric Light company ("HELCO"), and Maui Electric Company ("MECO"). Collectively the companies are often referred to as "HECO."

process under HRS Chapter 269, Part VII. Hawaii Energy refers to the brand for these third-party administered energy efficiency programs operating under the guidance of the Commission, supported by the PBF. Hawaii Energy has been in operation since 2009 and the terms “PBFA” programs and “Hawaii Energy” programs are interchangeable.⁴

Hawaii Energy is the ratepayer-funded conservation and energy efficiency program for Hawaii, Honolulu and Maui counties. Hawaii Energy offerings include cash rebates and other incentives to residential and business electric utility customers to help offset the cost of energy-efficiency and, to a limited degree, demand flexibility (energy optimization) equipment and certain solar water heating applications. Hawaii Energy also has market transformation and education and training opportunities to encourage the adoption of energy efficiency behaviors and measures. Hawaii Energy also has active low income and hard-to-serve community programs. Hawaii Energy forms the foundation of the State's energy efficiency programs and services contributing to achievement of the Energy Efficiency Portfolio Standard (“EEPS”).

The Hawaii Energy program cycle currently runs from July 1st to June 30th of each year. The Hawaii Energy Program Year (“Program Year”) is named for the year in which it starts. Hawaii Energy began operating on July 1, 2009 (i.e. Program Year 2009) and is currently in its twelfth year. Starting with Program Year 2019, Hawai'i Energy and the Commission instituted a three-year (triennial) planning process.

Hawaii Energy Annual Plans, EM&V Reports and other materials are available at: <https://hawaiienergy.com/about/information-reports>. These include the Hawai'i Energy Triennial Plan for Program Years 2019-2021 and subsequent Triennial Plan filings. Potential Offerors should review these documents to respond appropriately to this RFP.

Energy Efficiency Portfolio Standard (EEPS)

EEPS refers to the standard set forth by Act 155, Session Laws of Hawaii 2009, and promulgated as HRS § 269-96. Hawaii's EEPS requires electricity use reductions totaling at least 4,300 gigawatt-hours (GWh) statewide by 2030. An EEPS Docket was in place 2010-2012. To understand prior EEPS activity, Offerors should review materials in Docket No. 2010-0037.

The Commission is charged with establishing interim EEPS goals and periodically reviewing the standard, and may also adjust the standard or goals based on its own research and studies. An EEPS Framework was published in 2012⁵.

The EEPS law and Framework require the Commission to report on progress periodically throughout the 22-year EEPS horizon, 2009-2030, and to revise the Framework and goals, if needed. The reports are due to the Legislature several years following the close of each implementation cycle, allowing time for analysis and evaluation. While, Hawaii Energy programs are considered to be the major source of energy savings counted towards EEPS compliance, other activities and thus sources of savings can include KIUC programs (see below), appliance and equipment standards, building energy codes, utility system transmission and distribution efficiency improvements, and rate designs. Note that EEPS interacts with renewable portfolio standards (RPS) and other activities, programs and

⁴ “PBFA” and “PBF” are also used interchangeably throughout this document, particularly when referencing “PBF/PBFA programs.”

⁵ State of Hawaii Public Utilities Commission Decision & Order 50089 Docket 2010-0037 on January 3, 2012.

policies in the state. EM&V activities and assessments for PBFA programs and EEPS must properly consider and reflect these interactions as directed by the Commission.

During the years of 2018 through 2020, the Commission worked with the current EM&V Contractor to conduct an update of the 2014 Energy Efficiency Potential Study to aid the Commission and other stakeholders in evaluating the long-term achievability of the EEPS goal. The resulting baseline and potential studies indicated that the EEPS target was met through 2018 and the 2030 target is projected to be achievable under a business-as-usual scenario. Attainment of this goal will require continued contributions by all entities at a similar level as in recent years, which may necessitate additional efforts in the short-term to recover from the effects of the COVID-19 pandemic on “business as usual” for energy efficiency programs and the economy, in general.⁶

Based on these and any future EEPS reviews, the EEPS Framework, goals, targets, requirements, definitions, metrics, penalties and/or incentives for entities under Commission jurisdiction may be adjusted to ensure that the policies, programs and other approaches to reducing electricity demand and meet clean energy goals best serve ratepayers⁷ and the state. The Commission may decide to modify and/or update the EEPS Framework in light of recommendations provided by its Technical Working Group (“TWG”) and others.

The next EEPS evaluation report is due to the legislature in December 2023.

2.2.2 Institutional Overview

Offerors will need to understand the roles and responsibilities of a number of important stakeholders in the State regulatory system, and in particular, their relationship to the PBF Programs and EEPS. A discussion of the roles of a number of key parties follows.

The **State of Hawaii Public Utilities Commission** is a quasi-judicial body responsible for guiding the development of state utility policies that best serve the long-term interest of Hawaii utility ratepayers, with the goal of the provision of high-quality public utility service in Hawaii at reasonable costs. The Commission is responsible for regulating all chartered, franchised, certificated, and registered public utility companies that provide electricity, gas, telecommunications, private water and sewage, and motor and water carrier transportation services in the State. The Commission is also responsible for supervising the rates, quality of service and overall financial management of all Hawaii electric utilities and the third-party program administrator(s). The relationship between the EM&V Contractor and the Commission shall be governed by the contract entered into by and between the EM&V Contractor and the Commission.

In order to preserve the Commission's quasi-judicial role, applicable rules, including the rule against ex parte communications under HAR § 6-62-29, shall apply when appropriate. Copies of any reports or other communications from the EM&V Contractor to the Commission or vice versa (other than administrative matters concerning the EM&V Contractor's own contract with the Commission) shall be available to the public upon request, unless deemed confidential pursuant to a protective order issued by the Commission under HAR § 6-61-50.

⁶ <https://hawaiienergy.com/about/information-reports> See files listed under State of Hawaii Market Potential Study 2020

⁷ Since KIUC is a co-op, customers are technically “owners” rather than “ratepayers.”

The Commission is ultimately responsible for the work of the EM&V Contractor and thus will be the single client for the work of the EM&V Contractor.

The **Commission Program Manager** is the Commission staff member designated to oversee the contract between the Commission and the EM&V Contractor. In general, the Commission Program Manager (i) delegates day-to-day project management responsibilities to the Energy Efficiency Manager (EEM) and (ii) conveys requests, decisions, feedback and other communication through the EEM rather than engaging directly with the EM&V Contractor. There may be more than one Commission Program Managers at any time.

The **Consumer Advocate** is a division of the State Department of Commerce and Consumer Affairs, and is statutorily required to represent, protect and advance the interests of all consumers of utility services in the state. As part of its responsibilities, the Consumer Advocate provides review and comment on the PBF Programs.

The **Energy Efficiency Manager (“EEM”) team** is an independent contractor team that assists the Commission with the administration of contracts with the Program Administrator and the EM&V Contractor. The EEM may be, and is generally, delegated to manage the work and communication between the EM&V Contractor and the Commission. Plans, work products and deliverables (including interim deliverables and drafts) will be reviewed by the EEM, must be completed to the satisfaction of the EEM, and, for key deliverables (including, but not limited to draft and final materials), approved in writing by the EEM in order to be considered complete. The EEM shall have the ability to access all data, information and analyses used by and developed by the EM&V Contractor. Within the context of this RFP and any contract that may result from the solicitation, language describing activities that shall be conducted “at the request of the EEM and/or Commission,” or completed “to the satisfaction of the EEM and/or Commission” shall be interpreted to mean that the Commission is solely responsible for all decisions but generally chooses to delegate responsibilities for day-to-day project management, review and oversight to the EEM. The EEM reports to the Commission Program Manager(s). The current EEM is [2050 Partners, Inc.](#)

The **EM&V Contractor** is the entity designated by the Commission to provide independent evaluation, measurement, and verification services for the PBF Programs, EEPS and other programs and/or activities as directed by the Commission. The EM&V Contractor reports to the EEM. While the term “EM&V Contractor” in this RFP and any resulting contract refers to the EM&V Contractor selected to conduct the work described in this RFP, the Commission may retain one or more EM&V Contractors to perform similar or related services at any time.

The **Hawaiian Electric Companies** include Hawaiian Electric Company (“HECO”), Hawaiian Electric Light Company (“HELCO”), and Maui Electric Company (“MECO”). Collectively the companies are often referred to as “HECO.” HECO is the electric utility of Oahu, Hawaii Island, and Maui County, and operates some demand response and other distributed generation programs.

The **Hawaii State Energy Office (“HSEO”)** is an attached agency to the State Department of Business, Economic Development, and Tourism (“DBEDT”) and oversees the deployment of cost-effective investments in clean energy production and management for the purpose of promoting Hawaii’s energy security. The HSEO also oversees energy

efficiency efforts in the state, particularly in adoption of codes and standards and in state agency implementation.

Kauai Island Utility Cooperative (“KIUC”) is the sole electric utility provider on the island of Kauai, and is a not-for-profit generation, transmission and distribution cooperative owned and controlled by the members it serves. KIUC customers do not contribute to the PBF and KIUC is not directly involved with the PBFA, although the impacts of the KIUC programs are counted with respect to EEPS compliance.

The **Public Benefits Fee Administrator** is the third-party administrator of the Hawaii Energy Efficiency Program. The Commission selected the PBFA contractor through a competitive bidding process, and the PBFA began administering the Hawaii Energy Efficiency Program in 2009. The current PBFA contract runs through Program Year 2021 (with program year end-date of June 30, 2022).

Technical Advisory Group (“TAG”) and **Technical Working Group (“TWG”)** are stakeholder working groups convened to provide review and input for the PBFA programs (TAG) and EEPS implementation (TWG).

2.3 SCOPE OF WORK

The Commission is committed to a thorough and independent evaluation, measurement and verification (EM&V) of the Hawaii Energy programs and other EEPS related programs and activities, to document the impacts of each program and/or activity, to understand why those effects occurred, and to identify ways to improve future programs and activities. The Commission is also committed to ensuring that evaluation research is prepared and presented to maximize its usefulness for a variety of purposes and stakeholders.

This section describes the Commission’s general objectives for EM&V, the expected and possible tasks and activities included in the scope of services associated with this RFP including requirements for developing work plans and providing project management services.

The Commission retains the explicit right to alter its objectives and tasks at any time throughout the contract period.

2.3.1 Overview

The EM&V Contractor will interact with a number of parties involved in the implementation and evaluation of the Hawaii Energy programs and other activities, including activities that affect EEPS. These parties include but are not limited to: the Commission, Consumer Advocate, EEM, Hawaii Energy, and utilities as well as other governmental agencies, working groups, the general public, and other stakeholders. The Commission considers constructive interaction with all of the stakeholders to be a critical element of the success of the Hawaii Energy programs, EEPS, and other activities as directed by the Commission. The EM&V Contractor must be a productive part of this interaction while maintaining its independence, while working under the direction of the Commission and EEM.

The Commission and EEM will primarily interact with the prime contractor staff, especially the EM&V Contractor project manager, deputy project manager or task leads. The

Commission and EEM may also interact with subcontractors through the prime contractor and/or directly with subcontractors. As noted above, the Commission and EEM may request that the prime contractor and/or subcontractors interact directly with entities including but not limited to Hawaii Energy and other stakeholders. In the event that such activity is requested, the Commission and/or EEM must be engaged and informed regarding such interactions to the degree requested by the Commission and/or EEM.

The EM&V Contractor is expected to maximize return on spent funds by proposing a blend of evaluation activities, recognizing that tradeoffs are necessary among competing evaluation activities given limited budgets.

Offeror's teams are expected to include team members qualified to support all the tasks described in Section 2, or to be ready to quickly and efficiently solicit and subcontract to such firms or individuals.

Prior year reports, including PBFA Annual Reports and Annual Plans (including PY19-PY21 Triennial Plan), TRMs, TRM Framework, annual impact evaluation (verification) reports, and summaries of EM&V activities and findings can be found on this website: <https://hawaiienergy.com/about/information-reports>

2.3.2 Objectives

The Commission's EM&V objectives guide the work to be completed by the EM&V Contractor. The Commission's current objectives for the EM&V, research and assessment work are as follows:

1. Developing independent and thoroughly and transparently documented PBFA performance assessments (e.g., verification of energy impacts, attainment of specific market transformation activities, etc.).
2. Supporting successful, cost-effective implementation of the EEPS and related Commission and State of Hawaii policies and regulations. This includes supporting the PBFA in assessing, and as appropriate, improving the design and implementation of existing and future PBFA programs and also supporting other entities with design and/or implementation of programs and activities that contribute to EEPS. This also includes providing timely information and research that will most effectively enable the PBFA and/or other entities to recognize areas for improvement.
3. Encouraging stakeholder collaboration. This includes providing evaluation research, assessments and results in formats and structures that maximize the usefulness of such information for a variety of stakeholders.
4. Contributing information and analyses that enable the Commission and resource planners to establish program and evaluation priorities for future PBF Program cycles and for EEPS-related activities, including activities conducted by any entity, at the request of the Commission.
5. Having an EM&V Contractor that manages its team so that the Commission is consistently and diligently offered (and receives) optimal, timely and cost-effective services from the prime contractor, subcontractors and/or any blend thereof that cover the potential tasks as defined in this section. These services include:

- Successfully managing all facets of the work. The EM&V Contractor team may include a number of subcontractors as a means of ensuring that the Commission has access to and may employ the services of a variety of expert individuals, teams and firms with experience relevant to work contemplated and/or conducted under this contract.
- Providing options and recommendations for the conduct of EM&V activities
- Determining, without bias for the prime contractor or any subcontractor, which firms, teams and/or individuals are best suited to conduct specific activities to achieve optimal results for the State.
- Agreeing to subcontract with individuals, firms and/or entities as requested by the Commission, whether or not those entities are included as part of the EM&V Contractor's proposal or the executed contract with the Commission.
- Having all activities performed by all subcontractors integrated with the operations and performance of the prime contractor, such that the EEM and Commission perceive a single EM&V Contractor service entity albeit with access to subcontractors as requested by the Commission and/or EEM.

2.3.3 Work Scope Primary Task Areas

The following key tasks are designed to facilitate completion and satisfaction of the Commission's EM&V objectives:

1. Develop overarching and specific EM&V work plans
2. Verification of PBFA programs
3. Review and update of Technical Reference Manuals ("TRMs")
4. EEPS evaluation research and analysis support for the EEPS Report to the Legislature
 - i. EEPS and general EM&V research activities
 - ii. EEPS evaluation
5. Potential additional evaluation-related research and analyses
6. Project management support

These tasks are outlined below with schedules and deliverables as applicable.

Tasks 1, 2, 3, 4 and 6 are currently identified services to be provided by the EM&V Contractor, while Task 5 consists of potential services, pending budget availability.

The Commission may alter or change these key tasks at any time.

TASK 1: Develop Work Plans

Work plans describe the evaluation and assessment services, key assumptions used in developing work plan (e.g., objectives and available data), methodologies (e.g., methods, data collection, privacy provisions), individual tasks, budgets, schedules, staffing and deliverables associated with specific projects to be implemented by the EM&V Contractor. The EM&V Contractor shall produce work plans, at any time throughout the contract term at the request of EEM or the Commission. The work plans may convey high-level, overarching project plans or specific detail-oriented activity plans, or anything in between. The EEM will specify the format, content, whether options for conducting the subject work

should be included, and the level of detail in the work plans; all of which may vary by the scope of the intended work.

The EM&V Contractor shall be compensated for reasonable costs associated with developing and submitting requested work plans ***provided that*** the EM&V Contractor has received written approval for such compensation prior to initiating the work and completes the planning exercise cost-effectively, in good faith, and with the level of detail requested by the Commission.

Upon execution of a contract with the Commission, the EM&V Contractor will be authorized to prepare a work plan for *Task 1 Work Plans* and a work plan for *Task 6 Project Management*. These two work plans shall cover the approximately two-year contract term. The Task 1 work plan will include a budget for preparing future work plans and retroactive approval for reimbursement of costs associated with developing the Task 1 and Task 6 work plans. No other work shall be conducted without a specific work plan approved by the Commission and/or EEM.

- *Work Plans with budgets and schedules (Task 1): Draft and final work plans as requested in writing*
- *Schedule: As required*

TASK 2: Conduct Impact Evaluations (Verifications) of Hawaii Energy Programs for Program Years 2021 and 2022

Each program year the Hawaii Energy programs' claimed impacts and performance are assessed to develop third-party, objectively assessed, performance verifications. Specific metrics to be verified include, but are not necessarily limited to:

- First year energy savings, lifetime energy savings, and peak demand reduction for each program in PBFA portfolio, aggregated to the residential and non-residential portfolio of programs, as well as total portfolio impact for that program year.
- Total Resource Benefit (TRB)⁸ achieved.
- Projects, products, and/or customer served as part of PBFA's Grid Service Ready focus area.
- Greenhouse gas emission reductions / barrels of oil savings
- The extent to which PBFA funds were distributed equitably across islands and to economically disadvantaged customers.
- PBFA execution of all contractually agreed upon economic development, market transformation, and customer satisfaction activities.

⁸ TRB is a metric of the benefits that the State of Hawaii accrues due to the savings generated by the energy efficiency measures taking into account avoided costs and measure lifetimes.

- Additional analyses at the request of the Commission, which may begin to include new metrics associated with flexible demand grid services provided by distributed energy resources and building and transportation electrification.

These important outcomes, as listed in the first six bullets above, currently determine much of the performance award earned by the PBFA. See PBFA PY19-PY21 Triennial Plan at <https://hawaiienergy.com/about/information-reports>.

Each year, the PBFA publishes an annual report that highlights program accomplishments with a focus on first-year and lifecycle net energy savings. The PBFA also provides the EM&V Contractor with a database (known as the project tracking system) that includes data covering details on all individual projects or measures associated with Clean Energy Technologies goal achievement. These accomplishments are considered “claimed” because they were not—prior to publication—evaluated (verified) by a third-party EM&V contractor. That verification is the focus of the task described in this work scope section and the difference between claimed and verified savings is a realization rate.

Note that all energy and demand savings values presented by the PBFA are at both the “gross” and “net” levels. Net savings are the values tracked and claimed by the PBFA for goals and performance awards, with consideration of free riders and system loss factors (transmission and distribution losses). Historically, net-to-gross (NTG) ratios have been set in the Hawaii Technical Reference Manuals (TRMs) and are not re-assessed as part of the annual verification efforts. These NTG ratios have not included spillover and market effects, but that may change in the future.

To date, the verification scopes have minimally performed independent calculations of savings estimates or a quantitative evaluation of validity of savings values for measures in the TRM. This may or may not change for the PY21 and PY22 program year impact evaluations. Activities that have been included in past verifications and are expected to be included in future verifications, as are follows:

- Determining the extent to which incented projects/measures were appropriately “tracked” in the PBF Administrator’s program database,
- Assessing whether TRM-stipulated gross savings values and related adjustments that produce net savings were being applied properly (for measures covered by the program year’s TRM)
- Assessing, through desk reviews, the validity of custom measure energy and demand savings calculations that may be informed by -
 - Simple and complex sample designs to select which custom measures to review in detail
 - Field inspections with and without instantaneous and short-term data collection and analyses (e.g., spot metering, end use metering for short periods) for post-project reviews of a census or sample of custom measure projects
 - Site specific consumption analysis using monthly or AMI data (e.g., chiller impacts)
- Conducting field/site inspections to assess project and measure performance

- Conducting participant (e.g., consumer and contractor) and non-participant surveys and in-depth interviews

For the purposes of this RFP, verification of Hawaii Energy annual accomplishments may include, but are not necessarily limited to the following activities:

A. Develop Detailed Annual PBFA Programs' Verification Plan.

Such a plan should include the efforts to be completed, deliverables, budget and schedule with at least the following:

- Verification objectives, research questions to be answered, and intended outcomes (e.g., verified metrics, key findings, recommendations)
- Brief descriptions of the programs and/or activities to be evaluated and the Program and/or activity logic/theory.
- Overall approach and application of best practices
- Description of approaches to:
 - Data collection including any field/site inspections and/or interviews
 - Data tracking system review
 - Analysis methods and approaches, including sampling plans
- Descriptions of metrics and milestones (including but not limited to energy and demand savings metrics, milestone metrics, benefit cost tests, co-benefits and resource benefits) for the portfolio as a whole and as appropriate for each program.
- Description of how net-to-gross ratios, transmission and distribution affects, avoided costs, market effects, spillover and other effects will be determined, including the use of values that are stipulated (e.g., from PBFA TRM) as has been the case in all past years.
- Information required from others (beyond PBFA)
- Deliverables including final report annotated outline
- Staffing plan (that includes names, rates and qualifications, and assigned work for each assigned prime and subcontractor),
- Schedules (including key milestones)
- Budget per each sub-task, with both number of labor hours and dollar values

B. Assess and report energy and demand savings (customer, system, and program levels), and other program accomplishments, for all programs and for each Program Year.

The level of effort for annual savings verification may vary year-to-year. Please see historic verification reports and summary documents of EM&V activities for each prior program year at: <https://hawaiienergy.com/about/information-reports> for examples of different approaches that have been taken. The Commission and EEM will determine the level, depth and overall approach to savings impact verification, in consultation with the EM&V Contractor. Savings verification for a given year may include any or all of the following activities:

- Reviewing PBFA tracking database. Such a review can include assessing completeness of data, checking for duplicates, assessing records with zero and negative quantities for accuracy, and identifying any parameters that are outside of expected ranges. An important element of such a review can also include reviewing the population of records within the database to ensure that the deemed savings values, factors, variables and equations are correctly applied from the current version of the PBFA TRM.
- Conducting desk reviews of project implementation and savings documents, typically of a sample of custom projects. Such reviews can include verifying accuracy of the measure quantities in the tracking database based on project documentation (e.g., invoices, post-inspection forms, etc.), assessing project savings documentation (e.g., reviewing or redoing calculations), and reviewing specification sheets and inspection forms, etc. supplied by PBFA to confirm accuracy and appropriateness of savings assumptions and methodologies and to calculate verified savings. Additionally, some facility-level electricity consumption analyses may be conducted as part of the desk reviews for some projects for comparison to the claimed savings, using monthly utility bill energy consumption data.
- Developing data collection instruments and performing data collection and analysis including but not limited to telephone, on-line or in-person data collection, field inspections, metering and monitoring, statistical and economic analysis using appropriately trained, experienced (with energy efficiency M&V) and certified personnel. Field inspections shall be documented with standardized, comprehensive reports.
- Preparing project and program level calculations of energy and demand savings using PBFA TRM savings values, factors and assumptions, measurement and verification approaches, billing analyses, control group based methods or other techniques, or a combination of such methods. (Note that net-to-gross surveys have not occurred in several years and there is a low likelihood of inclusion in the next couple years.) All calculations shall be documented with standard, comprehensive reporting to a level necessary for duplication of results, including certainty estimates (e.g., confidence and precision) of EM&V Contractor's reported results and 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.
- Calculating Total Resource Benefits (TRB) achieved. TRB accounts for utility avoided costs per reduced kWh and kW at the individual measure level over the lifetime of each measure.
- Determining the extent to which PBFA funds were equitably distributed across Islands (i.e., Island Equity)
- Determining the extent to which other related program goals were met. Currently, an additional factor in the overall PBFA performance award is the verification that the PBFA executed all contractually agreed upon Market Transformation and Customer Satisfaction activities.
- Preparing recommendations for:
 - Future EM&V activities such as suggestions for TRM updates, future verification or impact evaluation activities, data tracking and reporting by PBFA
 - Future PBFA activities such as suggestions for program modifications to increase impacts or efficacy of program implementation
- Preparing draft and final reports including succinct Executive Summaries with informative graphics and key findings.

- Presenting result to Commission, PBFA and TAG.
 - Conducting other activities as (a) required to determine and document PBFA program and portfolio impacts or (b) requested by the EEM or Commission and included in an approved work plan.
- *Deliverables for Verification of PBFA Programs (Task 2): Draft and final program year verification plan(s) and reports.*
- *Schedule for Verification of PBFA Programs (Task 2): Initiation prior to end of each program year and completion with final verification report in early December of the same calendar year, e.g., PY21 (July 2021 – June 2022) Verification Report to be completed by December 2022.*

TASK 3: Review and Update of the PBFA Technical Reference Manual(s)

The PBFA TRM is an Excel®-based resource that serves as a basis for energy savings claims for the PBFA and, potentially, other Hawaii energy efficiency programs. Currently, the EM&V Contractor maintains the TRM and coordinates any changes to the TRM with input from the TAG, Commission, EEM and PBFA. The TRM and the process for updating it is defined in the TRM Framework, see <https://hawaiienergy.com/about/information-reports>.

The PBFA TRM should be reviewed and updated according to the guidance in the TRM Framework and best practices, as for example those practices documented in the SEE Action TRM Guide⁹. Parameters or values in the TRM may be updated using primary or secondary research or a combination thereof, as required; although, historically, data from other states' TRMs, with Hawaii-specific factors, have been the primary source of updates to the PBFA TRM.

The last major review of the PBFA TRM was conducted during the 2018 Program Year. Subsequently, there have been some changes to the TRM. However, the TRM may be due for a major review and update because of post-2018 program designs changes incorporating new and different measures, changes to market baselines, codes and standards, and a greater focus on market transformation metrics, custom efficiency measures, storage projects, Electrification of Transportation (“EoT”), and demand flexibility. Some areas for possible updating the Hawaii TRM are:

- Market transformation programs
- Behavior-based programs (such as home energy reports)
- Energy optimization (demand flexibility) measures
- Net impacts with consideration of appropriate baselines, free-ridership, spillover and market effects, using factors defined in applicable Hawaii TRM

Each year the EM&V Contractor will likely be asked to undertake reviews of the TRM for annual updates and mid-year updates (see TRM Framework). Such updates will typically include:

1 ⁹ Guide For States: Guidance On Establishing and Maintaining Technical Reference Manuals for Energy Efficiency Measures <https://www4.eere.energy.gov/seeaction/publication/see-action-guide-states-guidance-establishing-and-maintaining-technical-reference>

- Soliciting feedback from TAG members, the PBFA and the EEM and proposing an annotated and prioritized list of measures and other elements (e.g., net to gross ratios, avoided costs) for review and possible addition or updating in the TRM. The EEM and Commission will approve all or some of the measures and elements for addition or updating in a revised TRM, with input from the PBFA and TAG on the proposed list.
 - Reviewing such measures and elements' calculation methods, applicability conditions, assumptions, deemed savings values, factors, variables, etc., using primary or secondary data (preferably Hawaii-based and applicable), and industry standard calculations and protocols such as those from the Uniform Methods Project¹⁰.
 - Preparing a summary memo of TRM additions and updates and presentation(s) to TAG, EEM, Commission and PBFA on list of measures chosen for updating.
 - Revising the Excel based TRMs (annual and mid-year) and creating a PDF from the Excel file in both draft (for PBFA and EEM feedback) and final forms. The final versions of the TRMs will include an EM&V Contractor representative's signature.
- Deliverables for TRM Updates (Task 3):
 - Memo with proposed TRM modifications
 - Draft and final TRM annual and mid-year updates with complete documentation of all modifications (Excel and PDF files)
 - Memo describing all modifications to revised TRM.
 - TRM Schedule (Task 3):
 - Initiation of PY2022 TRM mid-year update in summer of 2022, as required, with completion by fall 2022
 - Initiation of PY2023 TRM in summer of 2022 with completion by January 2023
 - Initiation of PY2023 TRM mid-year update in summer of 2023, as required, with completion by fall 2023
 - Initiation of PY2024 TRM in summer of 2023 with completion by January 2024

TASK 4: EEPS Evaluation Research and Analysis Support

The primary objective of this task is to prepare a required "EEPS Report to the Legislature" that is due at the beginning of January 2024. In addition, this task includes ongoing analyses and documentation that supports the EEPS process beyond the 2024 reporting deadline. Ongoing analyses and documentation may go through at least 2025. This ongoing analyses and documentation process supports a continuous improvement in EEPS and related energy resource delivery as Hawaii approaches its end goals of a 100% clean energy supply.

HRS § 269-96 requires the Commission to evaluate progress, revise the EEPS Framework and/or goals if needed, and report its findings to the legislature:

The public utilities commission shall evaluate the energy-efficiency portfolio standard every five years, beginning in 2013, and may revise the standard, based on the best information available at the time, to determine if the energy-efficiency portfolio standard established by this section remains effective and achievable. The commission shall report its findings and revisions to the energy-efficiency portfolio standard, based on its own studies and other information,

¹⁰ <https://www.energy.gov/eere/about-us/ump-home>

to the legislature no later than twenty days before the convening of the regular session of 2014, and every five years thereafter.

The EM&V consultant will conduct secondary (or primary and secondary) research, analyze data, prepare full-scale EM&V reports and provide analyses, research, and support other activities throughout the process as needed. The EEPS review activity will occur during 2023 and 2024. Toward the end of the period, the goal is to focus on leveraging EEPS- related analyses (and EM&V conducted for the Hawaii Energy programs and other information) to enhance programs and policies in support of EEPS goals and to maintain the EEPS tracking system. The scope of work, budget and schedule for this EEPS evaluation research and analysis support task will be developed by the EM&V Contractor, via one or more work plans, in consultation with the TWG, the EEM and the Commission (with final approval by the Commission). Initial guidance on the scope of work can be found in the EEPS Framework contained in Decision & Order 50089 Docket 2010-0037 on January 3, 2012.

The EEPS review schedule is driven in part by the time required to conduct sufficient EM&V to assess progress toward EEPS goals and lay the foundation for estimating the remaining savings potential. EEPS EM&V will assess progress toward goals in light of multiple factors including Hawaii Energy and KIUC programs, changes to codes and standards, military, other public sector and private sector activity not included in other programs, utility system transmission and distribution efficiency improvements, and other activities or programs identified during the review as having contributed EEPS savings during the first performance period.¹⁰ EEPS EM&V will also seek to determine EEPS progress in light of demand-modifying activities that change electricity use patterns whether or not they are specifically designed to contribute to EEPS energy use reduction goals. These demand-modifying activities include distributed energy resource (DER) programs, which contribute to Hawaii's 100% renewable goals. These effects must be understood in order to assess EEPS progress and ensure that EEPS goals and approaches are designed from a holistic perspective taking these developments into account.

The types of activities that may be included in approved work plans include but are not necessarily limited to the following:

A. EEPS and General EM&V Research Activities

- Locate reports, data sources and/or contacts, synthesize and provide information in formats useful for performing an evaluation and documenting the evaluation process.
- Conduct literature reviews, secondary and primary research, including assessment, evaluation and/or synthesis of relevant literature and research.
- Provide expertise regarding development of evaluation materials and procedures, policies and protocols.
- Establish and possibly maintain an evaluation document and data management tracking system for EEPS programs and activities.

Topics covered can include energy efficiency and conservation, as well as demand response, electric vehicle, advanced metering, storage and/or any other type of distributed energy resource (DER) programs or activities conducted by PBFA or contemplated by the Commission and that may affect EEPS.

- B. EEPS Evaluation (EM&V)¹¹**
- Provide impact evaluations including review of reported EEPS program accomplishments, review and provision of recommendations related to the operation and implementation of the EEPS programs. This will likely include determining how Hawaii Energy program load impact results and load impact results from other EEPS programs/activities will be combined to report EEPS overall portfolio impacts, addressing the need for adjustments such as accounting for program overlap or other factors and adjusting for local, state and federal codes and standards.
 - Develop and report historic energy savings estimates “in a manner that is defensible in regulatory and legislative proceedings” with consideration of or inclusion of:
 - Savings measured against a baseline established in 2008 (i.e., relative to expected annual demand forecast in 2008 for the forecast horizon beginning on January 1, 2009 and ending December 31, 2030).
- C.** Savings in the form of gross kWh at the system level, shown annually and in summary – first year, lifecycle and cumulative savings, costs and benefits.
- D.** Savings from the utilities, PBFA and other contributing entities including local, state and federal codes and standards, other programs and interventions.
- E.** Utility and Hawaii Energy accomplishments reported annually.
- F.** Accomplishments from other entities and from a variety of program types.
- G.** Savings from grid-connected, customer-sited solar systems prior to January 1, 2015 (HRS 269-91).
- H.** Impacts including consideration of persistence, expected measure life, spillover, market effects, takeback/rebound, and free-ridership.
- I.** Bill impacts by customer class and for program participants vs. non-participants.
- J.** Information for resource planning.
- K.** Development of “lessons learned” to support future program implementation.
- Develop EEPS-related savings estimates for energy efficiency measures that affect EEPS, using an EEPS appropriate baseline.
 - Prepare cost-effectiveness analyses of EEPS related activities with consideration of costs and benefits including implementation/administration costs and non-energy benefits using a Total Resource Cost (TRC) test and other tests at the request of the Commission.
 - Track energy-savings attributable to market-transformation and/or spillover from programs.
 - Track and evaluate other activities that affect EEPS including local, state and federal codes & standards and activity from a variety of entities that affect EEPS.
 - Gather updated avoided costs of transmission, generation, distribution and utility capital costs.
 - Provide information and technical support for production of the EEPS Report to the Legislature

- EEPS Evaluation Research and Analysis Support Deliverables (Task 4):
 - Support documents for preparation of EEPS Report to the Legislature
 - Additional research, analyses and reporting on EEPS progress as required

- EEPS Evaluation Research and Analysis Support Schedules (Task 4):
 - EEPS Report to the Legislature to be completed by November 2023
 - Other schedules to be determined

TASK 5: Potential Evaluation Related Services

In addition to other services described in this Section, the Commission may also direct the EM&V Contractor to conduct EM&V activities for other programs and/or provide other evaluation-related services relating to one or more special issues. The Commission's priorities and requirements for these activities may evolve over the course of the contract period.

Additional, potentially requested, evaluation-related services include but are not limited to topics related to advice and research on the following topics: (a) EM&V approaches that could be applied to PBFA programs, such as statistical analyses including experimental and quasi-experimental control group methods, (b) energy efficiency and other DER programs, (c) integrated resource planning, (d) market research, (e) process evaluations, (f) technical writing and editing, and (g) technical presentations.

Examples of these services/activities include:

- Study and present on special issues in Hawaii that should be addressed by EM&V
- Research and analyze possible revisions to the EEPS goals and/or the EEPS Framework, including energy optimization (demand flexibility goals)
- Research and analyze inclusion of time and locational value focus in PBFA programs and recommendations for new target areas for PBFA programs – such as for low-income and hard-to-reach populations – and how inclusion of such targets can be evaluated
- Review of PBFA Ten-Year Road Map drafts and feedback on included strategies and program options based on EM&V Contractor experience/expertise
- Provide input (e.g., data) and review of [HECO Integrated Grid Plan](#) results with respect to their impact on PBFA programs
- Perform market research including on opportunities for energy and cost savings in different segments of Hawaii population
- Conduct process evaluations
- Contribute recommendations, information and analyses that enable the Commission to establish evaluation priorities for future cycles and/or other timelines.
- Prepare analyses, findings, and recommendations in response to EM&V-related inquiries from other entities, as well as support and presentation materials as needed, as directed by the Commission.
- Provide technical writing and editing as needed for a wide range of materials including presentation materials, reports, brochures, fact sheets, and newsletter articles.

- Provide technical experts for hearings, workshops and other meetings, and preparing technical information for possible inclusion in meetings and reports.
- Deliverables (Task 5): To be determined, if budget is available
- Schedule (Task 5): To be determined, if budget is available

TASK 6: Project Management

The EM&V Contractor is responsible for all project management required to execute, track and record the tasks described in the approved work plans. This includes, but is not limited to, the following project management activities:

- Designating an EM&V Contractor Project Manager who shall serve as the single point of contact for all evaluation services, with limited exceptions only at the request of the Commission. A Deputy Project Manager may also be designated.
- Ensuring that all the evaluation services and activities are implemented as documented in an approved work plan and that project activities, deliverables and reporting are completed according to the specifications and schedule documented or referenced herein, unless modified in a work plan and approved by the Commission.
- Ensuring that the EM&V Contractor's contract management obligations are carried out in a professional and timely manner.
- Managing subcontractors.
- Managing the solicitation and contracting of additional or substitute subcontractors as requested by the Commission.
- Assisting the Commission to maximize the value of evaluation by providing several options for certain evaluation activities, if requested to do so by the Commission, so that the Commission may choose a preferred approach.
- Maintaining regular and direct communication with key stakeholders as directed by the EEM or Commission.
- Maintaining and archiving any and all electronic and paper files and data, databases or information collected or developed during the conduct of the evaluation work, including all final and interim deliverables and programming code. These materials shall be maintained on a timely, ongoing basis, on an FTP or similar website, accessible to the Commission and EEM. ***The EM&V Contractor shall focus specific resources on this task rather than assume that it will occur as a by-product of other activities.***
- Attending and occasionally, or regularly, facilitating in-person, telephone, or web-based meetings, regular and ad-hoc project meetings, and other meetings as requested by the EEM or Commission. At the request of the EEM or Commission, the EM&V Contractor shall be responsible for preparing agendas, meeting materials, and meeting notes in a timely manner, allowing sufficient time for review by the EEM and Commission.
- Managing Invoices - monthly invoices shall be provided in a timely manner. Invoices must be submitted with, or soon after, the monthly progress reports. Formats for invoices and progress reports will be reviewed by the EEM and will be processed only if and when they have been approved by the EEM and subsequently by the Commission.
- Project reporting, which shall include, but will not necessarily be limited to, the following items, unless otherwise requested by the EEM or Commission:

- Scheduled calls and/or meetings (at a minimum), to discuss all project activities with the Contract Manager. Calls or meetings scheduled to discuss presentation(s) to team members and/or Commission, and/or *ad hoc* calls or meetings shall also be required.
- Annual updating of the Annual EM&V Report. The purpose of this report is to present the prior calendar year's results of all Evaluation, Measurement and Verification (EM&V) related activities.
- Annual updating of EM&V History Report. This "History" report is a compilation of all EM&V-related work performed for the State of Hawaii since the inception of PBFA Programs and updates include summaries of all the EM&V activities and reports conducted during the prior calendar year.¹¹
- Reporting as needed – to document problems, resolution and issues as they arise. These reports may also need to be linked to changes in work efforts.

In some instances, the EM&V Contractor may be granted approval, as part of the generic project management services work plan, to expend a certain amount of limited resources to investigate a research question and then propose options for next steps.

General Requirements for Reporting:

- Interim reports and/or memoranda may be required and requested by the Commission or EEM.
- The EM&V Contractor must incorporate all comments on drafts provided by the Commission and/or EEM and entities designated by the EEM (and/or shall supply in writing documentation describing the reason or reasons the comments could not or should not be incorporated). The EM&V Contractor shall also produce revisions in a timely fashion.
- Deliverables shall be provided in multiple electronic and/or paper formats, or other formats, including but not limited to Microsoft Word, Excel, and Adobe PDF. Documents are expected to be well-written and professionally formatted.
- The EM&V Contractor shall include ownership and disclaimer language in all reports. The Commission will provide the language to be used.

¹¹ See <https://hawaiienergy.com/about/information-reports> for prior year Annual EM&V and History Reports

Key Project Management deliverables and dates (Task 6) are shown in the following table. Additional deliverables may be defined by the EEM or Commission.

Table 2: Task 6 Deliverables

Schedule	Description
Status Reports and Invoices (Monthly)	Status reports shall highlight issues with each evaluation and assessment activity and problems (successes or difficulties in getting the job done, with recommended or agreed solutions). Monthly invoices shall track individual activities, project hours, rates and expenditures only a daily basis that uses a spreadsheet format approved by the Commission or EEM.
Annual EM&V History Report update (January of each year)	Annual updating of the report "Hawaii Energy: History of Annual EM&V-Related Research – impact/cost-effectiveness, market, potential, process and related evaluations"
Annual EM&V Report update (January of each year)	Annual preparation and then presentation to stakeholders of Annual EM&V Report, as requested
FTP or similar website , accessible to the Commission and EEM. <i>(the Commission is currently using Basecamp)</i>	Maintaining and archiving any and all secure electronic and paper files and data, databases or information collected or developed during the conduct of the evaluation work, including all final and interim deliverables and programming code. These materials shall be maintained on a timely, ongoing basis.

2.4 TERM OF CONTRACT

The contract shall be for a period of approximately 27 Months and is intended to begin on April 1, 2022 and end on June 30, 2024. The EM&V RFP Notice of Award is scheduled to be announced by February 8, 2022.

Unless terminated, the Contractor and the State may extend the term of the contract for up to two (2) additional twelve (12)-month periods or portions thereof without the necessity of re-soliciting, upon mutual agreement in writing at least sixty (60) days prior to the expiration of the contract. The contract price or commission paid to the Contractor for the extended period shall remain the same or as described in the offer.

2.5 CONTRACT ADMINISTRATOR

For the purposes of this contract, Jodi Endo Chai, Executive Officer, (808) 586-2020, jodi.e.chai@hawaii.gov, is designated the Procurement Officer.

For the purposes of this contract Jackie Young, is an authorized representative. Her contact number is (808) 586-2069 and email is jaclyn.n.young@hawaii.gov.

3 PROPOSAL FORMAT AND CONTENT

3.1 OFFEROR'S AUTHORITY TO SUBMIT AN OFFER

The State will not participate in determinations regarding an Offeror's authority to sell a product or service. If there is a question or doubt regarding an Offeror's right or ability to obtain and sell a product or service, the Offeror shall resolve that question prior to submitting an offer.

3.2 REQUIRED REVIEW

- 3.2.1 Before submitting a proposal, each Offeror must thoroughly and carefully examine this RFP, any attachment, addendum, and other relevant document, to ensure Offeror understands the requirements of the RFP. Offeror must also become familiar with State, local, and Federal laws, statutes, ordinances, rules, and regulations that may in any manner affect cost, progress, or performance of the work required.
- 3.2.2 Should Offeror find defects and questionable or objectionable items in the RFP, Offeror shall notify the Hawaii PUC in writing prior to the deadline for written questions as stated in the RFP *Schedule and Significant Dates*, as amended. This will allow the issuance of any necessary corrections and/or amendments to the RFP by addendum and mitigate reliance of a defective solicitation and exposure of proposal(s) upon which award could not be made.

3.3 PROPOSAL PREPARATION COSTS

Any and all costs incurred by the Offeror in preparing or submitting a proposal shall be the Offeror's sole responsibility whether or not any award results from this RFP. The State shall not reimburse such costs.

3.4 TAX LIABILITY

- 3.4.1 Work to be performed under this solicitation is a business activity taxable under HRS Chapter 237, and if applicable, taxable under HRS Chapter 238. Contractor is advised that they are liable for the Hawaii GET at the current 4.5% for sales made on Oahu, and at the 4% rate for the islands of Hawaii, Maui, Molokai, and Kauai. If, however, an Offeror is a person exempt by the HRS from paying the GET and therefore not liable for the taxes on this solicitation, Offeror shall state its tax-exempt status and cite the HRS chapter or section allowing the exemption.
- 3.4.2 Federal I.D. Number and Hawaii General Excise Tax License I.D. Offeror shall submit its current Federal I.D. No. and Hawaii General Excise Tax License I.D. number in the space provided on Offer Form, page OF-1, thereby attesting that the Offeror is doing business in the State and that Offeror will pay such taxes on all sales made to the State.

3.5 PROPERTY OF STATE

All proposals become the property of the State of Hawaii.

3.6 CONFIDENTIAL INFORMATION

- 3.6.1 If an Offeror believes that any portion of a proposal, offer, specification, protest, or correspondence contains information that should be withheld from disclosure as confidential, then the Offeror shall inform the Procurement Officer named on the cover of this RFP in writing and provided with justification to support the Offeror's confidentiality claim. Price is not considered confidential and will not be withheld.
- 3.6.2 An Offeror shall request in writing nondisclosure of information such as designated trade secrets or other proprietary data Offeror considers to be confidential. Such requests for nondisclosure shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal.

3.7 EXCEPTIONS

Should Offeror take any exception to the terms, conditions, specifications, or other requirements listed in the RFP, Offeror shall list such exceptions in this section of the Offeror's proposal. Offeror shall reference the RFP section where exception is taken, a description of the exception taken, and the proposed alternative, if any. The State reserves the right to accept or not accept any exceptions.

No exceptions to statutory requirements of the AG General Conditions shall be considered.

3.8 PROPOSAL OBJECTIVES

- 3.8.1 One of the objectives of this RFP is to make proposal preparation easy and efficient, while giving Offerors ample opportunity to highlight their proposals. The evaluation process must also be manageable and effective.
- 3.8.2 Proposals shall be prepared in a straightforward and concise manner, in a format that is reasonably consistent and appropriate for the purpose. Emphasis will be on completeness and clarity and content.
- 3.8.3 When an Offeror submits a proposal, it shall be considered a complete plan for accomplishing the tasks described in this RFP and any supplemental tasks the Offeror has identified as necessary to successfully complete the obligations outlined in this RFP.
- 3.8.4 The proposal shall describe in detail the Offeror's ability and availability of services to meet the goals and objectives of this RFP as stated in Section 2.3 SCOPE OF WORK.
- 3.8.5 Offeror shall submit a proposal that includes an overall strategy, timeline and plan for the work proposed as well as expected results and possible shortfalls.

3.9 PROPOSAL FORMS

3.9.1 To be considered responsive, the Offeror's proposal shall respond to and include all items specified in this RFP and any subsequent addendum. Any proposal offering any other set of terms and conditions that conflict with the terms and conditions providing in the RFP or in any subsequent addendum may be rejected without further consideration.

3.9.2 Transmittal Letter / Authority to Bind (OFFER FORM, OF-1). Offer Form, OF-1 is required to be completed using Offeror's exact legal name as registered with the Department of Commerce and Consumer Affairs, if applicable, in the appropriate space on Offer Form, OF-1 (SECTION SEVEN, Attachment 1). Failure to do so may delay proper execution of the Contract.

The Offeror's authorized signature on the Offer Form, OF-1 shall be an original signature in ink, which shall be required before an award, if any, can be made. The submission of the proposal shall indicate Offeror's intent to be bound.

3.10 PROPOSAL CONTENTS

Proposals shall be organized in the exact prescribed format using all titles, subtitles, and numbering, with each section being tabbed and separated into sections as listed below. The proposal shall include, without limitation, all of the information requested in this RFP in the order listed below, and pages must be numbered.

- Transmittal Letters
- Table of Contents
- 1. Executive Summary
- 2. Administrative Requirements
- 3. Offeror Background, Staffing and Organization (including prime contractor and subcontractors)
- 4. Technical Response
- 5. Managing Customer-Specific and Competitively Sensitive Information
- 6. Cost Proposal
- 7. Assumptions and Exceptions
- 8. Appendix - Resumes

3.10.1 Transmittal Letters

Transmittal letters must be included as part of the Offeror's technical proposal.

3.10.1.a. **Prime Contractor Transmittal Letter**

The transmittal letter must be on the Offeror's official business letter head and must be in the form of a standard business letter that is signed by an individual or individuals authorized to legally bind the Offeror.

The Transmittal Letter shall include statements indicating:

- That the Offeror understands and has complied with all terms and conditions indicated in the RFP in the preparation of their proposal and will comply with all terms and conditions indicated in the RFP if they are

selected as the Successful Offeror and execute a resulting contract with the Commission.

- If successful, the Offeror will assume responsibility for the life of the contract for all contractual activities, products, and deliverables identified in the RFP and offered in the Successful Offeror's accepted proposal whether or not the Successful Offeror directly performs or provides them.
- The name, email, and telephone number of the person who may be contacted during the evaluation process to discuss the Offeror's proposal.
- A statement of affirmative action that the Offeror does not discriminate in its employment and collection practices with regard to race, color, religion, age (except as provided by law), sex, marital status, political affiliation, national origin, handicap, or disability.
- If the Offeror or proposed subcontractors have or may have a real or perceived conflict, disclosure of the potential real or perceived conflict must be described with registration and within this cover letter of the proposal
- That the Offeror agrees that the Commission reserves the right to disapprove Offeror and/or EM&V Contractor recommendations without penalty, when they conflict with the policy, preferences or fiscal interests of the Commission, as determined by the Commission.

3.10.1.b. Subcontractor Transmittal Letters

If one or more subcontractors will be used, a letter shall be submitted by each subcontractor, signed by an individual authorized to legally bind the subcontractor and stating:

- The general scope of work to be (or may be) performed by the subcontractor.
- The subcontractor's willingness to perform the work indicated.
- That the subcontractor understands and has complied with all terms and conditions in the RFP and has complied with all terms and conditions indicated in the RFP in the preparation of the proposal and will comply with all terms and conditions indicated in the RFP if they are selected as part of the successful Offeror team and execute a resulting contract with the successful offeror.
- A statement of affirmative action that the subcontractor does not discriminate in its employment and collection practices with regard to race, color, religion, age (except as provided by law), sex, marital status, political affiliation, national origin, handicap, or disability.
- That the subcontractor agrees that the Commission reserves the right to disapprove Offeror and/or EM&V Contractor recommendations without penalty, when they conflict with the policy, preferences or fiscal interests of the Commission, as determined by the Commission.

3.10.2 Table of Contents

The Table of Contents must reference the section numbers of this RFP proposal and the corresponding page numbers in Offeror's proposal. Tabs should separate each of the individual sections in printed documents.

3.10.3 Proposal Section 1: Executive Summary

The Executive Summary shall clearly and concisely summarize and highlight the contents of the proposal to provide the Commission with a clear and broad understanding of the entire proposal. The Executive Summary shall include at least all of the items below:

3.10.3.a Team Information

This subsection must include a description of proposed EM&V Contractor team summarizing, preferably in table format, the following information concerning the prime contractor and all proposed subcontractors:

- Firm name(s)
- Summary of each firm's role
- Key personnel of each firm assigned and committed to this project and very brief summary indication of their location (city and state) and role

3.10.3.b Approach to Scope of Work

Please provide a brief summary of Offeror's approach to providing services called for in the scope of work, managing the subcontractors and cost-effectively providing the best possible services.

3.10.3.c Key Attributes

Please include a summary of key attributes, including benefits to the State of Hawaii, of this proposal with respect to selection criteria described in (see **RFP Section 4: Evaluation and Scoring Criteria**)

3.10.4 Proposal Section 2: Administrative Requirements

The Administrative Requirements subsection must contain information requested below.

3.10.4.a Basic Information

Legal Entity: A statement indicating that the Offeror is a corporation or other legal entity (which must be specified, i.e., corporation, partnership, joint venture, etc.), and indicating the jurisdiction where the Offeror is organized.

Federal Tax ID Number: A statement setting forth the Offeror's Federal tax identification number ("I.D.").

3.10.4.b Offer Form OF – 1

Proposals shall be submitted using Offeror's exact legal name as registered with the Department of Commerce and Consumer Affairs, if applicable; and to indicate exact legal name in the appropriate spaces on Offer Form OF-1. Failure to do so may delay proper execution of the contract. See **Attachment 1 of Section 6** of this RFP for the Offer Form.

The authorized signature on the first page of the Offer Form shall be an original signature in ink. If unsigned or the affixed signature is a facsimile or a photocopy,

the offer shall be automatically rejected unless accompanied by other material, containing an original signature, indicating the Offeror's intent to be bound.

3.10.4.d Certificates of Registration

Work to be performed under this solicitation is a business activity taxable under HRS Chapter 237 and **vendors are advised that they are liable for the GET. A true and certified copy of prime and subcontractor certificates of registration must be provided and a State General Excise Tax I.D. must also be provided. as attachment to the Transmittal Letter.**

If, however, an Offeror is a firm and/or person exempt by the HRS from paying the GET and therefore not liable for the taxes on this solicitation, Offeror shall state its tax-exempt status and cite the HRS chapter or Section allowing the exemption.

3.10.4.e Offeror Guaranty

An Offeror guaranty is NOT required for this RFP.

3.10.5 Proposal Section 3: Offeror Background, Staffing and Organization (Prime Contractor and Subcontractors)

The Offeror background, staffing and organization response section should be no longer than 25 pages. This suggested page limit does not include resumes.

3.10.5.a Offeror Team Summary Information

Include in a table format, the following information for prime contractor and each proposed subcontractor:

1. Legal name of firm
2. Physical address of principal place of business and all other offices including the location of the office(s) which will perform work on behalf of the Commission, i.e. the location of identified key staff and support staff
3. Contact email address and mailing address (if the mailing address is different from above)
4. Date established
5. Ownership (public or private company, partnership, subsidiary, etc.)
6. Offeror's primary line of business;
7. Number of employees
8. Number of employees engaged in tasks directly related to the requirements listed in this RFP
9. History of company name changes and dates associated with each name
10. Location where incorporated or otherwise legally established.

3.10.5.b Financial Stability and Financial Commitment

This subsection applies to the prime contractor only. The Offeror (prime contractor) shall provide information on the Offeror's financial stability, including

the following: annual revenues over the last five (5) years (or the number of years the Offeror has been in business, whichever is less), number of employees for each of the last five (5) years, years in business, evidence of business insurance for professional liability, and financial references (which may include audited financial statements, compiled financial statements, and references from banking relationships).

The Offeror shall submit the Offeror's audited financial statements and annual reports, if any, for the last two (2) years. If unaudited financial statements are submitted, copies of filed tax returns shall be provided to support the statements.

As with trade secrets or other proprietary data, an Offeror may request in writing and in accordance with **Section 6.2** that the financial information provided be kept confidential. Otherwise contents of all proposals shall be made public as provided in HAR § 3-122-58, upon posting of award.

3.10.5.c Offeror Performance

The Offeror shall provide information that will demonstrate the following:

- Responsiveness to previous clients including reference to such attributes as timeliness, adherence to consulting contract requirements, and availability and accessibility to clients - for prime contractor and each proposed subcontractor
- Ability to manage and successful experience managing subcontractors - for prime contractor only).

The Offeror – for prime contractor and each proposed subcontractor - must provide the following information relative to the past seven (7) years (or the number of years the Offeror has been in business, whichever is less):

1. Whether the Offeror has had a contract terminated for default or cause. If so, the Offeror must submit full details, including the other party's name, address, and telephone number;
2. Where the Offeror has been assessed any penalties in excess of \$10,000.00, including liquidated damages, under any of its existing or past contracts with any organization (including any governmental agency). If so, the Offeror must provide complete details, including the name of the organization, the reason for the penalty, and the penalty amount for each incident;
3. Whether the Offeror was the subject of any governmental action limiting the right of the Offeror to do business with that entity or any other governmental entity;
4. Whether trading in the stock of the company has ever been suspended with the date(s) and explanation(s);
5. Whether the Offeror, any officer of the bidder, or any owner of a 20% or greater interest in the Offeror has filed for bankruptcy, reorganization, a debt arrangement, moratorium, or any proceeding under any bankruptcy or insolvency law, or any dissolution or liquidation proceeding;
6. Whether the Offeror, any officer of the bidder, or any owner of a 20% or greater interest in the Offeror has been convicted of a felony or is currently under indictment on any felony charge.

While an affirmative answer to any of these items will not automatically disqualify an Offeror from consideration, at the sole discretion of the evaluation committee such an answer and a review of the background details may result in a rejection of the Offeror's proposal. The committee will make this decision based on its determination of the seriousness of the matter, the matter's possible impact on the Offeror's performance of the work, and the best interests of the State.

3.10.5.d Organization

This subsection shall include organizational charts of proposed key personnel assigned to this project and their job titles and responsibilities (including subcontractors).

Provide in a table, with indicative check marks in the appropriate cells, which team members (firms and key personnel) will lead and which will support the following task areas (as defined in the Scope of Work Section of this RFP):

1. Develop work plans
2. Conduct verifications:
 - i. Overall responsibility for verification
 - ii. Data collection, analyses and report preparation
 - iii. Field/site inspections
 - iv. Desk reviews
3. Review and update of Technical Reference Manuals (TRMs)
4. EEPS evaluation research and analysis support Legislative Report
5. Additional evaluation related services
6. Project management support

This table should be consistent with the staffing table called for in Section 3.2.5.e. and may include sub-categories within the five above listed tasks.

This section should also include:

- Description of categories of work to be performed (or likely to be performed) by the prime contractor and each subcontractor (if appropriate).
- Descriptive information relating to the nature and duration of the previous relationship of all subcontractors with the prime contractor and with one another.
- Explanation of any existing contractual relationships among or between the firms (prime contractor and subcontractors).
- Any actual or potential conflicts of interest that exist or may arise between the prime contractor, subcontractors or any of the entities identified in Section 2.1.2 of this RFP.

3.10.5.e Offeror Experience and Expertise

A critical element of the selection process is the experience and capabilities of proposed team members associated with completing the variety of evaluation and assessment activities associated with the scope of work described in this RFP.

The Offeror's team is expected to demonstrate skills and experience with a variety of activities.

While firm experience is important, this subsection of the proposal must include a listing of directly related experience/expertise obtained by senior management employees or officers, project managers, deputy project managers, task leaders, senior analysts, senior field staff and other key personnel who will be primarily assigned to perform or oversee the work described in the Offeror's proposal.

For key personnel, information should be provided indicating how the key personnel's experience, expertise and educational background will enable them to successfully complete their assigned tasks. The Offeror must describe examples of projects for which the Offeror's proposed team members (and each subcontractor if appropriate) have successfully provided services on projects that were similar in their nature, size and scope of work described in this RFP. Presenting experience and expertise for the prime contractor and all senior subcontractor staff that will be available for EM&V Contractor assignments, with reference to the five task areas defined in the Scope of Work Section, is preferred. See References Section 3.2.5.f.

Specific areas for expertise and experience that should each be clearly addressed are the five task areas -) listed in Section 3.2.5.(d).

Some other examples of areas in which Offeror team member experience and expertise could be described are:

- Working with State regulatory commissions or government entities in areas relative to the required work described in this RFP
- Experience with the types of programs offered by the PBFA and activities that contribute to EEPS.
- Experience in Hawaii or similar jurisdictions
- Additional evaluation related services, such as:
 - Trainings/showcases for energy efficiency and/or other DERs
 - Workshops, press conferences, reports, and case studies for distribution to general and technical audiences
 - Contributing recommendations, information and analyses to establish evaluation priorities for future cycles and/or other timelines
 - Technical writing and editing
 - Technical experts for hearings, workshops and other meetings
- Project Management Support
 - Managing major (evaluation) consulting assignments
 - Hiring and managing subcontractors and working on teams of experts
 - Optimizing overarching work plans
 - Developing and providing several options for conducting EM&V activities for Commission review, if requested to do so by the Commission
 - Preparing major evaluation reports and presentations

When describing experience, Offerors, at a minimum must include a brief analysis of the degree of similarity in the nature, size, and scope of the services provided and the dates of performance for the examples and which key personnel assigned to this project were involved in the experience and what their role is or was.

Describe Offeror's Hawaii-specific expertise (if any) and how that expertise will provide value to the Commission and the State. Please describe expertise (if any) with energy efficiency programs and/or DER programs in Hawaii or similar jurisdictions/climates.

Resumes of all key personnel assigned to the project must be included in the appendix and should include information relating to each person's directly related experience, education, and skills (including, but not limited to, specific degrees, dates, names of employers, and education institutions). Each resume shall be no more than three (3) pages in length. Offerors shall agree to provide additional information if requested to do so.

3.10.5.f Staffing

The section should indicate the prime contractor and all senior subcontractor staff that will be available for EM&V Contractor assignments if the Offeror is successful. In addition, key personnel that are committed to this project should also be indicated, preferably in a table format with names in rows and columns indicating their role(s) (consistent with what is in the table in the organization section), education, experience and expertise. Personnel should be indicated by their actual titles, but for key personnel that are committed to this project, they should also be indicated in one of the following general labor categories, for both prime and subcontractor staff (these categories are also requested for the budget sheets – see RFP Section 6 -- and used in proposal evaluation):

- Prime Contractor and Subcontractor Senior Firm Representative(s) – for example, Firm Principals
- Prime Contractor Project Manager for this contract
- Prime Contractor Deputy Project Manager for this contract (if assigned)
- Subcontractor Project Managers for this contract
- Prime Contractor and Subcontractor Task Leaders for specific scopes of work identified in this proposal
- Prime Contractor and Subcontractor Senior Advisors – for example technical experts that will support design of work plans or task implementation

It is up to the Offeror to decide if key personnel in each of the above general labor categories are to be identified in their proposal. For example, while it is expected that certain categories will be identified (such as project managers), the Offeror may not wish to identify Senior Analysts as key personnel. In addition, if Offeror has other key staff proposed that do not fit into these categories, indicate the other categories and how they are distinct from the above.

Other general labor categories that Offerors may wish to use to indicate staff (and billing rates in RFP Section 6) are:

- Senior Analysts
- Senior Engineers
- Analysts
- Engineers
- Senior field staff
- Field staff

- Administrative staff

The Commission reserves the right to disqualify any potential Offeror that changes key personnel assigned to perform the EM&V Contractor's responsibilities, prior to the execution of the contract.

The Offeror should also indicate whether and how any or all of the key personnel have worked together in the past.

3.10.5.g References

Provide references with name, title, organization, phone number and e-mail with brief description of services performed for three (3) references for prime contractor and two (2) for each proposed subcontractor for work performed by each currently or within last two years. References should be for activities on which individuals identified in this proposal as key personnel have or have had a substantive role.

Refer to **Section 6: Attachment 2** of this RFP for the Vendor Reference form. The Offeror must use this form and fill it out completely for each reference. The forms may be recreated electronically, but all fields and formats must be retained. Failure to recreate the forms accurately may lead to the rejection of the Offeror's proposal. By listing the references, Offerors and their subcontractors grant the State authorization to contact these client references to assess the Offeror's quality of work performed and other attributes.

The Commission or its representatives may also contact other past or current clients indicated in the Offeror's proposal, even if such clients are not specifically identified in the references section of the proposal.

3.10.6 Proposal Section 4: Technical Response

The Technical Response section should include two parts: (a) a summary of the Offeror's overall approach to providing EM&V services as defined in this RFP and (b) response to essay questions that are intended to provide specifics with respect to certain tasks. The technical response section should be no longer than 20 pages.

3.10.6.a Overall Approach to Priority EM&V Activities

This section should include a description of the Offeror's overall strategy, recommendations and proposed approach(es) to the scope of work described in this RFP, including any key elements of how the Offeror would deliver the necessary services. This can include a brief section that demonstrates the Offeror's understanding of the scope of work (perhaps tying this understanding to their experience and expertise as described in the prior section). The provided information should aid the Commission in evaluating the Offeror's proposal, per the evaluation criteria indicated in RFP Section 4.

While the final proposal of the Successful Offeror will be included as an attachment to an executed contract, these proposal sections' scopes of work and budgets are

illustrative not determinant of the contract scope, which will be defined in approved work plans.

3.10.6.b Offeror Essay Questions

Please respond to the following questions. Answers should be approximately one to three pages for questions 1 and 3 and four to five pages for question 2. Responses will be evaluated on the quality of ideas and recommendations relative to the Commission's needs and the benefit to the State.

➤ Offeror Question 1: Project Management and Optimization

How will the EM&V Contractor assist the Commission with identifying and optimizing best qualified and most cost-effective team and approach for a given task or activity – including those currently identified services to be provided by the EM&V Contractor as well as (Task 4) potential services. What suggestions would you offer to the Commission to ensure that a contract of this type works smoothly? (Include suggestions for features or approach(es) to use and approach(es) to avoid.) Do the prime contractor and the subcontractors have an expectation regarding the amount and/or type of work the prime expects or plans to retain versus work that will be allotted to, or available to subcontractors? Please explain any internal team agreements on this subject, as well as the proposed approach and why this approach is best for Hawaii.

➤ Offeror Question 2: Activities for Two Budgets

Please provide the activities within the currently identified services (see listing under 1.41. Scope Summary) that your team would include for two budget scenarios -- a budget of \$400,000 per year and a budget of \$500,000 per year. Describe the main differences of what is gained with the higher budget and what is lost in the lower budget. Pay special attention to the number of onsite field M&V within each budget and feel free to define and use budgets for simple and complex M&V.

➤ Offeror Question 3: TRM Update

Provide an outline scope of work, budget, schedule and proposed prime and subcontractor key personnel assignments for updating a Hawaii TRM. Scope of work outlines should take into general consideration the verification scope of work description in RFP Section 2.3.3 and specifically for a TRM update based on:

- *Using the PY20 v1 TRM as published at:
<https://hawaiienergy.com/about/information-reports>*
- *Identifying a prioritized list of measures and other elements for review and possible updating*
- *Reviewing and updating, using secondary data, deemed savings values, factors and variables and calculations for two of the following:*
 - *3 commercial kitchen electric measures*
 - *Commercial evaporator motor controls*
 - *Hotel Room Energy Management System (EMS) Controls*
 - *Residential whole house ceiling fans*
 - *Residential heat pump water heating*
 - *Grid integrated heat pump water heating*
 - *Residential heat pump clothes dryers*

- *Preparing draft, for review by TAG, EEM and Commission, and final TRM updates*

➤ *Offeror Question 4: Additional Suggestions*

Provide any suggestions for crafting the EM&V services, and/or priorities that may differ from what is proposed in this RFP. Thoughtful suggestions will be viewed favorably whether or not the Commission determines that Offeror's idea(s) might be implemented.

3.10.7 Proposal Section 5: Managing Customer-Specific and Competitively Sensitive Information

The Offeror shall include a proposal for managing customer-specific and competitively sensitive information, which includes at a minimum:

- Ensures that customer-specific and competitively sensitive information is provided only to those entities that require the information as approved by the Commission;
- Requires each entity and individual receiving the information under (1), immediately above, to first sign a protective agreement prohibiting disclosure to unauthorized entities or personnel;
- Applies such standards and safeguards to all customer-specific information; and
- Includes criteria and a process for identifying and applying such standards and safeguards.

3.10.8 Proposal Section 6: Cost Proposal

3.10.8.a Description and assumptions for labor and fixed unit costs

Offerors shall provide information describing the assumptions used to determine labor costs and any fixed direct costs, such as escalation rates. If the prime contractor is planning to charge a mark-up on subcontractor labor and/or material/direct costs, explain the proposed approach and why this approach is best for Hawaii. Such mark-ups are discouraged.

3.10.8.b Budget tables

Offerors are to provide one or two budget information tables as tables in Section 6 of their proposal and as an electronic submittal in Microsoft Excel. Offerors must provide labor rates and mark up budget information per the indicated Table (Table 1) included in **Attachment 3** and as a Microsoft Excel file. It is recommended, but optional, for Offerors to include unit costs for non-labor items (e.g., data collection, by type) in Table 2.

Table 1: Billing rates and fixed cost products/services

- Hourly rates for services (labor), by firm, by personnel category for prime contractor and subcontractors with rates all labor categories, specifically including rates for identified key personnel. Rates should be listed as either indicating total all-inclusive labor rates OR presenting a separate line item for General Excise Tax (GET) for calendar years: 2021, 2022 and 2023.
- Indicate any prime contractor (and subcontractor as proposed) mark ups for subcontractor labor costs and direct/material costs.

- See instructions on the budget forms and the information in RFP Section 3.2.5.e on identified staffing. The staffing information in Proposal Section 3 should be consistent with the information in this Proposal Section 6 (e.g., names and titles).

Table 2: Fixed cost products/services

- See instructions on the budget table forms
- Offerors shall submit unit costs as “all-in” amounts. That is the proposal for a unit of data collection shall be inclusive of planning, travel, data collection, materials, data cleaning, etc., such that a unit of cost yields a unit of clean data suitable for analysis.

3.10.9 Proposal Section 7: Assumptions and Exceptions

The Offeror shall list any assumptions made and exceptions taken to the terms, conditions, specifications, or other requirements listed here. The Offeror shall reference the relevant section of the RFP where assumptions are made or exceptions are taken, a description of the assumption made or exception taken, and the proposed alternative, if any. Any revision or exception to the work or work products requested shall also be supported by a description of the proposed benefit to the State, if considered.

Further, the Offeror must state that there are no further assumptions or exceptions related to meeting requirements of the RFP other than those enumerated in this section of the proposal. Offeror is advised that any assumptions made or exceptions taken may adversely affect Offeror’s evaluation score.

3.10.10 Proposal Section 8: Appendix – Resumes

Include resumes for key personnel and others as necessary. Resumes should indicate credentials, experience and expertise related to individuals’ expected role(s). Each resume should be limited three pages or less.

3.11 RECEIPT AND REGISTER OF PROPOSALS

Proposals will be received, and receipt automatically verified by the State of Hawaii eProcurement system (HlePRO), which is available on the SPO website: <https://hiepro.ehawaii.gov/welcome.html>, on or after the date and time specified in Section 1.4, RFP Schedule and Significant Dates, as amended.

The register of proposals and proposals of the Offeror(s) shall be open to public inspection upon posting of award pursuant to section 103D-701, HRS.

3.12 BEST AND FINAL OFFER (BAFO)

If the State determines a BAFO is necessary, it shall request one from the Priority Listed Offerors. The Priority Listed Offerors shall submit respective BAFOs by the date/time indicated in Section 1.4-Schedule and Significant Dates. Any BAFO received after the deadline or not received shall not be considered.

3.13 MODIFICATION PRIOR TO SUBMITTAL DEADLINE OR WITHDRAWAL OF OFFERS

3.13.1 The Offeror may modify or withdraw a proposal before the proposal due date and time.

3.13.2 Any change, addition, deletion of attachment(s) or data entry of an Offer may be made prior to the deadline for submittal of offers.

4 EVALUATION PROCESS & CRITERIA

Evaluation criteria and the associated points are listed below. The award will be made to the responsible Offeror whose proposal is determined to be the most advantageous to the State based on the evaluation criteria listed in this section.

PROPOSAL EVALUATION CRITERIA AND SCORING

The evaluation committee will evaluate the adequacy of the approach proposed to complete the tasks described in Section 2.2, Scope of Work. This area of evaluation includes an assessment of the detailed proposal, including the logic of the technical approach plan, the interfacing with the Commission and the EEM, and realism of the tasks and schedules. In addition, this part of the evaluation assesses the Offeror's approach to management and control methods and tools to successfully operate as the EM&V Contractor described in its proposal.

Proposals will also be evaluated for the adequacy of the Offeror's understanding of state and federal laws, regulations, policies and procedures relating to the EM&V Contractor's responsibilities. The proposals are scored according to evaluation criteria listed in **Table 3**. The section following the table further describes each of the evaluation criteria.

Table 2: Evaluation Criteria and Scoring

Evaluation Criteria	Scoring
General Requirements	Pass/No Pass
Understanding the EM&V Contractor's Role and the needs of the State	100 points
Offeror Background, Organization and Staff Experience including Subcontractors	300 points
Technical Response (including overall proposed approach(es) and responses to essay questions)	300 points
Local Participation	200 points
Cost and Value	100 points
Total points possible	1000 points

4.1.1 General Requirements (pass / no pass)

The evaluation of general requirements as specified herein shall be on a "pass/no pass" basis; no points shall be assigned for these requirements. Each proposal will be reviewed to determine if the proposal is sufficiently responsive to permit a complete evaluation. To satisfy general requirements, the proposal shall include, without limitation, all of the information requested in this RFP in the order specified. Failure to meet the general requirements will be grounds for deeming the proposal non-responsive to the RFP and may result in non-consideration of the proposal. Proposals meeting the general requirements (pass) of Phase 1 will be considered in Phase 2.

4.1.2 Understanding the EM&V Contractor's Role and the Commission's Needs

The Offeror's proposal will be evaluated against the following criteria:

1. Has the Offeror demonstrated a thorough understanding of the purpose and scope of the EM&V Contractor's responsibilities?
2. How well has the Offeror identified pertinent issues, potential problems, and proposed approaches?
3. Has the Offeror demonstrated that it understands the importance of timeliness and has the ability to meet the reporting deadlines to the Commission?

4.1.3 Offeror Background, Organization and Staff Experience

The Commission will evaluate the experience, performance, resources, and qualifications of the Offeror and subcontractors (if any). References will be verified and findings incorporated into the evaluation.

4.1.4 Organization and Staffing (including Subcontractors)

The Offeror's proposed organization and staffing resources will be evaluated to assess the Offeror's capability to carry out the duties and responsibilities of the EM&V Contractor.

The evaluation committee will evaluate the key management personnel and other key personnel proposed for the EM&V Contractor's responsibilities, based on experiences listed under the individual resumes.

References for the proposed firms and individual(s) assigned to this contract will be checked and included in the evaluation of this section. Reference checking is not limited to only those references supplied by the Offeror.

4.1.5 Technical Response

Evaluation criteria for this section will assess the Offeror's approach to the EM&V Contractor's responsibilities. Specifically, proposals will be evaluated against the following criteria:

1. Adequacy of approach to meeting the requirements specified in scope of work;
2. Innovative approaches or ideas where appropriate; and
3. Response to essay questions

4.1.6 Local Participation

Offerors that engage Hawaii-based firms to participate on the team are viewed favorably, based on the percentage of work allotted to Hawaii-based firm(s) in addition to the Hawaii-based firm(s)' expertise, value and contribution to the overall team.

4.1.7 Cost and Value Proposal

Cost and value shall be based on proposed rates for labor and fixed cost activities (e.g., data collection), markups (which are discouraged), and budget related information provided in response to essay questions. Labor rates will be evaluated based on expertise and value for key personnel and other personnel rates, and evidence that the Offeror can deploy personnel resources to achieve an optimal balance of cost, expertise, oversight, analyses, record-keeping and other activities.

5 CONTRACTOR SELECTION AND CONTRACT AWARD

5.1 EVALUATION OF PROPOSALS

The Procurement Officer, or an evaluation committee of at least three (3) qualified State employees selected by the Procurement Officer, shall evaluate proposals. The evaluation will be based solely on the evaluation criteria set out in Section Four of this RFP.

Prior to holding any discussion, a priority list shall be generated consisting of offers determined to be acceptable or potentially acceptable. However, proposals may be accepted without such discussions.

If numerous acceptable and potentially acceptable proposals are submitted, the evaluation committee may limit the priority list to the three highest ranked, responsible Offerors.

5.2 DISCUSSIONS WITH PRIORITY LISTED OFFERORS

The State may invite priority listed Offerors to discuss their proposals to ensure thorough, mutual understanding. The State in its sole discretion shall schedule the time and location for these discussions, generally within the timeframe indicated in *RFP Schedule and Significant Dates*. The State may also conduct discussions with priority listed Offerors to clarify issues regarding the proposals before requesting Best and Final Offers, if necessary.

5.3 AWARD OF CONTRACT

Method of Award. Award will be made to the qualified Offeror whose proposal is determined to be the most advantageous to the State based on the evaluation criteria set forth in the RFP.

5.4 RESPONSIBILITY OF OFFERORS

Offeror is advised that in order to be awarded a contract under this solicitation, Offeror will be required, to be compliant with all laws governing entities doing business in the State including the following chapters and pursuant to HRS §103D-310(c):

Chapter 237, General Excise Tax Law;
Chapter 383, Hawaii Employment Security Law;
Chapter 386, Worker's Compensation Law;
Chapter 392, Temporary Disability Insurance;
Chapter 393, Prepaid Health Care Act; and
§103D-310(c), Certificate of Good Standing (COGS) for entities doing business in the State.

The State will verify compliance on Hawaii Compliance Express (HCE).

Hawaii Compliance Express. The HCE is an electronic system that allows vendors/contractors/service providers doing business with the State to quickly and easily demonstrate compliance with applicable laws. It is an online system that replaces the necessity of obtaining paper compliance certificates from the Department of Taxation,

Federal Internal Revenue Service; Department of Labor and Industrial Relations, and Department of Commerce and Consumer Affairs.

Vendors/contractors/service providers should register with (HCE) prior to submitting an offer at <https://vendors.ehawaii.gov>. The annual registration fee is \$12.00 and the 'Certificate of Vendor Compliance' is accepted for the execution of contract and final payment.

Timely Registration on HCE. Vendors/contractors/service providers are advised to register on HCE soon as possible. If a vendor/contractor/service provider is not compliant on HCE at the time of award, an Offeror will not receive the award.

5.5 PROPOSAL AS PART OF THE CONTRACT

This RFP and all or part of the successful proposal may be incorporated into the contract.

5.6 PUBLIC EXAMINATION OF PROPOSALS

Except for confidential portions, the proposals shall be made available for public inspection upon posting of award pursuant to HRS §103D-701.

If a person is denied access to a State procurement record, the person may appeal the denial to the office of information practices in accordance with HRS §92F-42(12).

5.7 DEBRIEFING

Pursuant to HAR §3-122-60, a non-selected Offeror may request a debriefing to understand the basis for award.

A written request for debriefing shall be made within three (3) working days after the posting of the award of the contract. The Procurement Officer or designee shall hold the debriefing within seven (7) working days to the extent practicable from the receipt date of written request.

Any protest by the requestor following a debriefing, shall be filed within five (5) working days, as specified in HAR §103D-303(h).

5.8 PROTEST PROCEDURES

Pursuant to HRS §103D-701 and HAR §3-126-3, an actual or prospective Offeror who is aggrieved in connection with the solicitation or award of a contract may submit a protest. Any protest shall be submitted in writing to the Procurement Officer at:

Jodi Endo Chai
Hawaii Public Utilities Commission
465 South King Street, Ste 103
Honolulu, Hawaii 96813
JODI.E.CHAJ@HAWAII.GOV

A protest shall be submitted in writing within five (5) working days after the aggrieved person knows or should have known of the facts giving rise thereto; provided that a protest based upon the content of the solicitation shall be submitted in writing prior to the date set

for receipt of offers. Further provided that a protest of an award or proposed award shall be submitted within five (5) working days after the posting of award or if requested, within five (5) working days after the PO's debriefing was completed.

The notice of award, if any, resulting from this solicitation shall be posted on the Hawaii Awards and Notices Database (HANDS), which is available on the SPO website: <https://hands.ehawaii.gov/hands/>.

5.9 APPROVALS

Any agreement arising out of this offer may be subject to the approval of the Department of the Attorney General, and to all further approvals, including the approval of the Governor, as required by statute, regulation, rule, order, or other directive.

5.10 CONTRACT EXECUTION

Successful Offeror receiving award shall enter into a formal written contract. No performance or payment bond is required for this contract.

No work is to be undertaken by the Contractor prior to the effective date of contract. The State of Hawaii is not liable for any work, contract, costs, expenses, loss of profits, or any damages whatsoever incurred by the Contractor prior to the official starting date.

If an option to extend is mutually agreed upon, the Contractor shall be required to execute a supplement to the contract for the additional extension period.

5.11 INSURANCE

5.11.1 Prior to the contract start date, the Contractor shall procure at its sole expense and maintain insurance coverage acceptable to the State in full force and effect throughout the term of the Contract. The Offeror shall provide proof of insurance for the following minimum insurance coverage(s) and limit(s) in order to be awarded a contract. The type of insurance coverage is listed as follows:

1. Commercial General Liability Insurance

Commercial general liability insurance coverage against claims for bodily injury and property damage arising out of all operations, activities or contractual liability by the Contractor, its employees and subcontractors during the term of the Contract. This insurance shall include the following coverage and limits specified or required by any applicable law: bodily injury and property damage coverage with a minimum of \$1,000,000 per occurrence; personal and advertising injury of \$1,000,000 per occurrence; broadcasters' liability insurance of \$1,000,000 per occurrence; and with an aggregated limit of \$2,000,000. The commercial general liability policy shall be written on an occurrence basis and the policy shall provide legal defense costs and expenses in addition to the limits of liability stated above. The Contractor shall be responsible for payment of any deductible applicable to this policy.

2. Automobile Liability Insurance

Automobile liability insurance covering owned, non-owned, leased, and hired vehicles with a minimum of \$1,000,000 for bodily injury for each person, \$1,000,000 for bodily injury for each accident, and \$1,000,000 for property damage for each accident.

3. Appropriate levels of per occurrence insurance coverage for workers' compensation and any other insurance coverage required by Federal or State law.

5.11.2 The Contractor shall deposit with the SPO, on or before the effective date of the Contract, certificate(s) of insurance necessary to satisfy the SPO that the provisions of the Contract have been complied with, and to keep such insurance in effect and provide the certificate(s) of insurance to the SPO during the entire term of the Contract. Upon request by the SPO, the Contractor shall furnish a copy of the policy or policies.

5.11.3 The Contractor will immediately provide written notice to the SPO and contracting department or agency should any of the insurance policies evidenced on its Certificate of Insurance form be cancelled, limited in scope, or not renewed up expiration.

5.11.4 The certificates of insurance shall contain the following clauses:

1. "The State of Hawaii is added as an additional insured as respects to operations performed for the State of Hawaii."
2. "It is agreed that any insurance maintained by the State of Hawaii will apply in excess of, and not contribute with, insurance provided by this policy."

5.11.5 Failure of the Contractor to provide and keep in force such insurance shall constitute a material default under the Contract, entitling the State to exercise any or all of the remedies provided in the Contract (including without limitation terminating the Contract). The procuring of any required policy or policies of insurance shall not be construed to limit the Contractor's liability hereunder, or to fulfil the indemnification provisions of the Contract. Notwithstanding said policy or policies of insurance, the Contractor shall be responsible for the full and total amount of any damage, injury, or loss caused by the Contractor's negligence or neglect in the provision of services under the Contract.

5.12 PAYMENT

All deliverables shall be approved by the State in order for the task which produced them to be considered complete. In all cases, payments to the EM&V contractor shall be contingent upon State approval of deliverables. No review will be considered complete until the approved documentation is delivered to and reviewed by the State.

The State must approve, in writing, changes to milestones, deliverables or other material changes to the EM&V Project Management Workplan prior to implementation of changes.

Incremental payments shall be made to the awarded Offeror upon the acceptable receipt of deliverables specified in the Statement of Work that meet the expectations of the RFP.

The payment schedule is based upon the accepted timeline submitted and agreed to with the Commission, or as amended.

5.13 CONTRACT INVALIDATION

If any provision of this contract is found to be invalid, such invalidation will not be construed to invalidate the entire contract.

SECTION SIX

ATTACHMENTS AND APPENDICES

- Attachment 1: OFFER FORM, OF-1
- Attachment 2: VENDOR REFERENCE FORM
- Attachment 3: BUDGET TABLES
- Attachment 4: PROPOSER QUESTION TEMPLATE

- Appendix 1: GENERAL CONDITIONS (as part of Contract)

Attachment 1: Transmittal Letter / Authority to Bind (OFFER FORM, OF-1)

INDEPENDENT EVALUATION, MEASUREMENT, AND VERIFICATION CONTRACTOR
STATE OF HAWAII
DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS
RFP-PUC-22-02

Procurement Officer
DCCA/Hawaii PUC
State of Hawaii
Honolulu, Hawaii 96813

Dear Procurement Officer:

The undersigned has carefully read and understands the terms and conditions specified in the Specifications and Special Provisions attached hereto, and in the General Conditions, by reference made a part hereof and available upon request; and hereby submits the following offer to perform the work specified herein, all in accordance with the true intent and meaning thereof. The undersigned further understands and agrees that by submitting this offer, 1) he/she is declaring his/her offer is not in violation of Chapter 84, Hawaii Revised Statutes, concerning prohibited State contracts, and 2) he/she is certifying that the price(s) submitted was (were) independently arrived at without collusion.

Offeror is:

Sole Proprietor Partnership *Corporation Joint Venture
 Other _____

*State of incorporation: _____

Hawaii General Excise Tax License I.D. No. _____

Federal I.D. No. _____

Payment address (other than street address below): _____
City, State, Zip Code: _____

Business address (street address): _____
City, State, Zip Code: _____

Respectfully submitted:

Date: _____ (x) _____
Authorized (Original) Signature

Telephone No.: _____

Fax No.: _____ Name and Title (Please Type or Print)

E-mail Address: _____
** _____
Exact Legal Name of Company (Offeror)

**If Offeror is a "dba" or a "division" of a corporation, furnish the exact legal name of the corporation under which the awarded contract will be executed:

**Attachment 2:
VENDOR REFERENCE FORM**

Vendor (Subcontractor/Partner) Name(s):

Subject: RFP No.: RFP-PUC-18-01

Title of IFB/RFP: SEALED OFFERS FOR INDEPENDENT EVALUATION,
MEASUREMENT, AND VERIFICATION CONTRACTOR

Company:

Contact:

Address:

Phone No.:

E-mail:

Project Name:

Beginning Date of Project: Month/Year

Ending Date of Project: Month/Year

Description of related services provided:

Attachment 3B -- Table 1: Labor Rates & Markups (example)

Offeror Name:	
Date Prepared:	

Offeror provides input in shaded cells

Budget Table 1: Staffing and Rates

RFP Labor Categories (1)	Staff			Prime or Sub-Contractor	Rate, \$/hour			3-year Billing Rates Averages 2022-24
	Prime or Subcontractor Job Title (2)	Employee Name(s)	Firm Name		Calendar Year 2022	Calendar Year 2023	Calendar Year 2024	
Senior Firm Representative	President	Bruce Wilson	EM&V Experts, Inc.	Prime	\$ 175.00	\$ 176.00	\$ 177.00	\$ 176.00
Senior Firm Representative	Vice President	Adam Miller, Beth Orange	EM&V Experts, Inc.	Prime	\$ 165.00	\$ 166.00	\$ 167.00	\$ 166.00
Senior Firm Representative	Vice President	Barbara Jones, Charles Apple	M&V Pros, Inc.	Sub	\$ 190.00	\$ 190.00	\$ 190.00	\$ 190.00
Senior Advisor	Senior Consultant	Mary Smith, Alice Brown	EM&V Experts, Inc.	Prime	\$ 155.00	\$ 156.00	\$ 157.00	\$ 156.00
Senior Advisor	Vice President	John Smith, Dave Brown	M&V Pros, Inc.	Sub	\$ 180.00	\$ 180.00	\$ 180.00	\$ 180.00
Project Manager	Senior Manager	Janice Williams	EM&V Experts, Inc.	Prime	\$ 160.00	\$ 161.00	\$ 162.00	\$ 161.00
Project Manager	Manager	Grace Smith	M&V Pros, Inc.	Sub	\$ 170.00	\$ 171.00	\$ 172.00	\$ 171.00
Deputy Project Manager	Manager	Emily Williams	EM&V Experts, Inc.	Prime	\$ 140.00	\$ 141.00	\$ 142.00	\$ 141.00
Task Leader	Junior Manager	Chris Jones	EM&V Experts, Inc.	Prime	\$ 140.00	\$ 141.00	\$ 142.00	\$ 141.00
NA	Senior Analyst	Sarah Smith, Kate Smith, Laura Smith	EM&V Experts, Inc.	Prime	\$ 130.00	\$ 131.00	\$ 132.00	\$ 131.00
NA	Senior Analyst	Harry Wilson	M&V Pros, Inc.	Sub	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00
NA	Analyst	Fred Jones, Brad Jones, Ann Jones	EM&V Experts, Inc.	Prime	\$ 120.00	\$ 121.00	\$ 122.00	\$ 121.00
NA	Senior Engineer	Brad Smith, Fred Smith, Ann Smith	EM&V Experts, Inc.	Prime	\$ 140.00	\$ 141.00	\$ 142.00	\$ 141.00
NA	Engineer	TBD	EM&V Experts, Inc.	Prime	\$ 120.00	\$ 121.00	\$ 122.00	\$ 121.00
NA	Administrative Analyst	TBD	EM&V Experts, Inc.	Prime	\$ 75.00	\$ 76.00	\$ 77.00	\$ 76.00

Markup (percent) on subcontractor labor and materials/directs (if any):	0%
Markup (percent) on prime contractor materials/directs (if any):	0%

Note 1:

Personnel should be indicated by their actual titles, but for key personnel that are committed to this project, they should also be indicated in one of the following general labor categories, for both prime and subcontractor staff:

- Prime Contractor and Subcontractor Senior Firm Representative(s) – for example, Firm Principals
- Prime Contractor Project Manager for this contract
- Prime Contractor Deputy Project Manager for this contract (if assigned)
- Subcontractor Project Managers for this contract
- Prime Contractor and Subcontractor Task Leaders for specific scopes of work identified in this proposal
- Prime Contractor and Subcontractor Senior Advisors – for example technical experts that will support design of work plans or task implementation

It is up to the Offeror to decide if key personnel in each of the above general labor categories are to be identified in their proposal. For example, while it is expected that certain categories will certainly be identified, such as project managers, the Offeror may not wish to identify Senior Analysts as key personnel. In addition, if Offeror has other key staff proposed that do not fit into these categories, indicate the other categories and how they are distinct from the above.

Other generic labor categories that Offerors may wish to use to indicate staff (and billing rates in Proposal Section 6) are:

- Senior Analysts
- Senior Engineers
- Analysts
- Engineers
- Senior field staff
- Field staff
- Administrative staff

Note 2:

Indicate prime contractors and subcontractor internal job titles as will be used for billing purposes

