2019 EEB Technical Consultant and Evaluation Administrator RFPs

Responses to Questions

5/17/19

Question

How many annual in-person meetings are expected for the Evaluation Administrator Role and the Technical Consultant role?

Response

The Evaluation Administrator is expected to participate in monthly Evaluation Committee meetings, either by phone or in person. The Administrator is also expected to participate in additional meetings, including EEB meetings, as needed, also by phone or in person.

The Senior Technical Consultant is expected to participate in monthly EEB meetings exclusively in person. The Senior Technical Consultant is also expected to participate in monthly Committee meetings (in particular Residential and C&I Committee meetings), as much as possible, in addition to other meetings as needed. Except for the monthly EEB meetings, for which the Senior Consultant is expected to participate in person, the Senior Consultant would be expected to participate in meetings either by phone or in person.

The Residential and C&I Technical Consultants are expected to participate in monthly Committee meetings, either by phone or in person. The Residential and C&I Consultants are also expected to participate in monthly EEB meetings as much as possible, in addition to other meetings as needed (by phone or in person).

In summary, except for the expectation that the Senior Technical Consultant will participate in-person at monthly EEB meetings, participation in other meetings by the Evaluation Administrator and Technical Consultants can be by phone or in person. In-person participation is preferable, but it is understood that the benefits of in-person participation need to be balanced with the costs and travel time required for in-person participation.