

## **Connecticut Energy Efficiency Board (EEB)**

### **Request for Proposal Executive Secretary for Energy Efficiency Board**

The Connecticut Energy Efficiency Board (“EEB”), established by CT General Statutes Section 16-245m, is seeking an Executive Secretary to assist in the administration and operations of the EEB. The EEB oversees the ratepayer-funded conservation and load management programs and initiatives administered by the electric and gas utility distribution companies and advises municipal utilities charged with implementing conservation and load management programs. The EEB, a fifteen-member board, includes representatives from governmental agencies, business and residential consumer groups and the utilities. The EEB reports annually to the Department of Energy and Environmental Protection (“DEEP”) and to the General Assembly.

The responsibilities of the Executive Secretary include the following:

#### **I. INTERACTION WITH OR ON BEHALF OF THE EEB**

- A. Maintain a timely and appropriate level of communications with EEB members to determine their concerns with program planning and implementation and fulfill their information needs.
- B. Under the direction of the EEB Chair or Vice-Chair, coordinate all required PURA and DEEP filings for the EEB and responses to requests from the legislature and ensure that submittals are complete, accurate, and on-time.
- C. Attend, in person (or by phone as permitted by the EEB Chair or Vice-Chair) all EEB meetings as directed and supply materials to the EEB in coordination with utility staff as necessary.
- D. Attend EEB subcommittee or other meetings as requested by the EEB.
- E. Create and publish minutes for EEB meetings; coordinate with other EEB consultants to publish minutes for EEB subcommittee meetings.
- F. Make arrangements for meeting rooms at the PURA, DEEP or other venues as required, including the annual retreat and other special events.
- G. Make logistical arrangements as needed to organize phone and webinar accessibility for EEB meetings and subcommittee meetings.
- H. Publish agendas, minutes and other EEB documents as are needed for a full written record of the activities of the EEB and to meet state Freedom of Information Act requirements.
- I. Maintain and publish the EEB calendar of meetings and other events.
- J. Provide the DEEP or the Companies with timely informational updates regarding EEB membership, meetings, and materials for posting on the [www.EnergizeCT.com](http://www.EnergizeCT.com) web site.
- K. Maintain written and electronic records of printed materials and communication related to the EEB, including emails and provide sufficient redundancy and back

up to assure continuity of operations if the primary data center becomes inoperative.

- L. May, if directed by the EEB, respond to or proactively investigate federal grants and other opportunities for additional funding for the CT Energy Efficiency Fund. Under the direction of the EEB, coordinate with the Utilities, State officials, and others as needed to ensure these entities have submitted grant applications that are competitive and on-time.
- M. Maintain and act as a point of public contact for the EEB bylaws.
- N. Under the direction of the EEB or its Chair or Vice-Chair, act as the point of contact for the EEB for State Legislators, the Governor's office, the PURA, DEEP, the Connecticut Green Bank, and other public officials, and forward requests to the EEB Chair, board members, DEEP, or companies as appropriate. With EEB approval, act as an EEB spokesperson at legislative hearings and other engagements. The Executive Secretary shall not make policy on behalf of the EEB.
- O. May, under the direction of the EEB, act as the point of contact for the EEB for media and public inquiries, consulting with the EEB Chair or members as needed for responses. May, with EEB approval and under the direction of the Chair or Vice-Chair, act as a spokesperson for the board at public events.

## **II. INTERACTION WITH THE UTILITY COMPANIES**

- A. Maintain contact with appropriate utility company(s) management to ensure coordination of EEB consultants and members and Companies' personnel.
- B. Coordinate with utility company staff for EEB meeting and other materials.

## **III. CONSULTANT ADMINISTRATION**

- A. Monitor consultants' billing practices to ensure that bills are kept current and invoices are paid on time.
- B. In consultation with the EEB/Chair, ensure that the Board consultants are operating on an approved EEB timeline; that issues that may arise between program administrators and EEB consultants are flagged and identified for EEB review; ensure that EEB consultants provide timely and clear reports to the EEB on key issues, proposed resolution of issues, and unresolved issues that require EEB review and action.

## **IV. PAYMENT PROCEDURES**

The Executive Secretary shall submit invoices on a monthly basis to the EEB Consultant Committee. A separate invoice reflecting each company's share will be prepared for the company's Accounts Payable Department and supplied to the Company representatives and the Steering Committee. A brief written recap of activities of the Executive Secretary will also be provided on a monthly basis as part of the invoicing procedure.

## **V. OFFICE SPACE**

Respondents should include a proposal for establishing a physical presence in the State as deemed necessary to successfully fulfill the responsibilities above. There is no specific requirement for office space, but the manner in which a physical presence is established will be one of the criteria for evaluating responses.

Candidate qualifications include:

- A commitment to the mission and purpose of the Energy Efficiency Fund;
- Ten years work experience with significant experience in energy efficiency, public policy, or other relevant field;
- Graduate or professional degree in business, public policy, economics, engineering or other relevant discipline preferred but not required;
- Demonstrated operational and political acumen; strong facilitation and negotiation skills with experience creating collaboration and consensus among internal and external stakeholders;
- Familiarity with State energy policy and legislative and regulatory processes;
- Superior written and verbal communication skills;

The EEB reserves the right, in its sole discretion, to reject any or all proposals, to waive any minor irregularities or informalities in a proposal, and to enter into any agreement deemed by EEB to be in the best interest of the ratepayers of the State of Connecticut. The EEB may enter into agreements with one or more of the applicants. The EEB reserves the right to discuss with the selected applicant(s) any terms and conditions, including financial issues, for any proposed project.

Selected applicants will be expected to develop annual work-plans describing anticipated work tasks, priorities, and budget. The selected applicant will be expected to budget its time to keep within the work-plan and will require the approval of the EEB prior to embarking on work that is outside of the scope of the work-plan. Selected applicant(s) will report directly and solely to the EEB, including submitting monthly invoices to the EEB Consultant Committee for review and approval. The EEB reserves the right to discuss with the selected applicant(s) any terms and conditions, including financial issues, for any proposed project.

Candidates should submit a proposal including qualifications, prior experience, references, and proposed hourly and total compensation, estimated expenses, 6% business service tax on labor for Connecticut residents who are consultants, and a brief response (not to exceed ten pages) to the objectives and responsibilities detailed above. Applicants must not have any real or perceived conflicts of interest with Eversource Energy or United Illuminating/Avangrid, CT Municipal Electric Energy (“CMEEC”) or its members, or other consultants to or members of the EEB.

This consulting arrangement will have a term of three years, beginning on July 1, 2017 and ending on June 30, 2020, with the understanding that the Executive Secretary will be evaluated annually and the EEB will have the option to renew on an annual basis.

Proposals should include pricing information. Any questions should be submitted before 7:00 PM EST on June 2, 2017 to [Deep.EnergyBureau@ct.gov](mailto:Deep.EnergyBureau@ct.gov). Potential respondents may submit an intent to bid prior to June 2<sup>nd</sup>, 2017 to receive updates or responses to questions. All proposals must be submitted before 7:00 PM EST on June 9<sup>th</sup>, 2017, to [Deep.EnergyBureau@ct.gov](mailto:Deep.EnergyBureau@ct.gov).