

THE EEB PROGRAM EVALUATION ROADMAP

The EEB Evaluation Committee represents the EEB in the efficiency program evaluation process. The EEB Evaluation Committee consists of non-utility EEB members. As directed in the Department's decision in Docket No. 08-10-03, the EEB Evaluation Committee and its consultant are independent from the EEB program planning consultants and the Companies and are totally responsible for all aspects of the evaluation process. The Evaluation Committee presents the Proposed Evaluation plan in the Annual Plan to the Department after approval by the EEB.

The Evaluation Committee may add to, reduce or alter the roles of the Evaluation Consultant and/or the Companies at its discretion at any time.

The EEB Evaluation Consultant reports directly to the EEB Evaluation Committee. Absent payment through the CEEF, the Department requires that the EEB Evaluation Consultant has no financial or business ties to CL&P, UI, Yankee, SCG, CNG, any EEB members, or any other EEB consultants who plan the efficiency programs.

Evaluation Process

The Evaluation Committee and the Evaluation Consultant lead the conduct and performance of the evaluation process. While the Companies no longer hold a primary role in evaluation, none-the-less their role is vital to the success of the programs. Program administrators are in a strong position to identify aspects of their programs (savings, market, process) that would benefit from evaluation activities. The Program administrators have intimate knowledge of program procedures and program data collection that are necessary to evaluation. Moreover, the Program Administrators have a strong interest in ensuring program improvements.

Evaluation Planning

With consultation with the Companies, the Evaluation Consultant determines which evaluations might be done, sets priorities, and establishes the evaluation budget in line with those priorities. These plans and budget are approved by the Evaluation Committee. The final evaluation budget will be approved by vote of the EEB as part of overall CEEF program budgeting.

- Provides Evaluation Committee with a package of programs, priorities and costs;
- When the evaluation is approved by the Committee, establish resulting budget and submit to the full EEB for vote;
- Write Evaluation Report to be filed with the Companies' Annual Plan;
- Revise the plan periodically to reflect changes in opportunity, circumstances, remaining budget or other considerations.

- Study Development: develop the scope and focus of each evaluation and finalize the RFP. The RFP will explicitly identify the EEB as the entity requesting proposals and the EEB evaluation consultant, who works on behalf of the EEB, as the contact for additional information.

The Companies, separately and together, provide important information that helps ensure that needed information is collected in a timely manner.

For evaluation planning the Companies provide the EEB Evaluation Consultant with:

- Lists of studies each Company would like to be included in the evaluation plan;
- Suggested priorities for those studies that consider both the need for the information and availability of funds;
- Budgets that are sufficient to support the final plan as determined by the EEB Evaluation Committee and approved by the EEB;

Study Development

In the study development phase, the Evaluation Consultant, the EEB Technical Consultants and the Companies together develop the Scope of Work for the particular study to be undertaken. The Companies and Consultants provide the EEB Evaluation Consultant with suggested issues to be included in the scope and focus of the RFP. The Evaluation Consultant finalizes the RFP after review and written comment by the Companies and Technical Consultants. After the initial scoping process, the Evaluation Consultant requests suggestions for bidders to be included in the issuance as well as those who should not be included.

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Contractor Selection Process

It is especially important the selection of 3rd party contractors be transparent. The EEB process for selection of an evaluation contractor is:

- The EEB Evaluation consultant develops the scope of work with input and assistance from appropriate Company staff and EEB Program Consultants. The EEB evaluation consultant develops the RFP and includes information for and instructions to contractors on procedures for conducting the evaluation. The Companies incorporate their Terms and Conditions into the RFP.
- The EEB Evaluation Committee releases the RFP. Contractor proposals are submitted directly to the EEB evaluation consultant.
- The EEB Evaluation consultant, EEB consultants and a staff person or persons from each appropriate Company review the proposals. Any reviews will be provided to the EEB Evaluation Consultant in writing. The EEB Evaluation consultant then scores the proposals based primarily on the proposed work plan and approach, the contractors' experience and qualifications, and the proposed price. The top 2 or 3 finalist proposals are identified.

- The EEB Evaluation consultant sends a summary of the finalist proposals, proposal analysis, and the EEB consultant recommendations to the EEB Evaluation Committee members.
- The EEB Evaluation Committee reviews the summary of the finalist proposals, the proposal summary, and the EEB consultant recommendations, focusing on the top 2 or 3 finalist proposals, and selects the evaluation contractor.
- A public summary of the basis for selecting the winning contractor is drafted by the EEB Evaluation consultant and approved by the EEB Evaluation Committee. Each company's purchasing agents retain this summary as the basis for the bid award in conjunction with the final contractor RFP scoring matrix.
- The EEB Evaluation Committee notifies the winning contractor and the other proposers.
- The Companies then issue the contract and execute Purchase Orders.

EEB Evaluation Committee reports to the full EEB at the regularly scheduled EEB meetings. The report shall include information on the evaluation contractors selected since the prior EEB meeting.

Project Initiation:

Kick-off Meeting

The EEB Evaluation Consultant begins the project initiation process by organizing the kick-off meeting. The Evaluation Consultant organizes date, time, location and needed personnel for the meeting, apprising the Companies of the schedule. Representatives of the Companies may attend kick-off meetings, typically by phone since meetings will be held either in the presence of the Evaluation Consultant or by telephone. The Companies may raise issues relative to the scope of work and will describe data availability and format to the Contractor. These discussions may be held during or subsequent to the kick-off meeting. If representatives of the Companies will not be participating in the meeting, the Evaluation Consultant supplies the Companies with notes summarizing the meeting as provided by the Contractor.

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Development of the Final Work Plan

The kick-off meeting may identify scope changes to improve accuracy, align with data availability, or reduce costs. These scope changes may impact the budget as well as changing the workplan. The Companies will review potential changes to the workplan and provide comments in writing. The Evaluation Consultant will consider these comments and then finalize the work plan with the selected evaluation Contractor. The final work plan will be provided to the Companies for incorporation into the project Purchase Orders.

Project Management and Completion

The EEB Evaluation Consultant leads the project management process and is responsible for determining what information needs to be developed with the Companies. In particular the Consultant will:

- Work with the Contractor to resolve issues and expedite solutions.
- Review and approve all deliverables and milestones.
- Review all interim work products and any issues of importance that may impact the results or cost of the evaluation. Provide initial draft report to the Companies for comment.
- Collect all communications from the Contractor and Company representatives and route between them, as needed.
- Review and Approve invoices for payment by the Companies from the CEEF.

The Companies act as CEEF contract administrators, issuing payments to the independent evaluation contractors and taking other administrative actions necessary to support contract maintenance and payment. The Companies will provide these services on behalf of the EEB and in a timely manner.

During the evaluation project, the companies provide required program, billing, customer data and any other information needed for the completion of the study. The Companies also provide materials, including stationary, envelopes, incentive checks and more as needed.

As the project reaches its conclusion, The Companies review and provide written comment on the initial and penultimate drafts. They may also review other interim drafts as needed. The Evaluation Consultant will consider the Company comments and work with the Contractor to finalize the evaluation report. The Evaluation consultant will then summarize the final report and submit that summary with the final report to the EEB Evaluation Committee.

The Committee will then issue the reports to the Companies, EEB members and the planning consultants for written comment that shall become part of EEB's public record. EEB is responsible for all evaluation products, both interim and final. Neither the third party contractor nor the Companies may release preliminary or final data without prior approval from the EEB Evaluation Committee or its designee.

Regional Studies

The EEB evaluation consultant shall represent the CT EEB in all regional evaluation studies, either with the EM&V Forum or with individual states and groups of states. To the extent applicable, the EEB consultant and the Companies shall exercise responsibilities in an equivalent fashion as those identified in this document in all regional studies. For evaluations where CT is the minority participant in the study, the EEB evaluation consultant will represent the EEB's interests and contribute to all processes (including scoring and selection) as appropriate based on the level of participation and any processes governing the study outlined by the participating parties. The EEB Evaluation consultant will assume the leadership role for the EEB in all discussions and negotiations involving the regional parties and bring any substantial issues before the Evaluation Committee.