**MEMORANDUM**

**DATE**: 4/3/20

**TO**: CT Evaluation Committee

**FROM**: Lisa Skumatz / SERA Team

**SUBJECT**: March 2020 invoice for SERA Team for discussion / approval

Attached is the March 2020 invoice for the EA team. The work is getting out of proportion because these first three months have included 1) Evaluation Plan update, 2) RFP development and issuance, 3) Legislative report, and 4) some efforts due to covid. The covid impacts included checking with projects and finding alternative approaches or determining the only option was delay. In addition, we conducted a small research query. The bulk of the over-hours are Lisa’s in admin / document preparation.

We have several sources of concern: 1) The covid impacts are not done. We will have several projects now drawn out even longer, which adds to our management cost (and the contractors). 2) The delay in data requests pushed out several projects that were supposed to be completed shortly, and others that were supposed to be much farther along. We very much appreciate the attention that is recently being paid to UI data requests; the pressure needs to stay on to try to manage costs to the EA team and to the consultants. Back and forth and waiting and finding data problems costs time and money. 3) We have scoring of proposals to conduct, and the start-up of 7 new projects coming up. 4) Roadmap edits will need to be completed efficiently.

Strategies for going forward are: 1) we will reduce our contractor call frequency (with email updates between calls), as the existing projects are getting moving. 2) we will monitor costs monthly and work to be as efficient as possible. 3) We will have to hope the corona and data issues resolve quickly.

***Note the total budget cited is the one for 1700 hours/yr, consistent with the EA Team RFP, and assumes the budget was updated to this figure in the March update to the 2020 C&LM Plan.***

For your approval.

* Invoice for January 2020: $29.131.25; 92% of year remaining, 91% of budget remaining.
* Invoice for February 2020: $34,303.75; 83% of year remaining, 81% of budget remaining.
* Invoice for March 2020: $46,724.50; 75% of year remaining, 67% of budget remaining.

