**Explanations / Extra Items for September 2019 Evaluation Committee Meeting**

**Item 1: C1644 Request for additional funds – preliminary info to committee / no action today:**

EMI has requested an additional $10,000 in funding for the CT EO 1644 NTG study.  You will recall we had to enlist the utilities to step in with additional help and contacts in trying to reach reasonable response rates for the target interviews (much appreciated). While the project did not go perfectly (some staff turnover, etc.) they stepped up and provided more senior / expensive staff when the project reached critical problems in getting responses. Some of the elements that led to higher costs included:

increasing customer incentive higher than budgeted to get responses, time with the utilities asking for data/contact info, messier data than they thought (5 years after their last CT C&I project and they expected improved tracking system), etc.  This request is approximately 5% of the project budget. Their justification for the specific extra costs are outlined below:

* $2,625 for increased incentives – 52 additional incentives at an incremental cost of $50 per interview plus a $25 processing fee.
* $1,000 for restarting CATI efforts – a flat fee charged by Blackstone given the pause between calling efforts to retrain interviewers.
* $6,375 for 47 additional hours of effort for participant recruiting.

**EA Team Recommendation**: We recognize it is not policy to borrow between 3-year plans. However, we may have funds available from R1603, depending on the committee’s discussion and selections regarding the “drill down/ phase 2” work for that project. We will be discussing those options this month and will come to Committee in October’s meeting with our recommendation on both R1603 and this project. Request from Jacobson.

**Item 2: Information / Billing for C1634**: The Evaluation Committee approved a project budget amendment months ago; however, the contract change for this for UI is stuck behind the 2019-2021 Evaluation Plan projects. The invoicing for this is expected to go to Eversource first, with the percentages “caught up” at UI as soon as UI’s contract change is in place – the same as may be happening for early phases of the 2019-2021 projects. (from Chiodo)

**Item 3: Update - Contracts Status for the 2019-2021 Evaluation Projects and Related Topics:**

* **Contracts**: We have seen great progress from both utilities in the last few weeks. Eversource has perhaps one that isn’t completely done or basically “there”. UI, after radio silence, recently asked Lisa to document a few process items (completed), and sent out a form late last week to all firms and said this new form (a very simple one) was pretty much the last response needed from the contractors. We expect these to be completed within a few days. When I receive word from the utilities that all contracts are done, I will forward that to the committee. We have slotted in the calls with the new contractors into our schedules to begin / continue project development work.
* **Billing**: Note that for any contracts not complete by UI, we will bill Eversource first and then adjust the next bills as soon as the UI contracts are complete, as per committee agreement.
* **Pools**: Now that the 2019 contracts are reasonably well completed, we are scoring the contractor pools that were submitted and expect to finish this month. We will provide our recommendations to the Committee by next month’s committee meeting. These pools represent the firms that will be considered eligible for the next round of RFPs under the Plan.
* **2020 RFPs**: Before the end of the year, we have 2 additional steps to conduct:

1. review the Plan for any project updates needed (any priority changes, etc.), using an abbreviated process as usual. We will:
   1. send out the current plan and solicit ideas related to gaps,
   2. review and revise any priorities as needed,
   3. discuss with committee and
   4. provide recommendations to committee for review and vote.
2. issue RFPs to eligible pool candidates for the 2020 or 2020/2021 projects in the Plan. The process steps are:
   1. develop RFP with objectives / deliverables / scopes and evaluation criteria and scoring process (similar to previous RFP),
   2. submit for committee comment,
   3. revise / finalize and release RFPs; respond to Q&A
   4. score and recommend winners; provide memo to committee documenting scores and recommendations for review by Committee.
   5. Contracting process follows.