**2022 SCOPE OF SERVICES / WORKPLAN**

**CT EEB EVALUATION ADMINISTRATORS**

1. **Project Summary:**

The Evaluation Administrator (EA) provides expert advice, guidance, and oversight of evaluation projects and associated reports for the CT EEB to assure evaluations are independent, useful, and conducted according to industry best practices. The EA keeps the Evaluation Committee updated on progress, content and implications of the evaluation studies undertaken; prepares the evaluation plan and other documents; and represents the EEB in relevant Evaluation forums. The EA assures evaluation in the State is conducted independently, and to industry standards. The EA serves as a resource and works cooperatively with the EEB, Evaluation Committee and stakeholders to the benefit of the Evaluation work and EE programs in the State. The EA’s responsibilities cover six major areas, outlined below.

1. **Major EA Responsibilities:**
2. **Manage Evaluation Committee Meetings and Inform the Evaluation Committee**

* Draft / revise agenda meeting agenda; facilitate meetings; take minutes; document committee votes
* Committee coordination and information / communication
* Monthly progress reports of project status
* Attend C&I, Res, EEB meetings & other forums, depending on budget; briefings as appropriate
* Keep EEB apprised of best practices & studies elsewhere in the field;
* Conduct periodic education seminars for committee

1. **Represent and Conduct Analysis / Supporting Work for the Evaluation Committee and its Interests**

* Prepare annual legislative report
* Provide testimony for EEB at regulatory/other meetings;
* Participate in and update Evaluation committee on regional and other working groups;
* Work regionally on useful joint project efforts / negotiate in and represent EEB's best interest;
* Participate in working groups surrounding the CT plan;
* Provide supporting analysis for Connecticut and regional initiatives as needed.

1. **Evaluation Planning / Prioritization / Organization; Roadmap; RFPs**

* Develop 3-year Evaluation Plan every 3 years (in 2021); updated in interim years;
* Assess research priorities;
* Solicit & develop project concepts and estimated budgets;
* Coordinate with consultants / committees / companies, discuss prioritization with EEB Evaluation Committee, and refine rankings;
* Develop Evaluation plan for approval (annual and long range); Revise if / as needed.
* Coordinate work according to the Roadmap; Revise/update roadmap periodically with committee input as needed (no update is anticipated in 2022);
* In accordance with the Roadmap, prepare research area RFPs for evaluation services on a periodic basis, including preparation, evaluation, and recommendations (this will occur in 2022).

1. **Project Development, Management, Oversight, and Report Preparation**

* Work with Evaluation committee, EEB, and stakeholders (utilities, technical consultants, DEEP) on project needs, timing;
* Work with contractors to develop project workplans and budgets;
* Update monthly reports per project progress;
* Attend bi-weekly meetings with contractors;
* Review interim work products;
* Coordinate data requests between Companies and contractors; facilitate data coordination discussions; track data sharing and progress;
  + The EA is authorized to grant permission for contractors to share information subject to compliance with the following:
    - Contractors receiving information must be from a list provided by Eversource and any other entity or person receiving such information must be preapproved by Eversource (and added to the list after a security review).
    - The information is necessary for the consultants to perform the services.
    - Contractors understand that this information is Eversource Confidential Information, has been authorized by Eversource to be shared provided that such information is protected and kept confidential and may be used solely in accordance with all contract requirements and for no other purpose.
    - EA tracks data requests, what information is permitted to be shared and between which consultants and the services for which such information is needed.
* Document progress and scope / budget changes;
* Review / approve deliverables and milestones;
* Review and approve invoices;
* Provide comments and advice toward refinement of reports;
* File reports for comment.

1. **Study Completion Steps**

* File reports;
* Oversee finalization of report and presentation to committee, including summary of final report for EEB (abstracts and/or executive summaries or separate document) that highlights recommended program changes / recommendations for changes companies should make as result of study and PSD updates / cost-effectiveness and other key advice / recommendations;
* Coordinate Technical meetings and presentations;
* Review contractor presentations;
* Follow steps required in Roadmap and present reports for filing.

1. **Internal Project Management and Transition**

* Hold periodic meetings to coordinate activities, share developments, and provide input across research areas;
* Update / maintain / update reports / reporting formats, and provide tracking of performance metrics as requested;
* Track hours against budget / accomplishments.

The EA team deliverables are outlined below.

**Deliverables:**

* “Review Draft” and “Final” reports for each evaluation project funded.
* Annual legislative report.
* Evaluation plan documents – 2022 Evaluation Plan Update (3-year plans occur 2021, 2024).
* Agendas and update / tracking / background information for each monthly committee meeting to inform the Evaluation Committee of project progress, and facilitate monthly committee meetings and interim meetings as needed.
* Monthly invoices.
* Other meetings, products, as requested and agreed.

**Schedule and budget:**

The work is conducted from 1/1/22 – 12/31/22. The total EA budget for 2022 is $444,110, apportioned 70% for Eversource, and 30% UI. No fees for travel or expenses are anticipated in 2022. The staff time is billed at the following rates.

* SERA: Skumatz/Principal - $185/hour; Consultant (Vander Vliet): $105/hour
* Prahl & Assoc: Prahl - $204/hour
* Wirtshafter & Assoc: Wirtshafter - $212/hour
* Dakers Gowans: Gowans - $185/hour
* Pete Jacobs: Jacobs/Principal - $200/hour