



DESAUTEL BROWNING LAW

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October 30, 2023

VIA USPS & Electronic Service
Luly Massaro
Rhode Island Public Utilities Commission
89 Jefferson Boulevard
Warwick, RI 02888

Re: **Joint Pre-filed Direct Testimony of Samuel C. Ross and Craig K. Johnson
for PUC Docket No. 23-35-EE Rhode Island Energy's 2024 Energy
Efficiency Plan and Rhode Island Energy's 2024-2026 Energy Efficiency
Three Year Plan**

Dear Ms. Massaro,

Enclosed herewith please find an original and (8) copies of the Pre-filed Direct Testimony of Samuel C. Ross and Craig K Johnson and exhibits submitted on behalf of the Rhode Island Energy Efficiency and Resource Management Council to be filed in the above referenced matter.

Please be advised an electronic copy of this document has been sent to the Service List.
Thank you for your attention to this matter.

Sincerely,

Marisa A. Desautel, Esq.

cc: Service List
Updated 10/4/23

38 BELLEVUE AVE - UNIT H
NEWPORT, RI 02840
PH: 401.477.0023

CERTIFICATE OF SERVICE

I, the undersigned, hereby certify that I filed an original of the within Joint Pre-filed Direct Testimony of Samuel C. Ross and Craig K. Johnson and exhibits and sent a true copy, via electronic mail, of the within motion to the parties listed on the Service List for Docket No. 23-35-EE on this 30th day of October, 2023.

A handwritten signature in cursive script, reading "Samuel Libman", written over a horizontal line.

**BEFORE THE
STATE OF RHODE ISLAND
PUBLIC UTILITIES COMMISSION**

**IN: REVIEW OF RHODE ISLAND)
ENERGY'S 2024-2026 ENERGY)
EFFICIENCY THREE-YEAR PLAN AND)
ANNUAL ENERGY EFFICIENCY PLAN)
FOR 2024)**

DOCKET NO. 23-35-EE

**JOINT PRE-FILED DIRECT TESTIMONY
OF
SAMUEL C. ROSS AND CRAIG K. JOHNSON**

**SUBMITTED ON BEHALF OF
THE RHODE ISLAND
ENERGY EFFICIENCY AND RESOURCE MANAGEMENT COUNCIL**

OCTOBER 30, 2023

1 **I. INTRODUCTION**

2

3 **SAMUEL C. ROSS**

4 **Q. Please state your name and business address.**

5 A. I am Samuel Ross. My business address is: Optimal Energy, 225 Dyer Street, 2nd
6 Floor, Providence, RI 02903.

7 **Q. On whose behalf are you testifying?**

8 A. I am testifying on behalf of the Rhode Island Energy Efficiency and Resource
9 Management Council (EERMC).

10 **Q: Please summarize your work with the EERMC relevant to your role**
11 **providing testimony in this docket.**

12 A: I am a Senior Consultant at Optimal Energy, the prime contractor for the
13 EERMC's Consultant Team. I have been among the lead consultants on the
14 Consultant Team for the past six years, and I have represented the EERMC in past
15 dockets related to energy efficiency plans. I have worked in close collaboration
16 with the EERMC throughout the development of its proposed budget for 2024.

17

18 **Q: What is the purpose of your Testimony in this proceeding?**

19 A: The purpose of my testimony is to describe the EERMC's process for finalizing
20 its 2023 budget following the PUC's rulings on Docket 22-33-EE and to describe
21 its process for developing its proposed budget for 2024. The testimony provided
22 herein is meant to be responsive to Chapter 6.2.H.b of the LCP Standards which
23 require that the Council "Provide testimony, reasonable documentation, and
24 justification for the budget level to support a Commission allocation of the
25 requested amount. The budget must reflect reasonable costs, be reasonably needed
26 to carry out its duties, and be reasonably related to the expense types identified in
27 the statute."

28

1 **CRAIG K. JOHNSON**

2 **Q. Please state your name and business address.**

3 A. I am Craig Johnson. My business address is: Optimal Energy, 225 Dyer Street, 2nd
4 Floor, Providence, RI 02903.

5 **Q. On whose behalf are you testifying?**

6 A. I am testifying on behalf of the Rhode Island EERMC.

7 **Q: Please summarize your work with the EERMC relevant to your role**
8 **providing testimony in this docket.**

9 A: I am a Consultant at Optimal Energy, the prime contractor for the EERMC's
10 Consultant Team. I have been a member of the Consultant Team since 2014, and I
11 have represented the EERMC in past dockets related to energy efficiency plans. I
12 have worked in close collaboration with the EERMC throughout the development
13 of its proposed budget for 2024.

14

15 **Q: What is the purpose of your Testimony in this proceeding?**

16 A: The purpose of my testimony is to describe the EERMC's process for finalizing
17 its 2023 budget following the PUC's rulings on Docket 22-33-EE and to describe
18 its process for developing its proposed budget for 2024. The testimony provided
19 herein is meant to be responsive to Chapter 6.2.H.b of the LCP Standards which
20 require that the Council "Provide testimony, reasonable documentation, and
21 justification for the budget level to support a Commission allocation of the
22 requested amount. The budget must reflect reasonable costs, be reasonably needed
23 to carry out its duties, and be reasonably related to the expense types identified in
24 the statute."

25

26 **II. EERMC BUDGET DEVELOPMENT**

27

28 **Q: Can you please provide a description of the Energy Efficiency and Resource**
29 **Management Council's (EERMC or "the Council") engagement in finalizing**

1 **its 2023 budget following the Public Utilities Commission’s (PUC) rulings on**
2 **Docket 22-33-EE?**

3 **A:** The Council became aware following the PUC’s Open Meetings on December 20,
4 2022 and December 22, 2022 that its proposed budget for 2023 might exceed its
5 statutory cap contained in R.I. Gen. 39-2-1.2. In anticipation of the likely need to
6 reduce its proposed budget for 2023, the Council began discussing options for
7 altering its budget at its January Executive Committee (Exhibit 1) and full
8 Council Meetings (Exhibit 2), each of which were held on January 19, 2023. At
9 each of these meetings, the Council’s Consultant Team (C-Team) presented
10 updates (Exhibit 3) from the Open Meetings held in December and provided
11 space for the Council and its Executive Committee to begin the conversation
12 around how it might alter its budget¹.

13

14 At its Open Meeting held on January 31, 2023, the PUC made verbal rulings that
15 indicated that the Council’s proposed 2023 budget was approved subject to the
16 statutory cap. Upon review, the Council’s proposed budget for 2023 of
17 \$1,096,299.14 exceeded the statutory cap by \$105,148.40. Following this ruling,
18 the Council took action to reduce its 2023 budget down to \$991,150.74.

19

20 Discussions of where and how much to reduce certain budget items began at the
21 Council’s Education Committee Meeting on February 15, 2023 (Exhibit 4). This
22 conversation continued at the full Council meeting on February 16, 2023 (Exhibit
23 5). The Council’s discussion at its February 16, 2024 meeting was facilitated by a
24 presentation (Exhibit 6) from the Rhode Island Office of Energy Resources
25 (OER). After discussion, the Council voted to reduce its budget to the statutory
26 cap of \$991,150.74 by setting the 2023 budget allocations for the 2023 public
27 forum and lecture series (\$22,500.00), the energy efficiency and climate
28 awareness campaign (\$35,000.00), and the market-based solutions study
29 (\$7,116.00) budget items to \$0.00, reducing the consultant services budget by
30 \$36,694.23, and reducing the legal counsel services budget by \$3,838.17.

¹ See Section 6a in Exhibit 1, Section 6b in Exhibit 2, and slides 6-9 in Exhibit 3

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Q: Can you please provide a description of the Council’s process for developing its 2024 budget?

A: The Council began its process for developing its 2024 budget at its May 18, 2023 meeting. At that meeting, the Council received a presentation from the C-Team (Exhibit 7) which covered a refresher on the Council’s budget planning process, an update on the current 2023 budget, and potential categories to make up the budget in 2024. The Council engaged in a conversation to discuss which categories it would like to move forward with (Exhibit 8)². This allowed the C-Team to work with OER to take the next step in the budget development process by drafting initial budget estimates for each budget category.

At its June 15, 2023 Meeting, the Council received an updated presentation from the C-Team on considerations for its 2024 budget (Exhibit 9). Based on feedback received at the May 18, 2023 Council meeting, the C-Team worked with OER to provide budget estimates for areas that were new or expanded compared to the 2023 budget as originally approved. These included support to OER from the C-Team for its third-party energy efficiency implementation RFP and support from a third-party vendor to deliver an Energy Efficiency and Climate Public Awareness Campaign. The Council discussed these and other long-standing items in its budget, including its historical support for a Farm Energy Fellow, a K-12 Energy Education initiative, and the Rhode Island Energy Expo (Exhibit 10)³.

The final step in the Council’s process for establishing a proposed budget for 2024 occurred at its July 20, 2023 Executive Committee and full Council meetings. To help aid the Council’s decision, the C-Team prepared an update to the presentation from prior months (Exhibit 11). Following discussion at the Executive Committee (Exhibit 12) and full Council (Exhibit 13) meetings, the

² See Section 6a in Exhibit 8
³ See Section 6a in Exhibit 10

1 Council unanimously voted to approve the 2024 EERMC Budget Proposal as
2 presented in the C-Team's presentation⁴.

3

4 The final approved Council budget – which reflects the Council's vote at the July
5 20, 2023 Council meeting – is available for review in Exhibit 14.

6

7 **Q: What additional steps did the Council take in developing its proposed budget**
8 **for 2024?**

9 **A:** The Council received a guidance document from the PUC on October 18, 2022
10 that included requests for the Council to consider when developing its pre-file
11 testimony in support of its 2023 budget proposal. The Council considered this
12 guidance document in describing the Council's budget development process for
13 2024. The following questions and answers are provided in the order in which
14 they were presented in the aforementioned guidance document.

15

16 **Q: Can the EERMC please provide a table that includes budget allocations for**
17 **2023, year-to-date spend, year-end forecasted spend, variances between year-**
18 **end forecast and planned budget, and proposed budgets for 2024?**

19 **A:** Please refer to Exhibit 15.

20

21 **Q: Can the EERMC please describe any variances between year-end forecast**
22 **and planned budget for 2023 that are greater than plus or minus 10%.**

23 **A:** There are three items in year-end forecast of the 2023 budget that have variances
24 of greater than plus or minus 10% from the allocated amount. These are described
25 below.

26 1. Legal Counsel: This item had an allocated budget of \$71,162.83. At the time
27 of drafting this pre-file testimony, the Council anticipates it will have spent
28 \$37,337.39. Based on prior levels of activity in November and December, the
29 Council currently expects an additional \$17,500.00 in spending to bring the

⁴ See Section 5b in Exhibit 12 and Section 7c in Exhibit 13

1 year-end forecast to \$54,837.39. As a result, the Council projects that this item
2 will have a variance of negative 22.9% compared to the 2023 budget.

3 2. Annual Report Printing & Distribution: This item had an allocated budget of
4 \$3,000.00. At the time of drafting this pre-file testimony the Council has spent
5 \$1,514.00 (50.5%) and does not anticipate any additional spending for this
6 budget item. As a result, the Council projects that this item will have a
7 variance of negative 49.5% compared to the 2023 budget.

8 3. K-12 Energy Education: This item had an allocated budget of \$25,000.00. At
9 the time of drafting this pre-file testimony the Council has spent \$0.00 and
10 does not anticipate any additional spending for this budget item. As a result,
11 the Council projects that this item will have a variance of negative 100%
12 compared to the 2023 budget. After reviewing and discussing 2022 efforts at
13 its February 15, 2023 meeting (Exhibit 4), the Council's Education Committee
14 determined that it wanted to adapt its approach to have a more direct impact
15 on K-12 students⁵. To do so, the Education Committee determined the best
16 approach would be to take a step back to conduct research and networking to
17 update its strategy for this work. A final determination on this approach was
18 made at the September 13, 2023 Education Committee (Exhibit 16)⁶.

19
20 **Q: Can the EERMC please describe any increases in the 2024 proposed budget**
21 **compared to the 2023 budget allocation?**

22 **A:** The Council's proposed budget for 2024 includes three items that result in an
23 increase in allocated funding compared to 2023. These are described below.

24 1. The Council proposes to increase the budget for consultant services by
25 \$136,694.23 from \$680,330.77 to \$817,025.00. There are two main drivers for
26 this increase. The first driver is to restore the portion of the consultant team's
27 budget that was reduced for 2023 to ensure the Council's budget did not
28 exceed its statutory cap. This brings the consultant services item back up to
29 \$717,025.00. The second driver is an allocation of \$100,000.00 within the

⁵ See Section 3 in Exhibit 4.

⁶ See Section 6 in Exhibit 16.

1 consultant team's budget to support OER's review, evaluation of proposals,
2 represent the EERMC as needed during the anticipated docket associated with
3 this RFP, and support potential onboarding of a new program administrator on
4 behalf of the Council⁷.

- 5 2. The Council proposes to increase the budget for Legal Counsel by \$3,838.17
6 from \$71,161.83 to \$75,000.00. Like the consultant services item, legal
7 services was reduced for 2023 to ensure the Council's budget did not exceed
8 its statutory cap. Increasing the budget to \$75,000.000 restores the legal
9 services budget amount as was originally approved by the Council for 2023.
- 10 3. The Council proposes to increase the budget for the Public Forum & Lecture
11 Series by \$0.86 from \$25,024.14 to \$25,025.00. The Council's budget for this
12 item in 2023 was based on the exact dollar amount that its vendor bid on to
13 deliver these services. At this time, the Council does not have an exact bid
14 amount, so has increased the budget for 2024 slightly so that its budget has
15 round numbers.

16
17 **Q: Can the EERMC please describe any decreases in the 2024 proposed budget**
18 **compared to the 2023 budget allocation?**

19 **A:** The Council's proposed budget for 2024 includes two items that result in a
20 decrease in allocated funding compared to 2023. These are described below.

- 21 1. The Council proposes to decrease the budget for the Potential Study Data
22 Refresh from \$107,884.00 to \$0.00. This budget item was specific to work
23 completed in 2023 and does not need to be maintained for 2024.
- 24 2. The Council proposes to decrease the budget for the Council Branding and
25 Communications Development from \$30,000.00 to \$0.00. This budget item
26 was specific to work that the Council expects to be completed in 2023 and
27 does not anticipate needing to continue for 2024.

28

⁷ See Slide 9 in Exhibits 9 and 11, Section 6a in Exhibit 10, Section 5b in Exhibit 12, and Section 7c in Exhibit 13 for more detail and evidence of Council discussion on the justification for the \$100,000.00 allocation for this additional work to be conducted by the C-Team.

1 **Q: Can the EERMC please describe any new items contained in the 2024**
2 **proposed budget, including how the EERMC calculated the estimated**
3 **expense associated with each item?**

4 **A:** The Council's proposed budget for 2024 includes one new item. This item is for
5 an energy efficiency and climate awareness campaign with a budget of
6 \$85,000.00. The Council had originally planned to conduct this work with a
7 budget of \$35,000.00 in 2023, however, as a result of its need to reduce its overall
8 budget to not exceed the statutory cap, reduced this budget item to \$0.00 at its
9 February 16, 2023 meeting⁸. This item was revisited at the Council's May 18,
10 2023 meeting when it began discussing plans for its 2024 budget⁹. In the time
11 following its May meeting, the C-Team heard from individual Councilors a desire
12 to allocate a larger budget than the \$35,000.00 that was originally contemplated
13 for this item in acknowledgement that recent solicitations for similar work were
14 not budgeted at an adequate level to deliver the services the Council was
15 soliciting. The C-Team then worked with OER and individual Councilors to
16 identify a new level of proposed funding in the amount of \$85,000.00 for this item
17 that was expected to fully support the scope of work that the Council anticipated
18 procuring. This was then reflected in meeting materials and discussions by the
19 Council in June and July¹⁰. The Council also received a draft version (Exhibit 17)
20 and initial presentation (Exhibit 18) on the RFP for this work at its June 15,
21 2023¹¹, before receiving and voting on a final version (Exhibit 19) and
22 presentation (Exhibit 20) on the RFP at its July 20, 2023 meeting.

23

24 **Q: Can the EERMC provide documentation or explanations regarding its**
25 **forecasted spend through year-end 2023?**

26 **A:** There are seven items for which the Council has forecasted non-zero remaining
27 spend in 2023.

⁸ See slide 4 of Exhibit 6 and Section 7b of Exhibit 5.

⁹ See slide 10 in Exhibit 7 and section 6a in Exhibit 8.

¹⁰ See slide 10 in Exhibits 9 and 11, Section 6a in Exhibit 10, Section 5b in Exhibit 12, and Section 6c in Exhibit 13.

¹¹ See Section 6c in Exhibit 10 and Section 7b in Exhibit 13.

- 1 1. Consultant Services: Assumes that average monthly spend through September
2 will continue for the remaining three months of 2023.
- 3 2. Legal Counsel: Assumes a similar level of spending for the final three months
4 of 2023 as was billed to the Council for services rendered in the final two
5 months of 2022.
- 6 3. Council Travel and EERMC Councilor Education and Advancement:
7 Assumes the remaining budget will be utilized on a Council learning,
8 education and advancement discussion session which is scheduled for October
9 30, 2023.
- 10 4. Farm Energy Fellow: Assumes that invoicing for the full amount will occur in
11 December as has historically been the case.
- 12 5. Public Forum & Lecture Series: Assumes that invoicing for this work will
13 come through and be paid in Q4 at the full budget amount.
- 14 6. EERMC Website: Assumes that invoicing for the full amount will occur in Q4
15 as has historically been the case.
- 16 7. Council Branding and Communications Development: Assumes that the
17 remaining balance will be billed and paid out through the balance of the year.
18 As of the time of development of this pre-file testimony, it is the Council's
19 understanding that the vendor had utilized, though not fully billed, about two-
20 thirds of their budget and that it anticipated utilizing the remaining budget
21 completing other tasks in its scope of work.

22
23 **Q: Please summarize the testimony you have provided.**

24 A: The purpose of our testimony was to describe the EERMC's process for finalizing
25 its 2023 budget following the PUC's rulings on Docket 22-33-EE and to describe
26 its process for developing its proposed budget for 2024. Our testimony concludes
27 with responses to specific prompts which were included in a guidance document
28 provided by the PUC. The testimony provided throughout is meant to be
29 responsive to Chapter 6.2.H.b of the LCP Standards which require that the
30 Council "Provide testimony, reasonable documentation, and justification for the
31 budget level to support a Commission allocation of the requested amount. The

1 budget must reflect reasonable costs, be reasonably needed to carry out its duties,
2 and be reasonably related to the expense types identified in the statute.”

3

4 **Q: Does this conclude your testimony regarding the EERMC’s budget?**

5 **A:** It does.

Exhibit List

- 1 – January 19, 2023 EERMC Executive Committee Meeting Minutes
- 2 – January 19, 2023 EERMC Meeting Minutes
- 3 – January 19, 2023 EERMC Meeting Material: 2023 EE Plan Regulatory Proceedings Update Presentation from EERMC C-Team
- 4 – February 15, 2023 EERMC Education Committee Meeting Minutes
- 5 – February 16, 2023 EERMC Meeting Minutes
- 6 – February 16, 2023 EERMC Meeting Material: 2023 EERMC Budget Presentation from RI OER
- 7 – May 18, 2023 EERMC Meeting Material: 2024 EERMC Budget Considerations Presentation from EERMC C-Team
- 8 – May 18, 2023 EERMC Meeting Minutes
- 9 – June 15, 2023 EERMC Meeting Material: 2024 EERMC Budget Discussion Presentation from EERMC C-Team
- 10 – June 15, 2023 EERMC Meeting Minutes
- 11 – July 20, 2023 EERMC Meeting Material: 2024 EERMC Budget Presentation from EERMC C-Team
- 12 – July 20, 2023 EERMC Executive Committee Meeting Minutes
- 13 – July 20, 2023 EERMC Meeting Minutes
- 14 – 2024 EERMC Proposed Budget
- 15 – Table with 2023 YTD, Year-End Forecast, Variances, and Proposed 2024 EERMC Budgets
- 16 – September 13, 2023 EERMC Education Committee Meeting Minutes
- 17 – June 15, 2023 EERMC Meeting Material: Draft RFP for Energy Efficiency and Climate Awareness Campaign
- 18 – June 15, 2023 EERMC Meeting Material: EERMC EE and Climate Public Awareness Campaign RFP Presentation from EERMC C-Team
- 19 - July 20, 2023 EERMC Meeting Material: Updated Draft RFP for the Energy Efficiency and Climate Awareness Campaign
- 20 – July 20, 2023 EERMC Meeting Material: EERMC EE and Climate Public Awareness Campaign RFP Presentation from EERMC C-Team

Exhibit 1



STATE OF RHODE ISLAND

ENERGY EFFICIENCY & RESOURCE MANAGEMENT COUNCIL

EXECUTIVE COMMITTEE MEETING MINUTES

Thursday, January 19, 2023 | 2:00 - 3:00 PM

Department of Administration Cafeteria Conference Room, Providence, RI 02908 with additional remote participation via Zoom

Members in Attendance: Harry Oakley, Peter Gill Case, Sue AnderBois

Others in Attendance: Sam Ross, Brett Feldman, Marisa Desautel, Steve Chybowski, William Owen

1. Call to Order

Chairperson Oakley called the meeting to order at 2:11 p.m.

2. Chair Announcements

Chairperson Oakley provided instructions to attendees for sharing public comments at the meeting.

3. Executive Director Report

Mr. Chybowski delivered the Executive Director Report on behalf of interim Commissioner Kearns. Mr. Chybowski provided updates on the High Efficiency Heat Pump Program, federal funding, and appointments to the vacant Council seats.

4. Executive Committee Meeting Minutes

Vice Chair Gill Case motioned to approve the Executive Committee Meeting Minutes from October 2022. Chairperson Oakley seconded. All in favor, none opposed.

5. Council Business (30 min, 2:05 – 2:35 p.m.)

a. Review and Potential Vote on Council Bylaws (20 min, 2:05 – 2:25 p.m.)

Mr. Ross of the Consultant Team led a discussion of the current EERMC bylaws, outlining potential changes suggested during Council discussions over the past year. Ms. Desautel provided additional input on bylaw updates. The Committee discussed the possibility of redlining provisions to put before the full Council and legal counsel for review.

Council also discussed similar bylaws from Massachusetts, the process for making suggestions to redlines to the bylaws, and sections of the bylaws which warranted scrutiny. Ms. Desautel suggested updating the language around budget development to better reflect

its new processes.

- b. *Review Council Member Performance, Attendance, and Codes of Conduct (10 min, 2:25 - 2:35 p.m.)*

The Executive Committee reviewed the attendance and participation of all Council Members with respect to the requirements in the bylaws. Chairperson Oakley will speak to Council Members with attendance concerns. Mr. Chybowski and Mr. Owen noted that Council Members were responsive to the 2023 Council calendar scheduling.

6. Program Oversight (20 min, 2:35 - 2:55)

- a. *Regulatory Updates on the 2023 Energy Efficiency Plan and Docket Proceedings (10 min, 2:35 - 2:45 p.m.)*

Mr. Ross shared relevant updates on the ongoing regulatory process for the 2023 Energy Efficiency Plan. The Committee discussed the potential reallocation of budget line items to ensure that the market potential study data refresh is fully funded in light of potential budget constraints.

- b. *Discussion of Special Topics and LEAD Sessions for 2023 (10 min, 2:45 - 2:55 p.m.)*

Mr. Ross led a discussion about future special topics for Council Meetings and for the Learning, Education, and Advancement Discussions (LEAD) in 2023, proposing May 1st from 1-4 p.m. for the first LEAD session of the year.

7. Public Comment

None.

8. Adjournment

Chairperson Oakley motioned to adjourn the meeting. Vice Chair Gill Case seconded. All in favor, none opposed and the meeting was adjourned at 2:59 p.m.

Exhibit 2



STATE OF RHODE ISLAND
**ENERGY EFFICIENCY &
RESOURCE MANAGEMENT COUNCIL**

EERMC FULL COUNCIL MEETING MINUTES

Thursday, January 19, 2023

Full Council Meeting | 3:00 - 5:00 PM

Department of Administration Cafeteria Conference Room, Providence, RI 02908 with additional participation via Zoom.

Members in Attendance: Harry Oakley, Peter Gill Case, Sue AnderBois, Brett Feldman, Chris Kearns, Tom Magliochetti, Bob Izzo, Kate Grant, John Santoro

Others in Attendance: Sam Ross, Steven Chybowski, William Owen, Anika Kreckel, Karen Bradbury, Hank Webster, Adrian Caesar, Craig Johnson (virtual), Josh Kessler, Michael O'Brien Crayne, Toby Ast, Spencer Lawrence, Diane Quesnelle, Nelson DiBiase (virtual), Kimberly Koriath (virtual), Angela Tuoni (virtual), Rachel Sholly (virtual), David Bradley (virtual), Katie Schibler (virtual), Samantha Caputo (virtual), Frank McMahon (virtual), Jon Erickson (virtual)

1. Call to Order

Chairperson Oakley called the meeting to order at 3:13 p.m.

2. Chair Report

Chairperson Oakley delivered the Chair report including an overview of the agenda, including topics of the market potential study data refresh, the council budget, the results of the branding and communications review committee's efforts, and 2023 priorities for special topics and LEAD sessions.

3. Executive Director Report

Mr. Chybowski delivered the Executive Director's report, updating the council on the State's request for proposals (RFP) for an administrator for the High-Efficiency Heat Pump program, efforts to fill the vacant seats on the Council, and work on the federal funding opportunities from the Bipartisan Infrastructure Law (BIL) and the Inflation Reduction Act (IRA). He also introduced Karen Bradbury, OER's new Administrator of Energy Legislation and Programs.

4. Meeting Minutes – December 15, 2022

Vice Chair Gill Case motioned to approve the December 15th, 2022 Meeting Minutes. Council Member AnderBois seconded. All in favor, none opposed.

5. Program Oversight (40 Min, 3:10 – 3:50 p.m.)

- a. *Regulatory Updates on the 2023 Energy Efficiency Plan Docket Proceedings (20 min, 3:10 – 3:30 p.m.)*

Rhode Island Energy (RIE) and the Council's Consultant Team presented updates on the regulatory process and plan updates for the 2023 Energy Efficiency Plan. Mr. Ast of RIE shared that RIE had received 113 data requests, provided updates on the plan reallocation for the requested electric resistance heating conversions and the plan to execute that effort, the Public Utility Commission's order on the System Benefit Charge, a slight gas budget change and a spending forecast deadline of June 30th. Council discussed the electric resistance heating conversion plan. Mr. Ross presented an update on the Council's budget for 2023 and the potential of the Council's budget being restricted by the statutory budget cap. The Council discussed the history of the Council's budget and the potential implications for 2023.

b. Discussion of the Council's Priorities for the 2024-2026 Three-Year and 2024 Annual Plans (20 min, 3:30 – 3:50 p.m.)

The Council's Consultant Team led a discussion of the Council's priorities for energy efficiency programming and planning for the next Three-Year Plan and the 2024 Annual plan. Mr. Caesar and Mr. Ross presented an update on the Council's priorities and next steps for development of energy efficiency (EE) priorities into the full EE plans. The Council discussed the ordering of priorities and the Consultant Team shared feedback on the process in Massachusetts, the impact of the 2021 Act on Climate on the priorities, the schedule for priority development, the malleability of the Three-Year Plan to respond to statutory changes, the crafting of targets in the Three-Year Plan to be achievable, and the state of delivered fuels decarbonization with the potential for a future special topic presentation on the subject.

6. Council Business (45 Min, 3:50 – 4:35 p.m.)

a. Update on the Market Potential Study Data Refresh Process (10 min, 3:50 – 4:00 p.m.)

The Council's Consultant Team shared updates on the market potential study (MPS) data refresh. Mr. Ross presented the timeline of preliminary conversations with the MPS consultant and the schedule for discovery and preliminary results. The Council discussed the schedule, materials, and the C-team presented potential reallocations to the budget to fund the full scope of the study.

b. Review of the 2023 Council Budget and Potential Vote for Reallocation Adjustments (15 min, 4:00 – 4:15 p.m.)

The Council reviewed their budget for 2023 and the allocation needed to fully fund the MPS refresh. Chairperson Oakley proposed that the Council reallocates funds from the market-based solutions study to the MPS and to still plan to pursue the market-based solutions study in 2024. Vice Chair Gill Case motioned to reallocated \$68,884 from the market-based solutions line item to the MPS data refresh line item, to fully fund the MPS data refresh. Council Member AnderBois seconded. All in favor, none opposed.

c. Council Branding and Communications Proposal Recommendation and Vote (10 min, 4:15 – 4:25 p.m.)

The Technical Review Committee and the Office of Energy Resources shared the results of the scoring for the Council's branding and communications services and the Committee's recommendation for next steps in moving forward with the preferred vendor. The Council discussed priorities with the preferred vendor and set expectations for results of the vendor's work respective to the funding level allocated.

Chairperson Oakley motioned to approve the Technical Review Committee's recommendation to select Advocacy Solutions, LLC to conduct the Council's branding and communications development as described in the submitted proposal and associated work plan and to direct the Office of Energy Resources and the Council's legal counsel to prepare and execute a contract with the chosen vendor. Council Member AnderBois seconded. All in favor, none opposed.

- d. *Finalize Timeline and Potential Discussion Topics for 2023 (10 min, 4:25 – 4:35 p.m.)*
The Council's Consultant Team led a discussion regarding the Council's meeting schedule and topics of relevance for 2023. Mr. Johnson presented a schedule and overview of the EE planning schedule for the Three-Year and annual plans, and the system reliability procurement (SRP) planning timeline.

7. Special Topics (15 min, 4:35 – 4:50 p.m.)

- a. *Office of Energy Resources Presentation on Federal Funding (15 min, 4:35 – 4:50 p.m.)*
Ms. Bradbury from the Office of Energy Resources presented on the federal energy funding opportunities that the State is planning to pursue with time for Council Members to share initial thoughts and feedback on the opportunities. She presented an overview of the opportunities in the Bipartisan Infrastructure Law and the Inflation Reduction Act, the nature of how the funding is administered, and the one-time nature of the funding. She outlined RIE's applications and application deadlines, OER's applications and coordination with other agencies, and the status of pending guidance from the Department of Energy. The Council discussed how funding can be applied for and administered and the role of stakeholder entities in assisting realization of benefits from the funding to the state.

8. Public Comment – Chair opened the floor to public comment.

Mr. Chybowski presented the public comment received online from Glenn Rhodes of Trinity Solar inquiring about the timeline for the 2023 Council Meeting schedule and 2023 policy recommendations be published considering the Inflation Reduction Act incentives for efficiency and job growth. Mr. Chybowski noted that the schedule has been posted to the EERMC website and that the Annual Report would be posted in the spring with the Council's policy recommendations.

Hank Webster – Acadia Center

Mr. Webster reiterated his desire to see the MPS study targets achieved and the value of the electric resistance to air source heat pump conversions, and the need to discuss the future of the energy configuration of the state.

9. Adjournment

Council Member AnderBois motioned to adjourn the meeting. Council Member Izzo seconded, and the meeting was adjourned at 5:00 p.m.

Exhibit 3



STATE OF RHODE ISLAND
**ENERGY EFFICIENCY &
RESOURCE MANAGEMENT COUNCIL**

CONSULTANT TEAM

2023 EE Plan Regulatory Proceedings Update

Presented By: EERMC C-Team

Date: January 19, 2023





Outline

Regulatory Schedule

December Open Meetings

Council Budget

Council Discussion



REGULATORY SCHEDULE





Regulatory Schedule

- Ongoing: SBC rate setting corrections
- 12/6: 2023 Plan Hearing
- 12/8: 2023 Plan Hearing, continued
- 12/20: PUC Open Meeting
- 12/22: PUC Open Meeting
- TBD: PUC Open Meeting(s)



DECEMBER OPEN MEETINGS





Updates

PUC held Open Meetings on December 20th and 22nd

Commission indicated no issue with Council budget as provided, but that based on final numbers from RIE it could exceed the legislative cap

Council's exact budget allocation still being determined



COUNCIL BUDGET





Max EERMC Budget Allocation

Council and OER's max allocation calculated based on funds authorized pursuant to LCP Law

- OER receives up to 60% of 3%
- EERMC receives up to 40% of 3%

Variety of factors have resulted in ratepayer collections significantly below budget

- **Large year-end fund balance**, authorization to initially collect amount lower than projected budget, investigation credit

Prior to 2021 LCP update, Council received max allocation, and budgeted within that

- Prior to SBC correction on 1/13/23, Plan tables indicated the Council would be fully funded at its approved budget amount
- Of note, historical collections have been significantly closer to projected budget

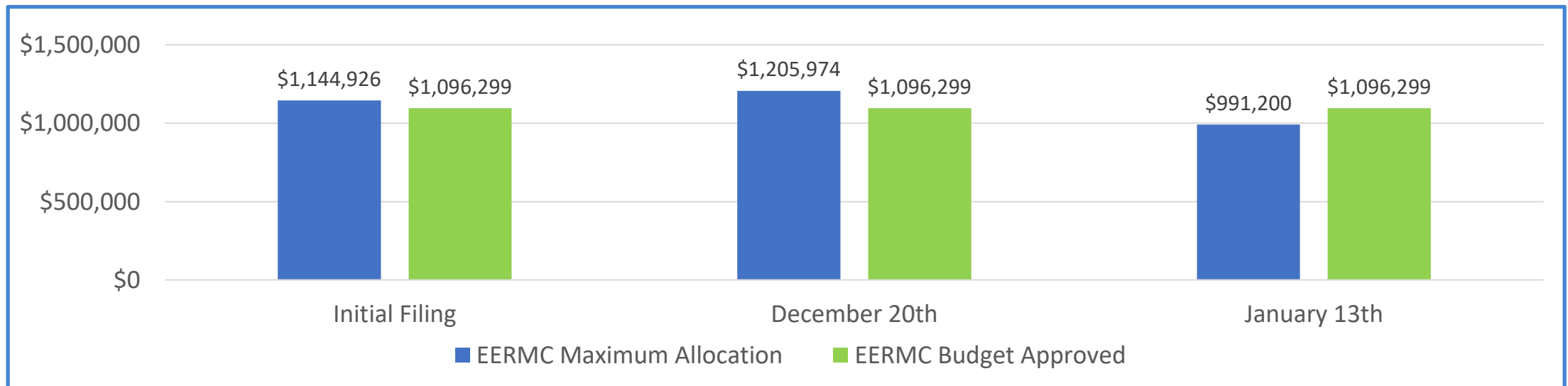


Max Allocation vs. Approved Budget

	Initial Filing	December 20 th Compliance	January 13 th Compliance
Customer Funding Required* (less OER/EERMC)	\$95,410,500	\$100,497,800	\$81,063,723
EERMC Maximum Allocation	\$1,144,926	\$1,205,974	\$991,200
EERMC Budget Approved**	\$1,096,299	\$1,096,299	\$1,096,299
Delta: Max Allocation – Approved Budget	\$48,627	\$109,674	-\$105,099

*Program budgets authorized for recovery minus sources of other funding (e.g. year-end fund balance, Forward Capacity Market Revenue)

**Does not factor in \$62,884 additional funding for MPS Data Refresh Council conditionally approved in December





Council Member Discussion



Exhibit 4



EERMC EDUCATION COMMITTEE MEETING MINUTES

Wednesday, February 15, 2023 | 12:00 – 1:00 PM

Department of Administration Cafeteria Conference Room, Providence, RI 02908 with additional participation via Zoom

Members in Attendance: Peter Gill Case, Kurt Teichert

Others in Attendance: Jeslin Varghese (virtual), Felicia Fuller (virtual), Rachel Sholly, Steven Chybowski, William Owen

1. Call to Order

Vice Chair Gill Case called the meeting to order at 12:08 p.m.

2. Vote on Meeting Minutes (5 min)

Council Member Teichert motioned to approve the December 2022 Education Committee meeting minutes. Member Gill Case seconded. All in favor, none opposed.

3. K-12 Educator Workshops (20 min)

Ms. Sholly led a discussion with GBRI to debrief on the education workshops regarding attendance, lessons learned, next steps, and evaluation of this approach. The Committee discussed the value of teacher-led instruction as a next step and the potential for encouraging student-led activity.

4. Educational Videos (10 min)

Ms. Sholly noted the progress in posting the videos, plans to utilize the videos during the Energy Expo and further promotion. The Committee discussed the content needed to complete distribution of the videos, and Mr. Chybowski noted that the Office of Energy Resources (OER) can post the videos to its own website and can promote the videos through the Office's communications channels.

5. Energy Expo (10 min)

Ms. Sholly provided updates and feedback on the energy demonstration, concourse elements, the seminar, and marketing for the Home Show and Energy Expo. The Committee is working with OER and Rhode Island Energy (RIE) on planning, vendor outreach, material development, and media generation to be used in promoting the show as well as the efforts of the EERMC.

6. Education Focus Group (10 min)

The Committee discussed the idea proposed at the December meeting to convene a focus group for feedback and insights from a public perspective on energy topics. The Council also discussed the potential to leverage coordination with a college or university to generate material and the potential to establish development resources in 2024 for additional funding.

7. RFP / Contract Updates (5 min)

- **Branding & communications**
Mr. Chybowski presented an update on the contracting process for the selected vendor for the branding and communications initiative.
- **Public events**
Ms. Sholly provided updates on the contract status and realignment of the schedule for the lecture series and public forum. The Council is welcome to provide recommendations for the location and timing of the events. Ms. Sholly will invite the URI team to an upcoming Committee meeting to help brainstorm topics. The Committee also discussed the education budget, RFP process and timing, and the Committee's budget priorities. Member Gill Case recommended that the Education Committee report back to the Full Council that the Education Committee is in favor of continuing to fund the K-12 Energy Education program in the 2023 budget.

8. Next Meeting

- Wednesday, March 1st 12:30-1:30 PM

9. Public Comment

None.

10. Adjournment

Vice Chair Gill Case motioned to adjourn the meeting. Council Member Teichert seconded, and the meeting was adjourned at 1:21 p.m.

Exhibit 5



STATE OF RHODE ISLAND

ENERGY EFFICIENCY & RESOURCE MANAGEMENT COUNCIL

EERMC FULL COUNCIL MEETING MINUTES

Thursday, February 16, 2023

Full Council Meeting | 3:00 - 5:00 PM

Department of Administration Conference Room 2A, Providence, RI 02908 with remote participation via Zoom.

Members in Attendance: Harry Oakley, Peter Gill Case, Sue AnderBois, Kate Grant, Kurt Teichert, Joe Garlick

Others in Attendance: Karen Bradbury, Sam Ross, Craig Johnson, Hank Webster, Steven Chybowski, William Owen, Michael O'Brien Crayne, Toby Ast, Priscilla de la Cruz, Adrian Caesar (virtual), Rachel Sholly (virtual), Maggie Hogan (virtual), Daniel Tukey (virtual), Spencer Lawrence (virtual), Seth Handy (virtual), Kathryn Cleary (virtual), Fara Oyenuga (virtual), Jon Erickson (virtual)

1. Call to Order

Chairperson Oakley called the meeting to order at 3:04 p.m.

2. Chair Report

Chairperson Oakley delivered the chair report providing meeting participation instructions and an overview of the agenda.

3. Executive Director Report

Mr. Chybowski delivered the Director's report on behalf of Interim Commissioner Kearns. He noted that the Office of Energy Resources has received proposals for the High-Efficiency Heat Pump Program administration which will be evaluated and scored over the coming weeks.

4. Meeting Minutes - January 19, 2023

Chairperson Oakley motioned to approve the January 19, 2023 Meeting Minutes. Council Member AnderBois seconded. All in favor, none opposed.

5. Special Topics (15 min, 3:10 - 3:25 p.m.)

a. Office of Energy Resources Updates on Federal Funding (15 min 3:10 - 3:25 p.m.)

Ms. Bradbury from the Office of Energy Resources (OER) provided an update regarding federal funding for energy initiatives including new details for energy efficiency and conservation block grant funding and home energy rebate programs. She noted that OER staff recently attended a NASEO conference to learn more about how rebates, incentives, and tax credits can potentially stack together to benefit

homeowners, along with the requirements of the Justice40 initiative. The Council discussed how these efforts can be coordinated to serve disadvantaged communities and how the upgrades in energy efficiency and clean heat targets could be accelerated.

6. Program Oversight (55 min, 3:25 – 4:20 p.m.)

a. Council Discussion of 2023 Policy Recommendations (10 min, 3:25 – 3:35 p.m.)

Mr. Chybowski presented the Council's 2022 policy recommendations for review and led an initial discussion about the Council's policy priorities for 2023. The Council discussed the addition of staying apprised of potential legislative changes to energy efficiency programs and how it can contribute to the discussions of these potential changes.

The Council discussed its role in protecting ratepayers, how mitigating climate change and decarbonization protects ratepayers, and noted that energy efficiency implementation is a significant factor in achieving emissions reductions and the mandate of the 2021 Act on Climate. The Council then discussed the Future of Gas docket at the Public Utilities Commission and the invitation for stakeholder participation. Vice Chair Gill Case nominated Council Member AnderBois to be the Council's representative and Mr. Ross noted the process for making that nomination.

b. Regulatory Updates on 2023 EE Plan Docket Proceedings (5 min, 3:35 – 3:40 p.m.)

Mr. O'Brien Crayne presented on the final rulings of the 2023 Energy Efficiency Plan docket noting the compliance filing on January 21st and outlined the final amendments and changes to the Plan. The Public Utilities Commission approved the compliance filing on January 31st, 2023.

c. Discussion and Potential Vote on Updated Draft Council Priorities for the 2024-2026 Three-Year and 2024 Annual Plans (25 min, 3:40 – 4:05 p.m.)

Mr. Caesar of the Council's Consultant Team led a discussion of the Council's priorities for the 2024 Annual Plan and the 2024-2026 Three-Year Plan, noting that the C-Team has continued to work with the Council and RIE to update the priorities. Council Members discussed the timing of a vote on priorities and the impacts it would have on planning, reviewed some of the history of the procedural requirements of the Three-Year and Annual Plan filing, the actionability of priorities, and considerations from RIE on whether the Council should move forward with a vote. Chairperson Oakley requested that the Council wait to vote on the priorities until March. Mr. Caesar suggested that the Council could rank the priorities based on importance and Vice Chair Gill Case requested that the C-Team create a ranking survey for the Council before the March meeting.

d. Discussion of Targets for the 2024-2026 Three-Year Plan and Potential Vote for Requesting a Target Filing Deadline Extension (15 min, 4:05 – 4:20 p.m.)

The Council discussed their program targets for the 2024-2026 Three-Year Plan facilitated by the Consultant Team. Mr. Johnson outlined the target development process, including the potential for changes to the Least-Cost Procurement (LCP) standards and the effect that this would have on the plan targets, the purpose of the targets, and next steps. Council Members discussed the timing of the extension and the impact on the target utilization in the planning process. Council Member

Teichert motioned to direct EERMC legal counsel, Desautel Law, to file a request with the Public Utilities Commission to extend the 2024-2026 Three-Year Plan target filing date to align with the results of the Council's market potential study data refresh and Council meeting timeline. Council Member AnderBois seconded. All in favor, none opposed.

7. Council Business (25 min, 4:20 – 4:45 p.m.)

a. Market Potential Study Data Refresh Update (10 min, 4:20 – 4:30 p.m.)

Chairperson Oakley elected to hold the discussion on the market potential data refresh until the March Council meeting.

b. Review of the Council's 2023 Budget and Potential Vote for Reallocations (15 min, 4:30 – 4:45 p.m.)

Mr. Chybowski outlined the budget process and the statutory funding formula from the LCP standard resulting in the shortfall of the Council's budget for 2023. The Council discussed how the budget can be reallocated, timing of deferred action on Council initiatives, and the possibility of seeking additional funding sources to overcome the shortfall. Chairperson Oakley noted that the budget in previous years was notably higher and that there is now a constraint on Council activities. Vice Chair Gill Case raised the question of the Council's capacity to operate at a deficit. He also noted line items which could be reduced following discussion by the Education Committee including the 2023 public forum and lecture series, the EE and climate awareness campaign, and the market-based solutions study, while preserving the K-12 energy education funding. Chairperson Oakley outlined the remaining shortfall and potential reallocations from the Consultant and Legal services line items.

Due to the \$89,616 shortfall of the Council Budget allocation, Chairperson Oakley motioned to set the 2023 budget allocation for 2023 public forum and lecture series, the EE and climate awareness campaign, and the market-based solutions study line-items to \$0, in addition to reducing the 2023 consultant services budget allocation by \$36,694.23, and the 2023 legal counsel services budget allocation by \$3,838.17 in the Council's budget. Council Member AnderBois seconded. All in favor, none opposed.

8. Public Comment

Hank Webster – The Acadia Center

Mr. Webster commented that RIE could use the maximum potential study targets from the previous market potential study to begin setting targets. He encouraged the Council to work to advocate for energy efficiency programs, working with the Administration to increase funding for the EC4 and EERMC, and avoid the elimination of the performance incentive mechanism. He noted that this would be his last meeting at the EERMC as he prepares to join the Connecticut Department of Energy and Environmental Protection.

9. Adjournment

Chairperson Oakley motioned to adjourn the meeting. Council Member AnderBois seconded. All in favor, none opposed, and the meeting was adjourned at 5:02 p.m.

Exhibit 6



STATE OF RHODE ISLAND

ENERGY EFFICIENCY & RESOURCE MANAGEMENT COUNCIL

2023 EERMC Budget

Presented By: RI Office of Energy Resources

Date: February 16, 2023





Council Budget Allocation Overview

- On December 20th, 2022, the EERMC filed a budget proposal for \$1,096,299
- The Commission did not indicate any issues with the Council budget as filed, but the proposed budget exceeds the Council's actual allocation for the year
- Least-Cost Procurement law sets a maximum allocation for the Council at 40% of 3% of the authorized EE plan collections



EERMC 2023 Budget Reallocation

Original Council Budget Proposal	\$1,096,299.14
Actual Budget Allocation	\$991,150.74
Difference	\$105,148.40

- How can the Council adjust the 2023 budget to align with the Council's budget allocation?
- Items can be deferred to 2024
- Additional funding, such as grants, could be pursued
- Some projects and programs may come in under budget, allowing for additional reallocations this year



Proposed 2023 Budget

Budget Category	CY 2023 Revised
Consultant Services	\$717,025.00
Legal Counsel	\$75,000.00
Annual Report Printing & Distribution	\$3,000.00
Council Travel and Education and Advancement	\$900.00
Public Education	\$115,024.14
<i>2023 Farm Energy Fellow</i>	\$7,500.00
<i>Public Forum & Lecture Series (2022)</i>	\$25,024.14
<i>Public Forum & Lecture Series (2023)</i>	\$22,500.00
<i>K-12 Energy Education</i>	\$25,000.00
<i>EE and Climate Awareness Campaign</i>	\$35,000.00
2023 Energy Expo	\$40,000.00
EERMC Website	\$350.00
Potential Study Data Refresh	\$107,884.00
Market-Based Solutions Study	\$7,116.00
Council Branding and Comms Development	\$30,000.00
Total	\$1,096,299.14

Please note that this table includes the market potential study reallocation made at the January 2023 Council Meeting



Proposed 2023 Budget

Budget Category	CY 2023 Revised
Consultant Services	\$717,025.00
Legal Counsel	\$75,000.00
Annual Report Printing & Distribution	\$3,000.00
Council Travel and Education and Advancement	\$900.00
Public Education	\$115,024.14
<i>2023 Farm Energy Fellow</i>	\$7,500.00
<i>Public Forum & Lecture Series (2022)</i>	\$25,024.14
<i>Public Forum & Lecture Series (2023)</i>	\$22,500.00
<i>K-12 Energy Education</i>	\$25,000.00
<i>EE and Climate Awareness Campaign</i>	\$35,000.00
2023 Energy Expo	\$40,000.00
EERMC Website	\$350.00
Potential Study Data Refresh	\$107,884.00
Market-Based Solutions Study	\$7,116.00
Council Branding and Comms Development	\$30,000.00
Total	\$1,096,299.14

- Highlighted items are line items with no current contracts or programming specified
- Eliminating the items highlighted above would cut \$89,616 from the budget
- Would still need to reduce the budget by \$15,532.40

Exhibit 7



STATE OF RHODE ISLAND

ENERGY EFFICIENCY & RESOURCE MANAGEMENT COUNCIL

CONSULTANT TEAM

2024 EERMC Budget Considerations

Presented By: EERMC Consultant Team

Date: May 18, 2022





Outline

Budget Planning Process Refresher

2023 Budget Update

Potential 2024 Budget Allocations

Discussion & Next Steps



BUDGET PLANNING PROCESS REFRESHER

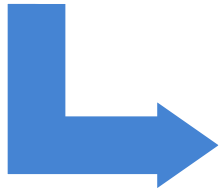




2024 Budget Planning Timeline

May
2023

- Begin discussion of 2024 budget categories at full Council meeting



June
2023

- OER will develop a proposed budget based on Council priorities and discussion
- Draft budget presented to full Council for feedback



July
2023

- Presentation and vote on the 2024 budget at the full Council meeting



August
2023

- 2024 EERMC budget submitted to utility for plan filing



2023 BUDGET UPDATE





2023 Budget Update

	CY 2023 Allocated	January	February	March	April	May	Remaining Balance
Consultant Services	\$680,330.77	\$47,387.75	\$41,860.50				\$591,082.52
Legal Counsel	\$71,161.83	\$4,720.00	\$9,267.50	\$5,362.50			\$51,811.83
Annual Report Printing & Distribution	\$3,000.00						\$3,000.00
Council Travel and Education and Advancement	\$900.00				\$179.95		\$720.05
Public Education	\$57,524.14						\$57,524.14
<i>2023 Farm Energy Fellow</i>	\$7,500.00						\$7,500.00
<i>Public Forum & Lecture Series</i>	\$25,024.14						\$25,024.14
<i>K-12 Energy Education</i>	\$25,000.00						\$25,000.00
<i>EE and Climate Awareness Campaign</i>	\$-						\$-
2023 Energy Expo	\$40,000.00	\$40,000.00					\$-
EERMC Website	\$350.00						\$350.00
Potential Study Data Refresh	\$107,884.00			\$64,316.34	\$28,541.60	\$2,034.95	\$12,991.11
Market-Based Solutions Study	\$-						\$-
Council Branding and Comms Development	\$30,000.00						\$30,000.00
Total	\$991,150.74						\$747,479.65



POTENTIAL 2024 BUDGET ALLOCATIONS





Potential 2024 Budget Allocations

Third-Party Implementation RFP Oversight

EE & Climate Public Awareness Campaign

Market Based Solutions Study

Natural Gas Pruning Study

Education Initiatives



3rd Party Implementation RFP Oversight

Governor McKee's budget proposal includes a request that OER work in coordination with the EERMC to issue an RFP

Council would need to coordinate with OER to draft and issue RFP, evaluate proposals, and onboard a potential 3rd party vendor

Council should consider an appropriate allocation of funds for its role in this process in 2024 and potentially beyond



EE & Climate Public Awareness Campaign

- Provide strategic marketing consultation, communication planning, and effective implementation in coordination
- Identify outreach objectives, audiences & messages
- Literature review & supplemental market research
- Survey and build on existing efficiency and climate related outreach efforts in Rhode Island (e.g., Rhode Island Energy marketing campaigns)
- Conceptualize, design, implement, and evaluate a multi-dimensional public awareness campaign
- Integrate campaign with existing EERMC public outreach events (i.e., EERMC Annual Public Forum and Energy Lecture Series)

Reference:
[2023 Budget Memo 7-28-22](#)



Market Based Solutions Study

- Explore viable market-based EE solutions for RI
- May be able to drive significant energy savings without significant budget growth
- Example: Metered Energy Efficiency Transaction Structure (MEETS)
 - Building operators sell metered EE savings to utilities
 - Seeks to deliver benefits from comprehensive building upgrades and ongoing O&M to all involved parties

Reference:
[2023 Budget Memo 7-28-22](#)



Natural Gas Pruning Study

Council could fund foundational research for approaches to avoid new build out or decommission discrete elements of gas system (i.e. 'prune' gas system). Potential approaches include:

1. Cross-Jurisdictional Natural Gas Decommissioning Study
2. Rhode Island Natural Gas Decommissioning Feasibility Analysis
3. Comprehensive Natural Gas Decommissioning Demonstration

Was deferred last year due to initiation of the Future of Gas docket by the Public Utilities Commission, which is still ongoing and for which two Council members are on the Stakeholder Committee



Education Initiatives

2024 Farm Energy Fellow – Council has historically supported a URI Energy Fellow housed at OER focused on Farm Energy

Public Forum & Lecture Series – Council-sponsored publicly accessible events facilitating industry stakeholder engagement and public education

Council has option to extend current contract with URI

K-12 Education – Multi-year Council effort to develop and deploy continuing education for K-12 educators on curriculum covering efficiency, renewables, climate science, and equity

2024 Energy Expo – Long-standing budget allocation in support of the Rhode Island Builder's Association (RIBA) Energy Expo

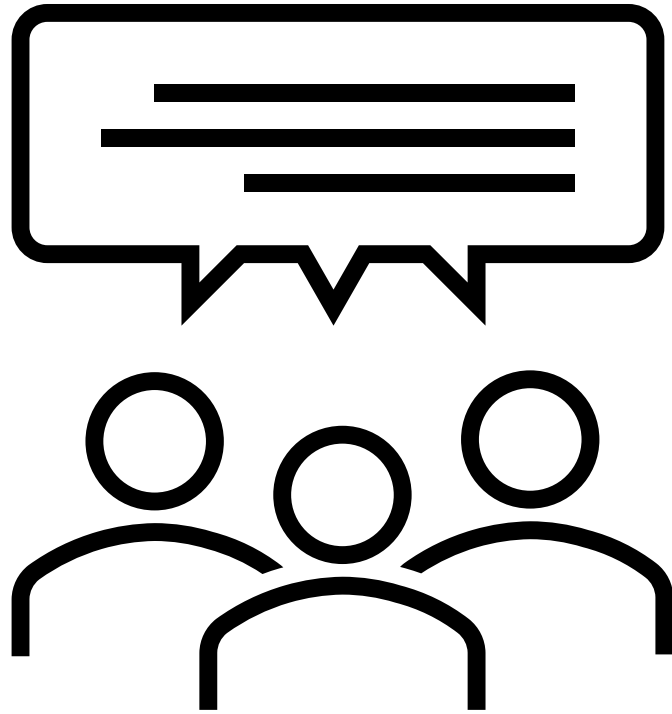


DISCUSSION & NEXT STEPS





Council Member Discussion



- Are there areas that the Council wants to consider for possible 2024 budget allocations that were not reviewed?
- Are there areas that we've discussed today the Council does not want to continue to consider in ongoing 2024 budget discussions?
- Are there areas the Council wants to consider in a multi-year planning context (could be the same or different as your answers to the two questions above)?



Next Steps

Council to provide feedback on any of these areas that it would like to explore further for inclusion in the 2024 Budget

C-Team will coordinate with OER to prepare cost estimates for any areas selected for further exploration

Final proposed budget inclusive of estimates for additional areas to be presented and voted on at the July Council meeting

Exhibit 8



STATE OF RHODE ISLAND
**ENERGY EFFICIENCY &
RESOURCE MANAGEMENT COUNCIL**

EERMC FULL COUNCIL MEETING MINUTES

Thursday, May 18, 2023

Full Council Meeting | 3:00 - 5:00 PM

Department of Administration Conference Room 2A, Providence, RI 02908 with remote participation via Zoom

Members in Attendance: Joe Garlick, Brett Feldman, Tom Magliocetti, Sue AnderBois, Peter Gill Case, Kurt Teichert, Bob Izzo

Others in Attendance: William Owen, Toby Ast, Jake Curran, Sam Ross, Craig Johnson, Adrian Caesar, Steven Chybowski, Michael O'Brien Crayne, Rachel Sholly, Jordan Galluzzo, Kate Grant (virtual), Fara Oyenuga (virtual), Daniel Tukey (virtual), Nelson DiBiase (virtual) Spencer Lawrence (virtual), Ann Clarke (virtual), Jeremy Newberger (virtual), Karen Verrengia (virtual)

1. Call to Order

Vice Chair Gill Case called the meeting to order at 3:01 p.m.

2. Chair Report

Vice Chair Gill Case provided instructions for the public to provide public comments at the meeting. He also noted the additional meeting materials that were posted for Council review that will not be discussed at the May meeting. Vice Chair Gill Case introduced Jordan Galluzzo as the Mike Guerard Energy Fellow working with the Consultant Team this year.

3. Executive Director Report

Mr. Owen provided the executive director report on behalf of acting commissioner Kearns. He highlighted the recent Lead by Example awards ceremony hosted at the Statehouse and the new Lead by Example Executive Order signed by the Governor, establishing new goals for the Lead by Example program in line with the 2021 Act on Climate.

4. Meeting Minutes

a. April 20, 2023

Council Member Teichert motioned to approve the April 20, 2023 meeting minutes. Council Member Garlick seconded. All in favor, none opposed.

b. May 1, 2023 LEAD Session

Vice Chair Gill Case proposed to table the LEAD session meeting minutes to allow the Consultant Team to add additional details to them. There were no objections, and this item will be revisited at the June Council meeting.

5. Program Oversight (70 Min, 3:10 – 4:20 p.m.)

a. System Reliability Procurement Updates (15 min, 3:10 – 3:25 p.m.)

Ms. Gill of Rhode Island Energy led a presentation on system reliability procurement (SRP). She began by providing a review of SRP as a concept. Ms. Gill gave an overview of the SRP technical working group and their schedule for the year. She also summarized the 2022 SRP year-end report and highlighted the Company's priorities for the next three-year plan. Rhode Island Energy's (RIE) priorities for the 2024-2026 three-year SRP plan is that it is readable, useful, actionable, and compelling. Mr. Ross noted that the priorities document approved by the Council earlier this year has been submitted to the Company for consideration in the development of the three-year plan.

b. Presentation of 2023 Q1 Energy Efficiency Programming (25 min, 3:25 – 3:50 p.m.)

Mr. Caesar of the Consultant Team presented on the Commercial and Industrial (C&I) program results for the first quarter of 2023. He noted that C&I programming typically starts slow at the beginning of the year and ramps up in later periods. To date, the small business programming is slightly lagging expectations so that will require monitoring.

Mr. Johnson presented on the income-eligible programming. He noted that the income-eligible single family is starting well in the first quarter of 2023, partly due to the CAP agencies referring work to other CAPs as needed based on capacity. Multifamily programming is starting slowly in Q1, but projects are expected to increase in the warmer months.

The EnergyWise single family home energy assessments have high demand to start the year, but uptake on weatherization services has decreased compared to recent years. The HVAC and new products programs are also having a slow start in 2023. The Company has launched a new online product marketplace and there are a lot more products now available. New construction is also off to a slow start to begin the year, but there are 200 units of affordable housing in the pipeline seeking passive house certification.

Mr. O'Brien Crayne presented Q1 program highlights from RIE and highlighted the Zero Energy for the Ocean State (ZEOS) round three program and partnership with RIHousing and the Office of Energy Resources (OER). The large commercial new construction program is up in the first quarter of 2023 compared to the end of 2022, and the Company has additional leads for more projects. RIE presented on their strategic energy management partnership (SEMP) to the Quonset Development Corporation and Council Member Magliocchetti commented that he will be publishing an article on his positive experience with the SEMP program.

c. Rhode Island Energy Updates on the 2024-2026 Energy Efficiency Plans (20 min, 3:50 – 4:10 p.m.)

The Company received comments on their plan outline from the Council, Council Member AnderBois, and Green Energy Consumers Alliance, along with priorities

from OER. Many of these comments regarded aligning programming with the Act on Climate, phasing out gas appliances, and placing equity at the forefront of program design. RIE would be interested in having some specific conversations about concrete steps for phasing out gas appliance incentives and how equity could be incorporated into the PIM. The draft narrative is due June 1st. Overall, the feedback seemed to indicate that the Company is on the right track so far with some areas for improvement and modifications. The 2024 Annual Plan will have a level of specificity and detail that the 3-Year Plan will not.

RIE is also moving forward with community listening sessions to provide input on the plan development. These sessions are tentatively scheduled for June. The Company believes that they will receive feedback in time to be incorporated into the plan this year.

Vice Chair Gill Case asked how the future of gas docket will align with the 3-Year planning process.

Council Member Teichert noted that he hopes that gas and wire SRP is integrated, so that the electric system can provide results for gas constraints.

Council Members discussed their priority to phase out gas incentives. Council Member Izzo noted that for large C+I customers, gas is still the most affordable and practical way to fuel services and that this area may still need gas opportunities for now.

d. Overview and Discussion of Proposed Updates to the Least Cost Procurement Standards (10 min, 4:10 – 4:20 p.m.)

Mr. Johnson presented an update on the least cost procurement standard updates and reviewed the docket timeline.

6. Council Business (35 Min, 4:20 – 4:55 p.m.)

a. Council Discussion of 2024 Budget Proposal (20 min, 4:20 – 4:40 p.m.)

Mr. Ross presented to the Council on the Council budget planning process. The Council will continue with their 2024 budget planning through July when the full budget proposal is expected to be voted on. Mr. Ross walked through the Council's spending in 2023 to date and discussed some of the budget items that the Council considered for 2023, but did not move forward with for consideration.

Council Member Teichert stated that the Council is in a different budgetary environment now, so the longstanding public education initiatives should be reviewed for consideration moving forward. Mr. Ross noted that Optimal Energy has helped other jurisdictions with the energy efficiency administrator procurement process. Council Member AnderBois noted that she would want the Council to have a robust role in the administrator evaluation process. Vice Chair Gill Case requested that Optimal Energy provide an estimate on what it would cost them to take on the oversight role with third-party program administration.

Council Member AnderBois suggested that the gas pruning study could be removed because the future of gas docket is already covering much of that topic. She also thinks the Farm Energy Fellow should be reconsidered as it is not entirely focused

on energy efficiency. Council Member Magliocchetti asked what the energy efficiency and climate awareness campaign could look like, and Mr. Ross noted that it would include bringing on a vendor to implement outreach, connecting energy efficiency as a pathway for decarbonization. He would like to see the climate awareness campaign provide a hopeful message as so much on this topic is doom and gloom. Vice Chair Gill Case also does not feel strongly that the Council needs to pursue the market-based solutions study. Council Member Teichert would like to see the EE and climate awareness campaign focus on actionable items and targeted outcomes.

- b. Review and Vote on the Draft 2023 EERMC Annual Report (15 min, 4:40 – 4:55 p.m.)*
Ms. Sholly presented the second draft of the Council’s 2023 Annual Report. She noted that we are still waiting on a few final numbers from the Company before the report can be published, but should otherwise be complete. Ms. Sholly has updated some of the introductory sections and infographics to make them easier to read and understand. Council Member Teichert motioned to approve the EERMC Annual Report as presented, pending the inclusion of the final numbers from RIE. Council Member AnderBois seconded.

7. Public Comment

Ms. Gallazzo commented that climate anxiety is a large problem for her age group, and that climate messages with hope are appreciated, in reference to the pending EE and climate awareness campaign.

8. Adjournment

Council Member AnderBois motioned to adjourn the meeting. Council Member Teichert seconded, and the meeting was adjourned at 4:49 p.m.

Exhibit 9



STATE OF RHODE ISLAND

ENERGY EFFICIENCY & RESOURCE MANAGEMENT COUNCIL

CONSULTANT TEAM

2024 EERMC Budget Discussion

Presented By: EERMC Consultant Team

Date: June 15, 2023





Outline

Budget Planning Process Refresher

Review Proposed 2023 Budget

Draft 2024 Budget

Discussion & Next Steps



BUDGET PLANNING PROCESS REFRESHER

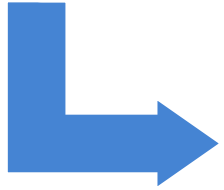




2024 Budget Planning Timeline

May
2023

- Begin discussion of 2024 budget categories at full Council meeting



June
2023

- OER will develop a proposed budget based on Council priorities and discussion
- Draft budget presented to full Council for feedback



July
2023

- Presentation and vote on the 2024 budget at the full Council meeting



August
2023

- 2024 EERMC budget submitted to utility for plan filing



2023 BUDGET UPDATE





2023 Budget, As Approved By EERMC

Budget Category	CY 2023 Allocated
Consultant Services	\$717,025.00
Legal Counsel	\$75,000.00
Annual Report Printing & Distribution	\$3,000.00
Council Travel and Education and Advancement	\$900.00
Public Education	\$115,024.14
<i>2023 Farm Energy Fellow</i>	\$7,500.00
<i>Public Forum & Lecture Series</i>	\$47,524.14
<i>K-12 Energy Education</i>	\$25,000.00
<i>EE and Climate Awareness Campaign</i>	\$35,000.00
2023 Energy Expo	\$40,000.00
EERMC Website	\$350.00
Potential Study Data Refresh	\$45,000.00
Market-Based Solutions Study	\$70,000.00
Council Branding and Comms Development	\$30,000.00
Total	\$1,096,299.14

Currently do not expect the Council's statutory budget cap to be at the current level next year

Consequently, we present the Council budget *as approved by the EERMC* in July of 2022 as the reference point

Significant return of unspent ratepayer funds was a key 1-time driver of the binding cap for this year



DRAFT 2024 BUDGET





Draft 2024 Budget

Budget Category	Dollar Amount
Consultant Services	\$717,025
3rd Party EE RFP Support	\$100,000
Legal Counsel	\$75,000
Annual Report Printing & Distribution	\$3,000
Council Travel and Education and Advancement	\$900
Public Education	\$142,525
<i>2024 Farm Energy Fellow</i>	\$7,500
<i>Public Forum & Lecture Series</i>	\$25,025
<i>K-12 Energy Education</i>	\$25,000
<i>EE and Climate Awareness Campaign</i>	\$85,000
2024 Energy Expo	\$40,000
EERMC Website	\$350
Total	\$1,078,800

Items removed from 2023 Budget on Prior Slide:

- Potential Study Data Refresh
- Market-Based Solutions Study

Items added for 2024 per Council Request at May EERMC Meeting:

- Expanded EE and Climate Awareness Campaign allocation
- EE Implementation RFP Support



EE Implementation RFP Oversight

If approved, Governor McKee's budget proposal would require that OER work in coordination with the EERMC to issue a competitive RFP for EE program implementation.

Council would need to coordinate with OER to draft and issue RFP, evaluate proposals, and onboard a (potentially new) program administrator

Council should consider an appropriate allocation of funds for its role in this process in 2024 and potentially beyond

Cost estimate of ~\$100k based on C-Team's recent experience supporting procurement of Implementation Contractor firms for a utility client in 2020/2021, and a multi-year timeline to a potential implementation transition



EE & Climate Public Awareness Campaign

See Draft RFP posted for Council review later on during this meeting for detailed scope

Upon review / finalization of that RFP, we welcome Council input on dollar amount to use for final budget to be discussed at July EERMC meeting

Goal will be to receive bids in time to inform final Council budget reconciliation in late Fall 2023, as occurred last year

Current dollar amount of ~\$85k reflects Council's direction to increase allocation from 2023 budget level, and will be updated when RFP responses are received and evaluated

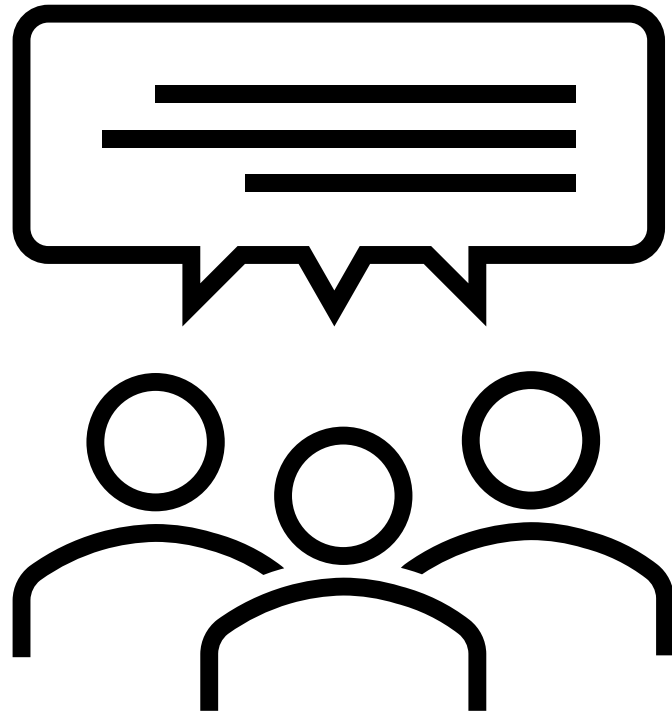


DISCUSSION & NEXT STEPS





Council Member Discussion



- Are there areas that the Council wants to consider for possible 2024 budget allocations that were not reviewed?
- Are there areas that we've discussed today the Council does not want to continue to consider in ongoing 2024 budget discussions?
- Are there items in the draft 2024 budget that the Council would like to keep, but modify the current dollar amount?
- Are there areas the Council wants to consider in a multi-year planning context (could be the same or different as your answers to the two questions above)?

Exhibit 10



STATE OF RHODE ISLAND

ENERGY EFFICIENCY & RESOURCE MANAGEMENT COUNCIL

EERMC FULL COUNCIL MEETING MINUTES

Thursday, June 15, 2023

Full Council Meeting | 3:00 - 5:00 PM

Department of Administration Conference Room 2A, Providence, RI 02908 with remote participation via Zoom

Members in Attendance: Joe Garlick (arrived at 3:25 p.m.), Brett Feldman, Tom Magliocchetti (arrived at 3:43 p.m.), Sue AnderBois, Peter Gill Case, Dave Caldwell (left at 3:45 p.m.), Kate Grant, Christopher Kearns, Priscilla De La Cruz

Others in Attendance: Steven Chybowski, William Owen, Toby Ast, Sam Ross, Adrian Caesar, Rachel Sholly, Jake Curran, Emily Koo, Greg Caggiano, Morgan Holstine, Craig Johnson (virtual), Jordan Galluzzo (virtual), Michael O'Brien Crayne (virtual), Nelson DiBiase (virtual), Spencer Lawrence (virtual), Tina Munter (virtual), Karen Verrengia (virtual)

1. Call to Order

Vice Chair Gill Case called the meeting to order at 3:11 p.m.

2. Chair Report

Vice Chair Gill Case delivered the Chair Report, providing instructions for the public to provide public comments at the meeting. He also noted the additional meeting materials that were posted for Council review. Council Member AnderBois introduced Priscilla De La Cruz, Residential Representative from the Audubon Society of Rhode Island. Vice Chair Gill Case noted Council Members not in attendance and that a quorum was not reached. All votes will be held for a future meeting unless additional members join in person to reach a quorum.

3. Executive Director Report

Acting Commissioner Kearns delivered the Executive Director Report, noting the absence of new Council Member Jordan Day. He then briefed the Council of the EC4 meeting next Wednesday and where to locate details for the meeting, federal funding home electrification program updates, and the \$25M heat pump program. Mr. Kearns noted that the timeline of launch for the program is targeted for mid-July.

4. Meeting Minutes

- a. May 1, 2023, LEAD Session
This item was held for the July meeting.
- b. May 18, 2023
This item was held for the July meeting.

5. Program Oversight (70 Min, 3:10 – 4:20 p.m.)

- a. *Office of Energy Resources Updates on State Budget Article Five (10 min, 3:10 – 3:20 p.m.)*

Acting Commissioner Kearns presented the energy subjects of the FY24 State Budget, stating up to \$1.5 million in annual auction proceeds from the Regional Greenhouse Gas Initiative (RGGI) to support the EC4 policy and programmatic efforts. In partnership with the EERMC, PUC, and DPUC, the RI Office of Energy Resources (OER) will issue an RFP for the administration and implementation of state energy efficiency (EE) programs. Nothing prohibits the utility from submitting a proposal to OER during the RFP posting period, and the PUC is expected to file a decision no later than June 2024 on the subject. OER will not be engaging with prospective bidders or utilities on this subject during this process. At this time, Acting Commissioner Kearns politely encouraged all potential bidders to leave the room and exit the Zoom until discussion of this agenda item is complete. Representatives from Rhode Island Energy exited the meeting.

Acting Commissioner Kearns shared that the winter rate relief to residential small business customers was approved by the General Assembly, which will be handled by the Division of Revenue or Division of Taxation, into 2024, with reimbursement occurring in late 2023-early 2024. The EC4 would receive funding if RGGI auctions come in at \$4.5M per auction, up to \$1.5M each fiscal year of this program. Auctions begin in September of the fiscal year. For FY23, a one-time \$3 million in allocations from RGGI to EC4 will be funded to maintain the existing electric vehicle and electric bicycle incentive program and to support other projects.

Acting Commissioner Kearns presented a tentative timeline for the State EE programs administration. At this time, the RFP is scheduled to close in November. OER will set up an RFP Technical Review Committee with 3 OER staff members and will request 2 EERMC members to serve as Technical Advisors to review the submitted bidder proposals and provide feedback to OER during the evaluation process. Council Member AnderBois asked about extending the two-week comment period, and Acting Commissioner Kearns responded with an idea of possibly having multiple comment periods or extending the comment period timeline.

Acting Commissioner Kearns opened the floor for comments and questions, and members in attendance had none. Rhode Island Energy representatives were welcomed back into the meeting after this discussion.

- b. *Rhode Island Energy Presentation on the 2024-2026 Draft Plan Narrative (25 min, 3:20 – 3:45 p.m.)*

Mr. Ast presented on the timeline for stakeholder involvement of the 2024-26 Annual Plan. He then provided updates of the plan elements already in progress, while highlighting coordination with the Rhode Island Infrastructure Bank in terms of investments and also mentioned cooperation with Mr. Chybowski on that front.

Mr. Ast suggested that the July Council meeting could be an opportunity to bring up adjustments to the Performance Incentive Mechanism (PIM), and the best structure to drive efficiency forward. He also spoke of open seats for RI business owners to join the stakeholder listening session.

Mr. Ast then briefed the Council on Rhode Island Energy's current approach on the future of gas incentives, giving examples of successful similar operations from MA, CT, CO, and CA.

Mr. Ast then touched on a few primary strategies of the three-year plan (3YP), such as the focus on expanding outreach, making sure all customers have equal access, and ensuring capable workforce capacity.

c. Council Consultant Team Perspectives on the 2024-2026 Draft Plan Narrative (25 min, 3:45 – 4:10 p.m.)

Mr. Caesar and Mr. Ross presented on the three-year draft plan narrative. Mr. Caesar began discussing the 3YP and summarized the primary purposes and content. In a coordination call between Rhode Island Energy, the C-Team, and OER, the C-Team expressed concern that the Company's intent to significantly deviate from the prior plan format was not effectively communicated in a way to set stakeholders expectations. Then, the C-team shared high level comments, regarding program design, customer outreach, PDAs, EM&V, coordination with other energy policies programs and dockets, multiyear strategies, and performance incentive plans. Mr. Ross wanted to make a point on the PDAs study and company approach. Mr. Ross ran through the priorities of the Council which will be addressed in more detail in the 2024 Annual Plan, which will not be available until August. He also provided updates on the compliance with the Act on Climate. Council Member Grant responded regarding the State's 2025 Climate Strategy and desire to determine a more cost-effective pathway in order for all parties to be successful. Council Member AnderBois agreed. Council Member Magliocetti mentioned the urgency of the climate crisis, and the importance of achievability with these plans.

Mr. Ross mentioned that the assessment of plan development and review was hampered due to lack of detail provided in first draft and that a major shift in overall plan design was not communicated with stakeholders earlier in the process. He also mentioned the importance of participation from historically underserved customers and wants to continue support of the Equity Working Group.

Mr. Ross opened up the floor for Council Discussion, with Vice Chair Gill Case noting to keep questions concise and discussions brief.

Vice Chair Gill Case asked the Company "How can we help?" while providing his disappointment in the 3YP so far. He also questioned "Where is this going?" while noting that we need to be talking about something more specific in these plans. Acting Commissioner Kearns agreed with these concerns. Council Member AnderBois offered assistance with the 3YP.

- d. *Overview and Discussion of Updates to the Least Cost Procurement Standards (10 min, 4:10 – 4:20 p.m.)*

Mr. Johnson provided updates on the least cost procurement process, noting that there have not been changes since the last meeting. He then provided the next steps depending on the timeline, proposed process for providing feedback on behalf of Council. He wanted to re-emphasize the recommendation to open standards review in the year prior to when a 3YP is due, both to ensure time regarding consensus and an opportunity to discuss possible further changes to the cycle.

6. Council Business (35 Min, 4:20 – 4:55 p.m.)

- a. *Council Discussion of 2024 Budget Proposal (15 min, 4:20 – 4:35 p.m.)*

Mr. Ross presented the outline of the budget planning process, review of the initially proposed 2023 budget for reference, and the draft 2024 budget. The 2024 budget planning was started in May 2023, and the budget is expected to be submitted to the utility for plan filing in August 2023.

The new budget does not expect the cap to be at the current level next year. Items removed from the budget for 2024 were the potential study data refresh, and market-based solutions study. Items added for 2024 per Council Member requests at the May council meeting was expanded EE and Climate Awareness Campaign allocations, and energy efficiency administrator implementation RFP support. Mr. Ross mentioned within the EE & Climate Public Awareness Campaign, that the current dollar amount of ~\$85k reflects the Council's discussion to increase allocation from 2023 budget level and will be updated when RFP responses are received and evaluated.

Vice Chair Gill Case mentioned that the 2024 Farm Energy Fellow could be fully funded by OER in the future. The K-12 Energy Education allocation will be taking a pause to be picked up later on. Vice Chair Gill Case also mentioned his intent to keep funding for Energy Expo at the previous allocation level of \$40,000.

The budget will be kept as is for now, to be revisited at the July council meeting.

- b. *Review of 2023 Budget and Potential Vote to Reallocate Council's K-12 Energy Education Funding (5 min, 4:35 – 4:40 p.m.)*

Ms. Sholly presented on the proposed reallocation of funds moving \$25,000 from K-12 Energy Education towards the EE & Climate Public Awareness Campaign, divided into two phases: Phase 1 research & design (2023), Phase 2: implementation and evaluation (2024).

- c. *Review and Potential Vote on the Draft Energy Efficiency and Climate Public Awareness Campaign Request for Proposals (15 min, 4:40 – 4:55 p.m.)*

Not enough council members were in attendance to make a vote, so the EE & Climate Public Awareness Campaign proposed timeline is being pushed back a month, with Phase 1 now occurring from October through December.

The potential votes of the June meeting were a vote on the reallocation of funds, and a vote on the draft EE and Climate Public Awareness Campaign RFP. Both votes are

being held for the July Council meeting. The Council expressed support for both propositions.

7. Public Comment

Ms. Sholly announced that the final draft of the EERMC Annual Report is now posted.

Council Member AnderBois introduced Emily Koo with the Acadia Center. Ms. Koo then raised the question to know how the public can be engaged with the EE & Climate Public Awareness Campaign. Vice Chair Gill Case noted that strong outreach for the campaign will be necessary.

8. Adjournment

Vice Chair Gill Case motioned to adjourn meeting. Council Member AnderBois seconded, and the meeting was adjourned at 4:53 p.m.

Exhibit 11



STATE OF RHODE ISLAND

ENERGY EFFICIENCY & RESOURCE MANAGEMENT COUNCIL

CONSULTANT TEAM

2024 EERMC Budget

Presented By: EERMC Consultant Team

Date: July 20, 2023





Outline

Budget Planning Process Refresher

Review Proposed 2023 Budget

Draft 2024 Budget

Discussion & Next Steps



BUDGET PLANNING PROCESS REFRESHER

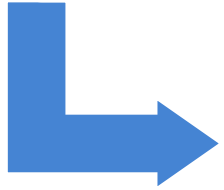




2024 Budget Planning Timeline

May
2023

- Begin discussion of 2024 budget categories at full Council meeting



June
2023

- OER will develop a proposed budget based on Council priorities and discussion
- Draft budget presented to full Council for feedback



July
2023

- Presentation and vote on the 2024 budget at the full Council meeting



August
2023

- 2024 EERMC budget submitted to utility for plan filing



PROPOSED 2023 BUDGET REVIEW





2023 Budget, As Approved By EERMC

Budget Category	CY 2023 Allocated
Consultant Services	\$717,025.00
Legal Counsel	\$75,000.00
Annual Report Printing & Distribution	\$3,000.00
Council Travel and Education and Advancement	\$900.00
Public Education	\$115,024.14
<i>2023 Farm Energy Fellow</i>	\$7,500.00
<i>Public Forum & Lecture Series</i>	\$47,524.14
<i>K-12 Energy Education</i>	\$25,000.00
<i>EE and Climate Awareness Campaign</i>	\$35,000.00
2023 Energy Expo	\$40,000.00
EERMC Website	\$350.00
Potential Study Data Refresh	\$45,000.00
Market-Based Solutions Study	\$70,000.00
Council Branding and Comms Development	\$30,000.00
Total	\$1,096,299.14

Currently do not expect the Council's statutory budget cap to be at the current level next year

Consequently, we present the Council budget *as approved by the EERMC* in July of 2022 as the reference point

Significant return of unspent ratepayer funds was key one-time driver of the binding cap for this year



DRAFT 2024 BUDGET





Draft 2024 Budget

Budget Category	Dollar Amount
Consultant Services	\$717,025
3rd Party EE RFP Support	\$100,000
Legal Counsel	\$75,000
Annual Report Printing & Distribution	\$3,000
Council Travel and Education and Advancement	\$900
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<i>EE and Climate Awareness Campaign</i>	\$85,000
2024 Energy Expo	\$40,000
EERMC Website	\$350
Total	\$1,078,800

Items removed from 2023 Budget on Prior Slide:

- Potential Study Data Refresh
- Market-Based Solutions Study

Items added for 2024 per Council Request at May EERMC Meeting:

- Expanded EE and Climate Awareness Campaign allocation
- EE Implementation RFP Support



EE Implementation RFP Oversight

Governor McKee's budget proposal requires that OER work in coordination with the EERMC to issue a competitive RFP for EE program implementation

Council would need to coordinate with OER to draft and issue RFP, evaluate proposals, and onboard a (potentially new) program administrator

Council should consider an appropriate allocation of funds for its role in this process in 2024 and potentially beyond

Cost estimate of ~\$100k based on C-Team's recent experience supporting procurement of Implementation Contractor firms for a utility client in 2020/2021, and potential for a multi-year timeline for implementation transition support



EE & Climate Public Awareness Campaign

Funding to support vendor selected from RFP reviewed during today's Council meeting

Goal will be to receive bids in time to inform final Council budget reconciliation in late Fall 2023, as occurred last year

Current dollar amount of ~\$85k reflects Council's direction to increase allocation from 2023 budget level, and will be updated when RFP responses are received and evaluated

As with budget items that carried from 2022 into 2023, current budget retains full estimated cost for this service in next year's budget.

This can be lowered during reconciliation if a portion of the scope is on track to be completed in 2023

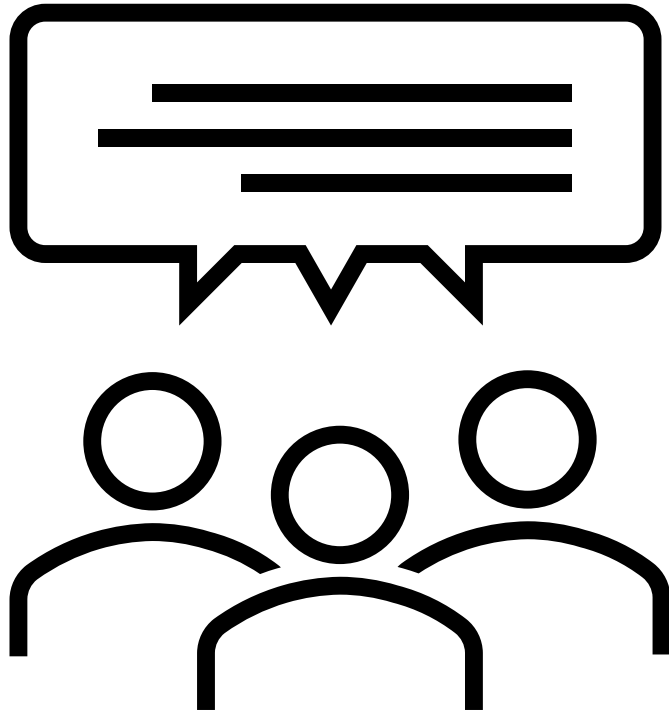


DISCUSSION & NEXT STEPS





Council Member Discussion



- Are there areas that the Council wants to consider for possible 2024 budget allocations that were not reviewed?
- Are there areas that we've discussed today the Council does not want to continue to consider in ongoing 2024 budget discussions?
- Are there items in the draft 2024 budget that the Council would like to keep, but modify the current dollar amount?
- Are there areas the Council wants to consider in a multi-year planning context (could be the same or different as your answers to the two questions above)?

Exhibit 12



STATE OF RHODE ISLAND

ENERGY EFFICIENCY & RESOURCE MANAGEMENT COUNCIL

EXECUTIVE COMMITTEE DRAFT MEETING MINUTES

Thursday, July 20, 2023 | 2:00 - 3:00 PM

Department of Administration Conference Room 2A, Providence, RI 02908

Members in Attendance: Peter Gill Case, Sue AnderBois

Others in Attendance: Nathan Cleveland, Jake Curran, Maria Desautel, Craig Johnson, Rachel Sholly, Brett Feldman, Samuel Ross (virtual), Jordan Galluzo (virtual)

1. Call to Order

Vice Chair Gill Case called the meeting to order at 2:03 p.m.

2. Chair Announcements

Vice Chair Gill Case provided instructions for the public to provide public comments at the meeting and during non-meeting hours. He also noted the additional meeting materials that were posted for Council awareness and review.

3. Executive Director Report

Mr. Cleveland delivered the Executive Director Report on behalf of Acting Commissioner Kearns. He briefed the Council on the Clean Heat RI program, with a new tentative launch date aiming for mid-August. The next EC4 advisory board meeting will be held on August 30th, and Mr. Cleveland gave comment on where to find information about the meeting. The DOE recently issued guidelines concerning state-based home EE training grants, with the aim of supporting the development of the EE workforce. Notably, RI has been given a \$1.1 million allocation dedicated to advancing this essential process.

4. Executive Committee Meeting Minutes - April 2023

Council Member AnderBois motioned to approve the April 20, 2023 Meeting Minutes. Vice Chair Gill Case seconded. All in favor, none opposed.

5. Council Business (50 min, 2:05 - 2:50 p.m.)

a. Review Updates to Council Bylaws (15 min, 2:05 - 2:20 p.m.)

During the meeting, it was noted that the updated version of the bylaws were not available for review. Additionally, there was a discussion about. A motion was put forward by Council Member AnderBois to swap items "c" and "a" on the agenda and seconded by Vice Chair Gill Case to enact this change.

Among the matters that could be discussed during the meeting, Mr. Johnson proposed the idea of changing the name of the EERMC to become more appealing to the public. Vice Chair Gill Case raised a question regarding the significance of maintaining consistency in the logo

amidst potential changes to the committee's name. It was pointed out that the existing legislation does not explicitly reference the committee's logo. Within the logo, Vice Chair Gill Case requested the seal logo to have fewer words, specifically "energy council", as long as it stays within the bylaws, wanting to figure out what flexibility is available.

Ms. Desautel stated that since the title of the chapter is the RI Energy Efficiency Resource and Management Council, it cannot change. However the Council is free to colloquially call themselves whatever they'd like, but by changing the ERRMC the bylaws would have to change. Council Member AnderBois prompted a possible shorter name, the Energy Efficiency Council for short.

Vice Chair Gill Case emphasized the need for increased public outreach and expressed concerns about the public's confusion regarding the current acronym. To address this issue and enhance the overall rebranding efforts, Vice Chair Gill Case proposed making the committee's name more identifiable. Ms. Desautel shared that as long as the committee's official website continues to display the acronym "EERMC," the committee could potentially adopt a different name for external use.

Ms. Sholly wanted further clarification from Ms. Desautel on what the committee is allowed to call itself to ensure a shared understanding. She provided an example of the possibility of removing the acronym "EERMC" from the logo, but not the website. Ms. Desautel restated that any outward-facing communications must explicitly include the full term "Energy Efficiency and Resource Management Council."

Mr. Johnson further stated that the renaming and the logo were main points brought up on the updated bylaws that were not shared. Vice Chair Gill Case asked when the next time the updated bylaws will be brought up, to which Mr. Johnson replied that the red lined version of the bylaws will be completed by the next ExComm meeting.

b. Review of the EERMC's 2024 Budget Proposal (15 min, 2:20 – 2:35 p.m.)

Mr. Johnson presented the proposed budget from 2023 and the building blocks for 2024. After the budget was approved, the next step involved providing information to the Rhode Island Energy Consultant Team. He stated that in 2023, the Council reached a statutory cap, however, it is not anticipated to occur in the 2024 budget. The 2024 budget will not include a potential data study refresh and a market-based solution study since both items have either been completed or deferred.

Mr. Johnson then went on to discuss the implementation of EE initiatives through the upcoming RFP, stating that new legislation is requiring OER to work in coordination with the EERMC to issue a competitive RFP for EE program implementation. The estimated cost for Consultant Team support on this effort is \$100,000, but does not include the current effort to help OER draft the RFP. The C-Team will be absorbing the additional money to help OER.

Mr. Ross stated that the C-Team has been meeting with Mr. Chybowski on a regular basis before the next comment period begins to provide valuable feedback on the draft RFP, stating that the feedback given was over a page long.

At this time, Mr. Ross politely encouraged all potential bidders to leave the room and exit the Zoom until discussion of this agenda item is completed. Council Member Feldman exited the meeting.

Mr. Ross shared that the draft RFP is currently in its first phase, awaiting a second comment period. He also added the need for additional detail and context to be incorporated into the RFP before the subsequent public comment period. One other piece he wanted to share was that both the Council and the C-Team are not restricted to the comments made to OER which enables an ongoing supportive role in working together to engage.

Mr. Cleveland wanted to reiterate OER's continuous appreciation to the C-Team with their help on this process. Vice Chair Gill Case agreed, expressing appreciation for both the C-Team and OER.

At this time Council Member Feldman was welcomed back into the meeting.

c. Discussion of Energy Efficiency Target Data Requests and Vendor Support (15 min, 2:35 – 2:50 p.m.)

Mr. Ross noted that the PUC had put forth a request for clarification on specific phrases, including the description of incentive models, and were looking for tables comparing models to budgeted incentive models. These are due back to the PUC by August 1st. It was highlighted that a series of data refreshes were also requested by RIE consultants. Mr. Ross expressed desire to involve the C-Team in this process.

Vice Chair Gill Case raised a question if there was any room left in the budget for Dunsky to bill a discovery request for the Commission's requests. Mr. Ross noted that he met with Mr. Chybowski, and there is around \$12,000 in the budget for data requests. the ExComm approved of this action. Mr. Cleveland made a note that if the proposed expenses were to exceed the initial budget, a plan of action would be required.

6. Public Comment

None.

7. Adjournment

Vice Chair Gill Case motioned to adjourn the meeting. Council Member AnderBois seconded, and the meeting adjourned at 2:57 p.m.

Exhibit 13



STATE OF RHODE ISLAND
**ENERGY EFFICIENCY &
RESOURCE MANAGEMENT COUNCIL**

EERMC FULL COUNCIL MEETING MINUTES

Thursday, July 20, 2023

Full Council Meeting | 3:00 – 5:00 PM

Department of Administration Conference Room 2A, Providence, RI 02908 with remote participation via Zoom

Members in Attendance: Peter Gill Case, Sue AnderBois, Tom Magliochetti, Bob Izzo, Christopher Kearns, Joe Garlick, Brett Feldman, Kate Grant, Dave Caldwell, Priscilla De La Cruz

Others in Attendance: Nathan Cleveland, Jake Curran, Craig Johnson, Adrian Caesar, Rachel Sholly, Brendan Dagher, Jessica Reno, Michael O'Brien Crayne, Emily Koo, Dana Goodman, Lou Cotoia, Cheryl Boyd, Sam Ross (virtual), Daniel Tukey (virtual), Jordan Galluzzo (virtual), Nelson DiBase (virtual), Karen Verrengia (virtual), Glenn Rhodes (virtual), Serena Russell (virtual), Spencer Lawrence (virtual)

1. Call to Order

Vice Chair Gill Case called the meeting to order at 3:05 p.m.

2. Chair Report

Vice Chair Gill Case delivered the chair report, providing instructions for the public to submit public comment at the meeting. He also noted the additional meeting materials that were posted for Council review. Vice Chair Gill Case provided a refresher on Rhode Island Energy's Three-Year Plan. He provided an overview of the 2023 EERMC forum being organized by URI's Cooperative Extension, where the Council will sponsor workshops focusing on energy efficiency programming.

Acting Commissioner Kearns noted that he would have to exit the meeting early. As a result, the Council elected to adjust the agenda, with a new order of agenda items 1, 2, 3, 4, 5, 6a, 7, 6b, 6c, 6d. Vice Chair Gill Case motioned to re-order the meeting agenda. Council Member AnderBois seconded. All in favor, none opposed.

3. Executive Director Report

Acting Commissioner Kearns reported that the \$25 million Clean Heat RI heat pump program will launch in mid-to-late August, as it is nearing the finish line program development. He noted that he will have more up-to-date details at the next Council meeting in August. The Clean Heat RI program will have its own dedicated website with different language options for customers. He then briefed the Council of the EC4 meeting on August

30th and where to find details for the meeting and provided federal funding home electrification updates.

4. Meeting Minutes

a. May 1, 2023, LEAD Session

Vice Chair Gill Case motioned to approve the May 1st, 2023, LEAD Session Meeting Minutes. Council Members AnderBois and Garlick seconded. All in favor, none opposed.

b. May 18, 2023

Vice Chair Gill Case motioned to approve the May 18th, 2023, Meeting Minutes. Council Members AnderBois and Garlick seconded. All in favor, none opposed.

c. June 15th, 2023

Vice Chair Gill Case motioned to approve the June 15th, 2023, Meeting Minutes. Council Members AnderBois and Garlick seconded. All in favor, none opposed.

5. Special Topics (15 min, 3:10 – 3:25 p.m.)

a. Rhode Island Builders Association Home Show Presentation (15 min, 3:10 – 3:25 p.m.)

Representatives of the Rhode Island Builders Association presented final statistics for the 2023 RI Home Show and Energy Expo. Mr. Catoia began the presentation reiterating that they believe the relationship between the RIBA and the EERMC is a collaboration, not a sponsorship. The funds are used towards prime space for the Energy Expo at the entry concourse. Mr. Catoia then played the video that was filmed at the 2023 Home Show. After the conclusion of the video, the RIBA team presented statistics in comparison to prior years, noting increased attendance from the previous year. Mr. Catoia also pointed out that there were over 1,500 students participating in the set up and take down of the Home Show. The entire concourse was dedicated to energy with coordinated messaging with RI Energy. Council Member Feldman also mentioned that over 250 attendees signed up for energy assessments at the Home Show.

6. Program Oversight (60 min, 3:25 – 4:25 p.m.)

a. Regional Greenhouse Gas Initiative Allocation Proposal Update (5 min, 3:25 – 3:30 p.m.)

Acting Commissioner Kearns briefed the Council on Regional Greenhouse Gas Initiative (RGGI) updates, stating that the first two program auctions of 2023 have occurred. He noted that \$1.6 million in funding from the Energy Efficiency Conservation Block Grant will be allocated to 26 municipalities. Mr. Kearns then stated that the Lead by Example program will have RGGI support, and that rate relief for low- and moderate-income customers are also proposed to receive support.

b. Rhode Island Energy Presentation of the Updated 2024-2026 Draft Plan (20 min, 3:30 – 3:50 p.m.)

Mr. O'Brien Crayne briefed the Council on the RIE 2024-2026 Energy Efficiency Plan Update, and the planning timeline for stakeholder involvement. The first draft of the 2024 Annual

Plan will be shared on August 3rd, and the 3-year plan will be delivered to the PUC on October 1st.

The comments received from the July 21st comment period deadline highlighted the perceived lack of sufficient detail within the plan. Many expressed the need for more comprehensive information, particularly pertaining to the specifics of program design. This led to a request for clearer organizational strategies that would enhance the plan's coherence and effectiveness. Another area of discussion revolved around timelines, notably focusing on the 3-year plan and the annual plan. There was a voice of interest in having a more structured and transparent framework to ensure a smoother execution and assessment of progress. While the plan garnered approval for its alignment with energy efficiency objectives, there were concerns raised about its compatibility with the Act on Climate. Comments emphasized the importance of monitoring developments with the EC4 to ensure alignment with climate action priorities.

Mr. O'Brien Crayne then went on to discuss the recent narrative changes to the 3-year plan. In the recent updates to the 3-year plan narrative, several key aspects have been addressed to strengthen the plan's effectiveness and relevance. One notable change involves the planning process itself. The narrative now provides a more comprehensive and transparent overview of the planning process, ensuring that stakeholders understand the methodologies and considerations that underpin the plan's development. Another significant update pertains to the incorporation of least cost procurement laws and standards. The revised narrative underscores the importance of adhering to these regulations, which promote the responsible and efficient allocation of resources.

The draft of the 2024 Annual Plan will be delivered on August 3rd, which will include attachments. It will not include demand response content as that will be moved under SRP based on the PUC's guidance.

Vice Chair Gill Case made a note that timing is a key concern of this process and would like to make sure the C-Team has access to new plan documents in a timely manner.

c. Council Consultant Team Perspectives on the Updated 2024-2026 Draft Plan (25 min, 3:50 – 4:15 p.m.)

Mr. Caesar reiterated the C-Team's area of focus for the draft plan; in summary these focuses are the quantitative review, quality assurance, and narrative review.

He began showing the Portfolio Lifetime Savings, with the key takeaway here being a slight increase in planned lifetime electric and gas savings year-over year from 2024-2026, but planned savings are nearly 50% below targets. Next, he showed the implementation budget, with the key takeaway here being minor increases in planned budget over the three-year term with over 20% increase in what was spent in 2022. He then brought up the portfolio cost to achieve, with the key takeaway being a decline in cost-to-achieve during the three-

year plan term, but a higher cost-to-achieve in 2024 than 2022 actuals for both electric (+19%) and gas (29%) portfolios.

He then discussed the Commercial and Industrial (C & I) plan, with the key takeaway being a planned 2024-2026 savings exceeding the 2023 plan but ~35% below electric and gas targets. With the C&I electric savings, the key takeaway being lighting and HVAC representing nearly 80% of gap between the three-year plan and targets. With the electric cost, the key takeaway was the 2024-2026 average electric cost-to-achieve over 60% higher than 2022 actuals, but measures lives and net-to-gross values suggest evaluation impacts are not main drivers.

Mr. Caesar then presented terms of lifetime savings for residential and income eligible lifetime savings. For electricity, the planned savings were noted to surpass those outlined in the 2023 plan, although they fell below the set targets. Meanwhile, for gas, the planned savings were observed to be below both the plan and targets. Analyzing electric end-use savings, it was revealed that a significant portion of the gap between the 3-year plan and the targets was distributed across major end-uses.

Council Member AnderBois wanted further detail on the status of the weatherization projects within the 3-year plan. Mr. Lawrence noted that there have been tweaks made to the program, and mentioned that if one CAP is overburdened, another CAP will be able to assist, and a single audit will become available to help improve efficiency and utilize staff capacity. This item will be a part of the draft annual plan.

d. Overview and Discussion of Updates to the Least Cost Procurement Standards (10 min, 4:15 – 4:25 p.m.)

Mr. Johnson began presenting the timeline for the updated LCP standards, highlighting that the PUC was receptive to incorporating Council feedback on the following items: the valuation of emissions reductions, the three-year and annual plan content, the annual plan reporting requirements, and the Council's role in reviewing DSM Proposals. The feedback on the timing of standards review has not been incorporated in standards, but has been addressed in a comment by the PUC staff.

He then briefed the Council on the PUC's responsiveness to OER and RIE feedback. The PUC's response has resulted in the partial adoption of a significant number of the comments and recommendations put forth by OER. This proactive approach has been particularly evident in matters related to the Act on Climate and equity. Furthermore, in response to additional feedback from the C-Team, there is an ongoing discussion about refining the terminology used in the program standards. The C-Team has suggested the consideration of incorporating the term "Program Administrator" within the standards. The C-Team also offered minor edits to enhance clarity in the newly proposed language.

7. Council Business (30 Min, 4:25 – 4:55 p.m.)

a. Review of 2023 Budget and Potential Vote to Reallocate Council's K-12 Energy Education Funding (5 min, 4:25 – 4:30 p.m.)

The C-Team briefed the Council on the initial 2023 budget allocation, which had two distinct components: \$25,000 earmarked for K-12 energy education and \$35,000 allocated for the Energy Efficiency & Climate Awareness Campaign. The Public Awareness Campaign should be divided into two phases. Phase 1 of the project involves a comprehensive approach to building a robust public awareness campaign to be completed in 2023. Phase 2 of the project involves the execution of the public awareness campaign that was developed in Phase 1 to commence and be completed in 2024.

Council Member AnderBois motioned to reallocate \$25,000 from the K-12 Energy Education initiative to the EE and Climate Awareness Campaign. Vice Chair Gill Case seconded. All in favor, none opposed.

b. Review and Potential Vote on the Draft Energy Efficiency and Climate Public Awareness Campaign Request for Proposals (10 min, 4:30 – 4:40 p.m.)

The C-Team began briefing the Council on the proposed draft RFP. The draft RFP has been structured to mirror a two-phased approach. However, the progression to the second phase is contingent upon the approval of the 2024 budget. In addition, potential vendors engaging with this RFP would recognize this phased arrangement. Specifically, vendors would be aware that they are assured participation in Phase 1, while the continuation to Phase 2 is subject to the successful approval of the budget.

Council Member AnderBois motioned to approve the Energy Efficiency and Climate Public Awareness Campaign RFP as presented on July 20th, 2023, and to direct the Office of Energy Resources to issue the request for proposals. Vice Chair Gill Case seconded. All in favor, none opposed.

c. Council Discussion and Vote on the 2024 Draft EERMC Budget Proposal (15 min, 4:40 – 4:55 p.m.)

Mr. Johnson began by refreshing the Council on the budget planning process. Mr. Johnson discussed that the Council's statutory budget cap for the upcoming year is not anticipated to remain at its current level. It was noted that the significant return of unspent ratepayer funds played a pivotal role in influencing the binding cap for the current year. This return of funds was a one-time factor that had a substantial impact on the budget cap.

The draft budget for 2024 underwent several changes to ensure its alignment with the Council's priorities and goals. Notably, two items were removed from the budget: a potential study data refresh and a market-based solutions study. The 2024 budget saw the incorporation of new initiatives that reflect the Council's strategies. Specifically, allocations were made for an expanded Energy Efficiency and Climate Awareness Campaign, and the implementation of the provision for EE Implementation RFP support.

Mr. Johnson made a point to focus on the implementation of the energy efficiency program that Governor McKee's budget proposal emphasized the need for close collaboration between OER and the EERMC. The cost estimate of ~\$100k was based on the C-Team's recent experience supporting a procurement of implementation contractor firms for a utility client, and a potential for a multi-year timeline for transitional implementation support.

He then went on to discuss the EE & Climate Public Awareness Campaign where the funding to support a vendor selected from the RFP would be reviewed during today's Council meeting. The current dollar amount of ~\$85k reflects the Council's direction to increase allocations from the 2023 budget level and will be updated when the RFP responses are received and evaluated.

Acting Commissioner Kearns suggested that the Council includes the presentation from the Rhode Island Builders Association to the PUC to show the benefits of the Home Show and Energy Expo, if the Council decides to approve a vote on the EE & CPAC.

A discussion started when Vice Chair Gill Case asked to gauge the Council's stance on the increase of the energy code. Council Member Caldwell explained that Rhode Island has recently passed a law that the State will adopt the 2024 Energy Conservation Code within the first 3 months of being published, and that RI is the first state in the nation to do so. Council Member Caldwell also mentioned that RIBA needs to educate the public very quickly in order to meet these goals. Member Feldman stated that Rhode Island Energy is open to collaborate for this process to lower confusion. Vice Chair Gill Case polled the Council to gauge consensus or support within the Council, to which the Council supported.

Council Member AnderBois motioned to approve the 2024 EERMC Budget Proposal and Council Member Izzo seconded. All in favor, none opposed.

9. Public Comment

Vice Chair Gill Case wanted to share with the Council his recognition and thanks to URI Energy Fellow, Jordan Galluzzo, for her work on the EERMC newsletter and how it works well towards the Council's goal of improving public outreach.

Ms. Galluzzo thanked Vice Chair Gill Case for his words on her work. Ms. Sholly made a note that the EERMC 2023 Annual Report was printed, and everyone was welcome to grab one on their way out.

10. Adjournment

Vice Chair Gill Case motioned to adjourn the meeting. Council Member AnderBois seconded, and the meeting adjourned at 4:53 p.m.

Exhibit 14

Budget Category	2024 Proposed Budget
Consultant Services	\$817,025.00
Legal Counsel	\$75,000.00
Annual Report Printing & Distribution	\$3,000.00
Council Travel & EERMC Councilor Education and Advancement	\$900.00
Public Education	\$142,525.00
Farm Energy Fellow	\$7,500.00
Public Forum & Lecture Series	\$25,025.00
K-12 Energy Education	\$25,000.00
EE and Climate Awareness Campaign	\$85,000.00
Energy Expo	\$40,000.00
EERMC Website	\$350.00
Total	\$1,078,800.00

Exhibit 15

Exhibit 15

Description	2023 Budget	2023 YTD Spend	2023 Remaining Forecast Spend	2023 Forecasted Year-End Spend	Variance (\$)	Variance (%)	2024 Proposed Budget
Consultant Services	\$ 680,331	\$ 509,583	\$ 169,861	\$ 679,445	\$ (886)	-0.1%	\$ 817,025
Legal Counsel	\$ 71,162	\$ 37,337	\$ 17,500	\$ 54,837	\$ (16,324)	-22.9%	\$ 75,000
Annual Report Printing & Distribution	\$ 3,000	\$ 1,514	\$ -	\$ 1,514	\$ (1,486)	-49.5%	\$ 3,000
Council Travel & EERMC Councilor Education and Advancement	\$ 900	\$ 180	\$ 720	\$ 900	\$ -	0.0%	\$ 900
Public Education	\$ 57,524	\$ -	\$ 32,524	\$ 32,524	\$ (25,000)	-43.5%	\$ 142,525
<i>Farm Energy Fellow</i>	\$ 7,500	\$ -	\$ 7,500	\$ 7,500	\$ -	0.0%	\$ 7,500
<i>Public Forum & Lecture Series</i>	\$ 25,024	\$ -	\$ 25,024	\$ 25,024	\$ -	0.0%	\$ 25,025
<i>K-12 Energy Education</i>	\$ 25,000	\$ -	\$ -	\$ -	\$ (25,000)	-100.0%	\$ 25,000
<i>EE and Climate Awareness Campaign*</i>							\$ 85,000
Energy Expo	\$ 40,000	\$ 40,000	\$ -	\$ 40,000	\$ -	0.0%	\$ 40,000
EERMC Website	\$ 350	\$ -	\$ 350	\$ 350	\$ -	0.0%	\$ 350
Potential Study Data Refresh	\$ 107,884	\$ 101,674	\$ -	\$ 101,674	\$ (6,210)	-5.8%	\$ -
Council Branding and Communications Development	\$ 30,000	\$ 7,538	\$ 22,463	\$ 30,000	\$ -	0.0%	\$ -
Total	\$ 991,151	\$ 697,826	\$ 243,418	\$ 941,244	\$ (49,907)	-5.0%	\$ 1,078,800

* Represents new budget item for 2024

Exhibit 16



EERMC EDUCATION COMMITTEE MEETING

Wednesday, September 13, 2023 | 12:00 – 1:00 PM

Department of Administration Cafeteria Conference Room, Ground Floor
One Capitol Hill Providence, RI 02908 with additional participation via Zoom.

Members in Attendance: Peter Gill Case, Kurt Teichert, Sue AnderBois

Others in Attendance: Rachel Sholly, Steven Chybowski, Toby Ast (virtual), Kate Venturini Hardesty (virtual), Kaylyn Keane (virtual)

1. Call to Order

Vice Chair Gill Case called the meeting to order at 12:09 p.m.

2. Vote on Meeting Minutes (5 min –12:00-12:05pm)

- Council Member AnderBois motioned to approve the June 28, 2023 Education Committee Meeting Minutes. Vice Chair Gill Case seconded. Vice Chair Gill Case and Council Member Teichert voted in favor, Council Member AnderBois abstained, and the Meeting Minutes were approved.

3. Public Events Update with URI (20 min - 12:05-12:25pm)

- Public Forum / HEZ Event (8/10) debrief
Ms. Keane and Ms. Venturini Hardesty of the University of Rhode Island Cooperative Extension provided a summary and debrief of the Council's public forum event, which was hosted through a Health Equity Zone retreat. The event had approximately 75 people in attendance. Council Member AnderBois commented that this seems to be a great start for relationships with community members and that this initiative can help build a foundation for long-term success.
- Lecture Series update
Ms. Keane and Ms. Venturini Hardesty noted that the first Council-sponsored lecture would be the following Tuesday at the University of Rhode Island. The event will be livestreamed, but those tuning in virtually will be in listen-only mode and would not be able to participate in the discussion.

4. Brand & Communications Progress Check-in (15 min - 12:25-12:40pm)

Ms. Sholly provided an update on the timeline for the Council's branding and communications initiative. At the next Council meeting, Chris Hunter of Advocacy Solutions will be joining to discuss the initiative. The Education Committee members request that Mr. Hunter avoids opining about his preferences during the presentation about logo designs so that the Council Members can weigh in with their own opinions.

5. EE & Climate Public Awareness Campaign (5 min - 12:40-12:45pm)

Ms. Sholly updated the Education Committee about the timeline for the EE and Climate Public Awareness Campaign initiative. The Council will receive bids by September 18th and Ms. Sholly

expects that the Council will be ready to vote on their chosen vendor by the November Council meeting.

6. Education (10 min - 12:45-12:55pm)

- Connecting with Encolor on Clean Heat RI program outreach
Ms. Sholly noted for the good of the group that Encolor is working as a part of the Clean Heat RI program to reach income-eligible customers. If successful, they may have some strategies that the Council may want to see the Company adopt.
- Support for codes training
There were no updates on codes training initiatives at this time.
- K-12 Education
Council Member AnderBois commented that the Council does not have a lot of capacity for this initiative at this time as the Council has bigger priorities to focus on. She recommends that the Committee tables the planning of this effort for now.

7. Next Meeting

- Wednesday, October 4th @ 12:00 – 1:00 PM
Committee Members requested that the next Education Committee meeting is rescheduled for Wednesday, October 11th from 1:10 – 2:10 p.m. The 1:10 start time will provide enough time for the Committee Members to commute to the Department of Administration building for the meeting.

8. Public Comment

None.

9. Adjournment

Vice Chair Gill Case adjourned the meeting at 1:07 p.m.

Exhibit 17

The Rhode Island Energy Efficiency
and Resources Management Council
("EERMC")

Request for Proposals
("RFP")

RFP Title:	EERMC Energy Efficiency and Climate Public Awareness Campaign
RFP Number:	EERMC-2023-01
RFP Issuance Date:	Monday, June 19, 2023
Due Date to submit Questions:	Wednesday, July 5, 2023 at 5:00 PM ET
RFP Submission Deadline:	Friday, July 21, 2023 at 5:00 PM ET

SECTION 1: GENERAL INFORMATION

- 1.1. Summary.** The Rhode Island Energy Efficiency and Resources Management Council (“EERMC”) is issuing this request for proposals (“RFP”) to solicit proposals from qualified offerors to help the EERMC fulfill its mandate to promote public awareness of energy efficiency programs and their benefits. Specifically, the EERMC is seeking an entity to provide strategic marketing consultation, communication planning, and implementation of a public awareness campaign of energy efficiency’s foundational role in addressing climate change and achieving the State’s clean energy goals.
- 1.2. EERMC.** EERMC is a council authorized, created, and established pursuant to the laws of the State of Rhode Island (“State”). See R.I. Gen. Laws §42-140.1-3. EERMC council members are appointed by the State Governor with the advice and consent of the State Senate, and the Commissioner of the Rhode Island Office of Energy Resources (“OER”) serves as the EERMC executive director. See R.I. Gen. Laws §42-140.1-4. In accordance with R.I. Gen. Laws §42-140.1-6, EERMC is authorized to engage consultants and professional services as necessary and appropriate to fulfil its statutory purposes which are to:
- Evaluate and make recommendations, including, but not limited to, plans and programs, with regard to the optimization of energy efficiency, energy conservation, energy resource development; and the development of a plan for least-cost procurement for the State;
 - Provide consistent, comprehensive, informed and publicly accountable stakeholder involvement in energy efficiency, energy conservation, and energy resource management;
 - Monitor and evaluate the effectiveness of programs to achieve energy efficiency, energy conservation, and diversification of energy resources; and
 - Promote public understanding of energy issues and of ways in which energy efficiency, energy conservation, and energy resource diversification and management can be effectuated.
- 1.3. State Purchases Act.** In general, the State Purchases Act, R.I. Gen. Laws §37 -2- 1 et seq., applies to every expenditure of public funds by any State governmental entity or public agency within the State. EERMC, as a council established by the Rhode Island General Assembly, is issuing this solicitation and selection for award in accordance with the underlying purposes and policies of the State Purchases Act. Any prospective offeror or offeror who wishes to submit a written protest in accordance with R.I. Gen. Laws §37 -2-52, must submit the protest to the Commissioner of the Rhode Island Office of Energy Resources via mail or hand delivery to One Capitol Hill, 4th floor, Providence, RI 02908 or via email to energyresources@energy.ri.gov.
- 1.4. Equal Opportunity Policy.** In accordance with R.I. Gen. Laws §28 -5.1-10, any selected offeror(s) who contract(s) with EERMC must possess the same commitment to equal opportunity as prevails under federal contracts controlled by federal executive orders 11246, 11625 and 11375. The selected offeror(s) may be required to submit an equal employment opportunity plan as proof of commitment. For more information, please contact the Rhode Island Equal Opportunity Office within the Rhode Island Department

of Administration's Division of Equity, Diversity, and Inclusion at 401.222.6398 or visit <https://dedi.ri.gov/divisions-units/equal-opportunity-office>.

- 1.5. Minority and Women Business Enterprises.** In accordance with R.I. Gen. Laws §37-14.1-4, small businesses owned and controlled by one or more women who are economically disadvantaged (“WBEs”) or small businesses owned and controlled by one or more minorities who are economically disadvantaged (“MBEs”) shall have the maximum opportunity to participate in all procurements of goods or services involving funds administered by EERMC.
- 1.6. Disability Business Enterprises.** In accordance with R.I. Gen. Laws §37-2.2-3.1, small, disadvantaged businesses owned and controlled by one or more individuals who have a disability (“Disability Business Enterprise”) shall have the maximum opportunity to participate in all procurements of goods or services involving funds administered by EERMC.
- 1.7. ISBE Utilization.** The term “ISBE” pertains to individuals who own small business enterprises and means all businesses that are certified as a WBE or MBE by the Rhode Island Office Division of Equity, Diversity, and Inclusion (“DEDI”) or as a Disability Business Enterprise by the Governor’s Commission on Disabilities. In order for an offeror to receive credit for ISBE utilization either as an ISBE itself or through the utilization of a subcontractor that is an ISBE, the business must possess certification at the time the proposal is submitted to EERMC. To determine whether a business is certified by the State as an MBE or WBE or to become certified, please contact ODEO at 401.222.6398 or visit <https://dedi.ri.gov/divisions-units/minority-business-enterprise-compliance-office>. To determine whether a business is certified by the State as a Disability Business Enterprise or to become certified, please contact the Rhode Island Governor’s Commission on Disabilities at 401.462.0100 or visit <http://www.disabilities.ri.gov/>. Offerors will receive between 0 - 6 evaluation points based on their proposed ISBE utilization rates. Each offeror must submit its proposed ISBE utilization rate as part of its proposal as instructed herein.
- 1.8. Utilization of Subcontractors.** Subcontractors are permitted, provided that their use must be clearly indicated in the proposal. To the extent possible, all proposed subcontractors must be identified in the proposal.
- 1.9. Public Disclosure of Proposals.** All proposals received by EERMC in connection with this RFP are subject to the Rhode Island Access to Public Records Act (“APRA”), R.I. Gen. Laws §38-2-1, et. seq. Once an award is made and upon receiving an APRA request, all proposals will be released by EERMC unless EERMC finds that the certain portions of information contained within the proposals are exempt from public disclosure pursuant to R.I. Gen. Laws §38-2-2(4). Offerors are advised to clearly mark or label “confidential” any portions of information within their proposals that they believe are “[t]rade secrets and commercial or financial information obtained from a person, firm, or corporation which is of a privileged or confidential nature.” When responding to an APRA request, EERMC will take into consideration any information marked by the offeror as

confidential. However, broad disclaimers that label the entire proposal as confidential will not help EERMC in its APRA analysis and may not be considered.

- 1.10. **Costs Associated with Submitting a Proposal.** All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the offeror. EERMC assumes no responsibility for these costs.
- 1.11. **Right to Cancel this RFP.** In accordance with R.I. Gen. Laws §37-2-23, this RFP may be cancelled at any time and/or all proposals may be rejected.
- 1.12. **Misdirected Proposals.** Any proposals misdirected to other state locations, or which are otherwise not present in the office of the Contact Person at the time of the submission deadline for any cause will be determined to be late and may not be considered.
- 1.13. **Proposals Irrevocable.** Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the submission deadline, and may not be withdrawn, except with the express written permission of EERMC.
- 1.14. **EERMC Website.** Offerors are instructed to peruse the EERMC website and any other pertinent websites listed in Section 2.1 of this RFP on a regular basis, as additional information relating to this solicitation may be posted there from time to time. See Section 2.1 of this RFP for pertinent website address(es).
- 1.15. **Right to Transact Business in Rhode Island.** In accordance with R. I. Gen. Laws §7-1.2-1, et seq., no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Department of State. Please contact the Rhode Island Secretary of State's Business Services Division at 401.222.3040 or visit <http://sos.ri.gov/divisions/business-portal> for more information. This is a requirement only of the selected offeror(s).
- 1.16. **Availability of Funds.** The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
- 1.17. **Insurance.** Prior to being issued a final award, the selected offeror(s) will be required to possess all necessary insurance, as determined by the EERMC, and continue to possess such insurance throughout the life of the award.
- 1.18. **Indemnification.** The selected and awarded offeror shall hold harmless and indemnify the EERMC and the State from and against any and all losses, damages, claims, suits, actions, liabilities, and/or expenses, including, without limitation, attorneys' fees and disbursements of any character that arise from, are in connection with or are attributable to the performance or nonperformance of the offeror or its subcontractors under an award stemming from this RFP.

SECTION 2: AGENCY CONTACT PERSON AND OFFEROR SUBMISSION AND FORMATTING REQUIREMENTS

- 2.1. **Contact Person.** Any communication regarding this RFP must be made in writing and directed to the Contact Person whose information is listed in the table below. Revised and/or additional information regarding this solicitation may be posted on the Pertinent Website(s) listed in the table below.

Contact Person	Steven Chybowski
Mailing Address	Rhode Island Office of Energy Resources One Capitol Hill, 4 th floor Providence, RI 02908
Email Address	eermc.rfp@gmail.com
Pertinent Website(s)	http://www.riermc.ri.gov/

- 2.2. **Important Dates.** Important dates regarding this RFP are listed in the table below.

RFP Issuance Date	Monday, June 19, 2023
Pre-Proposal Conference Date	Not Applicable
Written Questions Due Date	Wednesday, July 5, 2023 at 5:00PM (Eastern Time).
Submission Deadline	Friday, July 21, 2023 at 5:00PM (Eastern Time).

- 2.3. **Pre-Proposal Conference.** There will be no pre-proposal conference for this RFP.
- 2.4. **Written Questions.** Prospective offerors may submit written questions pertaining to this RFP. Questions must be emailed as a Microsoft Word or searchable PDF attachment to the Contact Person. The deadline to submit questions is listed within the table in Section 2.2 of this RFP. Questions and EERMC's responses will be posted on the Pertinent Website(s) within one week from the question due date.
- 2.5. **Amendments to this RFP.** If this RFP is amended or addendums are issued, written notice of the amendments and/or addendums will be posted on the Pertinent Website(s).
- 2.6. **Submission Deadline.** Each Proposal will include three (3) components: technical, cost, and ISBE. All three components must be received by the Contact Person by the Submission Deadline as listed within in the table in Section 2.2 of this RFP.
- 2.7. **Submission Requirements.** Each Proposal must be emailed to the Contact Person and must include the following:
- One (1) original technical component.

- One (1) original cost component. The original cost component must be a separate file from the technical component and be labeled as “Cost Proposal”.
- One (1) original ISBE component. This original ISBE component must be separated from the technical component and be labeled as “ISBE Proposal”.
- The electronic versions must be in a searchable PDF or Microsoft Word format unless otherwise permitted by the Contact Person. Please label each file as “Technical Proposal” or “Cost Proposal” or “ISBE Proposal”.

2.8. Formatting of Written Documents. For clarity, the technical component should be typed and sections should be clearly labeled to correspond with the pertinent RFP sections. These documents should use 1” margins on 8.5”x 11” paper using a font of 12 point. Technical components should be a maximum of ten (10) pages not counting any attachments. Each attachment should be referenced appropriately within the proposal section and the attachment title should reference the proposal section it is applicable to. The Cover Sheet, Cost component and ISBE component should be typed using the attached templates.

SECTION 3: EVALUATION AND SELECTION PROCESS

- 3.1. Technical Review Team.** Proposals will be evaluated and scored by a technical review team, comprised of EERMC Council Members, in accordance with the criteria contained herein. The chief purchasing officer, or the technical review team through delegated authority from the chief purchasing officer, will make a recommendation to the EERMC. An award shall be made to the responsible offeror(s) whose proposal is determined to be the most advantageous to the EERMC, taking into consideration price and the evaluation factors set forth in this solicitation. Offerors will be notified via email confirming that their submission is received. The EERMC is responsible for the final selection of an offeror. The EERMC reserves the right to award one, multiple, or no awards based on the proposals received. Offerors will be notified via email with the date that the EERMC will publicly award the proposal. The EERMC also reserves the right to reissue the RFP at its sole discretion.
- 3.2. Technical Component Evaluation Stage.** To advance to the second stage of the evaluation process, which factors in the cost and ISBE components, the offeror must earn a technical component score of at least 55 (78.5%) out of the maximum 70 technical points. Any proposal with a technical component score of less than 55 points will not have the cost or ISBE components opened nor evaluated, and the proposal will be dropped from further consideration.
- 3.3. Cost & ISBE Components.** Proposals scoring 55 technical points or higher will be evaluated for cost and assigned up to a maximum of 30 points in the cost category. In addition, proposals scoring 55 technical points or higher will be evaluated for ISBE

participation and assigned up to a maximum of 6 points in the ISBE participation category. The potential maximum score equals 106 points.

3.4. Scoring. Proposals will be reviewed and scored based upon the following criteria:

CRITERIA	POINTS AVAILABLE
Overview and Work Plan	35
Qualifications and Experience	20
Project Management and Organization	15
Total Technical Points	70
Cost	30
Total Possible Evaluation Points	100
ISBE Bonus Points	6
Total Possible Points	106

3.5. Calculation of Cost Points. The offeror with the lowest cost proposal shall receive one hundred percent (100%) of the available points for cost. All other offerors shall be awarded cost points based upon the following formula:

$$(\text{lowest cost proposal} / \text{offeror's cost proposal}) \times \text{available points}$$

For example, if Offeror A is the offeror with the lowest cost proposal of \$65,000 and Offeror B proposes a cost of \$100,000 and the total points available are 30, Offeror A would get the full 30 points and Offeror B's cost points are calculated as follows: $\$65,000 / \$100,000 \times 30 = 19.5$ points.

3.6. Calculation of ISBE Points. See Sections 1.5, 1.6 and 1.7 of this RFP for more information. EERMC adheres to 150-RICR-90-10-1 entitled *Regulations Governing Participation by Small Business Enterprises in State Purchases of Goods and Services and Public Works Projects*. The offer with the highest ISBE participation rate shall receive one hundred percent (100%) of the available points for ISBE. All other offerors shall be awarded ISBE points based upon the following formula:

$$(\text{offeror's proposed ISBE participation rate} / \text{offeror with highest ISBE participation rate}) \times \text{available points}$$

For example, if Offeror A has the highest ISBE participation rate of 20% and Offeror B proposes an ISBE participation rate of 12% and the total points available are 6, Offeror A would get the full 6 points and Offeror B's cost points are calculated as follows: $12\% / 20\% \times 6 = 3.6$ points. See Sections 3.7 and 3.8 of this RFP for information on how ISBE participation rates are calculated.

3.7. ISBE Participation Rate if the Offeror is an ISBE. The ISBE participation rate for an offeror who is an ISBE shall be expressed as a percentage and shall be calculated by taking the sum of the amount of the offeror's total contract price that will be subcontracted to ISBEs and the amount that will be self-performed by the offeror and dividing that number

by the ISBE offeror's total contract price. For example, if the offeror's total contract price is \$100,000.00 and it subcontracts a total of \$12,000.00 to ISBEs and will perform a total of \$8,000.00 of the work itself, the offeror's ISBE participation rate would be $(\$12,000 + \$8,000)/\$100,000 = 20\%$.

- 3.8. ISBE Participation Rate if the Offeror is not an ISBE.** The ISBE participation rate for an offeror who is not an ISBE shall be expressed as a percentage and shall be calculated by taking the amount of the offeror's total contract price that will be subcontracted to ISBEs and dividing that number by the ISBE offeror's total contract price. For example, if the offeror's total contract price is \$100,000.00 and it subcontracts a total of \$12,000.00 to ISBEs, the offeror's ISBE participation rate would $\$12,000/\$100,000 = 12\%$.
- 3.9. Interview Presentation.** The chief purchasing officer, or the technical review team may select up to three of the highest scoring, qualified offerors based upon total scores received. These offerors may be interviewed by the chief purchasing officer, or the technical review team, to present their proposals and qualifications over a virtual call, and answer any questions the chief purchasing officer, or the technical review team may have.

SECTION 4: OFFEROR'S SUBMISSIONS

Each offeror must submit a proposal containing the following information. When responding to each section below, please label responses with the corresponding RFP section.

- I. Cover Sheet.** The offeror must complete, execute, and submit the RFP Cover Sheet which is attached hereto.
- II. Technical Proposal.** An offeror's technical proposal must include the following information:
- A. Overview.** The overview should lay out the offeror's understanding of the scope of work, describe the offeror's proposed project work plan and approach, and explain how the offeror is well suited to achieve the project objectives.
- B. Work Plan.** The offeror should describe its proposed project work plan in detail. Specifically, the workplan must present a proposed timeline of deliverables. The workplan must also provide a description of how the offeror will address all components of the Scope of Work described in Section 5.
- C. Company Profile.** Provide an overview of history, length of time in business, organizational and staff capacity, core competencies, and any other resources uniquely suited to achieving project objectives.
- D. Relevant Experience:** Describe offeror's experience with similar projects.
- E. Examples of Prior Work:** If possible, reference two or three examples of previous projects that best display the offeror's ability and experience with work of a similar nature. Specify the role the offeror played in each project.

F. Reference Information: Provide names, email addresses, telephone numbers, and permission to contact two former or current clients for which the offeror has performed work in the last three years.

G. Identification of Staff and Subcontractors. List all staff and subcontractors proposed as members of the offeror's team.

H. Staff Responsibilities. Specifically describe each of staff and subcontractor duties, responsibilities, and areas of concentration for the project.

I. Staff Experience. Please include resumes, curricula vitae, or statements of prior experience and qualification. An organizational chart showing roles and responsibilities on the project is desirable. The team may include subcontractors; however, the lead offeror will be solely responsible for the management and deliverables of the team.

J. Conflicts of Interests. Describe any known conflicts of interest between offeror or an affiliate of offeror and any distribution company, or any affiliates of the foregoing. In addition, describe any known conflicts of interest between offeror or an affiliate of offeror and any member of the EERMC.

K. Litigation. Describe any litigation, disputes, claims or complaints, or events of default or other failure to satisfy contract obligations, or failure to deliver products, involving offeror or an affiliate of offer, and relating to providing services similar to the services being solicited by the EERMC.

L. Investigation. Confirm that offeror, and the directors, employees and agents of offeror and any affiliate of offeror are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by state or federal law in any jurisdiction involving conspiracy, collusion or other impropriety with respect to bidding on any contract.

III. Cost Proposal. Offerors must separate their cost proposals from their technical proposals and submit as a separate file. Please complete, execute, and submit a cost proposal using the cost proposal form template attached hereto. Offerors must complete both Task Sheets Page(s) and the All-Inclusive Price Page.

IV. ISBE Proposal. Offerors must separate their ISBE proposals from their technical proposals and submit as a separate file. To be eligible for ISBE points, an offeror must complete, execute, and submit the ISBE form template attached hereto. Offerors must complete both the List of ISBE Page and the ISBE Participation Rate Page. Failure to submit an ISBE proposal will result in the offeror receiving 0 points in the ISBE scoring category. See RFP Sections 1.5, 1.6, 1.7, 3.6, 3.7, and 3.8 for additional information.

SECTION 5: PROJECT DESCRIPTION AND SCOPE OF WORK

- 5.1. **Summary:** The EERMC is soliciting proposals from qualified offerors to support the Council’s responsibility of providing public education and outreach on energy topics. Specifically, the EERMC is seeking an entity to provide strategic marketing consultation, communication planning, and implementation of a public awareness campaign of energy efficiency’s foundational role in addressing climate change and achieving the State’s clean energy goals. The Council is seeking professional services for strategic consultation and marketing to foster greater public awareness of energy efficiency programming and solutions, and their role in reducing emissions across the state. The selected offeror will be responsible for developing and implementing a communications strategy to reach the public about the importance of energy efficiency improvements.
- 5.2. **Background and Motivation.** The EERMC is a council authorized, created, and established pursuant to the laws of the State of Rhode Island (“State”) to help oversee Rhode Island’s energy efficiency programs. One of the EERMC’s statutory responsibilities is to “promote public understanding of energy issues and of ways in which energy efficiency, energy conservation, and energy resource diversification and management can be effectuated.” The need to address climate change is an urgent matter and the Council has a responsibility to help Rhode Island ratepayers understand how the rapidly evolving energy landscape impacts their lives and how they can benefit from available programs. Through the Act on Climate, the State has set mandatory and enforceable greenhouse gas emissions reduction targets, and energy efficiency improvements play a significant role in achieving those goals. The Council can help raise public awareness of the programs and services available to help reduce environmental impacts and emissions. In particular, the Council seeks to prioritize support for economically disadvantaged communities, which typically bear a greater burden with regard to the costs and impacts of a fossil fuel-based economy.
- 5.3. **Scope of Work:** The primary objective of this RFP is to enable the EERMC to better engage and support Rhode Island ratepayers in making informed energy and environmental choices. The EERMC envisions a multi-phased effort to develop and implement a public awareness campaign with key performance indicators to track success. Phase 1 would encompass tasks related to campaign development, including research and design. Phase 2 would encompass all tasks related to implementation of the campaign. Phase 1 would be funded as part of the EERMC’s approved 2023 budget, and the initial contract would encompass only Phase 1. Contract extension into Phase 2 would be contingent on approval of 2024 budget by the RI Public Utilities Commission. The EERMC reserves the right to solicit a separate RFP for Phase 2 if deemed necessary.

Such efforts could include, but may not be limited to the following:

PHASE 1 – RESEARCH & DESIGN (2023 – Work must be completed in 2023):

- Conduct literature review of relevant reports, policy, and resources (e.g., Nonparticipant Market Barriers Study, Act on Climate, etc.)

- Conduct supplemental research if deemed necessary by the EERMC (e.g., focus groups, surveys, interviews, etc.)
- Survey and build on existing efficiency and climate related outreach efforts in Rhode Island (e.g., Rhode Island Energy marketing campaigns)
- Facilitate identification and honing of strategic objectives, target audiences, and key messages
- Conceptualize and design a public awareness campaign, likely including a variety of outreach elements and platforms such as video, web, social media, in-person events, print media, etc.
- Develop engagement goals along with systems and metrics for measuring and tracking engagement

PHASE 2 – IMPLEMENTATION (2024 – Contingent on approval of 2024 budget by the RI Public Utilities Commission):

- Implement the public awareness campaign developed in Phase 1
- Integrate campaign with existing EERMC public outreach events (i.e., EERMC Annual Public Forum and Energy Lecture Series, Energy Expo at the RI Home Show)
- Utilizing the key performance indicators established in Phase 1, evaluate and report on the reach, impacts, and outcomes of the campaign, including any recommendations for follow-up activities

The selected offeror will be expected to take the lead on project management and ensure key milestones are reached in accordance with the agreed upon timeline. The selected offeror will be expected to work closely with the EERMC, the EERMC's consultant team, and OER for guidance on developing all deliverables. Regular check-in meetings can be used to for planning and brainstorming with the EERMC and OER.

To be responsive to this solicitation, offerors should propose timelines with clear milestones and deliverables for communications tools and an outreach plan with metrics for measuring success. An offeror's workplan must describe who will be responsible for each deliverable/milestone and describe the potential primary audiences for each outreach action. Lastly, reporting metrics to measure success for each action must also be described and incorporated into any proposed workplan. A successful workplan will answer the following questions:

- Does the offeror have **sufficient experience** developing public awareness campaigns, communications tools, and outreach strategies for similar entities and/or under similar circumstances?
- How will the offeror **collaborate with the EERMC and OER** to ensure development of **relevant and effective** messaging, communications tools, and outreach strategies?
- What is the offeror's **approach to implementation** of the proposed outreach campaign considering the Council's limited staff capacity?
- How will the offeror ensure outreach strategies are able to **reach diverse populations** throughout Rhode Island?
- How will the offeror **determine the primary audiences** for outreach strategies?

- How will the offeror **develop metrics** for each outreach strategy?

The EERMC prefers that the offeror has experience and can demonstrate success in reaching target audiences in Rhode Island or New England.

In addition to participation at regularly scheduled Council meetings, a selected offeror will be expected to provide a ~15-20-minute presentation at a public EERMC meeting in 2024 to share the results of the energy efficiency and climate public awareness campaign.

If an offeror identifies a need for additional tasks, the offeror may indicate such additions in the project proposal.

5.4 Required Deliverables

- Updated workplan and timeline based on post-award discussions and direction from the EERMC
- Outreach and engagement strategic plan, including engagement goals and metrics emphasizing equity
- Monthly tracking of implementation efforts
- Public presentation to the EERMC on the outcomes of the public awareness campaign and deliverables
- Monthly invoices, as appropriate

5.5 Expected Tasks and Timeline

Task 1 refers to Phase 1 and Task 2 refers to Phase 2 from Section 5.3.

MILESTONE	ANTICIPATED DATE
Proposal Award	August 2023
Selected Offer to Begin Work	September 2023
Interim Reports	Written updates presented during monthly EERMC Education Committee meetings. Additional updates and check-in's as needed or requested.
Task 1: Develop an energy efficiency and climate public awareness campaign strategy	September – December 2023
Task 2: Implement awareness campaign and track progress and KPIs	January – June 2024
Task 3: Final Report & Presentation	July 2024

DRAFT

RFP Cover Sheet

Offeror's Name:	
------------------------	--

RFP Information	
Title of RFP:	
RFP Number:	

Offeror Information	
Legal Name of Offeror:	
Type of Entity (i.e., corporation, partnership, sole proprietorship):	
Mailing Address of Primary Place of Business:	
Phone Number:	
Website:	

Contact Person for the Offeror	
Name:	
Title:	
Mailing Address:	
Phone Number:	
Email Address:	

Signature of Authorized Person Date

Printed Name, Title

Cost Proposal - Task Sheets

Offeror's Name:

Task Sheets. Please add or delete rows for team members and add or delete task tables as needed.

Task 1:			
Labor Costs			
Subcontractor or Team Member Name and/or Job Title	Hourly Rate	Estimated Hours	Evaluated Price (Hourly Rate * Estimated Hours)
Additional expenses that are not included in hourly rate			
Description of Expense		Price	
Total Task Price:		\$ _____	

Cost Proposal - All-Inclusive Price and Signature Page

Offeror's Name:

One All-Inclusive Price. This number represents the sum of all total task prices and any other costs and expenses charged to EERMC.

All-Inclusive Price:

\$ _____

Signature of Authorized Person Date

Printed Name, Title

ISBE Proposal – List of ISBEs Page

Offeror's Name:	
------------------------	--

Please see Sections 1.5, 1.6, 1.7, 3.6, 3.7, and 3.8 of the RFP for additional information.

Is the offeror a State certified ISBE (MBE, WBE or Disability Business Enterprise):	YES	NO
	If YES, provide the total dollar amount representing work that will be done by the offeror: <div style="text-align: right; margin-top: 10px;">\$ _____</div>	

Identification of ISBE Subcontractors (Please add rows as necessary)		
ISBE Subcontractor's Name	ISBE Mailing Address, Email Address, and Phone Number	The total dollar amount representing work that will be done by the ISBE Subcontractor
		\$ _____
		\$ _____
		\$ _____

ISBE Proposal – Participation Rate and Signature Page

Offeror's Name:

A. Total amount of dollars representing work that will be done by the ISBEs:

\$ _____

B. All-Inclusive Price Listed in the Cost Proposal:

\$ _____

ISBE Participation Rate (=A/B):

_____ %

Signature of Authorized Person Date

Printed Name, Title

Exhibit 18



STATE OF RHODE ISLAND

**ENERGY EFFICIENCY &
RESOURCE MANAGEMENT COUNCIL**

CONSULTANT TEAM

EERMC Energy Efficiency and Climate Public Awareness Campaign

Budget Reallocation & RFP

Presented By: EERMC Consultant Team

Date: June 15, 2023



Outline

2023 Budget Reallocation Proposal

RFP Overview

Vote Consideration

Discussion



Proposed Reallocation of Funds

2023 approved EERMC budget included:

- \$25,000 for K-12 Energy Education
- \$35,000 for EE & Climate Awareness Campaign (later removed, to be included in 2024 budget)

Education Committee recommends:

- \$25,000 should be reallocated from K-12 Energy Education to EE & Climate Public Awareness Campaign
- Public Awareness Campaign should be divided into two phases
 - Phase 1: Research & Design (2023)
 - Phase 2: Implementation & Evaluation (2024)



EE & Climate Public Awareness Campaign

Phase 1: Research & Design

Phase 1 Scope of Work *(to be completed in 2023):*

- Conduct literature review & supplemental market research
- Survey and build on existing outreach efforts in Rhode Island
- Facilitate identification and honing of strategic objectives, target audiences and key messages
- Conceptualize and design a multi-dimensional public awareness campaign
 - Likely including a variety of outreach elements and platforms such as video, web, social media, in-person events, print media, etc.
- Develop engagement goals along with systems and metrics for measuring and tracking engagement



EE & Climate Public Awareness Campaign

Phase 2: Implementation & Evaluation

Phase 2 Scope of Work* *(to commence and be completed in 2024):*

- Implement public awareness campaign developed in Phase 1
- Integrate campaign with existing EERMC public outreach events
- Utilizing key performance indicators established in Phase 1, evaluate and report on outcomes, including any recommendations for follow-up activities

* Would be a contract extension contingent on approval of 2024 budget by the RI Public Utilities Commission



EE & Climate Public Awareness Campaign

Proposed Timeline

EE & CLIMATE PUBLIC AWARENESS - NEW		Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
RFP	-- Draft RFP	2023												
	-- VOTE on RFP, Issue RFP	2023						6/15						
	-- Proposals Due	2023							7/5					
	-- Committee Reviews	2023												
	-- VOTE to Select Vendor	2023								8/17				
	-- Draft & Execute Contract	2023												
Phase 1	-- Phase 1 (Research & Design)	2023												
	-- Complete & Present Phase 1 Deliverables	2023												12/21
Phase 2	-- Vote to Extend Contract (or re-bid)	2024												
	-- Phase 2 (Implementation)	2024												
	-- Complete & Present Phase 2 Deliverables	2024												



Potential Votes Today

Vote on reallocation of funds

- Reallocate \$25,000 from K-12 Energy Education to EE & Climate Public Awareness Campaign

Vote on draft RFP

- For professional services to design and implement an EE & Climate Awareness Campaign



Council Member Discussion

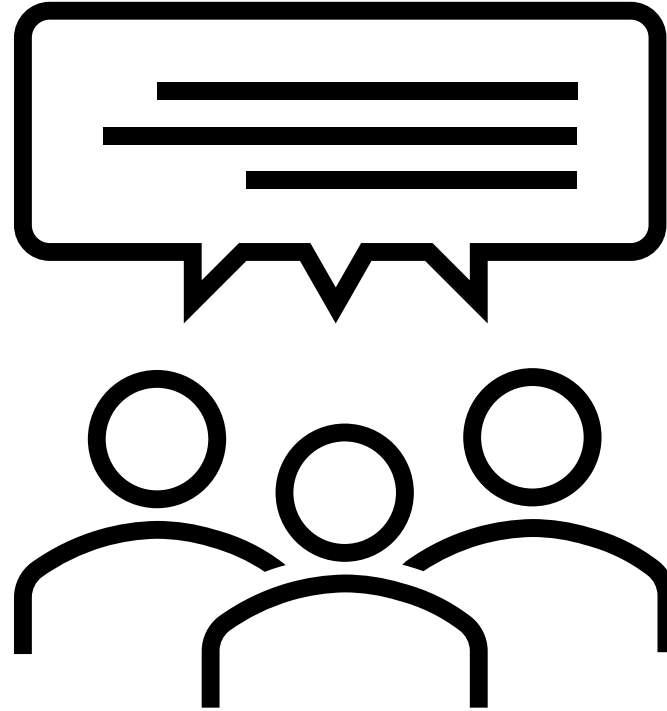


Exhibit 19

The Rhode Island Energy Efficiency
and Resources Management Council
 (“EERMC”)

Request for Proposals
 (“RFP”)

RFP Title:	EERMC Energy Efficiency and Climate Public Awareness Campaign
RFP Number:	EERMC-2023-01
RFP Issuance Date:	Monday, July 24, 2023
Due Date to submit Questions:	Wednesday, August 2, 2023 at 5:00 PM ET
RFP Submission Deadline:	Friday, August 18, 2023 at 5:00 PM ET

SECTION 1: GENERAL INFORMATION

- 1.1. Summary.** The Rhode Island Energy Efficiency and Resources Management Council (“EERMC”) is issuing this request for proposals (“RFP”) to solicit proposals from qualified offerors to help the EERMC fulfill its mandate to promote public awareness of energy efficiency programs and their benefits. Specifically, the EERMC is seeking an entity to provide strategic marketing consultation, communication planning, and implementation of a public awareness campaign of energy efficiency’s foundational role in addressing climate change and achieving the State’s clean energy goals.
- 1.2. EERMC.** EERMC is a council authorized, created, and established pursuant to the laws of the State of Rhode Island (“State”). See R.I. Gen. Laws §42-140.1-3. EERMC council members are appointed by the State Governor with the advice and consent of the State Senate, and the Commissioner of the Rhode Island Office of Energy Resources (“OER”) serves as the EERMC executive director. See R.I. Gen. Laws §42-140.1-4. In accordance with R.I. Gen. Laws §42-140.1-6, EERMC is authorized to engage consultants and professional services as necessary and appropriate to fulfil its statutory purposes which are to:
- Evaluate and make recommendations, including, but not limited to, plans and programs, with regard to the optimization of energy efficiency, energy conservation, energy resource development; and the development of a plan for least-cost procurement for the State;
 - Provide consistent, comprehensive, informed and publicly accountable stakeholder involvement in energy efficiency, energy conservation, and energy resource management;
 - Monitor and evaluate the effectiveness of programs to achieve energy efficiency, energy conservation, and diversification of energy resources; and
 - Promote public understanding of energy issues and of ways in which energy efficiency, energy conservation, and energy resource diversification and management can be effectuated.
- 1.3. State Purchases Act.** In general, the State Purchases Act, R.I. Gen. Laws §37 -2- 1 et seq., applies to every expenditure of public funds by any State governmental entity or public agency within the State. EERMC, as a council established by the Rhode Island General Assembly, is issuing this solicitation and selection for award in accordance with the underlying purposes and policies of the State Purchases Act. Any prospective offeror or offeror who wishes to submit a written protest in accordance with R.I. Gen. Laws §37 -2-52, must submit the protest to the Commissioner of the Rhode Island Office of Energy Resources via mail or hand delivery to One Capitol Hill, 4th floor, Providence, RI 02908 or via email to energyresources@energy.ri.gov.
- 1.4. Equal Opportunity Policy.** In accordance with R.I. Gen. Laws §28 -5.1-10, any selected offeror(s) who contract(s) with EERMC must possess the same commitment to equal opportunity as prevails under federal contracts controlled by federal executive orders 11246, 11625 and 11375. The selected offeror(s) may be required to submit an equal employment opportunity plan as proof of commitment. For more information, please contact the Rhode Island Equal Opportunity Office within the Rhode Island Department

of Administration's Division of Equity, Diversity, and Inclusion at 401.222.6398 or visit <https://dedi.ri.gov/divisions-units/equal-opportunity-office>.

- 1.5. Minority and Women Business Enterprises.** In accordance with R.I. Gen. Laws §37-14.1-4, small businesses owned and controlled by one or more women who are economically disadvantaged (“WBEs”) or small businesses owned and controlled by one or more minorities who are economically disadvantaged (“MBEs”) shall have the maximum opportunity to participate in all procurements of goods or services involving funds administered by EERMC.
- 1.6. Disability Business Enterprises.** In accordance with R.I. Gen. Laws §37-2.2-3.1, small, disadvantaged businesses owned and controlled by one or more individuals who have a disability (“Disability Business Enterprise”) shall have the maximum opportunity to participate in all procurements of goods or services involving funds administered by EERMC.
- 1.7. ISBE Utilization.** The term “ISBE” pertains to individuals who own small business enterprises and means all businesses that are certified as a WBE or MBE by the Rhode Island Office Division of Equity, Diversity, and Inclusion (“DEDI”) or as a Disability Business Enterprise by the Governor’s Commission on Disabilities. In order for an offeror to receive credit for ISBE utilization either as an ISBE itself or through the utilization of a subcontractor that is an ISBE, the business must possess certification at the time the proposal is submitted to EERMC. To determine whether a business is certified by the State as an MBE or WBE or to become certified, please contact ODEO at 401.222.6398 or visit <https://dedi.ri.gov/divisions-units/minority-business-enterprise-compliance-office>. To determine whether a business is certified by the State as a Disability Business Enterprise or to become certified, please contact the Rhode Island Governor’s Commission on Disabilities at 401.462.0100 or visit <http://www.disabilities.ri.gov/>. Offerors will receive between 0 - 6 evaluation points based on their proposed ISBE utilization rates. Each offeror must submit its proposed ISBE utilization rate as part of its proposal as instructed herein.
- 1.8. Utilization of Subcontractors.** Subcontractors are permitted, provided that their use must be clearly indicated in the proposal. To the extent possible, all proposed subcontractors must be identified in the proposal.
- 1.9. Public Disclosure of Proposals.** All proposals received by EERMC in connection with this RFP are subject to the Rhode Island Access to Public Records Act (“APRA”), R.I. Gen. Laws §38-2-1, et. seq. Once an award is made and upon receiving an APRA request, all proposals will be released by EERMC unless EERMC finds that the certain portions of information contained within the proposals are exempt from public disclosure pursuant to R.I. Gen. Laws §38-2-2(4). Offerors are advised to clearly mark or label “confidential” any portions of information within their proposals that they believe are “[t]rade secrets and commercial or financial information obtained from a person, firm, or corporation which is of a privileged or confidential nature.” When responding to an APRA request, EERMC will take into consideration any information marked by the offeror as

confidential. However, broad disclaimers that label the entire proposal as confidential will not help EERMC in its APRA analysis and may not be considered.

- 1.10. **Costs Associated with Submitting a Proposal.** All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the offeror. EERMC assumes no responsibility for these costs.
- 1.11. **Right to Cancel this RFP.** In accordance with R.I. Gen. Laws §37-2-23, this RFP may be cancelled at any time and/or all proposals may be rejected.
- 1.12. **Misdirected Proposals.** Any proposals misdirected to other state locations, or which are otherwise not present in the office of the Contact Person at the time of the submission deadline for any cause will be determined to be late and may not be considered.
- 1.13. **Proposals Irrevocable.** Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the submission deadline, and may not be withdrawn, except with the express written permission of EERMC.
- 1.14. **EERMC Website.** Offerors are instructed to peruse the EERMC website and any other pertinent websites listed in Section 2.1 of this RFP on a regular basis, as additional information relating to this solicitation may be posted there from time to time. See Section 2.1 of this RFP for pertinent website address(es).
- 1.15. **Right to Transact Business in Rhode Island.** In accordance with R. I. Gen. Laws §7-1.2-1, et seq., no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Department of State. Please contact the Rhode Island Secretary of State's Business Services Division at 401.222.3040 or visit <http://sos.ri.gov/divisions/business-portal> for more information. This is a requirement only of the selected offeror(s).
- 1.16. **Availability of Funds.** The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
- 1.17. **Insurance.** Prior to being issued a final award, the selected offeror(s) will be required to possess all necessary insurance, as determined by the EERMC, and continue to possess such insurance throughout the life of the award.
- 1.18. **Indemnification.** The selected and awarded offeror shall hold harmless and indemnify the EERMC and the State from and against any and all losses, damages, claims, suits, actions, liabilities, and/or expenses, including, without limitation, attorneys' fees and disbursements of any character that arise from, are in connection with or are attributable to the performance or nonperformance of the offeror or its subcontractors under an award stemming from this RFP.

SECTION 2: AGENCY CONTACT PERSON AND OFFEROR SUBMISSION AND FORMATTING REQUIREMENTS

- 2.1. **Contact Person.** Any communication regarding this RFP must be made in writing and directed to the Contact Person whose information is listed in the table below. Revised and/or additional information regarding this solicitation may be posted on the Pertinent Website(s) listed in the table below.

Contact Person	Steven Chybowski
Mailing Address	Rhode Island Office of Energy Resources One Capitol Hill, 4 th floor Providence, RI 02908
Email Address	eermc.rfp@gmail.com
Pertinent Website(s)	http://www.rieermc.ri.gov/

- 2.2. **Important Dates.** Important dates regarding this RFP are listed in the table below.

RFP Issuance Date	Monday, July 24, 2023
Pre-Proposal Conference Date	Not Applicable
Written Questions Due Date	Wednesday, August 2, 2023 at 5:00PM (Eastern Time).
Submission Deadline	Friday, August 18, 2023 at 5:00PM (Eastern Time).

- 2.3. **Pre-Proposal Conference.** There will be no pre-proposal conference for this RFP.
- 2.4. **Written Questions.** Prospective offerors may submit written questions pertaining to this RFP. Questions must be emailed as a Microsoft Word or searchable PDF attachment to the Contact Person. The deadline to submit questions is listed within the table in Section 2.2 of this RFP. Questions and EERMC’s responses will be posted on the Pertinent Website(s) within one week from the question due date.
- 2.5. **Amendments to this RFP.** If this RFP is amended or addendums are issued, written notice of the amendments and/or addendums will be posted on the Pertinent Website(s).
- 2.6. **Submission Deadline.** Each Proposal will include three (3) components: technical, cost, and ISBE. All three components must be received by the Contact Person by the Submission Deadline as listed within in the table in Section 2.2 of this RFP.
- 2.7. **Submission Requirements.** Each Proposal must be emailed to the Contact Person and must include the following:
- One (1) original technical component.

- One (1) original cost component. The original cost component must be a separate file from the technical component and be labeled as “Cost Proposal”.
- One (1) original ISBE component. This original ISBE component must be separated from the technical component and be labeled as “ISBE Proposal”.
- The electronic versions must be in a searchable PDF or Microsoft Word format unless otherwise permitted by the Contact Person. Please label each file as “Technical Proposal” or “Cost Proposal” or “ISBE Proposal”.

2.8. Formatting of Written Documents. For clarity, the technical component should be typed and sections should be clearly labeled to correspond with the pertinent RFP sections. These documents should use 1” margins on 8.5”x 11” paper using a font of 12 point. Technical components should be a maximum of ten (10) pages not counting any attachments. Each attachment should be referenced appropriately within the proposal section and the attachment title should reference the proposal section it is applicable to. The Cover Sheet, Cost component and ISBE component should be typed using the attached templates.

SECTION 3: EVALUATION AND SELECTION PROCESS

- 3.1. Technical Review Team.** Proposals will be evaluated and scored by a technical review team, comprised of EERMC Council Members, in accordance with the criteria contained herein. The chief purchasing officer, or the technical review team through delegated authority from the chief purchasing officer, will make a recommendation to the EERMC. An award shall be made to the responsible offeror(s) whose proposal is determined to be the most advantageous to the EERMC, taking into consideration price and the evaluation factors set forth in this solicitation. Offerors will be notified via email confirming that their submission is received. The EERMC is responsible for the final selection of an offeror. The EERMC reserves the right to award one, multiple, or no awards based on the proposals received. Offerors will be notified via email with the date that the EERMC will publicly award the proposal. The EERMC also reserves the right to reissue the RFP at its sole discretion.
- 3.2. Technical Component Evaluation Stage.** To advance to the second stage of the evaluation process, which factors in the cost and ISBE components, the offeror must earn a technical component score of at least 55 (78.5%) out of the maximum 70 technical points. Any proposal with a technical component score of less than 55 points will not have the cost or ISBE components opened nor evaluated, and the proposal will be dropped from further consideration.
- 3.3. Cost & ISBE Components.** Proposals scoring 55 technical points or higher will be evaluated for cost and assigned up to a maximum of 30 points in the cost category. In addition, proposals scoring 55 technical points or higher will be evaluated for ISBE

participation and assigned up to a maximum of 6 points in the ISBE participation category. The potential maximum score equals 106 points.

3.4. Scoring. Proposals will be reviewed and scored based upon the following criteria:

CRITERIA	POINTS AVAILABLE
Overview and Work Plan	35
Qualifications and Experience	20
Project Management and Organization	15
Total Technical Points	70
Cost	30
Total Possible Evaluation Points	100
ISBE Bonus Points	6
Total Possible Points	106

3.5. Calculation of Cost Points. The offeror with the lowest cost proposal shall receive one hundred percent (100%) of the available points for cost. All other offerors shall be awarded cost points based upon the following formula:

$$(\text{lowest cost proposal} / \text{offeror's cost proposal}) \times \text{available points}$$

For example, if Offeror A is the offeror with the lowest cost proposal of \$65,000 and Offeror B proposes a cost of \$100,000 and the total points available are 30, Offeror A would get the full 30 points and Offeror B's cost points are calculated as follows: $\$65,000 / \$100,000 \times 30 = 19.5$ points.

3.6. Calculation of ISBE Points. See Sections 1.5, 1.6 and 1.7 of this RFP for more information. EERMC adheres to 150-RICR-90-10-1 entitled *Regulations Governing Participation by Small Business Enterprises in State Purchases of Goods and Services and Public Works Projects*. The offer with the highest ISBE participation rate shall receive one hundred percent (100%) of the available points for ISBE. All other offerors shall be awarded ISBE points based upon the following formula:

$$(\text{offeror's proposed ISBE participation rate} / \text{offeror with highest ISBE participation rate}) \times \text{available points}$$

For example, if Offeror A has the highest ISBE participation rate of 20% and Offeror B proposes an ISBE participation rate of 12% and the total points available are 6, Offeror A would get the full 6 points and Offeror B's cost points are calculated as follows: $12\% / 20\% \times 6 = 3.6$ points. See Sections 3.7 and 3.8 of this RFP for information on how ISBE participation rates are calculated.

3.7. ISBE Participation Rate if the Offeror is an ISBE. The ISBE participation rate for an offeror who is an ISBE shall be expressed as a percentage and shall be calculated by taking the sum of the amount of the offeror's total contract price that will be subcontracted to ISBEs and the amount that will be self-performed by the offeror and dividing that number

by the ISBE offeror's total contract price. For example, if the offeror's total contract price is \$100,000.00 and it subcontracts a total of \$12,000.00 to ISBEs and will perform a total of \$8,000.00 of the work itself, the offeror's ISBE participation rate would be $(\$12,000 + \$8,000)/\$100,000 = 20\%$.

- 3.8. ISBE Participation Rate if the Offeror is not an ISBE.** The ISBE participation rate for an offeror who is not an ISBE shall be expressed as a percentage and shall be calculated by taking the amount of the offeror's total contract price that will be subcontracted to ISBEs and dividing that number by the ISBE offeror's total contract price. For example, if the offeror's total contract price is \$100,000.00 and it subcontracts a total of \$12,000.00 to ISBEs, the offeror's ISBE participation rate would $\$12,000/\$100,000 = 12\%$.
- 3.9. Interview Presentation.** The chief purchasing officer, or the technical review team may select up to three of the highest scoring, qualified offerors based upon total scores received. These offerors may be interviewed by the chief purchasing officer, or the technical review team, to present their proposals and qualifications over a virtual call, and answer any questions the chief purchasing officer, or the technical review team may have.

SECTION 4: OFFEROR'S SUBMISSIONS

Each offeror must submit a proposal containing the following information. When responding to each section below, please label responses with the corresponding RFP section.

- I. Cover Sheet.** The offeror must complete, execute, and submit the RFP Cover Sheet which is attached hereto.
- II. Technical Proposal.** An offeror's technical proposal must include the following information:
- A. Overview.** The overview should lay out the offeror's understanding of the scope of work, describe the offeror's proposed project work plan and approach, and explain how the offeror is well suited to achieve the project objectives.
- B. Work Plan.** The offeror should describe its proposed project work plan in detail. Specifically, the workplan must present a proposed timeline of deliverables. The workplan must also provide a description of how the offeror will address all components of the Scope of Work described in Section 5.
- C. Company Profile.** Provide an overview of history, length of time in business, organizational and staff capacity, core competencies, and any other resources uniquely suited to achieving project objectives.
- D. Relevant Experience:** Describe offeror's experience with similar projects.
- E. Examples of Prior Work:** If possible, reference two or three examples of previous projects that best display the offeror's ability and experience with work of a similar nature. Specify the role the offeror played in each project.

F. Reference Information: Provide names, email addresses, telephone numbers, and permission to contact two former or current clients for which the offeror has performed work in the last three years.

G. Identification of Staff and Subcontractors. List all staff and subcontractors proposed as members of the offeror's team.

H. Staff Responsibilities. Specifically describe each of staff and subcontractor duties, responsibilities, and areas of concentration for the project.

I. Staff Experience. Please include resumes, curricula vitae, or statements of prior experience and qualification. An organizational chart showing roles and responsibilities on the project is desirable. The team may include subcontractors; however, the lead offeror will be solely responsible for the management and deliverables of the team.

J. Conflicts of Interests. Describe any known conflicts of interest between offeror or an affiliate of offeror and any distribution company, or any affiliates of the foregoing. In addition, describe any known conflicts of interest between offeror or an affiliate of offeror and any member of the EERMC.

K. Litigation. Describe any litigation, disputes, claims or complaints, or events of default or other failure to satisfy contract obligations, or failure to deliver products, involving offeror or an affiliate of offer, and relating to providing services similar to the services being solicited by the EERMC.

L. Investigation. Confirm that offeror, and the directors, employees and agents of offeror and any affiliate of offeror are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by state or federal law in any jurisdiction involving conspiracy, collusion or other impropriety with respect to bidding on any contract.

III. Cost Proposal. Offerors must separate their cost proposals from their technical proposals and submit as a separate file. Please complete, execute, and submit a cost proposal using the cost proposal form template attached hereto. Offerors must complete both Task Sheets Page(s) and the All-Inclusive Price Page.

IV. ISBE Proposal. Offerors must separate their ISBE proposals from their technical proposals and submit as a separate file. To be eligible for ISBE points, an offeror must complete, execute, and submit the ISBE form template attached hereto. Offerors must complete both the List of ISBE Page and the ISBE Participation Rate Page. Failure to submit an ISBE proposal will result in the offeror receiving 0 points in the ISBE scoring category. See RFP Sections 1.5, 1.6, 1.7, 3.6, 3.7, and 3.8 for additional information.

SECTION 5: PROJECT DESCRIPTION AND SCOPE OF WORK

- 5.1. **Summary:** The EERMC is soliciting proposals from qualified offerors to support the Council’s responsibility of providing public education and outreach on energy topics. Specifically, the EERMC is seeking an entity to provide strategic marketing consultation, communication planning, and implementation of a public awareness campaign of energy efficiency’s foundational role in addressing climate change and achieving the State’s clean energy goals. The Council is seeking professional services for strategic consultation and marketing to foster greater public awareness of energy efficiency programming and solutions, and their role in reducing emissions across the state. The selected offeror will be responsible for developing and implementing a communications strategy to reach the public about the importance of energy efficiency improvements.
- 5.2. **Background and Motivation.** The EERMC is a council authorized, created, and established pursuant to the laws of the State of Rhode Island (“State”) to help oversee Rhode Island’s energy efficiency programs. One of the EERMC’s statutory responsibilities is to “promote public understanding of energy issues and of ways in which energy efficiency, energy conservation, and energy resource diversification and management can be effectuated.” The need to address climate change is an urgent matter and the Council has a responsibility to help Rhode Island ratepayers understand how the rapidly evolving energy landscape impacts their lives and how they can benefit from available programs. Through the Act on Climate, the State has set mandatory and enforceable greenhouse gas emissions reduction targets, and energy efficiency improvements play a significant role in achieving those goals. The Council can help raise public awareness of the programs and services available to help reduce environmental impacts and emissions. In particular, the Council seeks to prioritize support for economically disadvantaged communities, which typically bear a greater burden with regard to the costs and impacts of a fossil fuel-based economy.
- 5.3. **Scope of Work:** The primary objective of this RFP is to enable the EERMC to better engage and support Rhode Island ratepayers in making informed energy and environmental choices. The EERMC envisions a multi-phased effort to develop and implement a public awareness campaign with key performance indicators to track success. Phase 1 would encompass tasks related to campaign development, including research and design. Phase 2 would encompass all tasks related to implementation of the campaign. Phase 1 would be funded as part of the EERMC’s approved 2023 budget, and the initial contract would encompass only Phase 1. Contract extension into Phase 2 would be contingent on approval of 2024 budget by the RI Public Utilities Commission. The EERMC reserves the right to solicit a separate RFP for Phase 2 if deemed necessary.

Such efforts could include, but may not be limited to the following:

PHASE 1 – RESEARCH & DESIGN (2023 – Work must be completed in 2023):

- Conduct literature review of relevant reports, policy, and resources (e.g., Nonparticipant Market Barriers Study, Act on Climate, etc.)

- Conduct supplemental research if deemed necessary by the EERMC (e.g., focus groups, surveys, interviews, etc.)
- Survey and build on existing efficiency and climate related outreach efforts in Rhode Island (e.g., Rhode Island Energy marketing campaigns)
- Facilitate identification and honing of strategic objectives, target audiences, and key messages
- Conceptualize and design a public awareness campaign, likely including a variety of outreach elements and platforms such as video, web, social media, in-person events, print media, etc.
- Develop engagement goals along with systems and metrics for measuring and tracking engagement

PHASE 2 – IMPLEMENTATION (2024 – Contingent on approval of 2024 budget by the RI Public Utilities Commission):

- Implement the public awareness campaign developed in Phase 1
- Integrate campaign with existing EERMC public outreach events (i.e., EERMC Annual Public Forum and Energy Lecture Series, Energy Expo at the RI Home Show)
- Utilizing the key performance indicators established in Phase 1, evaluate and report on the reach, impacts, and outcomes of the campaign, including any recommendations for follow-up activities

The selected offeror will be expected to take the lead on project management and ensure key milestones are reached in accordance with the agreed upon timeline. The selected offeror will be expected to work closely with the EERMC, the EERMC's consultant team, and OER for guidance on developing all deliverables. Regular check-in meetings can be used to for planning and brainstorming with the EERMC and OER.

To be responsive to this solicitation, offerors should propose timelines with clear milestones and deliverables for communications tools and an outreach plan with metrics for measuring success. An offeror's workplan must describe who will be responsible for each deliverable/milestone and describe the potential primary audiences for each outreach action. Lastly, reporting metrics to measure success for each action must also be described and incorporated into any proposed workplan. A successful workplan will answer the following questions:

- Does the offeror have **sufficient experience** developing public awareness campaigns, communications tools, and outreach strategies for similar entities and/or under similar circumstances?
- How will the offeror **collaborate with the EERMC and OER** to ensure development of **relevant and effective** messaging, communications tools, and outreach strategies?
- What is the offeror's **approach to implementation** of the proposed outreach campaign considering the Council's limited staff capacity?
- How will the offeror ensure outreach strategies are able to **reach diverse populations** throughout Rhode Island?
- How will the offeror **determine the primary audiences** for outreach strategies?

- How will the offeror **develop metrics** for each outreach strategy?

The EERMC prefers that the offeror has experience and can demonstrate success in reaching target audiences in Rhode Island or New England.

In addition to participation at regularly scheduled Council meetings, a selected offeror will be expected to provide a ~15-20-minute presentation at a public EERMC meeting in 2024 to share the results of the energy efficiency and climate public awareness campaign.

If an offeror identifies a need for additional tasks, the offeror may indicate such additions in the project proposal.

5.4 Required Deliverables

- Updated workplan and timeline based on post-award discussions and direction from the EERMC
- Outreach and engagement strategic plan, including engagement goals and metrics emphasizing equity
- Monthly tracking of implementation efforts
- Public presentation to the EERMC on the outcomes of the public awareness campaign and deliverables
- Monthly invoices, as appropriate

5.5 Expected Tasks and Timeline

Task 1 refers to Phase 1 and Task 2 refers to Phase 2 from Section 5.3.

MILESTONE	ANTICIPATED DATE
Proposal Award	September 2023
Selected Offer to Begin Work	October 2023
Interim Reports	Written updates presented during monthly EERMC Education Committee meetings. Additional updates and check-in's as needed or requested.
Task 1: Develop an energy efficiency and climate public awareness campaign strategy	October – December 2023
Task 2: Implement awareness campaign and track progress and KPIs	January – June 2024
Task 3: Final Report & Presentation	July 2024

DRAFT

RFP Cover Sheet

Offeror's Name:	
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RFP Information	
Title of RFP:	
RFP Number:	

Offeror Information	
Legal Name of Offeror:	
Type of Entity (i.e., corporation, partnership, sole proprietorship):	
Mailing Address of Primary Place of Business:	
Phone Number:	
Website:	

Contact Person for the Offeror	
Name:	
Title:	
Mailing Address:	
Phone Number:	
Email Address:	

Signature of Authorized Person Date

Printed Name, Title

Cost Proposal - Task Sheets

Offeror's Name:	
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Task Sheets. Please add or delete rows for team members and add or delete task tables as needed.

Task 1:			
Labor Costs			
Subcontractor or Team Member Name and/or Job Title	Hourly Rate	Estimated Hours	Evaluated Price (Hourly Rate * Estimated Hours)
Additional expenses that are not included in hourly rate			
Description of Expense		Price	
Total Task Price:		\$ _____	

Cost Proposal - All-Inclusive Price and Signature Page

Offeror's Name:

One All-Inclusive Price. This number represents the sum of all total task prices and any other costs and expenses charged to EERMC.

All-Inclusive Price:

\$ _____

Signature of Authorized Person Date

Printed Name, Title

ISBE Proposal – List of ISBEs Page

Offeror's Name:	
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Please see Sections 1.5, 1.6, 1.7, 3.6, 3.7, and 3.8 of the RFP for additional information.

Is the offeror a State certified ISBE (MBE, WBE or Disability Business Enterprise):	YES	NO
	If YES, provide the total dollar amount representing work that will be done by the offeror: <div style="text-align: right; margin-top: 10px;">\$ _____</div>	

Identification of ISBE Subcontractors (Please add rows as necessary)		
ISBE Subcontractor's Name	ISBE Mailing Address, Email Address, and Phone Number	The total dollar amount representing work that will be done by the ISBE Subcontractor
		\$ _____
		\$ _____
		\$ _____

ISBE Proposal – Participation Rate and Signature Page

Offeror's Name:	
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A. Total amount of dollars representing work that will be done by the ISBEs:	\$ _____
B. All-Inclusive Price Listed in the Cost Proposal:	\$ _____
ISBE Participation Rate (=A/B):	_____ %

Signature of Authorized Person Date

Printed Name, Title

Exhibit 20



STATE OF RHODE ISLAND

**ENERGY EFFICIENCY &
RESOURCE MANAGEMENT COUNCIL**

CONSULTANT TEAM

EERMC Energy Efficiency and Climate Public Awareness Campaign

Budget Reallocation & RFP

Presented By: EERMC Consultant Team

Date: July 20, 2023



Outline

2023 Budget Reallocation Proposal

RFP Overview

Vote Consideration

Discussion



Proposed Reallocation of Funds

2023 approved EERMC budget included:

- \$25,000 for K-12 Energy Education
- \$35,000 for EE & Climate Awareness Campaign
(later removed, to be included in 2024 budget)

Education Committee recommends:

- \$25,000 should be reallocated from K-12 Energy Education to EE & Climate Public Awareness Campaign
- Public Awareness Campaign should be divided into two phases
 - Phase 1: Research & Design (2023)
 - Phase 2: Implementation & Evaluation (2024)



EE & Climate Public Awareness Campaign

Phase 1: Research & Design

Phase 1 Scope of Work *(to be completed in 2023):*

- Conduct literature review & supplemental market research
- Survey and build on existing outreach efforts in Rhode Island
- Facilitate identification and honing of strategic objectives, target audiences and key messages
- Conceptualize and design a multi-dimensional public awareness campaign
 - Likely including a variety of outreach elements and platforms such as video, web, social media, in-person events, print media, etc.
- Develop engagement goals along with systems and metrics for measuring and tracking engagement



EE & Climate Public Awareness Campaign

Phase 2: Implementation & Evaluation

Phase 2 Scope of Work* *(to commence and be completed in 2024):*

- Implement public awareness campaign developed in Phase 1
- Integrate campaign with existing EERMC public outreach events
- Utilizing key performance indicators established in Phase 1, evaluate and report on outcomes, including any recommendations for follow-up activities

* Would be a contract extension contingent on approval of 2024 budget by the RI Public Utilities Commission



EE & Climate Public Awareness Campaign

Proposed Timeline

EE & CLIMATE PUBLIC AWARENESS		Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
RFP	-- Draft RFP	2023												
	-- VOTE on RFP, Issue RFP	2023							7/20					
	-- Proposals Due	2023								8/18				
	-- Committee Reviews	2023												
	-- VOTE to Select Vendor	2023									9/14			
	-- Draft & Execute Contract	2023												
Phase 1	-- Phase 1 (Research & Design)	2023												
	-- Complete & Present Phase 1 Deliverables	2023												
Phase 2	-- Vote to Extend Contract (or re-bid)	2024												
	-- Phase 2 (Implementation)	2024												
	-- Complete & Present Phase 2 Deliverables	2024												



Potential Votes Today

Vote on reallocation of funds

- Reallocate \$25,000 from K-12 Energy Education to EE & Climate Public Awareness Campaign

Vote on draft RFP

- For professional services to design and implement an EE & Climate Awareness Campaign



Council Member Discussion

