

W. KEVIN HUGHES
CHAIRMAN

HAROLD D. WILLIAMS
MICHAEL T. RICHARD
ANTHONY J. O'DONNELL



PUBLIC SERVICE COMMISSION

July 6, 2017

Re: PSC #04.17.17 Rate Design Pilot Programs
Addendum No. 1 - Additional Questions

To Whom It May Concern:

This addendum is being issued to answer additional questions. These will be the last questions that can be answered prior to the due date of the proposals: **July 10, 2017 @ 11:00AM Local Time.**

1. Please provide any available descriptions of the three pilot programs discussed in the RFP's scope of work, including the following:
 - a. Objectives of each pilot program
 - b. Process for selecting participants
 - c. Concepts to be tested in each pilot program, including specific rate design proposals
 - d. Any minimum requirements for the solar equipment to be tested in the pilot programs
 - e. Any other available work products (memos, reports, minutes of stakeholder meetings, etc.) that exist relating to these three pilot programs
 - f. List of any web sites where bidders can find more information or descriptions about these three pilot programs

The following documents may answer the above question(s):

-The PC44 Website which can be accessed from the Public Service Commission's website
Look under Featured Topics

-The Commission's January 31, 2017 Notice on PC44 which can be accessed from the Public Service Commission's website by searching under Public Conference for PC44

-The attached "draft proposal" that is being discussed in the Rate Design workgroup

2. With reference to RFP Section 2.3.2.1 and the answer A9 in the Pre Proposal Conference Minutes, may the Contractor propose a Co-Project Lead, i.e., assign 2 persons to the Project manager role? We perceive a benefit to the Commission in that our Team would be able to assign a primary, senior-level Project Lead to each of three major task assignments (Sections 2.3.1.1, 2.3.1.2 and 2.3.1.3, respectively), with a "second chair" available for each task assignment as becomes necessary, for example, to avoid scheduling conflicts that may arise with in-person or remote attendance at the several working group meetings.
3. Is it permissible to have a different Project Manager for each of the three major tasks?
4. Is it permissible to have a different Project Manager for subtasks?

The answer to questions 2, 3 and 4 remains the same as Q & A #9 from the minutes.

Q9. The RFP indicates that the Project Lead is expected to attend all meetings in person or via remote conference. For those meetings which the Commission has indicated must be attended in person (up to 14), is it acceptable for the Project lead to attend some of them by phone, with a second key staff member attending in person?

A9. **No, a key staff member cannot be substituted for the Project Lead;** the Project Lead is expected to attend all in person meetings. The actual number of in person meetings could be less than the stated 14. However, in order for an Offeror to be able to submit a bid, an actual number of trips had to be listed. Since this is a Not-To-Exceed contract, the Contractor will be paid expenses on the actual number of trips made; fewer than 14 in person meetings will mean less money paid out of the expense portion of the financial bid.

Only one Project Lead/Manager is acceptable to maintain continuity. There can be a “primary” and “secondary” staff member so that the secondary can fill in or provide support when the primary person is unavailable or needs assistance. But there has to be one primary point person (i.e. the project manager).

Sincerely,

Dolline Mooney Serra

Dolline Mooney Serra
Procurement Officer
410-767-8009
dolline.serra@maryland.gov