

August 10, 2015

**NEW HAMPSHIRE OFFICE OF CONSUMER ADVOCATE
REQUEST FOR PROPOSALS
FOR SERVICES RELATED TO PARTICIPATING IN
NEW HAMPSHIRE PUBLIC UTILITIES COMMISSION DOCKETS
ON BEHALF OF RESIDENTIAL UTILITY CUSTOMERS**

Dear Prospective Bidder:

The New Hampshire Office of the Consumer Advocate (OCA) requests proposals from qualified firms or individuals to provide assistance to the OCA related to representing residential customers before the NH Public Utilities Commission (Commission) or, on occasion, other entities. The OCA seeks, through this Request for Proposals (RFP), to retain one or more expert consultants to assist OCA in litigating cases, as they arise, involving rate-setting and other public policies relating to public utility services to residential customers. The expert assistance sought by this RFP may involve utility rate cases, involving issues of accounting, economics and/or engineering, as it relates to efficient management of public utilities. OCA's goal is generally to provide evidence for the lowest feasible, adequate revenue requirement necessary for high-quality public service from regulated utilities, in order to produce just and reasonable rates for residential consumers in the State. Analysis and recommendations concerning rate design, procurement practices, and cost of capital may also be required.

1. Completed proposals must be received via email by the OCA by 12:00 p.m. noon on Monday, August 31, 2015. Please submit proposals to:

Christina Martin
New Hampshire Office of Consumer Advocate
21 South Fruit Street, Suite 18
Concord, NH 03301
christina.martin@oca.nh.gov

2. Follow-up conferences and interviews will be scheduled as needed.
3. The OCA will evaluate the proposals as described herein.

I. BACKGROUND

The Office of the Consumer Advocate is charged by NH RSA 363:28 with representing the interests of residential ratepayers of public utilities, primarily in proceedings at the Commission, and also in regional and national forums, such as FERC and ISO-New England, as our resources allow. The OCA has a vacant attorney position until a replacement can be recruited. Therefore, the OCA expects to be temporarily short-staffed, which increases our need for expert consulting services.

Budget Constraints

The OCA has a limited budget for expert assistance. As a result, hourly rates and affordable all-in cost estimates will be major factors in the selection process. The OCA will consider bids in response to this RFP that propose a total cost estimate of no more than \$50,000, which will be dispersed, based on assigned projects and hourly rates, for the period between the contract date and June 30, 2016.

II. SCOPE OF SERVICES

The contractor(s) chosen will be expected to assist the OCA in the review and analysis of issues in utility cases impacting residential customers, and the development of positions and strategies to represent residential customers' interests. Deliverables may include, but not be limited to:

- Review and analysis of filings, focusing on the impacts of such filings and proposals on residential customers. Cases that are already underway that require assistance are DW 15-209, DG 15-155, DE 15-068, and IR 15-124¹;
- Assistance in the preparation of discovery requests related to the filings and the relief requested;
- Review and analysis of the companies' responses to discovery requests;
- Assistance with the preparation of pre-filed written testimony on behalf of the OCA;
- Responses to discovery requests on testimony;
- Review and analysis of rebuttal testimony, if any;
- Assistance with possible settlement discussions;
- Assistance with hearing preparation including drafting questions for cross examination;
- Attendance at technical sessions, settlement conferences and/or hearings as needed to assist the OCA;
- Assistance with the preparation of legal pleadings, including motions to compel responses to discovery requests and post-hearing briefs; and
- Other assistance as needed.

III. CONFIDENTIALITY

The contractor agrees to maintain the confidentiality of all confidential and work product information to which it has access until such time as it is instructed otherwise by the OCA. The contractor agrees to execute a nondisclosure agreement if necessary.

¹ Filings can be found on <http://www.puc.nh.gov/Regulatory/VirtualFileRoom.html>.

IV. WORK PAPERS

At the conclusion of the work, the contractor will make available to the OCA work papers and source documents as requested.

V. COMPONENTS OF THE PROPOSAL

The following is a list of the information that must be provided in a proposal. Bidders should respond to all areas listed below, in the order listed, including with a separate detailed section on a proposed budget.

1. *Corporate/Company Information.* Contractor must provide the OCA with information concerning its corporate/company history; *i.e.*, how many years in business, corporate officers or company principals, location of main and any branch offices, professional and business association memberships, etc.
2. *Personnel Assigned.* Contractor must provide the OCA with a list of all personnel who might be assigned to this project, including the project manager (if applicable) and detailed resumes and summaries of each individual reflecting their relevant experience and the nature of their specific responsibilities. During the course of the work, the OCA must approve in writing any substitutions or changes in personnel assigned to perform the work.
3. *Detailed Budget Proposal.* Provide the OCA with information about the Contractor's hourly rate, identifying the hourly rate(s) for all personnel and any associated expenses, including areas of expertise for all personnel, and any estimated travel expenses that the Contractor would incur when required to be in Concord, New Hampshire. The Contractor must identify any limitations on the number of hours per month that the Contractor is available.
4. *References.* Contractor must provide the OCA with a list of three references for work performed which is similar in scope or content to the services sought through this RFP, preferably work performed within the past 5 years.
5. *Relevant Writing Samples.* Contractor must provide writing samples, which could include testimony on such topics as utility base rate case issues, utility acquisition cases, consumer protection issues or other writings on these issues. Contractor should identify and describe if Contractor provides similar services to other ratepayer advocates or similar agencies. Electronic links to documents are preferred over hard copies.
6. *Statement of Disclosure.* Contractor must identify any and all existing or potential conflicts of interest, including those that arise as a result of any relationships or affiliations with utility companies under the jurisdiction of the Commission, or their affiliates.

7. *Schedule Conflicts.* Contractor must identify any pre-existing professional and personal obligations during the rest of 2015 and the first half of 2016 which may require consideration in scheduling of existing or future Commission cases.

VI. CRITERIA FOR SELECTION

Cost is a major consideration, as the OCA has a very limited annual budget for expert witnesses and consultants. In assessing the proposals received and selecting a consultant, the OCA will consider the following criteria:

- a. Knowledge and practical skills and experience that the individual or organization possesses, including that of the staff and any subcontractors assigned to the project.
- b. Experience and qualifications in providing similar services in New Hampshire as well as other states and to other state utility consumer advocates or regulatory agencies.
- c. Availability and accessibility of staff assigned to project, including physical proximity to New Hampshire and travel costs.
- d. Ability to perform and complete the work requested.
- e. Cost of consulting services and expenses, including the competitiveness of the proposed hourly rates and any proposed discounts or other cost-effective benefits. (The OCA reserves the right to negotiate lower fees or a different fee structure than proposed with any selected firm(s)).
- f. Overall responsiveness to the requirements of the RFP, including completeness, clarity and quality of the proposal.
- g. Interviews, if performed.

VII. GENERAL BID CONDITIONS

Bids must be typed. One original hard copy and one electronic copy in PDF format must be received. Bids that are incomplete or unsigned will not be considered. The deadline for submitting bids electronically is 12:00 p.m. noon on Monday, August 31, 2015 (a hard copy must be postmarked by that date). Bids should be addressed to Christina Martin, Office of the Consumer Advocate, 21 South Fruit Street, Suite 18, Concord, NH 03301 and sent via email to christina.martin@oca.nh.gov and ocalitigation@oca.nh.gov.

The OCA reserves the right to reject or accept any or all bids, to reject or accept all or any part of any bid, to determine what constitutes a conforming bid, to waive irregularities that it considers not material to the bid, to award the contract solely as it deems to be in the best interest of the State, to contract for any portion of the bids submitted, and to contract with more than one bidder if necessary.

All information relating to this bid (including but not limited to fees, contracts, agreements and prices) are subject to the laws of the State of New Hampshire regarding public information.

Any contract awarded from this RFP must be approved by the NH Governor and Executive Council. The approved contract will expire on June 30, 2016. For each Project Assignment, the Consultant may be required to conduct a project scoping meeting with the OCA. The purpose of the meeting is to review and refine the scope, task and project approach requirements, establish a project plan, with key deliverables and milestone dates, and to establish project management and communication protocols to ensure that the information needs of both the OCA and the Consultant are satisfied.

The OCA at any time, in its sole discretion, may terminate the contract, or postpone or delay all or any part of the contract, upon written notice.

VIII. CERTIFICATES

The chosen contractor will be required to provide the following certificates prior to entering into a contract (these materials are not required in responses to the RFP):

New Hampshire Secretary of State's Office Certificate of Good Standing ("CGS")	Individuals contracting in their own name do not need a CGS. Business organizations and trade names need a CGS, except for nonresident nonprofit corporations.
Certificate of Vote Authority ("CVA")	Individuals contracting in their own name do not need a CVA. Business entities and trade names need a CVA.
Certificate of Insurance	Certificate of Insurance form attached with insurance coverage required under the contract. Modifications of insurance coverage required under the contract will be specified in Exhibit C.
Workers' Compensation	Contractor must demonstrate compliance with or exception from RSA 281-A (and if applicable, RSA 228:4-b and RSA 21-I:80, and any other applicable laws or rules).

IX. FORM OF CONTRACT

The terms and conditions set forth in Attachment 1 [Form P-37 \(v. 1/09\)](#) General Provisions Agreement will apply to any contract awarded (but does not need to be completed as part of a proposal). Any contract resulting from this bid proposal shall not be deemed effective until it is signed by the Consumer Advocate and approved by the Governor and Executive Council.

Modifications to Form P-37: Proposals may substitute professional liability, errors and omissions, or similar insurance for some or all of the comprehensive general liability insurance identified in Paragraph 14.1.1 of the Form P-37. Any request to modify standard terms in the P-37 must be identified in the bid response.