

*Louisiana Public Service Commission*



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Executive Counsel

JOHNNY E. SNELLGROVE, JR  
Deputy Undersecretary

October 16, 2017

**VIA EMAIL**

***Re: Docket No. U-34658 In Re: Application for Approval of an Updated  
Advanced Metering System Program.***

To all LPSC qualified consultants:

Enclosed please find a Request for Proposals ("RFP") for **outside independent technical consultant** issued by the Louisiana Public Service Commission for the above referenced subject. If your firm is interested in submitting a proposal, please review the RFP carefully to determine whether your firm meets the specific requirements to qualify for this representation.

All Proposals must include a showing that your firm possesses the requisite qualifications and experience to represent the Commission in this matter. Also, please note that all Proposals, including the **original, plus (5) five copies and an electronic copy** must be received on or before **November 6, 2017**. Selection of a consultant is anticipated to take place at the Commission's **November 17, 2017 Business and Executive Session**.

Should you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "Melanie A. Verwyvelt".

Melanie A. Verwyvelt  
Staff Attorney

MAV/kst  
Enclosure

**October 16, 2017**

**RFP 17-14**

**LOUISIANA PUBLIC SERVICE COMMISSION**

**Docket No. U-34658**

**Concordia Electric Cooperative, Inc., ex parte**

**In re: Application for Approval of an Updated Advanced Metering System Program.**

Executive Counsel, on behalf of the Louisiana Public Service Commission (“Commission”), is seeking proposals from independent technical consultants to assist the Commission Staff (“Staff”) in the review and analysis of the application filed in the above-captioned docket on September 7, 2017 by Concordia Electric Cooperative, Inc., (“Concordia”, the “Company” or “Cooperative”) for approval of its updated advanced metering system (“AMS”) program, pursuant to the Louisiana Public Service Commission’s (“LPSC”) General Order, dated September 22, 2009 (“General Order”). Concordia is requesting that the LPSC certify the Company’s updated AMS program, declare the deployment of the updated AMS program to be prudent, and allow the Company to recover all prudently incurred costs associated with the updated AMS program.

Consultants responding to this RFP will be expected to have reviewed Concordia’s public filing, which is available on the Commissions’ Document Access System. In addition to the requirements below, all proposals shall include a total not to exceed budget along with a breakdown of fees and expenses sufficient to cover the scope of the representation and shall be accompanied by a professional firm resume indicating the qualifications and experience necessary to meet the requirements of this RFP.

This RFP is being issued in accordance with the requirements of the LPSC’s General Order dated November 10, 2014, regarding the selection of contract employees to represent the Commission, (“Contract Order”). The Commission reserves the right to reject any proposal or decline to undertake these reviews at this time. Commission Staff anticipates that the Commission will consider conforming responses at its November 2017 Business and Executive Session (“B&E”), which is currently scheduled for Friday, November 17, 2017.

**I. Scope of Representation**

The independent technical consultant retained by the Commission shall assist the Commission’s Legal, Utilities, and Auditing Divisions in reviewing Concordia’s request to ensure compliance with all applicable Commission Orders.

Section 3.4 of the AMS/DR Order affords utilities the opportunity to recover through their approved rates and charges prudently-incurred advanced metering costs including those costs associated with the deployment of a new AMS, any associated pilot program implementation,

and any related DR programs, upon certification by the Commission that the implementation of these plans is in the public interest.

The AMS/DR Order sets forth several guidelines for the Commission in determining whether an AMS is in the public interest including a cost-benefit analysis and the Consultant should familiarize themselves with the order and its requirements, as well as any other relevant Commission Orders.

The consultant will be required to participate in each stage of the proceeding, including review of the application and participation as needed in status conferences, conducting discovery, assisting in the preparation and defending of Commission direct testimony, participating in a certification hearing, and making a recommendation to the Commission. Applicants are also required to participate in informal meetings, conference calls, attend depositions, status conferences or any other meetings scheduled in the proceeding. Applicants will also be assisting Staff in preparation of any post-hearing briefs or filings, assisting in any settlement discussions and/or stipulation hearings and attendance and testifying at the Commission's Business and Executive Session. The scope of representation is through a final Commission vote on Concordia's application.

## **II. Period of Representation**

The time period estimated to complete this engagement is estimated at approximately 12 months. This is merely an estimate and may vary greatly depending upon whether the matter is contested, and as such the Commission makes no representations as to the accurateness of the Period of Representation.

## **III. Minimum Requirements**

To be considered, all applicants must meet the following minimum requirements *in addition to those provided in* this Commission's General Order dated November 10, 2014. Consideration will be given to factors such as educational background and achievement, practical experience in the field of public utility practice and similar practice before other state public utility commissions; in addition to the applicant's knowledge of Louisiana ratemaking standards, regulatory law, and formula rate plans.

Applicant/consultant shall be qualified and prepared to prepare and render expert testimony, and be cross-examined, with respect to all of the issues addressed in this docket and which are likely to arise in the proceeding. Applicants should demonstrate their familiarity with the AMS/DR General Order and should, at a minimum, be experienced in analyzing the operations, books and records of utility companies, and be qualified and prepared to render expert testimony regarding and have knowledge of:

- 1) appropriate accounting standards and practices for electric utilities;
- 2) the Commission's Rules and Orders pertaining to acquisitions and capital outlays;

- 3) the Commission's rules and orders pertaining to outage management and service reliability;
- 4) methods to improve the efficiency of a utility's operations and whether the utility is making use of any such methods;
- 5) public interest criteria for approval of utility investments; and
- 6) Commission-approved cost recovery mechanisms, including Concordia's Formula Rate Plan adopted in Order No. U-33779, and Commission General Order U-21497 dated November 6, 1997.

All proposals shall include a plan of action, estimated timeline, and fees and costs associated with evaluation of Concordia's AMS application. In the event an applicant is chosen, the Commission and its Staff shall have the right to determine how the tasks will be carried out. In addition, all proposals shall demonstrate that the Applicant has the qualifications and experience necessary to meet the requirements of this RFP. Applicants will only be considered if proposals meet all of the requirements of this RFP and the Commission's Contract Order. **Deviations from the requirements contained herein, or conditional bid amounts may result in rejection of the bid as non-conforming.**

#### **IV. Estimate of Cost**

All applicants responding to the Request for Proposal shall quote their rates on an hourly basis and shall also submit a total budget, which shall separate professional fees from costs. However, applicants shall only be allowed to charge for actual hours of work performed and costs incurred. Once selected, an applicant's rates and budget shall not be altered except by formal approval of the Commission.

#### **V. Conflict of Interest**

As required by the November 10, 2014 General Order, previous or current employment which could result in a conflict of interest shall be prominently and separately disclosed. In addition, applicants shall disclose matters in which they currently represent private clients before the Commission. Failure to disclose actual or potential conflicts may result in rejection of the bid proposal.

#### **VI. Disclaimer**

The LPSC reserves the right to reject any and all proposals, to amend and/ or supplement this RFP at any time, and to consider proposals or modifications thereof received at any time prior to LPSC vote at Open Session, if such action is found by the LPSC to be in the public interest.

Pursuant to the General Order regarding the selection of contract employees, the LPSC has the right to accept other than the lowest offer with regard to price. In addition, there is also no assurance, express or implied, that an award will necessarily be made pursuant to this RFP.

#### **VIII. Billing Guidelines**

As required by the November 10, 2014 General Order, all bills will be rendered monthly and shall specifically identify and describe all work performed, the person performing such work, the time and charge for such work, and shall additionally show the total amount billed to date and the authorized original estimate. Bills will be rendered in strict accordance with the Commission's guidelines. Expenses shall also be separately disclosed with proof of such expenses attached.

Expenses, where applicable, shall be reimbursed at state authorized rates as specified in the Travel Policies and Procedures Memorandum issued by the State of Louisiana, Division of Administration in effect at the time such expenses are incurred ("Allowable Expenses"). Any expenses that exceed the Allowable Expenses shall be borne by the contract employee and shall not be reimbursed by either the Commission, or the correspondent utility, unless otherwise specified by the Commission.

#### **IX. Submission of Proposals**

Interested parties should submit the *original (hard copy), five (5) copies, and e-mail an electronic copy* of the proposal to:

Kim Trosclair  
Louisiana Public Service Commission  
Office of the General Counsel  
602 North Fifth Street (Galvez Building) (70802)  
P.O. Box 91154  
Baton Rouge, Louisiana 70821-9154  
Phone: (225) 342-9888  
Fax: (225) 342-5610  
Email: [kim.trosclair@la.gov](mailto:kim.trosclair@la.gov)  
[melanie.v@la.gov](mailto:melanie.v@la.gov)  
[rene.robertson@la.gov](mailto:rene.robertson@la.gov)

To be considered, an original, five copies, and the electronic copy of the proposal must be received on or before **Monday, November 6, 2017**. Information concerning billing procedures and the Commission's RFP policy may be obtained from the address listed above, or by calling Executive Counsel Brandon Frey at (225) 342-9888.