EEAC Resolution Concerning the Hiring of a Database Consultant
For Consideration on March 12, 2013

Introduction

On February 12, 2013, the EEAC passed the <u>Resolution of the Energy Efficiency Advisory Council Regarding Its Priorities for 2013</u>, which included a priority to "Develop and Implement a Statewide Energy Efficiency Database," specifically:

> In order to enhance data availability and transparency, reduce administrative costs, and enable better and more efficient data analysis, the Council and its Consultants should work with the PAs to design, develop, and implement a statewide database that is readily accessible, reliable, efficient, and able to evolve to meet growing and changing energy efficiency data needs.

The EEAC recognizes the need to hire a consultant to ensure that the statewide database fulfills both the EEAC's priority as expressed above and the program reporting requirements specified in the Green Communities Act.[1] On February 27, 2013, the EEAC's Executive Committee discussed the development of a statewide database and recommended that the full EEAC approve hiring a consultant to perform the following scope of work:

- Facilitate a statewide database working group consisting of representatives from the DOER, EEAC, PAs, and DPU.

- Develop a "Requirements Specification" for the statewide database that will, at a minimum:

    o Define high-level goals and objectives for the database, including the needs of the EEAC;

    o Identify opportunities and challenges for database development and implementation;

    o Identify primary users and their interactions with the database;

    o Identify source data systems, data inputs, and frequency of data input;

    o Define required outputs, including specific reports and, as applicable, *ad hoc* query and reporting capabilities;

    o Investigate venues to host a statewide database; and

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[1] G.L. c. 25, § 22(d).

- o Specify system requirements (e.g., hardware, software, security).

- Provide: 1) a cost estimate and suggested timeline for developing the statewide database based on the Requirements Specification, and 2) a cost estimate for annual system operation and maintenance.

The selection and cost of the consultant shall be brought to the EEAC for review and approval.

Resolution

The EEAC approves initiating the process of hiring of a database consultant, and finds this approach to be a necessary and prudent use of the Commonwealth's resources.