

# Memo

To: **DOER and the EEAC**  
From: **Optimal Energy**  
Date: **December 9, 2022**  
Subject: **Consultant Q1 Scope of Work and Budget**

For the period of January 1, 2023-March 31<sup>st</sup> 2023, the Consultant Team will continue its on-going tasks to support the Energy Efficiency Advisory Council to ensure effective program and portfolio performance and to achieve the 2022-2024 Three-Year Plan goals. The Team expects much of its focus during this time to be on supporting and guiding implementation of the numerous new elements and areas of focus included in the PAs' 2022-2024 Plan. These elements include electrification and GHG reductions, equity, and workforce development, among others. Below is a list of key tasks and know deliverables the team will undertake during the contract extension period. Additional work will be shaped by the Council and its priorities for 2023. A budget is also provided based on the average monthly budget approved by the Council in 2022.

## Scope of Work

- Participate in Council meetings including preparing meeting materials as appropriate, reviewing PA draft presentations, and briefing Councilors
- Review and analyze the PAs' reports including the monthly dashboards and quarterly reports and other periodic ad hoc reporting on relevant indicators
- Track, provide input on, and report on PA progress towards meeting 2022-2024 Plan goals and term sheet commitments
- Support strategic planning by recommending/identifying:
  - Best practices in customer outreach, engagement, and program delivery
  - Innovations in products, processes, and practices
  - Opportunities to procure additional efficiency, demand reduction, active demand, and electrification across program areas and customer rate classes
  - Strategies for advancing equity
- Contribute to other state and regional planning and analysis efforts
- Support the Council on Regulatory issues and DPU proceedings as needed including the 2019-2021 Term Report dockets and Cape Light Compact CVEO filing
- Support and participate in various working groups including the Residential and C&I Management Committees, EEAC Equity Working Group, C&I Working Group, and others as directed by the Council
- Oversee EM&V planning, study implementation, and reporting
- Work with the Council and stakeholders to incorporate input into EM&V plans and reports and to

brief them on study results through presentations and other forms of outreach

- Produce minutes from all EEAC and sub-committee meetings including Executive Committee and Equity Working Group
- Support planning efforts around interaction and coordination of Inflation Reduction Act funding and Mass Save incentives as needed and as appropriate
- Maintain and update EEAC website
- Develop a Consultant Team Work Plan and Report for Q1

### Known Deliverables

Month	Category	Topic	Description
<b>January</b>	Memo	Q4 Consultant Team Report	Report on Consultant Team activities for Q4 of 2022
	Memo	Q1 Consultant Team Work Plan	Describes Consultant Team tasks and deliverables for Q1 2023
<b>February</b>	TBD	TBD	TBD
<b>March</b>	Presentation	PA Q4 Report	Observations on KPIs, PA differences, areas PAs do not meet goals or council priorities
		Q1 Consultant Team Report	Report on Consultant Team activities for Q1 of 2023.
<b>On-Going</b>	Tracking Spreadsheet	EM&V Status Update	A spreadsheet summarizing the status of current and planning EM&V studies
	Minutes	Monthly EEAC meeting minutes	Meeting minutes for EEAC, Executive Committee, and any other relevant committees of the EEAC

### Budget

Budget assumes 2022 average monthly budget for three months:

- \$346,705