2023 Workshop Facilitator Procurement Overview

Estimated Procurement Calendar

Milestone	Date
DOER Issues RFQ	May 19, 2023
RFQ Response Due	June 14, 2023 by 12:00pm
Selection of Winning Response	June 21, 2023
Execution of Contract with DOER	July 6, 2023

Milestones

Milestone	Potential Date
Project kickoff meeting	July 11, 2023
Workshop 1	August 21, 2023
Workshop 2	September 5, 2023
Workshop 3	September 21, 2023
Workshop 4	October 2, 2023
Workshop 5	October 17, 2023
Workshop 6	November 8, 2023
Final draft of final report	December 5, 2023
PowerPoint slides summarizing the final report	December 14, 2023

Potential Workshop Topics

Residential Sector

C&I Sector

Income Eligible Services

Active Demand

Equity

Workforce development

Scope of Work

Task 1: Preparation & Engagement

The Contractor will engage with DOER, members of the EEAC, and other stakeholders in order to plan the workshops.

- Meet with members of the EEAC, PAs, Council Technical Consultants, and DOER to solicit input and to acquire an understanding of stakeholder priorities; and
- Develop an agenda and appropriate format for workshops.

Task 2: Workshop Facilitation

The Contractor will coordinate with DOER and the Council Technical Consultants to plan and facilitate several workshops to collect the EEAC's recommendations for the 2025-2027 Plan.

The estimated number of workshops is six or seven, each lasting approximately 4 hours. Workshops are expected to begin in August 2023, ending mid- November 2023.

- Propose and finalize a facilitation plan which addresses the following issues:
- Prioritizing notable or significant positions or input during the course of a workshop
- Setting ground rules for debate
- Handling conflict between workshop participants
- Plan to ensure workshop participant engagement in a virtual meeting environment
- Propose management and technology for virtual and hybrid workshops
- Record minutes for all workshop proceedings
- Manage time during meetings and alter facilitation plans accordingly
- Communicate with members of the EEAC regarding upcoming meetings and coordinate other logistics, including a meeting calendar that features dates, times, and links to register for virtual Council workshops.

Task 3: Documentation of Workshop Results

With input from DOER and the Council Technical Consultants, the Contractor will produce interim and final reports detailing the workshops' process and outputs which shall include:

- Details of the consensus EEAC priorities and any other significant positions or input which are the result of the workshops · Separate sections for the residential, low-income, and commercial & industrial sectors; cross-cutting issues that affect all sectors; and topics of special interest to the EEAC.
- Describe the process the Contractor used to plan, facilitate, and hold the workshops virtually.