NEW YORK STATE | Public Service Commission

January 31, 2024

Request For Proposals

To Assess New York's Gas Utilities' Long-Term Plans

Case 20-G-0131

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1. Introduction

1.1 Overview

The New York State Department of Public Service (Department), at the direction of the New York State Public Service Commission (Commission), is seeking an independent consulting firm to assess the long-term gas plans of National Grid (The Brooklyn Union Gas Company d/b/a National Grid NY (KEDNY); KeySpan Gas East Corporation d/b/a National Grid (KEDLI); and Niagara Mohawk Power Corporation d/b/a National Grid (NMPC)), Corning Natural Gas Corp. (Corning), and Liberty Utilities (St. Lawrence Gas) Corp. (St. Lawrence). The National Grid Companies will file a single joint plan by May 31, 2024. Corning will file its plan by September 30, 2024. St Lawrence will file its plan by January31, 2024. Consulting firms should indicate in their proposals if they wish to be considered for assessing only the plan submitted by National Grid, only the plan submitted by Corning, only the plan submitted by St. Lawrence, or any combination of the three. The Department may select one consulting firm to review all plans or may choose separate consulting firms.

The Commission has adopted modernized long-term natural gas planning procedures to ensure that the State, customers, stakeholders, and all other interested entities have the opportunity to understand and engage in the future of natural gas infrastructure in the State. This modernized gas planning process is designed to build on recent experience and adopt improved planning and operational practices to enable the local gas distribution companies (LDCs) to meet current and future customer needs and expectations in a transparent and equitable manner, while minimizing infrastructure investments, and maintaining safe and reliable service.

Additionally, planning must be conducted in a manner consistent with the recently enacted Climate Leadership and Community Protection Act (CLCPA). On December 19, 2022, the New York State Climate Action Council finalized its Scoping Plan. The Scoping Plan points to integration analysis scenarios indicating that the vast majority of current fossil natural gas customers (residential, commercial, and industrial) will transition to electricity by 2050 and stated that the analysis identified fossil natural gas use reductions statewide by at least 33% by 2030 and by 57% by 2035. While the CLCPA does not impose specific requirements on the State's gas distribution system, rationally, meeting the CLCPA's emissions reduction targets for the entire economy will require emissions reductions from the gas distribution system. The Scoping Plan points out that, during the transition to the decarbonized system, some investments in traditional infrastructure will be necessary to maintain safety and reliability for remaining natural gas customers but greater scrutiny of such investments is warranted to reduce potential stranded costs. The Commission recognizes the role of natural gas in greenhouse gas (GHG) emissions and modernizing the gas planning process will prepare gas utilities for addressing the Climate Action Council's recommendations to the benefit of all New Yorkers.

To ensure that residents of New York can continue to meet their energy needs, the public interest requires that gas utilities provide information to the Department, other government entities and agencies, and stakeholders related to the promotion of effective planning and consideration of gas alternatives, thereby reducing costs and emissions while minimizing impacts upon economic development. More broadly, incomplete, or insufficiently transparent planning can also lead to infrastructure expenditures that are costly to customers; unneeded, misplaced, or misaligned capital development; and use of fuel choices both at odds with State energy policies and that result in increased emissions.

Potential bidders are encouraged to stay informed of recent Commission actions and related developments by visiting the Commission's website and/or by viewing Commission sessions.

1.2 Roles and Responsibilities of the Parties

Department of Public Service

The Department is the client. The Department will evaluate proposals, select the consulting firm, engage with stakeholders, and facilitate coordination among all parties and the long-term planning process in general. The Department will review the consulting firm's work, monitor the progress of the project, review consulting firm invoices, and authorize payment from the gas utility.

Consulting Firm

The consulting firm will perform the project in adherence to the RFP, the proposal, and the contract. The consulting firm will sign a multi-party contract and designate a project manager to work with Department and utility counterparts on day-to-day activities for this project.

Gas Utilities

Each gas utility will sign a multi-party contract and designate a project manager to work with Department and consulting firm counterparts. In coordination with those counterparts, the gas utility's project manager will facilitate the flow of data requests and responses. Following their approval by the Department, the gas utility will pay consulting firm invoices.

1.3 Contact Information

John Holst (518.474.3786) is the primary contact for this RFP. Please e-mail MOA@dps.ny.gov with any questions that may arise as you prepare your proposal. All questions and responses will be shared with all interested consulting firms, though the source of questions will be anonymous.

1.4 Key Events

Timeline

The anticipated schedule for this project is set forth below.

Target Date	Task
March 8, 2024	Pre-Bid Conference
March 22, 2024	Proposals Due
April 8-12, 2024	Finalist Interviews
April 19, 2024	Consulting Firm(s) Selected
May 1, 2020 (approx.)	National Grid Pre-filing Stakeholder Meeting
May 31, 2024	National Grid Filing
August 30, 2024 (approx.)	Corning Pre-filing Stakeholder Meeting
September 30, 2024	Corning Filing
December 15, 2024 (approx.)	St. Lawrence Pre-Filing Stakeholder Meeting
January 31, 2025	St. Lawrence Filing

Pre-Bid Conference

A teleconference for interested potential bidders will take place on March 8, 2024, at 1:00 p.m. Eastern

Time. To participate in the teleconference, e-mail MOA@dps.ny.gov no later than 10:00 a.m. Eastern Time on the day of the bidder's conference to request call-in information.

Participation in the conference is recommended but is not a requirement to bid. The bidder's conference provides interested potential bidders with an opportunity to learn more about the scope of the project, as well as ask any questions about the Department's expectations of proposal content. Please email MOA@dps.ny.gov if you would like to bid but are unable to attend the conference.

1.5 Minimum Qualifications

The consulting firm selected for this project must demonstrate that its proposed team has a thorough knowledge of the natural gas utility industry and specifically issues related to gas system planning, reliability, and safety, gained from either direct employment in the field or by professional reviews of such entities. The consulting firm and its proposed team must show that they have relevant knowledge of the CLCPA, non-pipe alternatives, demand-side management, and the latest developments and best practices in the natural gas utility industry that can bring about improvement opportunities.

This project requires experience with natural gas pipelines, natural gas utility distribution operations, and natural gas utility regulation in the Northeast United States. Consulting firms must have experience with pipeline and utility distribution flow analysis, natural gas utility and/or pipeline auditing, and natural gas supply and demand forecasting. Proposals should identify and describe the consulting firm and its proposed team's experience in these topics, as well as any other relevant experience, certifications, or qualifications.

1.6 Conflicts of Interest

The Commission and/or the Department will not engage any firm with a conflict of interest and may not engage any firm with the appearance of a conflict of interest. Each consulting firm, and any of its principals, affiliates, or subcontractors, must disclose:

- All previous work performed for any utility involved in this project, its affiliates, or for other organizations associated with the utility industry in New York State during the five-year period preceding the date of the proposal, and
- All existing contracts or agreements with such entities, and
- Any direct financial interest in such entities.

The proposal must identify any such relationships. This disclosure will not necessarily disqualify an individual or firm. Failure to disclose such relationships or financial interest, however, will be considered grounds for disqualification. If the Department determines that a conflict or apparent conflict exists, it will advise the consulting firm of such, and, if possible, identify remedies.

Additionally, former employees of the Department of Public Service are prohibited from appearing or practicing before, assisting with the preparation of any documents for submission to, or receiving compensation related to any matter before the Department or Commission for a period of two years following the individual's employment with the Department. Including such former employee in a consulting firm's proposal or other communications with the Department could be construed to be an appearance by that former employee before the Department in violation of Public Officers Law and may be grounds for disqualification of the consulting firm's bid.

1.7 Background of Utilities Under Review

National Grid will file its joint long-term plan by May 31, 2024. Corning will file its long-term plan by September 30, 2024. St Lawrence will file its long-term plan by January 31, 2025.

National Grid:

National Grid serves customers in the following areas: NMPC serves approximately 625,000 natural gas customers in all or parts of the Upstate New York counties of Albany, Cayuga, Columbia, Fulton, Herkimer, Jefferson, Madison, Montgomery, Oneida, Onondaga, Oswego, Rensselaer, Saratoga, Schenectady, Warren, and Washington. KEDLI serves approximately 611,000 customers in the Fifth Ward of Queens and Nassau and Suffolk Counties on Long Island. KEDNY serves approximately 1.3 million customers in Brooklyn, Staten Island and the Second and Fourth Wards of Queens. NMPC also serves electric customers in Upstate New York; KEDNY and KEDLI are gas-only utilities. Consultants interested in reviewing National Grid's long-term plan filing should have expertise with the operations of liquefied natural gas facilities and their role in supporting the reliability of a distribution system.

Corning:

Corning is a gas only-utility serving approximately 15,000 customers in the counties of Chemung, Cortland, and Steuben.

St. Lawrence:

St. Lawrence is a gas only-utility serving approximately 15,000 customers in the counties of Franklin, Lewis, and St. Lawrence.

2. Consulting Firm Selection Process

2.1 Proposal Evaluation

All proposals first undergo a technical evaluation and a cost evaluation by the Department. The results of this evaluation will determine which consulting firms proceed to the finalist interviews.

Technical Evaluation

All proposals will be evaluated for responsiveness to the RFP and technical merit. The technical evaluation portion is worth 85 percent of the proposal score.

Cost Evaluation

All proposals deemed responsive by the Department will undergo a cost evaluation. The cost evaluation portion is worth 15 percent of the proposal score.

2.2 Finalist Interviews

The Department will notify consulting firms that are selected for finalist interviews. Finalist interviews will be conducted by tele- or videoconference.

2.3 Notification

Following the finalist interviews, the Department will select a consulting firm(s). The Department will notify other bidders. No information regarding the Department's review of proposals will be shared with any consulting firm or any other party until the Department makes its decision.

2.4 Contracting Procedures

The consulting firm(s) will enter into a multi-party contract with the applicable gas utility(ies) and the Department. That contract will govern the conduct of the project.

2.5 Reserved Rights

The Commission and/or the Department reserve the right to:

- Reject any or all proposals received in response to the RFP;
- Withdraw this RFP at any time, at the Department's sole discretion;
- Make an award under this RFP in whole or in part;
- Amend the RFP specifications at any time to correct errors or oversights, or to supply additional information, as it becomes available;
- Prior to the due date for proposal submission, require bidders to submit proposal modifications addressing subsequent RFP amendments;
- Disqualify any bidder whose conduct and/or proposal fails to conform to the requirements of the RFP or any subsequent amendments to the RFP;
- Seek clarifications and revisions of proposals, including revisions addressing subsequent RFP amendments;
- Change any of the scheduled dates;
- Waive any requirements that are not material;
- Negotiate with the successful bidder within the scope of this RFP, or any subsequent amendments hereto, in the best interests of New York State or its ratepayers;
- Conduct contract negotiations with the next responsible bidder, should the Department be unsuccessful in negotiating with the selected bidder;
- Utilize any and all ideas submitted in the proposals received;
- Require clarification at any time during the consulting firm selection process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of a bidder's proposal and/or to determine a bidder's compliance with the requirements of this RFP or any subsequent amendments hereto;
- Any additional consulting services or changes to the scope of work included in this RFP made subsequent to entering into the multi-party contract, including additional tasks, review of other utility plans, or a modified schedule, shall be mutually agreed upon in writing by the consulting firm and the Department and shall be billed on a time and materials basis.

3. Conducting the Analysis

3.1 Scope of Work

Analyze Utility Plans	
1	Participate in stakeholder meetings and make requests of the LDC and stakeholders.
2	Evaluate the economic and environmental tradeoffs associated with different scenarios/ pathways.
3	Work with the LDC to run a reasonable number of versions of the LDC's hydraulic modeling.

4	Provide an Initial Report on the utility's initial filing approximately 60 days after the utility's submission.
5	Provide a Preliminary Findings Report, including consideration of stakeholder input through the 90-day initial and reply comment period, approximately 30 days after the close of the comment period.
6	Provide a Final Report approximately 15 days after the utility's submission of the final revised plan.

1) Participate in stakeholder meetings and make requests of the LDC and stakeholders.

- As ordered by the Public Service Commission, the consulting firm will work at the direction of DPS Staff and will participate in stakeholder meetings.
- Make requests of the LDC and stakeholders participating in the long-term planning process to ensure that the consultant, Staff, and the Commission have a complete understanding of any proposals. The consulting firm will not resolve disputes between the LDC and stakeholders.
- While Staff will facilitate stakeholder meetings and the long-term planning process in general, the consulting firm will attend all meetings and will include Staff in all meetings it schedules with the utility and/or stakeholders as well as all written correspondence, including emails.
- Work with Staff, the subject LDC, and stakeholders to encourage a productive process.

2) Evaluate the economic and environmental tradeoffs associated with different pathways.

- The consultant will assist in identifying and developing the information necessary to evaluate the economic and environmental tradeoffs associated with different planning scenarios.
- The following questions related to aspects of the long -term plan scenarios should be examined:
    - How is peak day defined in terms of the number of heating degree days and average, low, and high temperatures?
    - What are the most recent lowest actual pressures at various points of the distribution system on the coldest day during the current winter (defined as the one 24-hour period with the lowest average temperature calculated by adding the high temperature and the low temperature and dividing by two)? A minimum of two points should be used for each municipality/geographic unit in the service territory, and where possible SCADA system data should be used. Municipality/geographic unit should generally be understood to mean town or city. For municipalities that are significant in size, smaller geographic units should be used, such as boroughs or neighborhoods/groups of neighborhoods.
        - For each point, what were the actual pressures experienced every day during the months of July and August 2023?
        - For each point, what is the expected pressure reading predicted by the hydraulic model in the most recent run for peak day and for the coldest day during the most recent winter?
        - For each point, what is the lowest pressure that can sustain reliability? How is that defined?
    - What are the sources of natural gas supply for the service territory in terms of upstream assets such as interstate pipelines? What are the daily entitlements for each?

- What is the daily demand for each municipality/geographic unit on peak day?
- Does the utility have on-system peaking assets including liquefied natural gas or compressed natural gas facilities?
    - If so, what role do the facilities fulfill in providing safe, adequate, and reliable service to customers and are there alternatives that can fulfill that role?
    - If the utility has on-system peaking assets, are there issues with operations or maintenance that need to be addressed in the future?
- How many interruptible customers are in each municipality/geographic unit and what is the highest amount of natural gas each has consumed in units of dekatherms for the one highest day of consumption for each individual customer?
- How did the utility ensure the accuracy of its forecasting by checking the most recent winter's actual demand against the forecast?
- What percentage error has the utility experienced with its forecasting of demand in the last five years?
- Did the utility experience any days during the last three years where loss of pressure caused it to curtail firm customers?
    - If so, what were the durations of the events?
    - If so, what were the affected municipalities/geographic units? How many customers in each municipality/geographic unit were affected?
- Did the utility experience any days when pressure at any measured point dropped below eight inches of water column in the last three years?
    - If so, what were the durations and locations of the events?
- For the service territory, were any customers who applied for new natural gas service in the last three years told that the utility could not serve them on a firm basis?
    - If so, what steps did the utility take to ensure reliability in the future?
    - If so, what were the affected municipalities/geographic units and how many applicants were told firm service could not be provided?
- How many applications for service has the utility received, for which service is scheduled to begin within 18 months after the date of filing of the long-term plan, by municipality? What is the expected peak day load for each as well as the customer type (residential, commercial, industrial, or municipal)?
- Are there any applicants who sought new natural gas service and ultimately chose another heating source? If so, how many?
- What is the actual annual growth for each municipality/geographic unit in terms of number of customers and peak day dekatherms of consumption for each of the last five years?
- Is that growth rate expected to continue absent a moratorium? If so, explain why. If not, explain why not, including providing the policy or economic indicators that would limit growth.
- What is the number of potential customers for each municipality/geographic unit that might install an emergency generator? The number should be broken out by residential, small commercial, large commercial, industrial, and municipal customer classes.
- Are there any parts of the service territory where moratoria will be necessary in the next five years and where will they be? In the next ten years?

- How much additional supply is currently needed on a peak day basis to avoid a moratorium, and how many days per year is that supply needed? The calculation should be shown, indicating what the current demand is and the shortfall needed to allow customer additions.
- What equipment could be installed on the distribution system to improve system pressures, such as regulator stations or compressors? List each and describe the improvement that could be provided in terms of a range of pressure increase (e.g., a regulator station installed on Main Street could increase pressure by six inches of water column on peak day). Provide the cost of each piece of equipment, using the average actual cost for similar pieces of equipment installed by the utility in the past year.
- Given that the installation of compressors on a distribution system is not typical, explain whether the utility has analyzed whether compressors could help system pressures in any affected municipality/geographic unit. If not, explain why not. If so, the analysis should be provided.
- What programs such as increased efficiency (especially targeted at peak day load reductions), demand response (including converting some customers from firm to interruptible service where possible), or supply side initiatives (such as deliveries of compressed natural gas on the coldest days of the winter) can help alleviate low pressures in affected municipalities/geographic units?
- Has the utility considered ratemaking options to encourage demand reduction, such as seasonal rates? If not, explain why not. If so, the analysis should be provided.
- What non-pipes alternatives have been considered in any place where additional supply may be needed to preserve reliability?

3) Work with the LDC to run a reasonable number of versions of the LDC's hydraulic modeling.

- Work with the LDC to run a reasonable number of versions of the LDC's hydraulic modeling, based on the consulting firm's independent analysis and based on the consulting firm's assessment of stakeholder input.
- Present results of hydraulic modeling to stakeholders. The consulting firm will not resolve disputes between the LDC and stakeholders.

4) Provide an Initial Report on the utility's initial filing approximately 60 days after the utility's submission.

- The utility will produce a long-term plan that includes demand and supply forecasts each year for a twenty-year period.
  - Evaluate if the long-term plan's twenty-year forecasts include reasonable assumptions for changes in the number of customers and peak demand.
  - The consulting firm must address whether the demand and supply forecasts and the assumptions for any changes in the number of customers in the long-term plan, will be reasonably tested on an annual basis, as well as the mix of assets chosen to assure reliability.
- Evaluate the scenarios presented by the utility. The long-term plan must include at least two scenarios, one of which must be a scenario that involves no new infrastructure.

- Evaluate whether the utility has demonstrated in its long term-plan how any scenario meets the requirements of the CLCPA, including a baseline inventory of greenhouse gas emissions and how emissions will be reduced by 85 percent by 2050.
- Evaluate whether the utility has included in its long-term plan a reasonable comparison of, or process for comparing, non-pipes alternatives to each other and to traditional infrastructure solutions.
- Evaluate the reasonableness of the rate and bill impacts, or the plan to provide rate and bill impacts, of each scenario that the utility included in its long-term plan. Will such impacts be calculated for both a typical single family residential customer, a multi-family residential customer, and representative small and large commercial customers?
- Assess whether the long-term plan reasonably reflects that cost will not be the sole deciding factor in ranking scenarios in order of preference, but instead also factors in the achievement of greenhouse gas emissions reductions, benefits to disadvantaged communities and achievement of CLCPA goals.
    - Evaluate whether the long-term plan reasonably includes the development of a ranking matrix that addresses how all these planning elements should be considered in efficiently choosing scenarios that meet reliability and CLCPA requirements.
    - Evaluate whether the long-term plan reflects that the utility reasonably assessed near-term and longer-term market conditions around natural gas supply and demand, both on a statewide and region-specific level to ensure that the utility can meet customer needs during the transition to a carbon-neutral economy.
- Evaluate whether the long-term plan reasonably presents relative costs over time in dollars per dekatherm for a typical home.
- Evaluate whether the long-term plan reasonably assesses potential areas where, over time, supply will not meet demand and a preliminary set of possible solutions.
- Evaluate whether the long-term plan reasonably analyzes natural gas infrastructure, both at the transmission and distribution levels, and how this infrastructure can support the transition to a carbon-neutral economy, taking into consideration scope and timeframe.
- Evaluate whether the long-term plan reasonably analyzes potential effects on safety, reliability, economic development, and affordability of the utility's preferred scenario, the no infrastructure scenario, and any other scenarios and how they affect the transition to carbon neutrality.
- Assess whether the long-term plan demonstrates that the utility appropriately evaluated specific options that enhance development and availability of alternatives, including gas efficiency, gas demand management, renewable natural gas, non-pipe alternatives, and heat pump programs, and whether the utility has developed or can develop a reasonable benefit-cost analysis of these options.
- Evaluate whether the long-term plan appropriately includes the development of innovative demand response programs.
- Evaluate whether the long-term plan indicates that the utility reasonably considered alternatives that use a neighborhood approach, including those that also incorporate safety improvements such as abandoning leak prone pipe instead of replacing it with more infrastructure, and if such approaches have been prioritized, if possible, especially if other

public/private funding sources are available to leverage utility programs to reach more participants.

- Evaluate if the long-term plan demonstrates that the utility reasonably evaluated alternatives proposed by stakeholders and determine if they should be used to modify scenarios proposed by the utilities.
    - Evaluate whether the long-term plan demonstrates that the utility made reasonable efforts to weigh the contribution of NPA solutions with consideration of environmental, operational, or reliability consequences.
    - Evaluate whether the long-term plan demonstrates that the utility has adequately considered the burdens and benefits to disadvantaged communities including low- and moderate-income customers and those residing in environmental justice communities.
- In instances where the utility decides to go with an NPA solution, assess whether the long-term plan reasonably evaluates the capability of the third party NPA solution to provide the amount of capacity indicated by the NPA provider, or whether the utility needs to adjust the capacity amount for reliability and operational considerations.

5) Provide a Preliminary Findings Report, including consideration of stakeholder input up to the 90-day comment period, approximately 30 days after the close of the comment period.

- The Preliminary Findings Report will address the comments and proposals of stakeholders provided through initial and reply comments. In addressing the comments and proposals of stakeholders, the consulting firm should consider the reasonableness of the comments and proposals using the same concepts identified for the Initial Report under 3.1.4.

6) Provide Final Report of long-term plan approximately 15 days after the utility's submission of the final revised plan.

- The consulting firm's Final Report will build on its prior two reports and address any developments in the utility's final revised long-term plan and stakeholder comments on and positions regarding the final revised long-term plan. In doing so, the consulting firm should consider the reasonableness of the developments in the utility's final revised long-term plan and the stakeholders' positions using the same concepts identified for the Initial Report 3.1.4.

3.2 Developing the Reports

The consulting firm should develop reports that evaluate the long-term plan proposed by the utility and all alternative scenarios proposed by the utility and rank them in order of how they comply with the goals of the CLCPA. The reports will summarize the consulting firm's conclusions regarding the concepts identified under section 3.1.4, above. The reports should include bill and rate impacts of the long-term plan and each alternative scenario, thoroughly describe the safety and reliability impacts of the long-term plan and each alternative scenario and rank the long-term plan and each alternative scenario in terms of reductions in greenhouse gas emissions and benefits to disadvantaged communities. If there are disagreements between stakeholders and the utility about the preferred solution set, the consultant should summarize the benefits and limitations of the different options and recommend a solution set.

3.3 Anticipated On-Site Work and Travel

The selected consulting firm will work with the gas utility to run hydraulic models and participate in stakeholder meetings, which may require on-site work. The selected consulting firm will identify any

required site visits, and work with the gas utility and the Department to determine the specific schedule for such. Please note that site visits may not be scheduled on days that the Department is not open for business. Additionally, key members of the consulting team may be required to provide briefings to the Department, the Commissioners, and the gas utility.

3.4 Deliverables

The selected consulting firm will provide the following during the engagement:

- Status Updates – The consulting firm will provide weekly status updates to the Department on the progress of the project. These updates are typically held via teleconference and should report against schedule and budget, identify any emerging issues, and preview the next steps.
- Status Reporting – The consulting firm is required to provide a written status report with each monthly invoice indicating the project's overall progress from the preceding month, as well as reporting against the schedule and budget, and anticipated activities for the following month.
- Briefings – The consulting firm may be required to provide briefings to the Department, the Commissioners, and the gas utility.
- Draft and Final Reports – For each of the Initial Report, Preliminary Findings Report, and Final Report, the consulting firm will submit a Draft Report to the Department, as described in Section 3.2 above. The Draft Report may undergo further revision based on feedback from the Department. Following the incorporation of feedback and approval from the Department, the consulting firm will finalize the report.

3.5 Payment

The consulting firm will submit a detailed invoice each month to the Department for approval. Following the Department's approval, the gas utility will pay the consulting firm. Invoices must be submitted to the Department via e-mail and must be accompanied by a progress report and a detailed accounting of the hours worked within each task area by each employee of the consulting firm for the preceding month. See Section 4.2 (Cost) of this RFP for further details about cost.

Payments are subject to certain retentions that are tied to deliverables and milestones. These will be detailed in the multi-party contract. A consulting firm must submit an invoice to the Department for approval of the retention payment once the associated milestone has been met.

3.6 Post-Project Activities

At the conclusion of the project, the consulting firm must attest that certain sensitive and confidential utility documents have been appropriately discarded or destroyed. The specific requirements for this attestation will be provided in the multi-party contract.

If the Department or the Commission requires additional support or testimony by the consulting firm following the conclusion of the project, the consulting firm must agree to provide such service at its standard rates for consulting services as outlined in the proposal. The consulting firm will be reimbursed for actual, reasonable travel expenses for post-project work.

4. Writing and Submitting a Proposal

4.1 Content

The proposal must demonstrate a clear understanding of the objectives and deliverables outlined in this RFP. It must also illustrate the consulting firm's qualifications and relevant experience. The Department

expects proposals to be well-written, free of typographical errors, succinct, complete, and well-organized. Proposals that do not meet these expectations or the components below may not be considered further.

The proposal must include the following components:

- **Introduction and Firm Experience** – In a concise narrative, describe the consulting firm's understanding of the scope and objectives for the project. The narrative should demonstrate the consulting firm's recent and relevant history, as well as its expertise relevant to the scope of work, New York's regulatory environment, and issues specific to gas utilities.
- **Individual Experience and Qualifications** – Include a brief resume for each team member detailing the individual's recent and relevant experience and credentials applicable to this project. Include descriptions of previous assignments relevant to this project and indicate if those assignments were performed on behalf of a utility, a regulatory agency, or other party. Identify any and all subcontractors. Qualifications should be consistent with those described in Section 1.5 of this RFP.
- **Conflicts of Interest** – The proposal must identify any potential conflict of interest. See Section 1.6 of this RFP for more information about conflicts of interest. If no potential conflicts of interest exist, the proposal should state this.
- **References** – The proposal must include no more than five references for recent and relevant work. References will be contacted.
- **Insurance Attestation** – New York State Workers' Compensation Law §57 and §220 require that any business applying for permits, licenses, or contracts with New York State provide evidence of appropriate workers' compensation and disability benefits insurance coverage. The consulting firm must attest that it understands the mandatory insurance requirements and will provide documentation of such to the Department upon selection. The consulting firm does not need to provide proof of coverage with the proposal but will be required to provide such proof if the firm is selected to perform the project.
- **Cost** – The proposal must indicate the standard hourly rate for each team member, as well as the total cost for the project. The total cost includes the standard hourly rate for each consulting team member multiplied by the number of hours each team member is expected to work on the project, plus potential travel expenses. Do not include any post-project activities in the proposed total cost.

4.2 Confidentiality of Proposals

After the Department makes its selection, the Department will post all submitted proposals and associated cost information to its website under Case 20-G-0131.

4.3 Proposal Submission Procedures

The proposal package must be e-mailed to MOA@dps.ny.gov by 4:00 p.m. Eastern Time on March 22, 2024.