



**COMMUNITY  
POWER COALITION  
OF NEW HAMPSHIRE**

## RISK MANAGEMENT COMMITTEE – MINUTES

Meeting Type: **Regular Meeting**  
Meeting Location: **NHMA, 25 Triangle Park Dr., Concord, NH**  
Meeting Date: **Thursday, April 1<sup>st</sup>, 2022**  
Meeting Time: **9:00 AM**

### 1. Welcome and Attendance

Matt Miller opened the meeting at 9:15 am.

#### Roll call:

**Present:** Matt Miller (RMC Chair), Clifton Below (CPCNH Vice Chair), Andrea Hodson (CPCNH Treasurer), Jackson Kaspari (RMC Clerk), Peter Kulbacki, Kim Quirk (virtual), April Salas (CPCNH Chair) (virtual)

**Excused Absent:** Nick Devonshire

**Others Present:** Samuel Golding (virtual)

### 2. Approval of the Prior Meeting Minutes

*M. Miller motioned to approve with two minor amendments. A. Hodson seconded. Vote: U/A*

### 3. RFP Review

M. Miller: As a reminder the RFP document comes from the initial information in the RFI and the portions of the RFP initially included in the Draft Business Plan.

April 17<sup>th</sup> release date seems reasonable but we would need to have commitment from members to complete specific tasks. Then the document would be shared with members and the legal team.

A. Hodson: Next Board meeting is the 21<sup>st</sup> so release will have to be after that date.

Do you envision that comments from the Board will have to be addressed by the RMC?

M. Miller: Hopefully any changes would be minor.

A. Salas: I don't think it would be in our best interest to have legal see it at the point where its been made public. Suggestion is to provide them with a copy sooner than later.

Suggestion is to share with legal post this meeting depending on the scope of changes.

M. Miller: The RFP will likely need a weeks' worth of work before the document is in shape to go to legal.

We need a volunteer to make sure that highlighted portions are updated appropriately before release.

S. Golding: I sent in a contract last night and fingers crossed I will be able to assist the RMC in a greater capacity soon.

C. Below: The Draft Business Plan only anticipates that we will have a CEO filled by launch but other positions may come after the fact. This should likely be reflected in the RFP document.

M. Miller: Telegraphing our expected internal size will be important for vendors to understand.



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S. Golding: This could also be where a funding update is inserted.

A. Hodson: Focusing on the staffing question, we are laying out the strategy and the language should likely reflect that. More flexibility is better.

*Discussion continued on how to address the wording.*

A. Salas: Distribution of labor is important. Some of these roles could be filled by the selected vendor(s).

M. Miller: It's very important to have at least one internal role (CEO).

We can layout an expectation for staffing.

P. Kulbacki: Could separate between this is what we need and these are the other positions we're looking to fill.

C. Below: Legal provided a memo that was non-public from lessons learned in talking with other CCAs. Some of that information is important to inform this RFP. Maybe just important to share with members of the RMC.

A. Hodson: What are the pertinent takeaways from that memo since we're trying to deal with this paragraph right now?

P. Kulbacki: Let's move forward with splitting into two sections.

A. Salas: General composition is the most important.

A. Hodson: Better to describe them as roles instead of specific positions. Pivot back to the core functions.

M. Miller: Lisa should have the information to update the community load date.

A. Salas: We also need to check with the member communities to confirm the values. Otherwise we need to proceed with high level estimates.

C. Below: We will want to include a possible attachment to this or a link to the updated timeframe that comes from the rule making process. I'll incorporate that detail.



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S. Golding: Working on a Gant chart that was presented at the last meeting. I think that this should be included as part of the RFP supporting information. Vendors will really appreciate seeing how it all fits together.

C. Below: To Jackson's comment should we refine how submissions comes in terms of file formats? Suggestion is to make it clear it should be a "live" excel workbook.

A. Salas: We learned during the RFI that we don't want to be overly ambitious. The timeline needs to be reasonable. Some should be solid dates and others need to be ranges in this table.

A. Hodson: Some of this is very reliant on how the member communities are able to proceed with needed authorizations.

M. Miller: This will be discussed with vendors and will impact their modeling. RFP process should be decoupled from this.

P. Kulbacki: Having webinar recorded and available will be important and allows for the webinar to be held a bit earlier.

S. Golding: We should confirm the distribution list that was compiled for the RFI and clean it up before the RFP is released.

M. Miller: Should we have the team identified within the Cover Letter portion?

S. Golding: Vendors will likely highlight this anyway in this section.

S. Golding: Template needs to be revised and this section of the RFP should be more specific as to what goes into the excel file.

C. Below: We've noted that general marketing material should not be included. This actually could be helpful especially if vendors have already developed it.

S. Golding: The thinking is that this might make it hard to compare responses. Maybe best to have it included as supporting information. Making this statement helps drive the message that the review process will be rigorous.

A. Hodson: Does it make sense to have them put more emphasis on the services the vendors can address? This will help out with sorting the responses.

A. Salas: Eligibility is key, we need to make sure the respondents are able to operate in New Hampshire. For example, operating in New Hampshire and ISO-NE. Sufficient purchasing power? Ongoing or pending litigation with either State or member communities?



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S. Golding: Having respondents demonstrate credit worthiness is important.

M. Miller: Should we provide a template for them? Samuel, you mentioned you had some ideas for this?

S. Golding: The concern is that we might be too prescriptive. Looking at the RFI responses should be helpful for this.

C. Below: Value statements haven't been formally adopted by the Board. These predate the incorporation of CPCNH.

A. Salas: We should call out the ethical requirements earlier in the document. Should be upfront.

M. Miller: We need to make sure that the start of the document is interesting enough to capture responses.

A. Salas: Suggestion is to put this information before the contact and address section.

C. Below: Referencing in the earlier section may be sufficient.

S. Golding: One thing we want to avoid is being too repetitive.

*Discussion regarding record keeping for responses ensued.*

C. Below: Vendors should be alerted of RFI responses that indicated they were open to partnerships.

A. Salas: Are we actually asking respondents to draft a business plan? Some of this reads like a contract. Are these sections still relevant now?

M. Miller: Language was softened to help address this. By using the word support, it makes it sound that CPCNH will be doing these things but we wouldn't mind assistance.

A. Salas: We just need to make sure this doesn't conflict with statements on expected internal roles.

M. Miller: Best way to address this is have RMC members reread front to back and point out any of these items.

A. Hodson: Proofreading shouldn't take place until assigned edits changes are finalized.

M. Miller: I'll work with Lisa to pull in information to the RFP for the table. Clifton will do the admin rules update. K. Quirk will update the portions that are still "XXYZ" etc. April will add the section we discussed.



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Samuel will make sure we have all of the technical components correct and corresponding reference documents. M. Miller and J. Kaspari will review front to back but the question is when. Goal is to have these done for next Friday.

Legal will weigh in on the majority of the remaining comments.

#### 4. **Adjourn:**

*P. Kulbacki motioned to adjourn the meeting at 11:00 am, A. Hodson seconded. Vote: U/A*

DRAFT