November 22, 2013

**DECISION MEMORANDUM**

**TO:** RTF PAC

**FROM:** Nicholas O’Neil

 RTF Manager

**SUBJECT:** RTF Contract extension

**PROPOSED ACTION:** Renew contract with existing QA/QC Contractor

**SIGNIFICANCE:** Approval needed from PAC because contract is in excess of Council $25,000 threshold for sole sourcing contracts.

**BUDGETARY/ECONOMIC IMPACTS**

Budget would be spent on this effort regardless of renewal or re-bid. However staff believes increased $/work product value is being obtained by keeping existing contractor on-board.

**BACKGROUND**

The RTF contracted with EnerNOC for the 2013 calendar year to perform QC reviews of all RTF staff developed work products. This contract term was set at one year, consistent with all other RTF contracts based on funding commitments. Because this contract is in excess of $25,000, Council contract policy states that it must be re-bid for the next fiscal cycle without a sole source justification. This memo is meant to provide justification to continue using EnerNOC to perform 3rd party QC reviews on RTF work products. Regardless of the decision to re-bid the work or renew the existing contract, the RTF plans to re-bid this QC scope of work at the end of 2014.

**ANALYSIS**

Below are several justifications that RTF staff and the Operations Subcommittee feel are worthwhile considerations for continuing to use EnerNOC for the 2014 calendar year.

* Contractor has been able to more quickly review measure workbooks during the past few months despite a noted increase in complexity (namely the CFL and LED workbooks).
* Time invested in bringing their staff up to speed on workbook construction and what primary focus of reviews should be has made reviews more productive.
* During 2014, the RTF expects to complete the remainder of its legacy workbook reviews for all measures that have yet to be brought into compliance with the guidelines. Utilizing the same contractor for this continued effort should result in a more efficient $/work product obtained by the RTF compared to bringing a new contractor on board.
* Comments received have been substantive and interaction with staff is productive.

**ALTERNATIVES**

If a renewal of EnerNOC’s contract is not desired, the scope of work will be re-bid through an open solicitation process as per normal council contracting guidelines.

**ATTACHMENTS**

Samples of a QC review, as well as the QA/QC checklist are attached as reference.

RTF QA-QC Review Memo - Res LEDs - Final.docx

Residential LED - Round 1 QC Replies.docx

Residential LED - Round 2 QC Replies.docx

RTF QA-QC - UES Checklist.xlsx

**TABLES, GRAPHS, CHARTS, FIGURES, OTHER GRAPHICS**

N/A