

VALLEY CLEAN ENERGY ALLIANCE

Staff Report – Item 15

To: Valley Clean Energy Alliance Board of Directors

From: Mitch Sears, Interim General Manager

Subject: Approval of Task Order 6 of the SMUD Professional Services Agreement - Expansion of VCE service to Winters, CA

Date: June 17, 2019

RECOMMENDATION

Adopt a resolution authorizing the Interim General Manager to sign Task Order 6 of the Sacramento Municipal Utility District Professional Services Agreement – Expansion of VCE service to Winters, CA.

BACKGROUND

At the September 13, 2018 Board meeting, the Board invited the City of Winters and the City of West Sacramento to join VCE and approved the new member application policy. The City of Winters communicated with VCE Staff indicating their interest in joining VCE in 2019 for customer enrollment in 2021. Under the new member terms, VCE would conduct an updated load analysis and prepare an amended Implementation Plan to be filed by December 31, 2019. Task Order 6 to SMUD agreement is to support VCE with the addition of a new jurisdiction to their service territory. SMUD support will include updates to the load forecast, financial model, and implementation plan. It will also include the enrollment of Winters customers, including the mass enrollment of NEM customer with the rest of the City of Winters no earlier than January 2021.

The fee is based on the assumptions outlined in the Scope of Work and will be billed on a time and material basis an amount not to exceed \$25,000. The \$25,000 is budgeted in the operating budget for fiscal year 2019/2020. The term of this task is estimated to be twenty-four (24) months or December 31, 2021.

CONCLUSION

Staff is recommending the VCE Board adopt the attached resolution authorizing the Interim General Manager to approve Task Order 6 – Expansion of VCE service to Winters, CA in substantially the same form as attached.

Attachments

1. Resolution Authorizing Interim General Manager to sign Task Order 6 of the VCE-SMUD Professional Services Agreement – Expansion of VCE service to Winters, CA
2. Task Order 6 – Expansion of VCE service to Winters, CA

VALLEY CLEAN ENERGY ALLIANCE

RESOLUTION NO. 2019- _____

**A RESOLUTION OF THE VALLEY CLEAN ENERGY ALLIANCE APPROVING TASK ORDER 6
TO THE SACRAMENTO MUNICIPAL UTILITIES DISTRICT MASTER PROFESSIONAL
SERVICES AGREEMENT - EXPANSION OF VALLEY CLEAN ENERGY ALLIANCE SERVICE
TO THE CITY OF WINTERS, CALIFORNIA**

WHEREAS, the Valley Clean Energy Alliance (“VCEA”) is a joint powers agency established under the Joint Exercise of Powers Act of the State of California (Government Code Section 6500 et seq.) (“Act”), and pursuant to a Joint Exercise of Powers Agreement Relating to and Creating the Valley Clean Energy Alliance between the County of Yolo (“County”), the City of Davis (“Davis”), and the City of Woodland (“City”) (the “JPA Agreement”), to collectively study, promote, develop, conduct, operate, and manage energy programs; and

WHEREAS, on August 31, 2017, the VCEA Board considered a proposal by the Sacramento Municipal Utilities District (“SMUD”) to provide program launch and operational services and subsequently directed VCEA staff to negotiate a services agreement between VCEA and SMUD for consideration and action by the VCEA Board; and

WHEREAS, on September 21, 2017, the SMUD Board of Directors authorized its CEO to enter into a contract with VCEA to provide CCA support services; and

WHEREAS, on October 12, 2017 the VCEA Board approved the Master Professional Services Agreement and Task Order 1 and Task Order 2 to provide program launch and operational services consistent with the SMUD proposal and VCEA Board direction; and

WHEREAS, on November 16, 2017 the VCEA Board approved Task Order 3 to provide Wholesale Energy Services consistent with the SMUD proposal and VCEA Board direction; and

WHEREAS, on December 14, 2017 the VCEA Board approved Task Order 4 to provide Operational Staff Services to VCEA for program launch and operations.

WHEREAS, on May 10, 2018 the VCEA Board authorized the Interim General Manager to negotiate and execute Task Order 5 to the VCEA-SMUD Master Professional Services Agreement for SMUD to provide long term renewable procurement services to VCEA.

NOW, THEREFORE, the Board of Directors of the Valley Clean Energy Alliance resolves as follows:

1. authorize the Interim General Manager to sign Task Order 6 of the Sacramento Municipal Utility District Professional Services Agreement – Expansion of VCEA service to Winters, California.

ADOPTED, this _____ day of _____, 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tom Stallard, VCEA Chair

Alisa M. Lembke, VCEA Secretary

Attached: EXHIBIT A - Task Order 6 of the SMUD Master Professional Services Agreement –
Expansion of VCEA Service to Winters, California

EXHIBIT A

**Task Order 6 to SMUD Master Professional Services Agreement
– Expansion of VCEA Services to Winters, California**

Task Order 6
Expansion of VCE Service to Winters, CA

SMUD and VCEA agree to the following services, terms and conditions described in this Task Order. This Task Order 6 is for the Expansion of VCE Service to Winters, CA (Task Order 6), the provisions of which are subject to the terms and conditions of the Master Professional Services Agreement (Agreement) between the Parties. If any provisions of this Task Order 6 conflict with any provisions in the Agreement, the provisions of this Task Order 6 shall take precedence. Capitalized terms used in this Amendment which are not defined in this Amendment will have the respective meanings ascribed to them in the Agreement or a previous Amendment thereof.

The Effective Date of this Task Order 6 is the date of the last signature below.

1. PURPOSE

This Task Order 6 is to support Valley Clean Energy (VCE) in the addition of a new jurisdiction to their service territory. VCE intends to begin serving the City of Winters, California (Winters) in January 2021. SMUD support for the VCE addition of Winters will include updates to VCE's load forecast, financial model, and implementation plan. It will also include the enrollment of Winters customers, with the option to either mass enroll NEM customers with the rest of the City of Winters in January 2021, or on a defined cadence throughout the year, on or near their existing NEM true-up date.

2. SCOPE OF WORK

2.1 Update Implementation Plan

The California Public Utilities Commission ("CPUC") requires Community Choice Aggregators (CCAs) to update their Implementation Plan to reflect the addition of new member jurisdictions. The Implementation Plan must be received by January 1 of the year before the CCA intends to start serving new customers for the updated load forecast to be factored in to the annual Resource Adequacy (RA) process.

In support of this requirement, SMUD will complete the following tasks in coordination with VCE.

- Using the 2018 Item 16 Billing Data, provided by PG&E, determine the City of Winters eligible customer count per class.
- Update VCE's existing load forecast by applying a percentage increase to each rate class load forecast based on Winters customers per class relative to existing VCE customers per class. This methodology is reasonable for the small incremental increase of Winters customers.

- Use the updated load forecast to update the RA model and pro forma. The pro forma update will include increased costs for energy, RA, Renewable Energy Certificates, and specified source supply.
- Review the updated financials with VCE staff, the VCE Board, and the Community Advisory Committee (CAC).
- Revise VCE's Implementation Plan text and figures to incorporate the City of Winters customers.
- Support VCE in reviewing the updated Implementation Plan with VCE's Board, CAC, and the City of Winters.
- Following review with all stakeholder parties, finalize the VCE Implementation Plan update and provide to VCE for submittal to the CPUC by December 31, 2019.

2.2 Ongoing Wholesale Energy Services

The additional tasks of wholesale power procurement for Winters customers are included in Task Order 3, *Wholesale Energy Services*, and will be provided to VCE at no additional cost.

2.3 Customer Enrollment

Following the CPUC-required wait period, SMUD will complete the following tasks to enroll the Winters customers into VCE service.

1. Train call center representatives on the City of Winters enrollment schedule.
2. Configure and test the application of a new customer mass enrollment date using the Winters Town or Territory (TOT) code, which is a unique identifier PG&E provides for each TOT in the CCA service territory.
3. Ingest the updated 4013 including Winters customers into VCE's CRM, applying existing VCE eligibility rules, programs, and policies to create customer records ready for enrollment.
4. Provide address lists to VCE's mail house for each mandatory pre and post enrollment notification.
5. Submit the mass Community Choice Aggregation Service Request (CCASR) file to PG&E to identify City of Winters customers eligible for enrollment into VCE service.
6. Process EDI connect files for each City of Winters customer as PG&E cuts them over to VCE service on their January 2021 bill cycle.
7. Send manual Opt Out notifications to PG&E during the cutover period.
8. Monitor enrollment exceptions and coordinate with PG&E as necessary.

2.3 Net Energy Metering (NEM) Customer Enrollment

SMUD recognizes that VCE must balance NEM customer experience with the cost of each mass enrollment effort. Tasks 4-8 described above are required for each mass enrollment effort. Therefore, SMUD is providing option pricing for the enrollment of VCE NEM customers. NEM

customers are trued-up with PG&E annually based on their interconnect date. It is a preferred customer experience to avoid off-cycle NEM true-ups. PG&E will true the customer up when they are cut over to CCA service, regardless of whether they cut over in their normal true-up month. Common CCA cadences for NEM mass enrollment include monthly, bi-monthly, or quarterly. SMUD can support NEM customer enrollment en masse in January 2021 or on a cadence defined by VCE.

2.4 Ongoing Data Management and Call Center Services

The provision of ongoing Data Management and Call Center Services for Winters customers is included in Task Order 2, *Data Management and Call Center Services*, and will be provided to VCE at no additional cost.

3. DELIVERABLES SCHEDULE

The following milestones and due dates are applicable to the Scope of Work in this Task Order 6.

	Milestone	Responsible Party	Due Date
1	Task Order approval	VCE	June 17, 2019
2	Load forecast update initiated	SMUD	July 1, 2019
3	Final Implementation Plan update provided to VCE for CPUC submittal	SMUD	December 31, 2019
4	Pre-enrollment period start	SMUD	November 1, 2020
5	Winters mass enrollment start	SMUD	January 1, 2021
6	Optional: NEM mass enrollment completion	SMUD	December 31, 2021

4. APPROVAL PROCESS / ACCEPTANCE

Both Parties agree to perform tasks, reviews, and approvals in a timely manner in order to maintain agreed upon timelines as set forth in Section 3, Deliverables Schedule. SMUD will provide deliverables to VCEA's Interim General Manager for review by VCEA. Deliverables that require VCEA Board review and approval will be identified and sufficient time will be allocated in the project schedule.

5. TERM AND TERMINATION

5.1 Term of Task Order 6

Task Order 6 is effective on the Effective Date of this Task Order and shall remain in effect until December 31, 2021, unless terminated in accordance with the Agreement or extended by mutual agreement of the Parties. Task Order 6

The expiration of this Task Order 6 shall not affect the term of the Agreement.

5.2 Termination

This Task Order 6 may be terminated pursuant to Section 4 (“Term and Termination”) of the Agreement.

6. COMPENSATION FOR SERVICES

6.1 Estimated Hours and Fees

Based upon the assumptions outlined in the Scope of Work, the estimated total fee for this task order is \$25,000, plus \$715 for each NEM enrollment, as itemized below:

Task List	Principal	Senior Analyst	IT Subcontractor	Cost	Notes
	\$195	\$155	\$135		
1.0 Load Forecast Update				\$ 4,705.00	
1.1 Analyze eligible customer count/class from 2018 Item 16 and 4013	1	8		\$ 1,435.00	
1.2 Scale up existing forecast to include Winters load	1	6		\$ 1,125.00	
1.3 Update RA model and pro forma	5			\$ 975.00	Assumes VCE provides good financial model base case
1.4 Review updated financials with VCE	6			\$ 1,170.00	Includes VCE staff, CAC, and Board
2.0 Implementation Plan Update				\$ 2,410.00	
2.1 Revise Implementation Plan text and figures	2	8		\$ 1,630.00	
2.2 Support Board/CAC/City of Winters updates	4			\$ 780.00	
2.3 Submit to CPUC and track certification				\$ -	Submittal due 12/31/19, assumes VCE will manage
3.0 Customer Enrollment				\$17,885.00	
3.1 Train Call Center on Winters enrollment schedule	1			\$ 195.00	
3.2 Configure, test, and deploy Winters Go-Live in DMS	4	11	85	\$13,960.00	
3.3 Review initial Winters customer data load for accuracy		1		\$ 155.00	
3.4 Enrollment Notification Address Lists		2		\$ 310.00	2 pre-enrollment notices, 2 post-enrollment notices
3.5 Mass CCASR file transfer & PG&E coordination		4	5	\$ 1,295.00	
3.6 Process new connects				\$ -	Processing new connects is automated
3.7 Manual Opt Outs during enrollment window		2	5	\$ 985.00	
3.8 Enrollment exception handling		2	5	\$ 985.00	
Subtotal - Base Scope				\$25,000.00	Includes mass enrollment of all customers in same month
4.0 NEM Enrollment (per enrollment event)				\$ 715.00	
4.1 Enrollment Notification Address Lists		0.5		\$ 77.50	
4.2 Mass CCASR File Transfer & PG&E Coordination		0.5	2	\$ 347.50	
4.3 Process New Connects				\$ -	Processing new connects is automated
4.4 Manual Opt Outs during Enrollment Window		0.5	0.5	\$ 145.00	
4.5 Enrollment Exception Handling		0.5	0.5	\$ 145.00	
Subtotal - Optional per NEM Enrollment Scope				\$ 715.00	

6.2 Hourly Rates

Services performed under this Task Order 6 are to be performed on a time and materials basis, at the hourly rates shown below, calculated monthly. SMUD shall receive compensation, including authorized reimbursements, for Services rendered under this Task Order at the rates set forth in below.

Activities described herein will be billed at the hourly rates shown below. Hourly Rates below are effective July 1, 2019 and are fixed through June 30, 2020. Hourly Rates are subject to annual escalation at U.S. Department of Commerce, Bureau of Labor Statistics, "Consumer Price Index-All Urban Consumers less food and energy" Series ID: CUUR0000SAOLIE for the immediately prior 12-month period and will be rounded to the nearest dollar.

Professional Services Hourly Rates

Resources	Hourly Rate*
SMUD CEO/VP	\$255.00
Principal	\$195.00
Senior Analyst/Specialist	\$155.00
Analyst/Specialist	\$102.00
Administrative	\$82.00

Technology Subcontractor hours will be billed at a rate of \$135.

* For the purposes of the estimated fee, given that the services will be provided after the July 1, 2019 rate escalation action, an estimated escalation percentage was applied to SMUD's hourly rates in this Task Order 6. The actual escalation percentage will be applied to the hourly rates as of July 1, 2019, and the Services in this Task Order 6 will be billed accordingly.

7. PAYMENT TERMS

Invoices for fees incurred under this Task Order 6, will be submitted to VCE monthly. For services under this Task Order 6, VCEA shall pay all undisputed portions of invoices within thirty (30) calendar days of the date of the invoice, and payment will be subject to Section 8 of the Agreement.

8. TASK AMENDMENT

This Task Order 6 may only be amended or otherwise modified with the written agreement of the Parties, and approved by each Party's governing body where required by law or policy.

It is mutually understood that business requirements, resources, and dates may change subject to the applicable terms of Task Order 6. Any changes to the scope defined in Task Order 6 will be addressed through a task amendment process. Material changes that require a formal task amendment, are those which will specifically impact defined scope, schedule, budget, or resources.

9. SIGNATURES

The Parties have executed this Task Order 6 and it is effective as of the date of last signature below.

Valley Clean Energy Alliance

By: _____
Name: _____
Title: _____
Date: _____

Approved as
to Form: _____

Sacramento Municipal Utility District

By: _____
Name: Arlen Orchard
Title: Chief Executive Officer and General Manager
Date: _____

Approved as
to Form: _____