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Washington

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Northwest Power and Conservation Council

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Vice Chair
Idaho

James Yost
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Jennifer Anders
Montana

Tim Baker
Montana

September 6, 2017

DECISION MEMORANDUM

TO: Council Members

FROM: Steve Crow, Executive Director

SUBJECT: Tom Eckman Contract

PROPOSED ACTION: Recommendation to contract with Tom Eckman for services in Fiscal Year 2017 and 2018

SIGNIFICANCE: Tom Eckman is providing transitional support for federal energy efficiency standards and advisory work for the Power Planning Division

BUDGETARY/ECONOMIC IMPACTS

Staff proposes contracting with Tom Eckman for support and advisory services from October 1, 2017 until September 30, 2018 for a total amount not-to-exceed \$60,000 with travel costs of an additional amount not to exceed \$25,000.

BACKGROUND

Tom Eckman is a widely recognized regional and national leader in energy efficiency particularly in the important and expanding field of federal appliance and equipment energy efficiency standards. He has been appointed to a number of national advisory panels sanctioned by the U.S. Department of Energy, state and local governments among others. The primary purpose for this contract is to provide the Council with ongoing expert representation on federal energy efficiency standards work and also with high level leadership on both national and local energy efficiency panels. He also will function, on an as needed basis, as an advisor to the Council members and staff during

the period when the Council is starting to develop the Seventh Power Plan Mid-Term Assessment Report.

ANALYSIS

Staff has reviewed the alternatives for providing these services, which are described below.

ALTERNATIVES

The two primary alternatives are: 1) not to provide the support, or 2) attempt to contract with another person or entity to provide the support. The staff believes that the former would reduce the Council's influence on implementation of the key energy efficiency provisions in the power plan and risk delay or non-performance of our ability to analyze the regional impact of significant efficiency measures. Contracting with another person would be less effective, far more costly and time consuming than continuing to receive representation and direct support from Tom Eckman. He has unique experience with the Council in a number of roles and unmatched expertise on federal energy appliance standards as well as regional energy efficiency programs.

ATTACHMENTS

A seven-point memo justification for sole-source contracting is attached, along with a draft statement of work.

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September 5, 2017

MEMORANDUM

TO: Steve Crow, Executive Director
Sharon Ossmann, Administration Division Director

FROM: Ben Kujala, Power Planning Division

SUBJECT: Seven-Point Memorandum – Tom Eckman Contract

1 - PURPOSE

The purpose of this contract is to provide the Council and Council staff with needed support and advice to assess developments in federal energy efficiency standards and their effects on regional planning efforts and also to provide guidance and mentoring services, as needed, to power division staff during the development of the Seventh Plan Mid-Term Assessment Report.

2 - SPECIFIC PROBLEMS

The contract addresses the challenge of maintaining expertise and high level representation for the Council on key federal standards rulemaking processes and national advisory panels. Staffing changes have resulted in a need for additional support in order to continue the Council's participation in federal standards development and to assist staff with analytical practices and techniques. The tasks and deliverables associated with this project are detailed in the attached Statement of Work.

3 - RECOMMENDED ACTION

Staff recommends that the Council contract with Tom Eckman to perform the tasks identified in the contract for a total amount not to exceed \$60,000 with travel cost reimbursements available for an additional cost of up to \$25,000.

4 - SUMMARY OF RELATED ACTIONS

Over his 35 plus years of working for the Council, Tom Eckman earned a regional and national reputation in energy efficiency, particularly his unique expertise in federal appliance and equipment standards. His expertise and advice are highly valuable assets that can help current Council staff develop in-depth knowledge more quickly than without his assistance. Tom's advice and support will also help to ensure that the region, the Council and the power division will be represented adequately in federal standards development actions and on national and regional advisory panels on energy efficiency.

5 – ALTERNATIVES

The two primary alternatives are: 1) not to provide the support, or 2) attempt to contract with another person or entity to provide the support. The staff believes that the former would reduce the Council's influence and effect on implementation of the key energy efficiency provisions in the power plan and risk delay or non-performance of our ability to analyze the regional impact of significant efficiency measures. Contracting with another person would be less effective, far more costly and time consuming than continuing to receive representation and direct support from Tom Eckman. Tom has unique experience with the Council in a number of roles, including being the power division director. He also has unmatched expertise as well as great stature in the field of federal appliance standards.

6 - IMPACT ON STAFF AND FACILITIES

Managing this contract will have minimal negative impact on the staff. A minimal amount of time would be required to review the contractor's work. Choosing a contractor unfamiliar with this process would increase staff time requirements significantly.

7 - CERTIFICATION

By this request, I certify that the proposed acquisition is appropriate and desirable for the Council. I understand that the necessary funding is available for the contract in the Fiscal Year 2017 and 2018 Council budget for the Power Planning Division.