



**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: **Friday, May 13, 2022**
Meeting Time: **9:00 AM**

1. Welcome and Attendance

Matt Miller opened the meeting at 9:10 am.

Roll call:

Present: Matt Miller (RMC Chair), Clifton Below (CPCNH Chair) (Virtual), Jackson Kaspari (virtual), Peter Kulbacki, Nick Devonshire (virtual), Kevin Charrette

Excused Absent: Kim Quirk, April Salas

Others Present: Samuel Golding (virtual)

2. Approval of the Prior Meeting Minutes

C. Below motioned to approve with two minor amendments. P. Kulbacki seconded. Vote: 5 yes, 1 abstention

3. Review RFP Evaluation Criteria and Methodology

M. Miller: Added some notes to the criteria spreadsheet about how the evaluation process might proceed. After initial review the RMC group needs to collaborate for a full day meeting.

Former process of producing a master evaluation criterion and use already formed list as a starting point.

Then RMC will move to short list proposals at the end point.

N. Devonshire: Do we need 50 data points on every RFP response? It might be too much to do this for all of the proposals.

C. Below: Maybe there are three categories, in the running, potential (worth evaluation), not worth advancing.

S. Golding: Ranking by sections may be appropriate because vendors aren't likely to provide comprehensive services across the board.

S. Golding: There needs to be a minimum number of members involved in the initial review process but maybe more members are required for short list process.

M. Miller: Vast majority should be submitted on the 15th and the big evaluation meeting should happen during the last week of June.

C. Below: Need to have the RMC address requests for clarification.

S. Golding: Could there be email based consensus on "short list" going into the meeting?

N. Devonshire: Spreadsheet with all respondents and space for comments from evaluators. Would save every-one significant amount of time.



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Discussion ensued about how to create table for the initial evaluation phase.

N. Devonshire: First word in the comments should be “yes, no, maybe” to help flesh out proposals that are worth doing the full evaluation for.

S. Golding: Might be important to note what services the vendor can provide.

N. Devonshire agreed with this statement.

M. Miller: Final short list we can imagine being three or four respondents.

P. Kulbacki: Just getting started will be really important.

Kevin: Make himself available for the full review.

P. Kulbacki: Might want to assign sections depending on the number of respondents.

M. Miller: Expecting around 20 responses.

4. Review Competencies for Evaluation and Identify Expert Evaluator Gaps

Discussion resulted in the following list:

N. Devonshire left at 10:00 am.

Steve: How do we go about sourcing this expertise?

Went through process of identifying who has experience to address areas of RFP responses.



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What experience set do we want?	What experience set do we have?
Portfolio risk management	
- Portfolio Planning (forecasting, risk analytics, strategy)	Jeremy Clark, Samuel Golding
- Contract valuation / procurement / origination	Jeremy Clark, Samuel Golding, Peter Kulbacki
- Contract management / counterparty credit administration	Jeremy Clark, Samuel Golding
- Market operations / trading (e.g., balance of month)	Jeremy Clark, Samuel Golding
- Settlements / back-office accounting	Jeremy Clark, Samuel Golding
ISO NE regulatory environment	Clifton Below, Peter Kulbacki
NH Legislative policy environment	Clifton Below, Samuel Golding
NH PUC regulatory environment	Clifton Golding, Samuel Golding
Member engagement, member support, recruitment	Clifton Below, April Salas, Samuel Golding
Financing, operating budget, accounting / controls, credit support	Nick Devonshire, Kim Quirk, Samuel Golding, Matt Miller
rate and tariff setting	Clifton Below, Samuel Golding
retail interface between distribution co and competitive energy supplier	Kevin Charette, Samuel Golding
- Retail side--EDI, interface with the utility	Kevin Charette, Samuel Golding
- Retail product structuring, invoice	Kevin Charette, Samuel Golding
- Customized retail product structuring (larger entities)	Kevin Charette, Samuel Golding, Jeremy Clark, Clifton Below, Peter Kulbacki
Data engineering, data management, data analytics	Jackson Kaspari, Matt Miller, Samuel Golding
IT experience (interoperability, integration, system administration)	Matt Miller, Jackson Kaspari, Jeremy Clark, Samuel Golding
Branding, marketing, PR, community engagement, web presence	Jackson Kaspari, Samuel Golding
Customer engagement / experience	Kevin Charette, Samuel Golding

M. Miller: After this exercise it's clear there is enough experience on the RMC with assistance from Samuel Golding.

5. Schedule the first 1-day RFP Evaluation Meeting

Looking to schedule June 28 or June 29.



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C. Below: Partnering national bank to a more regional bank might be a good solution to yield more comfort for credit support.

6. Adjourn:

C. Below motioned to adjourn the meeting at 10:52 am, sseconded. Vote: U/A