

R-45464 WA 1 – Attachment A – Scope of Work

Contractor shall participate in the RFP preparation and administration processes as an Independent Evaluator and will prepare a report summarizing the RFP processes and attest to process and its adherence to resource RFP requirements in the state of Washington. The preparation and administration phases of the RFP are further explained as Tasks 1 and 2:

Task 1: Preparation for the Resource RFP

Ensure that the RFP process is conducted according to Washington resource acquisition rules (WAC 480-107-025).

- 1) Review solicitation rules and guidelines for resource RFPs in the state of Washington.
- 2) Review Avista's 2025 Integrated Resource Plan.
- 3) Participate in RFP design and provide comments or suggestions for project fairness.
- 4) Review the models that Avista plans to use for the financial and operational forecasting of the proposals and provide feedback and input on the models and the inputs used in these models.
- 5) Review the scoring criteria and provide suggestions as necessary.

Task 2: Monitor the Resource RFP and Evaluate Proposals

- 1) Monitor the solicitation process to ensure that Procure Power representative can attest that the process itself was fair and managed in accordance with regulations, the RFP rules, and industry standards.
- 2) Review all the proposals submitted to Avista and perform our own scoring of the proposals in accordance with the prepared scoring criteria. Our scoring will be compared to the scoring performed by Avista staff prior to milestone screening steps (shortlisting, final selections, etc.) and discrepancies resolved and/or addressed.
- 3) Review the financial/operational analysis performed by Avista and verify that inputs and assumptions are reasonable.
- 4) Prepare a final report summarizing our participation, observations, and overall attestation regarding the quality, fairness, and transparency of the RFP process. The report
- 5) Contractor staff will also be available to meet with WUTC staff or attend WUTC meetings as needed and requested by Avista staff.

Washington State Independent Evaluator Responsibilities

The project will follow the requirements of Independent Evaluators spelled out in the Washington Administrative Code. These responsibilities are summarized as follows:

- 1) Ensure that the RFP process is conducted fairly, transparently, and properly;
- 2) Participate in the design of the RFP;
- 3) Evaluate the unique risks, burdens, and benefits of each bid;
- 4) Provide to the utility the independent evaluator's minutes of meetings and the full text of written communications between the independent evaluator and the utility and any third-party related to the independent evaluator's execution of its duties;
- 5) Verify that the utility's inputs and assumptions, including capacity factors and capital costs, are reasonable;
- 6) Assess whether the utility's process of scoring the bids and selection of the initial and final shortlists is reasonable;
- 7) Prepare a final report to the commission after reconciling rankings with the utility in accordance with WAC 480-107-035(3) that must:
 - a. Include an evaluation of the competitive bidding process in selecting the lowest reasonable cost acquisition or action to satisfy the identified resource need, including the adequacy of communication with stakeholders and bidders; and
 - b. Explain ranking differences and why the independent evaluator and the utility were or were not able to reconcile the differences.

Project Deliverables

The following table provides a complete list of project deliverables which will be provided to Avista in electronic form. The expected format for each is indicated.

Deliverable	Description
Meeting minutes	Procure will provide minutes of all meetings between Procure Power and Avista staff. PDF format.
Written Communications	All written communications between Procure Power and Avista will be preserved and provided to Avista for their record retention purposes. .EML format.
Final Report	A final report that summarizes the participation in the RFP, the independent scoring of proposals by Procure Power, and an attestation as to the fairness of the process. PDF format.
Related Materials	Any related materials, including scoring matrixes in their functional electronic form. MS Excel, Word, Etc.