



**CALIFORNIA  
ENERGY COMMISSION**



**California Energy Commission  
May 10, 2023 Business Meeting  
Backup Materials for Agenda Item No 06:  
Olivine, Inc.**

The following backup materials for the above-referenced agenda item are available in this PDF packet as listed below:

1. Proposed Resolution
2. Contract Request Form
3. Scope of Work

**STATE OF CALIFORNIA**  
**STATE ENERGY RESOURCES**  
**CONSERVATION AND DEVELOPMENT COMMISSION**

**RESOLUTION: Olivine, Inc.**

**RESOLVED**, that the State Energy Resources Conservation and Development Commission (CEC) adopts the staff CEQA findings contained in the Agreement or Amendment Request Form (as applicable); and

**RESOLVED**, that the CEC approves Agreement 500-22-003 with Olivine, Inc. for a contract not to exceed \$5,000,000 to support the administration of the Demand Side Grid Support (DSGS) program; and

**FURTHER BE IT RESOLVED**, that the Executive Director or their designee shall execute the same on behalf of the CEC.

**CERTIFICATION**

The undersigned Secretariat to the CEC does hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the CEC held on May 10, 2023.

AYE:

NAY:

ABSENT:

ABSTAIN:

Dated:

\_\_\_\_\_  
Liza Lopez  
Secretariat



## CONTRACT REQUEST FORM (CRF)

### A. New Agreement Number

**IMPORTANT:** New Agreement # to be completed by Contracts, Grants, and Loans Office.

New Agreement Number: 500-22-003

### B. Division Information

1. Division Name: RREDI
2. Agreement Manager: Deana Carrillo/Ashley Emery
3. MS-NA: Unknown
4. Phone Number: Deana Carrillo (916-776-0316)

### C. Recipient's Information

1. Recipient's Legal Name: Olivine, Inc.
2. Federal ID Number: 27-3066476

### D. Title of Project

Title of project: Demand Side Grid Support Program Administrator

### E. Term and Amount

1. Start Date: May 10, 2023
2. End Date: May 9, 2024, a term later than October 31, 2023, is necessary to provide validation of activity for summer of 2023 which is a lengthy and complex process
3. Amount: \$5,000,000

### F. Business Meeting Information

1. Operational agreement to be approved by Executive Director? NO
2. Are the ARFVTP agreements \$75K and under delegated to Executive Director? No
3. The Proposed Business Meeting Date: 05-10-23
4. Consent or Discussion? Discussion
5. Business Meeting Presenter Name: Deana Carrillo
6. Time Needed for Business Meeting: 10 minutes.
7. The email subscription topic is: Demand Side Grid Support Program

#### Agenda Item Subject and Description:

Proposed resolution approving Agreement 500-22-003 with Olivine, Inc. for a contract not to exceed \$5,000,000 to support the administration of the Demand Side Grid Support (DSGS) program, and adopting staff's determination that this action is exempt from CEQA. (DSGS) Contact: Deana Carrillo (Staff Presentation: 10minutes)

### G. California Environmental Quality Act (CEQA) Compliance

#### 1. Is Agreement considered a "Project" under CEQA?

Yes

If yes, skip to question 2.

If no, complete the following (PRC 21065 and 14 CCR 15378) and explain why Agreement is not considered a "Project":



**2. If Agreement is considered a “Project” under CEQA answer the following questions.**

**a) Agreement IS exempt?**

Yes

Statutory Exemption?

No

If yes, list PRC and/or CCR section number(s) and separate each with a comma. If no, enter “None” and go to the next question.

PRC section number: None

CCR section number: None

Categorical Exemption?

No

If yes, list CCR section number(s) and separate each with a comma. If no, enter “None” and go to the next question.

CCR section number: None

Common Sense Exemption? 14 CCR 15061 (b) (3)

Yes

If yes, explain reason why Agreement is exempt under the above section. If no, enter “Not applicable” and go to the next section.

CEQA only applies to projects that have the potential for causing a significant effect on the environment. Under the common sense exemption, where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.

The Demand Side Grid Support (DSGS) Program provides incentives for electric customers to participate in load reduction and backup generation to support the state’s electrical grid during extreme events, reducing the risk of blackouts. The effect of the program will be to reduce net electrical load during such events and the program will therefore not have a significant effect on the environment.

Further, as California transitions to a clean energy future and contends with climate impacts and other challenges, sufficient capacity of new and existing generation assets will be required to maintain reliability during extreme events. The DSGS program supports both electricity reliability during periods of heightened demand and California’s clean energy future, climate targets, and air quality requirements.



- b) Agreement **IS NOT** exempt.

**IMPORTANT:** consult with the legal office to determine next steps.

N/A

If yes, answer yes or no to all that applies. If no, list all as “no” and “None” as “yes”.

Additional Documents	Applies
Initial Study	N/A
Negative Declaration	N/A
Mitigated Negative Declaration	N/A
Environmental Impact Report	N/A
Statement of Overriding Considerations	N/A
None	N/A

#### H. Subcontractors

List all Subcontractors listed in the Budget (s). Insert additional rows if needed. If no subcontractors to report, enter “No subcontractors to report” and “0” to funds. **Delete** any unused rows from the table

Subcontractor Legal Company Name	Budget
No subcontractors to report	\$ 0

#### I. Key Partners

List all key partner(s). Insert additional rows if needed. If no key partners to report, enter “No key partners to report.” **Delete** any unused rows from the table.

Key Partner Legal Company Name
No key partners to report

#### J. Budget Information

Include all budget information. Insert additional rows if needed. If no budget information to report, enter “N/A” for “Not Applicable” and “0” to Amount. **Delete** any unused rows from the table.

Funding Source	Funding Year of Appropriation	Budget List Number	Amount
DSGS	2022	303.106	\$5,000,000

**TOTAL Amount:** \$5,000,000



STATE OF CALIFORNIA  
CALIFORNIA ENERGY COMMISSION

Contract Request Form  
CEC-94 (Revised 01/2023)

R&D Program Area: NA

Explanation for "Other" selection

Reimbursement Contract #: NA

Federal Agreement #: NA

#### K. Contractor's Contact Information

##### 1. Contractor's Administrator/Officer

Name: Elizabeth (Beth) Reid

Address: 2120 University Avenue

City, State, Zip: Berkeley, CA 94704

Phone: 408-759-0360

E-Mail: [breid@olivineinc.com](mailto:breid@olivineinc.com)

##### 2. Contractor's Project Manager

Name: Robert Anderson

Address: 2120 University Avenue

City, State, Zip: Berkeley, CA 94704

Phone: 510-545-2556

E-Mail: [randerson@olivineinc.com](mailto:randerson@olivineinc.com)

#### L. Selection Process Used

There are three types of selection process. List the one used for this CRF.

Selection Process	Additional Information
Competitive Solicitation #	Not Applicable
Non Competitive Bid ( <i>Attach DGS-GSPD-09-007</i> <i><a href="https://www.dgs.ca.gov/PD/Forms">https://www.dgs.ca.gov/PD/Forms</a></i> )	Not Applicable
Exempt	<i>Public Resources Code Section 25793(g)(1)</i> <i>Notwithstanding any other law, a contract, grant, or loan entered into for purposes of this chapter for an activity that is needed for ensuring electrical grid reliability by October 31, 2023, shall not require competitive bidding, or the review, consent, or approval of the Department of General Services or any other state department or agency and is not required to comply with the requirements of the State Contracting Manual, the Public Contract Code, or the personal services contracting requirements of Article 4 (commencing with Section 19130) of Chapter 5 of Part 2 of Division 5 of Title 2 of the Government Code.</i>  <i>(2) This subdivision does not apply to any contract, grant, or loan entered into for purposes of this chapter</i>



	that is not needed for ensuring electrical grid reliability by October 31, 2023.  (3) This subdivision is inoperative on November 1, 2023.”
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**M. Contractor Entity Type**

Contractor Entity Type	Yes or No?
Private Company ( <i>including non-profits</i> )	Yes
CA State Agency ( <i>including UC and CSU</i> )	No
Government Entity ( <i>i.e. city, county, federal government, air/water/school district, joint power authorities, university from another state</i> )	No

**N. Is Contractor a certified Small Business (SB), Micro Business (MB) or Disabled Veterans Business Enterprise (DVBE)?**

The contractor is a certified: Small Business and Woman Owned Business.

**O. Civil Service Considerations**

- Not Applicable (Agreement is with a CA State Entity or a membership/co-sponsorship)? N/A under Public Resources Code Section 25793
- Public Resources Code 25620, et seq., authorizes the Commission to contract for the subject work. (PIER) No
- The Services Contracted: N/A.

If no, go to the next question. If yes, which of the following applies to the contract? More than one can apply, list each answer choice, and separate them with a comma:

- are not available within civil service
- cannot be performed satisfactorily by civil service employee
- are of such a highly specialized or technical nature that the expert knowledge, expertise, and ability are not available through the civil service system

The following applies to the contract: Not applicable.

- The Services are of such an urgent, temporary, or occasional nature that the delay to implement under civil service would frustrate their very purpose?

Urgent and occasional in nature

**Justification:**

N/A



**P. Payment Method**

1. Is the payment method Reimbursement, Advanced Payment, or Other?

Reimbursement

If Other, explain: N/A.

2. If Reimbursement, is it in arrears based on Itemized Monthly, Itemized Quarterly, Flat Rate, or One-time?

In arrears, invoiced monthly based on flat rates or milestones completed.

**Q. Retention**

Is Agreement subject to retention? Yes, subject to specific milestones being met (not overall contract term)

If Yes, Will retention be released prior to Agreement termination? Yes .

**R. Justification of Rates**

A rate not to exceed \$5 Million is reasonable given a) complexity and scope of services and b) accelerated timeline to provide services this summer c) comparable to costs of similar work in the industry that Olivine -- the only entity in the industry providing these services -- to clients which have estimated annual costs not to exceed \$7 Million (PG&E), \$5.7 Million (SCE) and \$3 million (SDG&E) according to CPUC regulatory documents.

**S. Disabled Veteran Business Enterprise Program (DVBE)**

Provide requested additional information.

1. Exempt (Interagency/Other Government Entity) No.

2. Meets DVBE Requirements. No

Amount: \$ 0 DVBE %:0

3. Is the Contractor Certified DVBE or Subcontracting with a DVBE? If subcontracting with a DVBE, provide the name of the DVBE company. If none applies, enter "Not Applicable".

Not Applicable

4. Contractor selected through CMAS or MSA with no DVBE participation No.

5. Requesting DVBE Exemption (attach CEC 95) Yes





#### T. Miscellaneous Agreement Information

1. Will there be Work Authorizations? Yes.
2. Is the contractor providing confidential information? Yes.
3. Is the contractor going to purchase equipment? Unknown.
4. What is the check frequency of the progress reports? Monthly, Quarterly, or Other? If Other, please provide explanation.

As needed.

5. Will a final report be required? Yes.
6. Is the Agreement, with amendments, longer than three years? If yes, why?

No

#### U. The following items should be attached to this CRF (as applicable)

List all items that should be attached to this CRF by entering "Yes" or "No".

Item Number	Item Name	Attached
1	Exhibit A, Scope of Work/Schedule	Yes
2	Exhibit B, Budget Detail	Yes
3	DGS-GSPD-09-007, NCB Request	NA
4	CEC 95, DVBE Exemption Request	Yes
5	Awardee CEQA Documentation	Yes
6	Resumes	Yes
7	CEC 105, Questionnaire for Identifying Conflicts	Yes

#### Approved By

Individuals who approve this form must enter their full name and approval date in the MS Word version.

**Agreement Manager:** Deana Carrillo **Approval Date:** 04/23/23

**Deputy Director:** Deana Carrillo

**Approval Date:** 04/23/23

**Exhibit A**  
**SCOPE OF WORK**

**TASK LIST**

<b>Task #</b>	<b>Task Name</b>
1	Agreement Management
2	Design Support for DSGS Program Administration
3	DSGS Operational Development
4	DSGS Implementation
5	Provide Additional Support for the DSGS Program

**ACRONYMS/GLOSSARY**

*Specific acronyms and terms used throughout this scope of work are defined as follows. If there is any conflict between the definitions below and the definitions in the DSGS Program Guidelines as adopted by the California Energy Commission, the DSGS Program Guidelines definition will prevail.*

<b>Term/Acronym</b>	<b>Definition</b>
Aggregator	An entity that dispatches behind-the-meter load reduction or battery storage discharge of multiple customers for the benefit of a load-serving entity or balancing authority.
Balancing Authority Area	A balancing authority area as defined in Public Utilities Code section 399.12(c).
CAM	Commission Agreement Manager
Customer	A utility service account representing a home, business, or other entity.
CEC	California Energy Commission
CAISO	California Independent System Operator
CCAs	Community Choice Aggregators
CPUC	California Public Utilities Commission
DSGS	Demand Side Grid Support
DSGS Program Guidelines	Program guidelines for the DSGS Program, approved at a CEC business meeting, that establish the rules for the program including eligibility requirements, participation process, and incentive structure.
IOUs	Investor Owned Utilities, including Pacific Gas & Electric (PG&E), Southern California Edison (SCE) and San Diego Gas & Electric (SDG&E)
LSE	Load Serving Entity, an electric customer's retail supplier or federal power marketing administration
Provider	A retail supplier as defined in Public Utilities Code Section 398.2, except for an investor-owned utility or community choice aggregator, that has enrolled in the DSGS program.
POUs	Publicly Owned Utilities

## BACKGROUND

The Strategic Reliability Reserve, mandated by Assembly Bill (AB) 205 (Ting, Chapter 61, Statutes of 2022), was authorized to support the state's grid reliability and address the impacts of climate change, given the intensity and frequency of extreme events including heat waves, wildfires and drought, combined with other factors such as supply chain disruptions, which are jeopardizing California's ability to build out the electrical infrastructure needed to maintain affordability and reliability. As California transitions to a clean energy future and contends with climate impacts and other challenges, sufficient capacity of new and existing generation assets will be required to maintain reliability during extreme events. California must ensure electricity reliability during this period of heightened risk, which includes extraordinary near-term measures and substantive changes to mid-term energy policy, while also ensuring the multifaceted California electrical grid is best positioned to sustainably and equitably achieve California's clean energy future, climate targets, and air quality requirements.

The Demand Side Grid Support (DSGS) Program was created by AB 205 (Statutes of 2022) to incentivize electric customers participation in load reduction and backup generation to support the state's electrical grid during extreme events, reducing the risk of blackouts. AB 205 also provided that customers enrolled in demand response or emergency load reduction programs offered by entities under the jurisdiction of the Public Utilities Commission are ineligible for the DSGS Program. Subsequently, AB 209 (Statutes of 2022) authorized the California Energy Commission (CEC), in consultation with the Public Utilities Commission, to adopt additional participation requirements or limitations.

## OBJECTIVES

Under this agreement the Contractor will implement the DSGS Program in accordance with the CEC's DSGS Program Guidelines, and provide the following services:

1. DSGS Program Administration services, including enrollments, validation of DSGS Program eligibility, communicating and providing data to participants and partners (for example, CEC, CAISO and other Balancing Authority Areas, IOUs, POUs, CCAs), monitoring and tracking performance, and validating performance of Customers, Providers, and Aggregators.
  - Contractor will use its existing operational infrastructure to implement program guidelines and provide process automation.
2. DSGS Program Direct Enrollment services, including the intake and management of DSGS Program participant enrollment, communications, reporting, and performance and payment calculations for any non-residential DSGS Program participants that wish to enroll in the DSGS Program directly.
  - Contractor's services under this activity will not include participation through the wholesale energy market or as an enrolled Provider or Aggregator.
  - Contractor may separately participate in the DSGS Program in accordance with Exhibit D, Section 1, which sets forth requirements for organizational separation of duties.
3. Reviewing and making recommendations for the DSGS Program Guidelines and corresponding program implementation, reporting on lessons learned and areas for improvement, and making other recommendations on program design and modifications.

## REPORTING REQUIREMENTS

### Deliverables/Reports

When creating progress and similar program reports, the Contractor shall use and follow, unless otherwise instructed in writing by the Commission Agreement Manager (CAM), the latest version of the Consultant Reports Style Manual published on the Energy Commission's web site:

[http://www.energy.ca.gov/contracts/consultant\\_reports/index.html](http://www.energy.ca.gov/contracts/consultant_reports/index.html)

Each final deliverable shall be delivered as one original, reproducible, 8 ½" by 11", camera-ready master in black ink. Illustrations and graphs shall be sized to fit an 8 ½" by 11" page and readable if printed in black and white, unless a different format is approved by the CAM.

## WORK AUTHORIZATIONS

For certain tasks, as specified below, no work shall be undertaken unless authorized by the CAM through a specific written document called a "Work Authorization." For tasks subject to a Work Authorization, the CAM will prepare a Work Authorization that identifies the specific tasks to be performed and sets a maximum price, budget, and schedule for the work as further described in Exhibit D, section 3.

All other tasks may begin immediately, as appropriate and in accordance with the terms and conditions of this Agreement.

## TASK 1 – AGREEMENT MANAGEMENT

### Task 1.1 Kick-off Meeting

The goal of this task is to establish the lines of communication and procedures for implementing this Agreement.

#### The Contractor shall:

- Attend a "kick-off" meeting with the CAM, the Contracts Officer, and a representative of the Accounting Office. The meeting will be held via Web-Ex or teleconference, MS Teams or a meeting location in Sacramento, CA designated by the CAM. The Contractor shall include its Project Manager, Contracts Administrator, Accounting Officer, and others designated by the CAM in this meeting. The administrative and technical aspects of this Agreement will be discussed at the meeting.
- If necessary, prepare an updated Schedule of Deliverables based on the decisions made in the kick-off meeting.

#### The CAM shall:

- Arrange the meeting including scheduling the date and time.
- Provide an agenda to all potential meeting participants prior to the kick-off meeting.

#### Deliverables:

- An Updated Schedule of Deliverables (if applicable)

## **Task 1.2 Invoices**

### **The Contractor shall:**

- Prepare invoices for all milestones achieved and appropriate reimbursable expenses incurred performing work under this Agreement in compliance with the Exhibit B of the Terms and Conditions of the Agreement. Invoices shall be submitted no less than quarterly based on achievement of milestones. Invoices must be submitted to the Energy Commission's Accounting Office.

### **Deliverables:**

- Invoices

## **Task 1.3 Monthly or Periodic Progress Reports**

The goal of this task is to periodically verify that satisfactory and continued progress is made towards achieving the objectives of this Agreement.

### **The Contractor shall:**

- Prepare progress reports which summarize all Agreement activities conducted by the Contractor for the reporting period, including an assessment of the ability to complete the Agreement within the current budget and any anticipated cost overruns. Each progress report is due within 15 calendar days after the end of the reporting period. The CAM will provide the format for the progress reports. While initial reporting will be monthly, it may become more periodic (less frequent than monthly) if mutually agreed upon by both parties.

### **Deliverables:**

- Monthly or Periodic Progress Reports

## **Task 1.4 Implementation Schedule**

The goal of this subtask is to develop and manage, in consultation with the CAM, the specific scope of all services to be completed, including any Work Authorizations (WAs) issued by the CAM as specified in Task 5 and in accordance with all requirements of this Agreement, with all technical and budgetary considerations on a recurring three-month cycle. The Contractor will develop an Implementation Schedule which will be informed by the DSGS Guidelines, that outlines the broad business requirements for developing the operational infrastructure and functionality and the operating the DSGS Program. The Implementation Schedule will include a timeline, identify the various business requirement and work streams for DSGS Program operation development over implementation period.

### **The Contractor shall:**

- Prepare and submit a draft outline of the Implementation Schedule
- Prepare and submit a final outline of the Implementation Schedule
- Prepare and submit a draft Implementation Schedule
- Prepare and submit a final Implementation Schedule
- Review the CECs comments and discuss any issues with the recommended changes with the CAM.

### **Deliverables:**

- Draft and final outline of the Implementation Schedule
- Draft and final Implementation Schedule
- Revisions as needed

### **Task 1.5 Final Report**

At the request of the CAM, the Contractor may be asked to provide a Final Report.

#### **The Contractor shall:**

- Prepare a draft outline for the Final Report
- Prepare the final outline for the Final Report
- Prepare a draft Final Report for this Agreement in accordance with the approved outline. Submit the draft Final Report for review and comment. The CAM will provide written comments to the Contractor. The Contractor shall review the comments and discuss any issues with the recommended changes with the CAM.
- Prepare and submit the Final Report, incorporating CAM comments.

#### **Deliverables:**

- Draft and Final Outline
- Draft and Final Report

### **Task 1.6 Final Meeting**

The goal of this task is to discuss closeout of this Agreement and review the project.

#### **The Contractor shall:**

- Meet with Energy Commission staff prior to the term end date of this Agreement. The meeting will be held via TEAMS or teleconference, or will be held in Sacramento, CA at a location designated by the CAM. This meeting will be attended by the Contractor Project Manager and the CAM. The CAM will determine any additional appropriate meeting participants. The administrative and technical aspects of Agreement closeout will be discussed at the meeting.
- Present findings, conclusions, and recommended next steps (if any) for the Agreement, based on the information included in the Final Report.
- Prepare a written document of meeting agreements and unresolved activities.
- Prepare a schedule for completing the closeout activities for this Agreement, based on determinations made within the meeting.

#### **Deliverables:**

- Written documentation of meeting agreements
- Schedule for completing closeout activities

## **TECHNICAL TASKS**

### **Task 2 Design Support for DSGS Program Administration**

The goal of this task is to design and plan for DSGS Program expansion, operationalization, and implementation.

#### **The Contractor shall:**

- Provide recommendations to the CEC on the administrative implementation design of the DSGS program based on CEC's DSGS Program Guidelines and process consideration.
- Identify the business requirements and design considerations for program administration, consistent with the DSGS Program Guidelines. This must include, but is not limited to, designing processes, procedures and systems for the following: Customer eligibility,

Provider eligibility, enrollment process, verification and validation of Customers, nomination methodology, performance measurement methodology, communication with balancing authorities and other key stakeholders, establishing data sharing protocols, participant communications and reporting.

- Ensure the implementation is consistent with the DSGS Program Guidelines and, to the extent possible, industry standards that will improve broader market adoption of the program.
- Identify protocols for communicating with essential stakeholders: CEC, various Balancing Authority Areas, DSGS Program participants and Providers, LSEs, and others as needed.
- Provide recommendations to the CEC on the DSGS Program administrative processes and procedures.
- Develop the design documents, reporting templates, and enrollment flows to map the administrative infrastructure that must be developed to operate and implement the DSGS Program.
- Develop processes to enable the enrollment of backup generation, and appropriate reporting, as outlined in the DSGS Program Guidelines and in collaboration with LSEs.

**Deliverables:**

- Summary Design Document that identifies the DSGS business requirements and translates the DSGS Program Guidelines into specific business processes.
- Reporting templates and associated timing of data sharing, which will identify the data sharing protocols associated with DSGS Providers, Aggregators, Customers, LSEs, CAISO, and CEC.
- Enrollment Flow Design Document which will include the mapping of participant enrollment in the DSGS Program, identifying the user experience through wireframes and identifies specific manual and automatic procedures to operate the program.
- Specific Processes for back-up generators which will include data reporting on emissions

**Task 3: DSGS Operational Development**

Based on the approved documents and designs from Task 2, the goal of this task is to establish the operation functionality for providing the services and operating the DSGS Program design under the Strategic Reliability Reserve.

**The Contractor shall:**

- Provide the operational functionality to enroll participants in the DSGS Program, as described in Task 2, and consistent with the DSGS Program Guidelines.
- Provide implementation of settlement calculations and invoice processing to implement the DSGS Program, as described in Task 2, and consistent with the DSGS Program Guidelines.

**Deliverables:**

- Successful testing of participant enrollment and operation functionality
- Successful testing of implementation of settlement calculation and invoice processing

**Task 4: DSGS Implementation and Operations**

The goal of this task is to implement and provide services for administration of the DSGS Program

**The Contractor shall:**

- Implement the DSGS Program pursuant to the DSGS Program Guidelines, and the design (Task 2) and development (Task 3) approved by the CEC.
- Provide services , as further described above, including but not limited to: dedicated customer support to assist in enrollment, program communications, regular data sharing, implementation of customer test events, monitor event triggers, verify and audit invoices submitted by Providers, calculate performance payments for DSGS, and provide results to CEC as appropriate for processing.
- Provide services including the establishment of an online presence that includes program information, FAQs as well as distributable program summaries.
- Provide online access to the DSGS enrollment process (with the goal of automating)

**Deliverables:**

- Activity reports as defined by CAM
- Design, develop and implement online presence and communication material, as approved by the CAM.

**Task 5: Possible Expansion of the DSGS Program Administration and Provision of Subject Matter Expertise to DSGS Program Staff**

The goal of this task is to provide flexibility to strengthen DSGS Program administration, including but not limited to, the expansion of the program as the DSGS Program Guidelines are modified from time to time, or to strengthen and improve DSGS Program administration beyond its initial design and roll-out.

**At the direction of the CAM through a properly executed Work Authorization, the Contractor will:**

- Conduct similar services as identified in Tasks 1-4 for expanded use cases or customers, as authorized under the DSGS Program Guidelines
- Strengthen the automation in its implementation of the DSGS Program to improve and streamline users' experience and administrative processes.
- Develop and implement an outreach plan to grow program participation and increase the enrollment of load reduction and supply.

**Deliverables through a properly executed Work Authorization:**

- Provide expanded and unique deliverables as identified in Tasks 1-4 for any expanded use cases and program expansion, as authorized by modifications in the DSGS Program Guidelines.
- Provide appropriate deliverables, as outlined in Tasks 2 and 3, to design and implement strengthened automation and design improvements.
- Draft outreach plan outline, final outreach plan outline, draft outreach plan and final outreach plan.



<b>Task Number</b>	<b>Deliverable</b>	<b>Due Date</b>
<b>1</b>		
1.1	An Updated Schedule of Deliverables	After Kick-Off Meeting
1.2	Invoices	Monthly
1.3	Monthly or Periodic Progress Reports	Monthly or as Requested
1.4	<ul style="list-style-type: none"> <li>• Draft Outline of the Implementation Schedule</li> <li>• Final Outline of Implementation Schedule</li> <li>• Draft Implementation Schedule</li> <li>• Final Implementation Schedule</li> </ul>	30 Days from date the Agreement is fully executed ("execution")
1.5	<ul style="list-style-type: none"> <li>• Draft Outline of Final Report</li> <li>• Final Outline of Final Report</li> <li>• Draft Final Report</li> <li>• Final Report</li> </ul>	February 2024 February 2024 March 2024 April 2024
1.6	<ul style="list-style-type: none"> <li>• Written documentation of meeting agreements</li> <li>• Schedule for completing closeout activities</li> </ul>	April 2024 April 2024
<b>2</b>	<ul style="list-style-type: none"> <li>• Summary Design Document</li> <li>• Reporting Templates and Timeline</li> <li>• Enrollment Flow Design</li> <li>• Processes for Back Up Generators</li> </ul>	30 days after execution 60 days after execution 60 days after execution 90 days after execution
<b>3</b>	<ul style="list-style-type: none"> <li>• Documentation of successful testing of participant enrollment and operation functionality</li> <li>• Documentation of successful testing of implementation of settlement calculation and invoice processing</li> </ul>	90 days after execution 90 days after execution
<b>4</b>	<ul style="list-style-type: none"> <li>• Activity Reports</li> <li>• Online Presence and Communication Material</li> </ul>	Monthly 60 days after execution
<b>5</b>	Determined by individual Work Authorizations	To be determined