

Appendix H – Independent Evaluator Scope

Merrimack Energy Group Inc. has been selected and has agreed to serve as the Independent Evaluator (“IE”) for this Solicitation. This document outlines the scope of the IE’s responsibilities and activities for the Solicitation. The IE is being engaged to help ensure that the Solicitation design, processes, and reviews are impartial and objective, and that all Responses submitted in the Solicitation are treated in a consistent fashion, and no undue preference is given to any Responses or Respondents in the Solicitation.

These responsibilities and activities include oversight, review, monitoring, and reporting on the implementation of the solicitation process throughout the various phases of the Solicitation, including:

1. Design and Development of the Solicitation;
2. Issuance of the Solicitation and Response Development;
3. Submission of Responses, Response Evaluation and Selection Process;
4. Contract Negotiations with the Selected Responses;
5. Regulatory Approval Process

The scope of the IE’s role and engagement in each phase of the Solicitation process is summarized below.

Stage 1 includes the period from the development of the Solicitation documents and processes through issuance of the final Solicitation. Table 1 below provides a general description of the anticipated tasks for Stage 1.

Table 1: Stage 1 - Design and Development of the Solicitation

Task	Description
Review and comments on Draft Solicitation by IE	IE reviews and provides comments on Draft Solicitation documents to ensure that the documents are clear and concise with regard to the definition of the product sought, information required of Respondents, and overall solicitation process.
Development of Safeguards	Work with the utility to ensure that procedures and processes are in place to ensure that any utility generation options do not have any undue preferential treatment and to ensure any concerns regarding fairness are reasonably addressed and eliminated to the degree possible.
Website/portal for Communications with Respondents	Discuss process for receipt of Responses and interaction with Respondents.
Discussion Regarding Evaluation Criteria and Methodologies	IE review, comment, and discussions with JEA project team and consultants regarding proposed evaluation criteria, evaluation process, and methodology for initial review, evaluation, ranking, and selection process.

Review and comment on Solicitation related documents	IE reviews and comments on final Solicitation prior to final completion and posting of documents on the Website. Documents for review by the IE will include all appendices and Response forms associated with the Solicitation. IE will generally review and comment on all the above-mentioned Solicitation documents and provide final feedback.
Development of Final Solicitation documents	Merrimack Energy will work with the JEA team to complete a final review on any updates to documents in preparation of the final Solicitation documents.

As IE, one of Merrimack Energy’s functions will be to review documents with an eye toward ensuring the information required from the Respondents is linked closely to the evaluation criteria and methodology and to ensure that the Solicitation is requesting information that will be utilized in both the quantitative and non-cost evaluations. The IE also will review the Solicitation specifications developed by the JEA team to ensure the risk profile for the utility ownership option and third-party Responses are reasonably aligned and fairly consistent.

Stage 2 includes the time period from issuance of the Solicitation to submission of Responses from Respondents. Table 2 below provides a general description of the anticipated tasks for Stage 2.

Table 2: Stage 2 - Issuance of the Solicitation and Response Development

Task	Description
Question and Answer Process	As IE, as part of the Q&A process, Merrimack will interact closely with the JEA team to determine which questions may be specific to an individual Respondent and which should be provided to all Respondents. The IE will review responses to questions before they are posted to the Solicitation website.
Lock-down Input Assumptions and Forecasts	An important task during this stage of the process is to lock-down the input assumptions and forecasts (i.e., gas prices, inflation, other fuels, O&M costs, etc.) prior to receipt of Responses. These are the input assumptions and forecasts upon which all Responses will be evaluated. The IE will review and comment on the input assumptions and meets with the JEA team and consultants to review.
Lock down evaluation criteria, evaluation methodology, evaluation matrix (non-price) and scorecard, as applicable	The primary task during Stage 2 is to lock down the evaluation criteria, models and methodologies, and evaluation and scoring forms that will be used by the evaluation team for its internal review of all Responses. The evaluation and scoring forms are also useful as documentation of the results of the evaluation. The IE will meet with JEA’s team and consultants to discuss the criteria, methodology and evaluation process leading up to lockdown and the development and review of documentation.

Potential Revisions to Solicitation documents	Based on Respondent questions or comments, JEA and IE may consider whether revisions or redline changes should be made to Solicitation documents prior to submission of Responses. Revisions would be posted at a minimum of two weeks before Response submittal.
Preparation for Receipt of Responses	Prep for receipt of Responses to ensure the company and IE have access to all Responses submitted.

The third stage of the process is the evaluation and selection phase which is generally the most detailed and time-consuming part of the solicitation process. Table 3 below provides a general description of the anticipated tasks for Stage 3.

Table 3: Stage 3 - Submission of Responses, Response Evaluation, and Selection Process

Task	Description
Review and Summary of Responses Submitted	Once the Responses are submitted, the IE's initial task along with the JEA team is to conduct a high-level review of the Responses and prepare a summary of the key characteristics of each Response including Respondent and project name, project size, location, operational characteristics, pricing, and any notes on the Responses based on the initial review. The IE and JEA will compare lists to ensure that both parties have a complete record of the Responses submitted.
Conformance Review/Minimum Requirements and Threshold Evaluation	The initial step in the evaluation process is the conformance review. In this stage of the evaluation, the JEA team will review Responses to ensure the Responses conform to minimum requirements. The IE will review JEA's results as to whether or not Responses are conforming or non-conforming. Conforming Responses are then moved into the evaluation phase.
Market Test Response Evaluation	Conforming Responses will be evaluated from a quantitative and non-cost perspective by the JEA team. In this stage of the process, the IE will review the evaluation results, including quantitative and qualitative evaluation results, meet with the JEA team to review and discuss the results, and raise any questions or issues for resolution.
Finalize Results	At this stage in the process, all the quantitative and qualitative evaluation results will be compiled and validated. The IE will review and comment on the model results and may ask for additional analysis, if appropriate. The IE may also meet with JEA and its management to discuss the results and recommendation for Response selection.

As IE, Merrimack will prepare a final report on the entire solicitation process. The report is provided to JEA who may provide the report to the regulator. The final report will also be included as an Exhibit to the IE's testimony, if needed.