

Process to Engage Consultant Services

- Submit request to co-chairs of the Jt. Energy Committee to meet to discuss beginning the procurement process to hire a consultant.
 - Scope, duration, and any other particulars would need to be a part of this presentation
 - This contract would be entered into by the Bureau of Legislative Research on behalf of the Jt. Energy Committee
- Item for consideration for the Jt. Energy Committee:
 - Would this be a sole source contract and you would already have the consultant
 - Would you want to put this out as an RFP (takes at least 3 months to engage the services) or RFQ? Are you meaning RFQ? (requires three quotes from different consultants - (if meaning RFQ) doesn't include pricing)
- Jt. Energy Committee would conduct the consultant procurement and selection process. Once selected, they would then initiate the contracting process with the chosen consultant.
- The consultant contract would be presented to the Jt. Energy committee for a vote.
- Once approved, the contract would then be presented to the Executive Subcommittee for its approval.
 - During the interim, the contract would be presented as a part of the Executive Subcommittee's report and if the report is adopted by the full ALC, the Bureau could then begin to negotiate the contract.
- Items for consideration:
 - If approved, the consultant would report to the co-chairs of the Jt. Energy Committee and not an agency

- The Bureau can enter into a memorandum of understanding that the consultant can work *in coordination* with an agency, if approved by the ALC, but the agency would not be allowed to:
 - Direct the consultant to perform specific work
 - Have access to the consultant's work prior to the Jt. Energy Committee