

Draft Implementation Planning Review Process – v1 030217

Overview: Proposal for a phased approach to implementation planning review process development

Topic	Purpose	Description of tasks	Estimated Timeline
Phase 1	To develop the mechanics of a CAEECC IP review process.	<ol style="list-style-type: none"> 1. Establish expectations 2. Finalize IP template¹ 3. Define approaches to resolve disagreements 4. Set out a schedule for stakeholder review of implementation planning process 5. Establish role of subcommittees and subcommittee co-chairs 	3/17-6/17
Phase 2	To carry out the decisions made in Phase 1.	<ol style="list-style-type: none"> 1. Launch the IP process 2. Utilize subcommittee members and co-chairs to guide conversations and ensure transparency 3. Implement efficiency programs 	Dependent on decision on Business Plans (BPs) – First phase possibly being 7/17 Ongoing activity
Phase 3	To reassess how Phase 1 decisions and Phase 2 implementation work in practice. Allow for modification if needed.	<ol style="list-style-type: none"> 1. Assess Phases 1 and 2 through surveys and/or conversations 2. Provide report to CAEECC on process and propose recommendations for improvement 	Dependent on decision on Business Plans (BPs) – provide a review at 3, 6, and 12 months

¹ CAEECC will use Appendix 4 of D.15-10-028 as the IP template unless Energy Division Staff provide additional guidance.

Phase 2 details: Proposal for a two-tracked approach

<p style="text-align: center;">Track 1 3P programs with open-ended scope</p>	<p style="text-align: center;">Track 2 Non-Third Party programs and Third Party Programs with highly scripted work scopes</p>
<p>Stage 1 Pre-solicitation (public)</p> <ol style="list-style-type: none"> 1. PAs produce a “one-pager” to present at the appropriate CAEECC Sector Subcommittee prior to drafting the solicitation documents. 2. The one-pager will have a high-level description and rationale for the need and focus of such a solicitation (i.e., what is the gap this solicitation is trying to fill). 3. The one-pager would synthesize what was articulated in the BPs as well as any supplemental information that became available since filing of the applications. 4. Ideally, this document would also include a reference to which Business Plan metrics the program is intended to impact. 5. The document will need to comply with the conflict of interest matters outlined in the CAEECC approved document.² 	<p>Stage 1 Pre-solicitation (public) – different from Track 1</p> <ol style="list-style-type: none"> 1. The PA presents the detailed description of a proposed program to the Sector Subcommittee 2. The document would include as many details as possible that will ultimately fill out the implementation plan (e.g., intervention strategies, relevant metrics, measures, market segments, type)
<p>*note: there will likely be a non-public review of solicitation documents b/n stages 1 and 2 (e.g., by a procurement review group)*</p>	

² Conflict of Interest Plan - http://media.wix.com/ugd/0c9650_c2e918cbb7784b588e74d82fbc51286e.pdf

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<p align="center">Track 1 3P programs with open-ended scope</p>	<p align="center">Track 2 Non-Third Party programs and Third Party Programs with highly scripted work scopes</p>
<p><i>Stage 2 Post-solicitation (public)</i></p> <ol style="list-style-type: none"> 1. The selected implementer and PA present a draft IP to the appropriate Sector Subcommittee for discussion 2. Any modifications to the draft IP will need to be within the boundaries of the solicitation contract (since the contract was signed based on a particular approach with specific savings and cost-effectiveness, there is not a lot of opportunity to modify the program at this stage). 3. 	<p><i>Stage 2 Post-solicitation - Same as track 1</i></p>
<p><i>Stage 3 Post-IP Completion (public)</i></p> <ol style="list-style-type: none"> 1. The implementer and PA present the final IP (likely 1-2 months after touchpoint 2) providing insight as to final decisions in response to CAEECC input. 	<p><i>Post-IP Completion (public) - Same as Track 1</i></p>
<p><i>Action items:</i></p> <ol style="list-style-type: none"> 1. Develop template for the one-pager 2. Update transparency guidance as needed (e.g., meeting notes posted within 7 working days, etc.) 3. Establish commenting process (e.g., length of time, template for comments, tracking, etc.) 4. Outline role of subcommittees and co-chairs 5. Set out an ideal timeline for these tracks 6. Define process to connect back to CAEECC meetings 	