

**THE MISSISSIPPI PUBLIC UTILITIES STAFF  
REQUEST FOR PROPOSALS**

**THE MISSISSIPPI PUBLIC UTILITIES STAFF**  
**REQUIRES THE ASSISTANCE OF AN INDEPENDENT CONSULTANT**  
**IN DOCKET NO. 2018-AD-141 TO OPTIMIZE THE REGULATORY AUDITING**  
**FUNCTION PERFORMED BY STAFF PERSONNEL ASSOCIATED WITH ROUTINE**  
**RATE FILINGS PERTAINING TO ENTERGY MISSISSIPPI, LLC, MISSISSIPPI**  
**POWER COMPANY, ATMOS ENERGY, CENTERPOINT ENERGY, AND SPIRE**  
**ENERGY**

**Proposal Issue Date:** Friday, November 19, 2021

**Proposal Due Date:** Friday, December 10, 2021, no later than 4:00 p.m. CST

**Contact:** Sam Mabry  
Director of Electric and Gas Division  
Mississippi Public Utilities Staff  
501 N. West Street  
Suite 301-B  
Jackson, MS 39201  
Email: [sam.mabry@mpus.ms.gov](mailto:sam.mabry@mpus.ms.gov)  
Telephone: 601-961-5457

## SECTION 1 – SCOPE OF WORK

### **I. Introduction**

The contractor will provide independent consulting services to the Mississippi Public Utilities Staff (“Staff”) for the purpose of optimizing the regulatory auditing function performed by Staff personnel associated with routine rate filings pertaining to Entergy Mississippi, LLC; Mississippi Power Company; Atmos Energy; CenterPoint Energy; and Spire Energy. Please review the attached Excel spreadsheet listing routine filings.

The selected contractor must have the professional qualifications and experience necessary to accomplish this purpose, including previous experience with regulatory agencies on like filings and the ability to begin immediately. The contractor’s duties will include, but are not limited to, the following:

- 1.) Review and analyze tariffs for all major routine filings assigned to MPUS for the period ending December 31, 2022;
- 2.) Assist the MPUS Staff with analysis of utility tariffs;
- 3.) Build revenue requirements and apply rates in compliance with applicable rate schedules by reviewing previous filings and budgets in the Election & Gas Division;
- 4.) Discuss investigatory procedures with current Staff;
- 5.) Review filings upon request from Staff and assist with Staff questions concerning those filings using current tariffs and previous Staff analyses and filings;
- 6.) Participate in Staff meetings, conference calls and/or video meetings with utilities and Staff regarding the utilities’ filings; and
- 7.) Provide guidance to Staff in the regulatory audit process as it applies to the contemplated utility filings, including review and analysis of utility filings and formulating questions and discovery requests to propound to the utilities.

The period of performance of the contract is anticipated to begin immediately after contract execution following the January 2021 Docket and will be completed by December 31, 2022.

## **SECTION 2 – RFP AVAILABILITY**

The Request for Proposals (RFP) will be published on the Mississippi Public Service Commission website at [www.psc.state.ms.us](http://www.psc.state.ms.us). A Request for Proposal also may be obtained by written request to:

Sam Mabry  
Director of Electric and Gas Division  
Mississippi Public Utilities Staff  
501 N. West St., Suite 301-B  
Jackson, MS 39201

-or-

P.O. Box 1174  
Jackson, MS 39215-1174

-or-

Email: [sam.mabry@mpus.ms.gov](mailto:sam.mabry@mpus.ms.gov)  
Telephone: 601-961-5457

## **SECTION 3 – CLARIFYING INFORMATION**

Any company or person wishing to obtain clarifying information about this request for proposals may submit inquiries *in writing only* to:

Sam Mabry  
Director of Electric and Gas Division  
Mississippi Public Utilities Staff  
Email: [sam.mabry@mpus.ms.gov](mailto:sam.mabry@mpus.ms.gov)  
Telephone: 601-961-5457

All inquiries for information must be made in writing and submitted to the Commission on or before **Friday, November 29, 2021, no later than 4:00 p.m. CST**, to the attention of Sam Mabry at the above email address. When sending an inquiry, include “RFP Docket No. 2018-AD-141” in the subject line of the email.

To ensure no applicant obtains a competitive advantage from acquisition of information unknown to other applicants, answers to all written questions that are submitted in a timely manner and are relevant to this RFP will be posted on the Commission's webpage,

[www.psc.state.ms.us](http://www.psc.state.ms.us), under RFP Docket No. 2018-AD-141 by **Friday, December 3, 2021, no later than 4:00 p.m. CST.**

#### **SECTION 4 – TIMING/DEADLINE FOR SUBMISSION OF PROPOSALS**

The times stated in this document refer to Central Time (CT). The closing date for proposals is **no later than 4:00 p.m., Friday, December 10, 2021.** A proposal received after this deadline will not be considered. **Proposals may be either mailed or hand-delivered to the Commission. Submit six (6) bound copies to:**

Sam Mabry  
Director of Electric and Gas Division  
Mississippi Public Utilities Staff  
501 N. West St., Suite 301-B  
Jackson, MS 39201

-or-

P.O. Box 1174  
Jackson, MS 39215-1174

#### **SECTION 5 – ELIGIBLE OFFERORS**

To be eligible, applicants must be neutral and impartial and without any conflict of interest related to Docket No. 2018-AD-141. Eligible applicants must demonstrate legal capabilities, competence, relevant experience, and resources to perform the duties as delineated in the Scope of Work, Section 1 of this RFP.

#### **SECTION 6 – PROPOSAL REQUIREMENTS**

Proposals submitted in response to this request must meet the following conditions to be considered for selection. Emailed or faxed proposals will not be accepted under any circumstances.

**PROPOSALS MUST BE WRITTEN ENTIRELY ON 8.5" x 11" PAPER. PROPOSALS SHOULD INCLUDE NECESSARY APPENDICES AND ATTACHMENTS. PROPOSALS SHOULD BE STAPLED IN THE TOP LEFT CORNER OR BOUND IN A 3-RING BINDER.**

**PROPOSALS MUST BE SUBMITTED IN A MANNER THAT DOES NOT PRESENT ANY BENEFIT, KEEPSAKE, OR VALUE FOR MEMBERS OF THE REVIEW PANEL.**

Proposals shall begin with a cover page that clearly states the name of the applicant and the name, address, telephone number, fax number, and email address, if available, of the applicant's contact person who may be contacted directly regarding the proposal. The cover page shall make

up the cover of the proposal. A proposal must be submitted in the format outlined herein. Pages of the proposal must be numbered.

Proposals may reflect the provision of services by more than one consultant or consultant firm. However, each proposal submitted must address the requirements of the RFP in their entirety. Additionally, all proposals submitted in response to this Request for Proposals must include, at a minimum, the following information:

1. The legal name of the consultant or consultant firm and the location of the principal place of business.
2. A thorough Executive Summary of the Proposal.
3. Evidence of the consultant's or firm's experience and abilities in the specified area directly related to the proposed service including, but not limited to, a list and supporting documentation reflecting the specific expertise and experience of the proposed consultant(s) in performing work in the relevant area.
4. The qualifications and experience of all persons who would be assigned to provide the required services.
5. A detailed description of how the service will be provided to accomplish the Scope of Work, Section 1, including, but not limited to, a description of major tasks and sub-tasks.
6. A Project Schedule and details of how each task identified will be best accomplished.
7. Thorough and detailed pricing information.
8. Any available references for contracts of similar size and scope. Include the name of the organization; the length of the contract; a brief summary of the work; and the name and telephone number of a responsible contact person.
9. A statement verifying that the prospective consultant or consultant firm has or has not retained any person or agency on a percentage, commission or other contingent arrangement to secure this contract.
10. Discuss any conflicts of interest that may arise if your proposal is accepted.
11. Any additional information that will aid in evaluation of the response.

## **SECTION 7 – ANTICIPATED SCHEDULE OF ACTIVITIES**

Publish RFP on Commission website	November 19, 2021
RFP Questions from applicants due to Commission	November 29, 2021
Responses to questions posted on Commission website	December 3, 2021
Deadline for submission of proposals	December 10, 2021
Selection approved by Commission	January 2022 Docket
Contract award	Immediately following Docket
Commencement of project activities Execution	Immediately following contract

## **SECTION 8 – EVALUATION OF PROPOSALS**

Factors to be considered in the evaluation of proposals include, but are not limited to, the following:

1. Responsiveness to all items set forth in this Request for Proposals.
2. Applicant's ability to provide the required services as reflected/evidenced by qualifications and experience.
3. Whether adequate personnel and other resources to perform the services are currently available or demonstrated to be made available at the time of contracting.
4. The overall detailed description of the proposed plan for performing the required services.
5. A record of past performance of similar work.