



## Memorandum

To: Natelle Dietrich, PSC; Brenda Wilbers, DNR  
From: Tom Franks  
Date: August 31, 2010  
Copy: Fred Coito, Kristina Kelly, Gwen Mizell  
Subject: Missouri Potential Study Work Plan - FINAL

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This memo contains the work plan for the Missouri statewide demand-side management market potential study. The scope of work, in terms of inputs, methodology, overall timeline, and budget is identical to that incorporated in our proposal and the contract. In cases where differences exist between the two documents, this work plan, once approved by the PSC and DNR, shall prevail.

This version of work plan incorporates changes to the process and refinements in the data collection effort that resulted from the project kickoff meeting in Jefferson City on August 4, a teleconference with the Commission on August 18, and subsequent communication. The salient points are:

1) We have incorporated two additional steps into the data collection (Tasks 3 through 5). These are interim memos and interim review meetings with the PSC/DNR, tentatively scheduled for September 29, October 6, and October 13 as shown in Attachment A. The original scope of work and budget provided for reporting on the data collection effort at the end of the effort. The intent of these additional steps is to provide the PSC/DNR with:

- A summary of data collected to date;
- Summary of additional data expected to be acquired, and contingency plans if not acquired; and,
- Description of scaling, adjustment, or variance resolution approaches and the underlying rationale.

This will give the PSC/DNR an opportunity to provide feed back to the KEMA team prior to the end of the data collection effort. We believe these steps will help us to meet the interests expressed by the Commission to date.

We anticipate that representatives from GSM will be present in Jefferson City for the interim review meetings and that key staff from KEMA will participate by teleconference. We plan to deliver the interim memo on the Monday prior to the Commission's scheduled Agenda during which it will be discussed. During the Commission's August 18 Agenda it became clear that the Commission intends to distribute these memos to stakeholders and solicit comments. Consequently, we have added a review period and Commission deliverable date to the schedule.

We note that these additional steps create work not contemplated in our proposal or in the contract, that they have the potential to adversely affect the schedule, and that we have not

requested an increase in the budget in order to provide them. For this reason, we preserve the right to modify this plan as noted in number two below.

2) With regard to the interim deliverables noted in number one and not included in the original scope of work, KEMA reserves the right to adjust the delivery date or to cancel the deliverable if, in its sole opinion, these deliverables would put overall contract compliance in jeopardy. KEMA will inform the PSC/DNR as soon as it becomes aware of this risk. In these circumstances, KEMA is willing to enter into negotiation to revise the project duration to meet the needs of the PSC/DNR.

3) We have determined it best to keep with our original plan to undertake parallel data collection efforts. We have set up teams within the KEMA staff to be responsible for collecting each of the three different types of data from public and other non-Missouri sources. At the same time, GSM staff will be seeking to acquire Missouri specific data, under the direction of the KEMA project manager. We have requested an inventory from the PSC/DNR and are prepared to follow up once we have received a response.

4) The leads from the PSC/DNR and KEMA have determined to have weekly conference calls. These calls will address issues related to scope, timing, and budget before they reach significant proportions, provide information to the PSC/DNR for communication to other stakeholders, and seek to resolve issues as they arise.

5) The KEMA team will make every reasonable effort to support the PSC/DNR stakeholder process. We anticipate that the interim assessments and the weekly conference calls will be a significant resource for this effort. KEMA notes that this stakeholder process was not included in the scope of work or the contract, and that it may, if not carefully managed, adversely affect the schedule. If PSC/DNR determines that an expanded stakeholder process is necessary for success of the project despite the effect on the schedule, we will work with PSC/DNR to revise the project timeline with the objective of completing the project as soon as possible.

6) Per the decision ratified at the kickoff meeting, KEMA will maintain communication with ACEEE on this effort. KEMA work products will be released to ACEEE only on authority of the PSC lead.

7) Monthly reports – See Attachment B for example format.