

# Unitil Energy Systems, Inc. (“UES”)

## Default Service Request for Proposals

### UES Service Requirements

Small Customers (100%): ~~June~~~~December~~ 1, 20~~2019~~ – ~~November~~~~May~~  
30~~1~~, 2020

Medium Customers (100%): ~~June~~~~December~~ 1, 20~~2019~~ – ~~November~~~~May~~  
30~~1~~, 2020

Large Customers (100%): ~~June~~~~December~~ 1, 20~~2019~~ – ~~November~~~~May~~  
30~~1~~, 2020

Issue Date: ~~March 3~~~~August 30~~, 20~~2019~~

# Unitil Energy Systems, Inc. (“UES”)

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**Request for Proposals  
To Provide  
Default Service Supply  
To All Customers of Unitil Energy Systems, Inc**

**I. Introduction**

Unitil Energy Systems, Inc. (“UES”) is a local electric distribution company located in New Hampshire. New Hampshire Legislation, RSA 374-F et seq., and the Settlement Agreement for Restructuring the Unitil Companies<sup>1</sup> (“Settlement Agreement”) provided retail access for all of UES’ retail customers beginning on May 1, 2003.

On September 9, 2005, the NHPUC approved UES’ plan for procurement of default service supply, including the solicitation process, for the period beginning May 1, 2006<sup>2</sup>. Subsequently, on July 31, 2012, the NHPUC approved modifications to the timing and structure of UES’ default service procurement plan, for the period beginning November 1, 2012<sup>3</sup>. Pursuant to these Orders, UES procures the power supply required to meet its default service obligations for three customer groups comprised of small, medium and large customers through full requirements contracts for 100% of the service requirements for six month contract periods.

Via this request for proposals (“RFP”), UES seeks competing fixed monthly price offers for 100% of the load requirements of its small and medium customer groups for the six month period beginning ~~June~~December 1, 2020~~19~~. UES also seeks variable monthly price offers, as defined herein, for 100% of the load requirements of its large customer group for the six month period beginning ~~June~~December 1, 2020~~19~~. Variable monthly prices are comprised of a pass-through of energy costs at the real-time locational marginal price (“LMP”) plus fixed monthly adders, which respondents are asked to bid during the RFP process. The fixed adders are intended to cover all non-energy costs, including capacity, ancillary services, and administration charges. Please see the Proposed Pricing portion of Section V for more information.

This RFP provides background information and historical data, details the service requirements and commercial terms, and elaborates on the procedures to be employed by UES to select the winning suppliers. The complete RFP is available as a single ZIP file (“UES\_DS\_RFP\_Package\_2020~~19~~-038.zip”). In addition, the RFP and its appendices, including the submission form, proposed contract, non-disclosure agreement, as well as the pricing bid sheets have been included as separate, editable electronic files. A number of electronic data files have also been included in Microsoft Excel format. The contents of each file are described in this document. Please contact Jeff Pentz at (603) 773-6473 or at pentzj@unitil.com with any questions regarding these materials.

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<sup>1</sup> See Docket DE 01-247.

<sup>2</sup> See Docket DE 05-064.

<sup>3</sup> See Docket DE 12-003.

## II. Description of Default Service

UES is soliciting load-following power supply offers to meet the needs of its customers who take service under its default service tariff for the periods listed in the table in the Supply Obligation Period portion of Section IV. Default service is the only utility-provided supply service and will be available to all UES customers not receiving supply service from a competitive supplier at any time for any reason.

For the purpose of default service procurement, the specified customer groups shall consist of the various rate classes listed in the table below. The default service loads associated with these customer groups are modeled in the ISO Settlement System using the load asset numbers listed in the table. Bidding power suppliers (“Respondents”) may submit bids to provide service to any or all customer groups for which a contract is sought via this RFP. Bids to supply each customer group will be evaluated and awarded separately.

<b>Load Asset Description</b>	<b>Customer Rate Classes</b>	<b>Load Asset #</b>
UES Small Default Load	D	11451
UES Medium Default Load	G2, OL	11452
UES Large Default Load	G1	10019

The amount of default service to be supplied by the winning bidder(s) will be determined in accordance with the retail load associated with those customers who rely on default service. UES cannot predict the number of customers that will rely on default service, how much load will be represented by these customers, or how long they will continue to take default service. UES expressly reserves the right to encourage customers to choose their own supplier from the competitive marketplace instead of taking default service.

### **Data Provided**

To assist respondents in determining the potential load requirements, a variety of data has been provided with this RFP. The provided data includes the following:

Historical Hourly Loads and Capacity Tag Values are provided for the default service loads by customer group and in aggregate for competitive generation service loads. The hourly loads are measured at the PTF level and are provided for the period of January 1, 2014 through ~~December~~~~July~~, 2019. The capacity tag values are the daily sum of the capacity tags for all customers assigned to the supply service being reported. Please see the file named “UES\_Historic\_Hourly\_Loads\_Cap\_Tags\_20~~2019~~-0~~38~~.xls.”

Historic Retail Monthly Sales Report provides monthly sales data from January 2014 through ~~December~~~~July~~ 20~~2019~~ have been compiled and provided. The retail sales report documents retail sales and customer counts by customer rate class and supply type: default service or competitive generation. Please see the file named “UES\_Retail\_Sales\_Report\_20~~2019~~-0~~38~~.xls.”

Class Average Load Shapes (8760 hours), as measured at the customer meter level, are available. Please see the file named “UES\_Profiles\_202019-038.xls.”

Distribution System Loss Factor for each rate class is shown in the following table. The distribution loss factors enable one to estimate the retail usage at the customer meter associated with a given quantity of wholesale supply, or to convert the class average load shapes to wholesale values. Please note that the supplies sought via this RFP will be wholesale supplies measured at the PTF level.

<b>Customer Group</b>	<b>Rate Class</b>	<b>Distribution Loss Factor</b>
Small Customers	D (Domestic)	6.468%
Medium Customers	G2 (Regular General)	6.392%
Medium Customers	OL (Outdoor Lighting)	6.468%
Large Customers	G1 (Large General)	4.591%

Evaluation Loads that UES will use to calculate weighted average prices of bids received from respondents for the purpose of comparing competing bids on the basis of price are provided. These estimated loads may be instructive to respondents, but should in no way be construed to represent any contract quantity or billing determinant or to create any obligation to any party. Evaluation Loads are included on the bid sheets. Please see the file named “UES\_Bid\_Form\_202019-038.xls.”

### **III. General Provisions**

#### Terms and Conditions

For the small and medium customer group default service loads that respondents choose to bid, respondents must offer fixed monthly prices, and for the large customer default service load respondents must offer variable prices in the form of fixed monthly adders to the NH load zone RT LMP for the entire supply periods listed in the table in the Supply Obligation Period portion of Section IV, and shown on the bid sheets. Pricing requirements are further detailed in the Proposed Pricing portion of Section V.

#### Power Supply Contract

Along with this RFP, UES has provided a proposed Power Sales Agreement (“PSA”) which details the contractual terms and conditions under which default service as sought herein will be provided. Respondents who have not previously signed a PSA, or who do not wish to amend a prior PSA, must execute the PSA in Appendix B (“App\_B\_UES\_Power\_Sales\_Agreement\_202019-038.doc”).

Respondents who have previously executed a PSA with UES for the provision of Default Service supply may amend their existing PSA with UES in order to implement the proposed transaction. UES has provided a proposed PSA Amendment in Appendix B1 (“App\_B1\_UES\_PSA\_Amendment\_202019-038.doc”).

Bidders may propose contract language modifications. UES will consider proposed contract language modifications to the extent the language clarifies each party’s obligations associated with the transactions sought under this solicitation process, and to the extent that any modified contract represents the best non-price terms each party is willing to offer UES.

The obligations of UES and the winning bidder(s) are subject to and conditioned upon NHPUC approval of the solicitation results and the inclusion in retail rates of the costs derived from the transactions sought in this solicitation. UES will use its best efforts to obtain NHPUC’s approval, which is expected five (5) business days after filing. Please see schedule below. Winning suppliers should expect their identity to be announced by the NHPUC in its order on the results of the RFP.

Proposal Process and Submission Dates

The following table outlines key dates associated with this procurement process. All times are in Eastern Prevailing Time (EPT).

Process Step	Date
Issue Default Service RFP	<del>Tuesday</del> <del>Friday, March 3</del> <del>August 30,</del> 202019
Non-Disclosure Agreement Due	Tuesday, <del>March 17</del> <del>September 10,</del> 202019, 3:00 p.m.
Proposal Forms & Indicative Pricing Due (including proposed contract changes)	Tuesday, <del>March 17</del> <del>September 10,</del> 202019
Final Pricing Due	Tuesday, <del>March 31</del> <del>September 24,</del> 202019, 10:00 a.m.
Winning Supplier Notified	Tuesday, <del>March 31</del> <del>September 24,</del> 202019, 1:00 p.m.
Contracts Executed	Thursday-, <del>April 2</del> <del>September 26,</del> 202019
File for Approval of Rates	Friday, <del>April 3</del> <del>September 27,</del> 202019
Anticipated Approval of Rates	Friday, <del>April 10</del> <del>October 4,</del> 202019
UES DS Commences	<del>Monday</del> <del>Sunday, June</del> <del>December 1,</del> 202019

Respondents to this RFP for Default Service must submit a completed Proposal Submission Form, including any proposed contract modifications, a non-disclosure agreement, indicative pricing and then final pricing according to the schedule shown above.

All submissions should be marked “UES Default Service RFP” and sent via e-mail to Jeff Pentz at [pentzj@unitil.com](mailto:pentzj@unitil.com) and to [energy\\_contracts@unitil.com](mailto:energy_contracts@unitil.com).

Please direct any questions to Jeff Pentz at (603) 773-6473 or to [pentzj@unitil.com](mailto:pentzj@unitil.com).

Non-Disclosure Agreement (“NDA”) must be completed in order for UES to provide its financial information to bidders as well as to protect the confidentiality of bid information. Respondents who have previously signed an NDA with UES for the provision of Default Service supply do not need to execute a new NDA. Respondents who have not previously signed an NDA with UES must execute the NDA in Appendix C (“App\_C\_UES\_NDA\_202019\_038.doc”). A partially executed NDA or redline version with proposed changes is due by **3:00 p.m. on ~~March 17~~September 10, 202019**.

Proposal Submission Form must be completed and is attached as Appendix A. Please see the file named “App\_A\_UES\_Submission\_Form\_202019-038.doc.” Submission Forms are due on **~~March 17~~September 10, 202019**.

Indicative Pricing is due along with the Proposal Submission Form. Indicative pricing should be submitted on the “Indicative” sheet of the Bid Form (“UES\_Bid\_Form\_202019-08.xls”). Pricing must meet the requirements described in the Proposed Pricing portion of Section V. Indicative pricing is due by **5:00 p.m. EPT on ~~March 17~~September 10, 202019**.

Proposed contract modifications, on either the full Power Supply Agreement or on the PSA Amendment, are also due along with the Proposal Submission Form on **~~March 17~~September 10, 202019**. If respondents propose any changes to the Power Supply Agreement or the Amendment, respondents must provide an electronic copy of the Power Supply Agreement or the Amendment that is marked to show proposed language in a reviewable format. UES will consider the contractual terms and conditions accepted by each bidder as part of its evaluation criteria, as described in Section VI. When final bid prices are received and confirmed, UES intends to conduct its evaluation and select winning bidder(s) within a few hours. For these reasons, it is to each bidder’s advantage to resolve contractual issues prior to final bidding.

Final Pricing should be submitted on the “Final” sheet of the Bid Form (“UES\_Bid\_Form\_202019-038.xls”). Respondent’s name must be clearly marked. Final pricing is due by **10:00 a.m. EPT on ~~March 31~~September 24, 202019**.

Winner Notified. UES intends to confirm final pricing, evaluate competing bids as described in Section VI, Evaluation Criteria, and select and notify the winning bidder(s) by **1:00 p.m. EPT on ~~March 31~~September 24, 202019**. Other bidders will be notified they were not selected by close of business.

UES, at its sole discretion, reserves the right to issue additional instructions or requests for additional information, to extend the due date, to modify any provision in this RFP or any appendix hereto or to withdraw this RFP.

#### Contact Person and Questions

Questions regarding this RFP should be submitted to Jeff Pentz at (603) 773-6473 or [pentzj@unitil.com](mailto:pentzj@unitil.com).

Right to Select Supplier

UES shall have the exclusive right to select or reject any and/or all of the proposals submitted at any time, for any reason and to disregard any submission not prepared according to the requirements contained in this RFP.

Customer Billing and Customer Service

The default service power supplies procured under this RFP will be wholesale supplies. As such, the winning supplier will have no retail customer contact in any form. All customers taking default service will be retail customers of UES. As the retail provider of such service, UES will provide billing and customer service to customers receiving default service. In addition, UES will assume responsibility for the ultimate collection of moneys owed by customers in accordance with rules and regulations approved by the NHPUC.

**IV. Service Features**

Supply Obligation Period

The supply obligation period for each supply contract will commence at 0001 hours on the dates listed under “Period Begins” in the following table and will terminate at 2400 hours on the dates listed under “Period Ends” in the following table.

<b>Customer Group</b>	<b>Requirements</b>	<b>Period Begins</b>	<b>Period Ends</b>
UES Small Default Load	100%	<del>June</del> December 1, 20 <del>20</del> 19	<del>November</del> May 30 <del>1</del> , 2020
UES Medium Default Load	100%	<del>June</del> December 1, 20 <del>20</del> 19	<del>November</del> May 30 <del>1</del> , 2020
UES Large Default Load	100%	<del>June</del> December 1, 20 <del>20</del> 19	<del>November</del> May 30 <del>1</del> , 2020

Delivery Point

Supplier(s) will be responsible for all settlement obligations associated with the load assets. UES load assets are currently settled at the New Hampshire Load Zone (4002). In the event that NEPOOL implements nodal settlement of load obligations, supplier(s) will be responsible for all settlement obligations at the node where the load assets are settled. The UES load physically exists and is metered at the substations listed in Appendix C of the Power Supply Agreement. The delivery points are at the PTF level.

Form of Service

The winning bidder(s) (“Seller”) shall provide firm, load-following power for delivery to ultimate customers taking service under UES’ default service tariff, as amended from time to time. The obligations and responsibilities associated with providing default service shall be transferred to the Seller via an Ownership Share for Load Asset, utilizing the NEPOOL Asset Registration Process for load assets 11451 (Small Customer Group),



11452 (Medium Customer Group) and 10019 (Large Customer Group). The percentage Ownership Share for each load asset shall be as listed on the table above under Supply Obligation Period under the column heading “Requirements.” The quantity of service that the Seller will be responsible to deliver, and that UES will be responsible to purchase, will be the volumes measured at the delivery points.

Seller shall be responsible for providing and paying for all energy and capacity services and for all ancillary services associated with the Day-Ahead Load Obligation and the Real-Time Load Obligation (as defined in Market Rule 1, Section III of ISO New England Inc.’s Transmission, Markets and Services Tariff (the “ISO Tariff”)), associated with the load assets, as required by the ISO Tariff as may be amended or superseded from time to time. UES shall be responsible for providing and paying for the transmission of the power across NEPOOL PTF and for all ancillary services associated with the Regional Network Load (as defined in the Open Access Transmission Tariff, Section III of the ISO Tariff), associated with the load assets. The specific requirements regarding the provision of energy, capacity and ancillary services by the Seller, and regarding the provision of transmission service by UES, are detailed in Article 4 of the proposed Power Supply Agreement, attached as Appendix B.

UES will report the hourly default service load associated with the load assets to ISO-NE on a daily basis in accordance with the reporting practices in New England. The reported loads will incorporate appropriate load allocation and estimation techniques and available meter readings for customers receiving default service from UES. Month end adjustments, based on customer meter readings, will be made to loads approximately 45 days after each month. Such adjustments will be priced at the contract price in effect for the month the load was served.

#### Renewable Portfolio Standards

In 2007 the State of New Hampshire enacted an Electric Renewable Portfolio Standards law (“NH-RPS Law”) (RSA 362-F) to foster the development of renewable energy sources to meet New Hampshire’s energy needs. The Supplier(s) of Load Following Service are not required to provide UES’ renewable energy obligations resulting from the NH-RPS Law. These requirements will be managed separately by UES

## **V. Proposal Requirements**

### Requested Information

Respondents to this RFP must provide the information identified in the Proposal Submission Form attached as Appendix A. Please see the file named “App\_A\_UES\_Submission\_Form\_202019-038.doc.” Respondents are asked to complete the submission form and return it to Jeff Pentz as indicated in Section III. Proposals should contain explanatory, descriptive and/or supporting materials as necessary.

Respondents will find that UES requests on the Proposal Submission Form that bidders indicate whether they will extend sufficient financial credit to UES in order to facilitate the transactions sought. UES will provide a copy of its most recent financials upon completion of the Mutual Confidential Non-Disclosure Agreement attached as Appendix C. UES has proposed financial security terms in the Power Supply Agreement.

Respondents are asked to indicate their acceptance of the proposed financial security terms, along with any contract language modifications they propose. Proposed contract language modifications must be provided in a reviewable and editable manner, such as is obtained using the “track changes” features of Microsoft Word. Respondents are also asked to indicate whether they agree that the Power Supply Agreement is subject to NHPUC approval of supporting retail rates as sought by UES.

UES will treat all information received from respondents in a confidential manner and will not, except as required by law or regulatory authority, disclose such information to any third party or use such information for any purpose other than to evaluate the respondent’s ability to provide the services sought in this RFP. Respondents bidding to serve UES default service loads should expect that the identity of the winning bidder(s) will be announced by the NHPUC in its order on the results of the RFP.

### Proposed Pricing

For the Small and Medium Customer Groups, UES seeks fixed monthly price offers for the six month period. Respondents must specify the prices, in \$/MWh, at which they will provide default service for each month of the supply obligation period associated with the default service loads they choose to bid. Proposed prices may vary by calendar month, but must be uniform for the entire calendar month and must cover the entire supply obligation period sought. Purchases will be made on an “as-delivered” energy basis with prices stated on a fixed \$/MWh basis for all MWh reported to the ISO for the load assets. No maximum price is specified; however the resulting retail rates are subject to the review and acceptance of the NHPUC.

For the Large Customer Group, UES seeks variable monthly price offers for a six month period. Respondents must specify the monthly fixed adders, in \$/MWh, at which, in addition to the load-weighted average real-time NH LMP, they will provide default service to the Large Customer Group. Proposed monthly adder prices may vary by calendar month, but must be uniform for the entire calendar month and must cover the entire supply obligation period sought. Purchases will be made on an “as-delivered” energy basis with the monthly contract price equaling the sum of the load-weighted average real-time NH LMP plus the monthly fixed adder as bid during the RFP process. UES and the supplier will be required to confirm the calculation of the final contract price as soon as practical following the month of service in order to facilitate billing under the contract. The final contract price will be stated on a \$/MWh basis and will apply to all MWh reported to ISO New England for Load Asset 10019 (Large Customer Group). No maximum price is specified; however the resulting retail rates are subject to the review and acceptance of the NHPUC.

### Bidder Requirements

In order to secure reliable, low cost default service power for its customers, UES wishes to include all qualified power suppliers in this solicitation.

Bidders must have access to the ISO settlement process for the entire term of the sale, either as a signatory to the Market Participant Service Agreement (“MPSA”) or via arrangements with a signatory to the MPSA to utilize their settlement process.

Respondents are encouraged to establish complete contract language, including financial security arrangements, with UES prior to submission of final pricing.

## VI. Evaluation Criteria

The principal criteria to be used in evaluating proposals will include, but may not be limited to:

- Lowest evaluated bid price over the supply obligation period;
- Financial and operational viability of the power supplier, including the establishment of mutually acceptable financial security arrangements; and
- Responsiveness to non-price requirements, including the reasonable extension of financial credit to UES, and agreement that the proposed transactions are subject to NHPUC approval of retail rates as sought by UES.
- Each customer load group supply contract sought will be evaluated and awarded separately.

Respondent pricing will be evaluated by weighting the fixed monthly pricing according to the Evaluation Loads provided on the bid sheets (“UES\_Bid\_Form\_20~~2019~~-0~~38~~.xls”) and as described at the end of Section II.

## **Appendix A: Proposal Submission Form**

See file named “App\_A\_UES\_Submission\_Form\_20~~2019~~-0~~39~~38.doc”

## **Appendix B: Power Sales Agreement**

See file named “App\_B\_UES\_Power\_Sales\_Agreement\_20~~2019~~-0~~38~~.doc”

## **Appendix B1: Power Sales Agreement Amendment**

| See file named “App\_B1\_UES\_PSA\_Amendment\_20~~2019~~-0~~38~~.doc”

## **Appendix C: Mutual Confidential Non-Disclosure Agreement**

| See file named “App\_C\_UES\_NDA\_20~~2019~~-038.doc”