

Northern Utilities, Inc. (“Northern”)

2021 Base Rate Case Outside Consultant Procurement Procedure

Northern will procure outside expertise to prepare several specialized studies for a gas base rate case filing. It will procure this expertise using a competitive bid process by issuing a Request for Proposals (RFP) and analyzing proposed bids as described below.

When evaluating and scoring (5 is highest; 1 is lowest) consultant bids for each scope of work within the RFP considerations may include, but are not limited to, the following:

1. Corporate Capability (Experience)

- Overall corporate capability
- Does the Company have a previous positive experience with bidder?
- Corporate experience with similar issues
- Does the bidder demonstrate knowledge about the subject matter?
- Has the bidder provided this type of service before?
- Will the bidder utilize experienced staff on this project?

2. Project Team Capability (Experience)

- Qualification of proposed staff
- Qualification of proposed staff in area subject matter
- Has proposed staff provided this type of service before?
- Has a Project Manager been identified?
- Have references for the Project Manager been identified/provided

3. Technical Approach (Quality)

- Response to the RFP requirements
- Does the work breakdown indicate bidder understands scope of assignment, and is it appropriate and complete?
- Was a work breakdown of project tasks and staff assigned to each task provided?
- Did response include an outline of the planned schedules and workpapers that will support the findings and recommendations?
- Proposed innovative approaches

4. Overall Proposal (Quality)

- Is the proposal clearly written?
- Does the proposal fully respond to the task area?
- Does the proposal indicate bidder fully understands all issues and tasks associated with task area?
- Is the proposal concise?

5. Pricing (Cost)

- Proposed price for the work
- Proposed unit rates, including markup

6. Commercial Review (Availability)

- Minor commercial impediments
- Major commercial impediments
- Has the bidder indicated they have adequate resources to meet the deadline(s)?
- Has the bidder provided a schedule that meets necessary deadlines?

7. Interviews, if any.

When selecting and procuring winning consultant bid(s) considerations may include, but are not limited to, the following:

8. Selecting Consultant

- List consultant scores (by individual and/or combined scope of work)
- Compare consultant scores
- Select highest scoring consultant(s)

9. Procuring Consultant(s)

- Enter Rate Case Consulting Services Agreement with consultant winner(s)
- Notify consultants not selected