

**Request for Quote
Fairness Commissioner for Review of Request for Proposals (RFP) for Aggregation
Services for Residential and Small Commercial Demand Response Program**

Project

The short-term services of an experienced Procurement Specialist are required to monitor and assist with the evaluation of submissions for one (1) Request for Proposal previously issued by the Ontario Power Authority (OPA). The RFP for Aggregation Services for Residential and Small Commercial Demand Response Program is attached with this Request for Quote.

Tasks

1. Review the RFP and existing RFP evaluation forms. Provide input to the RFP evaluation forms;
2. Conduct preliminary review of all responses, identifying those that do not meet the basic criteria. Notes must be kept for all submissions, in an agreed format;
3. Review all remaining proposals, identifying strengths and weaknesses against the evaluation criteria;
4. Prepare the evaluation forms for approval;
5. Monitor and act as the Fairness Commissioner for the selection process; and,
6. Prepare final report (summary) for the file.

Timelines

Quote due:	Monday July 16, 2007 by noon local time
Award Confirmation:	Monday July 16, 2007 before 5:00 p.m. local time
Term:	3 days in total 2 of the 3 days from Tuesday July 17, 2007 through Thursday July 19, 2007 The third day is flexible, but occurring on or before Wednesday July 25, 2007.
Completion date:	Wednesday July 25, 2007

Contact

Please forward your questions and/or quotes to stephen.mooney@powerauthority.on.ca quoting 'RFQ – Fairness Commissioner' in the subject line.