On June 4, 2018, the Utilities, in consultation with the Energy Division, reconvened the Competitive Solicitation Framework Working Group (Working Group, WG) to commence the process for developing a technology-neutral pro forma contract (TNPFC).

* The purpose of the call was to officially reconvene the Working Group in compliance with D.16-12-036, as well as to review the background (i.e., why we are reconvening and why we are developing a contract), Working Group roles and responsibilities, introduce Sedway Consulting as the TNPFC consultant, and discuss high-level timeline, meeting cadence, and milestones.
* Sedway Consulting (with Alan Taylor as the lead consultant) has been retained as the TNPFC consultant and will help facilitate the WG, drive consensus, and provide input/ expertise on DER contracting.
* The Working Group will meet June through early November to provide input on specific contract elements to help inform the Utilities on the development of a technology-neutral contract.
* Timeline:
	+ June 4: Kick-off Meeting, Reconvene the Working Group (Phone meeting)
	+ June 19 or 20: Meeting #1, Brainstorming Meeting (In-person, San Francisco)
	+ September 2[[1]](#footnote-1): Consultant files Status Report
	+ December 1: Regulatory Filing, Utilities file Tier 3 Advice Letter
* The meeting cadence, location, and format (e.g., webinar, in-person) will be determined after Meeting #2.
* Utilities will provide an agenda for each meeting before and will provide meeting summaries following each meeting.
* Meeting #2 will be a brainstorming session to help inform scope of the WG, topics to discuss, and final product (i.e., standard provisions across IOUs, singular pro forma, etc.).

**Questions asked during WebEx:**

Q: Energy Division asked how topics to be discussed within the WG process will be identified.

A: SDG&E noted that this process will be discussed during the brainstorming session (Meeting #2); parties should submit any topics they think should be discussed to the Case Managers (as well as ED and Alan Taylor) by June 18 (reference emails below). *Note: The scope of the WG is still being defined and the second meeting is meant to provide additional clarity.*

Q: SDG&E asked when attorneys should be engaged in the process.

A: SCE noted that they should be brought in from the start and that it would be helpful to include attorneys in the brainstorming session to hear the dialogue and help shape the process with the final product in mind.

**Action Items:**

* Participants should submit any topics that they would like to discuss during this WG to the team by Monday, June 18.
* Any communications from the WG participants should be sent to all case managers, ED, and the TNPFC consultant: Allison.guilliatt@sce.com, JMcCawley@SempraUtilities.com, Samantha.weaver@pge.com, Chari.Worster@CPUC.CA.Gov, Alan.Taylor@sedwayconsultant.com;[[2]](#footnote-2)

**Next Steps:**

* Utilities will send out an invite for Meeting #2, expected to be held June 19 in San Francisco.

**Participants:** See provided spreadsheet.

1. Sedway Consulting note: as 9/2/2018 is the Sunday before the Monday 9/3/2018 Labor Day holiday, the progress report will be distributed on Tuesday 9/4/2018. [↑](#footnote-ref-1)
2. Sedway Consulting note: correct email address is Alan.Taylor@sedwayconsulting.com [↑](#footnote-ref-2)