



Date: April 12, 2022  
To: All Vendors  
Subject: Addendum #1

**REFERENCE: P013-22 Energy Risk Management Program Compliance & Quality Assessment**

This Addendum forms part of the contract and clarifies, corrects or modifies original proposal document.

**Question 1:** With respect to the length of time for the project, the RFP states: “PROPOSED SCHEDULE AND CONTRACT AMOUNT The time for project completion is one (3) months.”

- a. Is the length of time for project completion ONE or THREE months?
- b. What is the expected starting date (kickoff) for this engagement?

**Answer 1:** a) The length of time for project completion is three (3) months. b) The expected starting date is after contract execution by both parties.

**Question 2:** How many transactions comprise Brownsville PUB’s energy transaction data for the period October 2017 through December 2021?

**Answer 2:** BPUB does not currently have a consolidated list of transactions for the period of review requested. However, the approximate volume of transactions reviewed during the prior compliance assessment conducted in 2018 are as follows: 50,484 purchase records (includes hourly and longer transactions), reviewed on an aggregate basis; 2,284 sales records (includes hourly and longer transactions), reviewed on an aggregate basis; 5,895 day-ahead transactions, randomly sampled and reviewed on an individual basis; and 70 forward transactions, all reviewed on an individual basis. BPUB expects random sampling of transactions to be analyzed.

**Question 3:** With respect to “Collect and review program documents (e.g. policy, procedures, reports, and models)”

- a. Can you provide a description of the policies, procedures, reports and models that require review?
- b. What is the scope of the “review” for these artifacts?

**Answer 3:** a) The BPUB Energy Risk Management Department currently maintains one policy and four procedures. b) The scope of review is assessing compliance with the requirements for the past three years internally to identify improvement opportunities and focusing on the QSE maintaining compliance with the BPUB’s compliance by performing random sampling.

**Question 4:** With respect to the provision to “Conduct telephone-based interviews of selected BPUB and Tenaska management and staff”, while the Scope section mentions “Onsite interviews”

- a. Can the interviews be conducted on online platforms such as Microsoft Teams, Google Meet, or Zoom?
- b. Will any interviews be in-person and thus require travel?

**Answer 4:** a) Yes, interviews can be conducted through online platforms. b) Most of the interviews will be done online, unless the consultant or BPUB determine onsite meetings are necessary.

**Question 5:** Will the presentation to the Risk Oversight Committee be in-person or conducted online (Teams, Meet, Zoom)?

**Answer 5:** The presentation to the Risk Oversight Committee will be conducted online.

**Question 6:** If travel is required, what are the limitations and requirements for travel expense reimbursement?

**Answer 6:** BPUB will reimburse at cost.

The signature of the company agent, for the acknowledgement of this addendum, shall be required. Complete and return via email to [dsolitaire@brownsville-pub.com](mailto:dsolitaire@brownsville-pub.com)

I hereby acknowledge receipt of this addendum.

**Company:** \_\_\_\_\_

**Agent Name:** \_\_\_\_\_

**Agent Signature:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

If you have any further questions about the proposal, please call (956) 983-6366.

BY: *Diane Solitaire*  
Purchasing