# SAG Policy Manual Subcommittee

# IL-TRM Administrator and Independent Evaluator Contract Review Policy

# Final

**Policy:**

**IL-TRM Administrator Independence:**

Program Administrators shall implement the following IL-TRM Administrator independence protocols:

Program Administrators shall submit the finalized but not yet executed contract with the independent IL-TRM Administrator to the Commission by letter to the Executive Director for each Plan. Commission Staff will use reasonable efforts to submit a Staff Report to the Commission within 5 business days of receiving the finalized but not yet executed contract from the Program Administrator containing its assessment of the contract and/or scope of work and describing its recommendations for Commission action, if any. Absent a Commissioner request for a longer review time, no later than 15 business days after the submittal of the Staff Report to the Commission, Staff will notify the Program Administrator as to whether it may move forward with contract execution. In the event a Commissioner requests a longer review time, Staff will notify the Program Administrator that the contract is still under review by the Commission and provide an estimated date the review may be complete by. In addition, a Program Administrator will submit any fully executed contract and scope of work with the independent IL-TRM Administrator as a compliance filing in the Policy Manual Version 2.0 approval docket within fourteen (14) days of execution. Such compliance filing will be treated primarily as public with only minimal redaction of information that is confidential (e.g., wage rates).

**Evaluator Independence:**

Program Administrators shall implement the following Independent Evaluator independence protocols:

The Program Administrator shall submit the finalized but not yet executed contract with the independent Evaluator to the Commission by letter to the Executive Director for each Energy Efficiency Plan. Commission Staff will use reasonable efforts to submit a Staff Report to the Commission within 5 business days of receiving the finalized but not yet executed contract from the Program Administrator containing its assessment of the contract and/or scope of work and describing its recommendations for Commission action, if any. Absent a Commissioner request for a longer review time, no later than 15 business days after the submittal of the Staff Report to the Commission, Staff will notify the Program Administrator as to whether it may move forward with contract execution. In the event a Commissioner requests a longer review time, Staff will notify the Program Administrator that the contract is still under review by the Commission and provide an estimated date the review may be complete by. In addition, the Program Administrator will submit any fully executed contract and scope of work with the independent Evaluator as a compliance filing in the Policy Manual Version 2.0 approval docket within fourteen (14) days of execution. Such compliance filing will be treated primarily as public with only minimal redaction of information that is confidential (e.g., wage rates).

**Additional Edits:**

* There are several independence policies in the Policy Manual (current Policy Manual includes TRM Administrator independence, SAG Facilitator independence, and evaluator independence). A LIEEAC Facilitator independence policy is also under discussion to add to Policy Manual Version 3.0. Suggestion raised at the March 15, 2023 meeting is to create a new section of the Policy Manual with all independence policies in one place, and to include introductory language that would reference common independence language - such as the "contract review" language.

**Effective Date:** Effective for contracts with a scope of work beginning on January 1, 2024