

Cape & Vineyard Electric Cooperative, Inc.  
Software Review Subcommittee  
Open Session Meeting Minutes  
~~Thursday~~ Thursday, January 30, 2014

The Software Review Subcommittee of the Cape & Vineyard Electric Cooperative, Inc. met on Thursday, January 30, 2014 at 10:00 a.m. in the Selectmen's Conference Room, Barnstable Town Hall, 367 Main Street, Hyannis MA 02601.

**Present were:**

C. McLaughlin, V. President/Director, Barnstable (11:05am)  
Charles Hanson, Director Brewster  
E. Mark Zielinski, Director, Barnstable County  
Joseph Bayne, Director, Eastham  
Stephan Wollenburg, Director, Cape Light Compact  
Steve Gavin, Director, Yarmouth  
John Scott, Director, Chatham

**Staff:**

Liz Argo, ~~CVEC Special Project Coordinator~~  
Special Projects Coordinator

**No Public Comment**

No public present.

**Review of Minutes**

Minutes from January 10, 2014 were reviewed. The minutes were amended to show the adjournment of the Software Subcommittee meeting before the beginning of the Executive Committee open session. A motion *to approve the amended minutes was made by Mark Zielinski, seconded by Joe Bayne and unanimously approved.*

**Review of RFP Responders Proposals**

Mark Zielinski initiated an overview discussion noting his feelings that Peregrine proposes to provide two software systems: a database system and a QuickBooks system. He noted that the interface of those two systems seems challenging. He also noted his concern about the ability of these systems to share the data with existing systems. Thus, he finds Peregrine the least attractive proposal.

Chuck Hanson commented that he thinks the proposal does not contain enough information on the database platform.

Mark Zielinski continued his overview comments, next commenting on Energy Options. He found the Energy Options presentation simple and straightforward.

He then commented on Patterson's presentation. He found the Patterson presentation to be a very meat and potatoes proposal with the sample Excel spreadsheets helpful. He found the presentation drilled down with some detail.

Ultimately Mark Zielinski found the Energy Options and the Patterson presentations equally attractive, with a slight preference for Energy Options.

Next L. Argo made her comments regarding the assessment of the three proposals. Her preference was for the Energy Options proposal, noting that the accounting firm was familiar to the towns and thus would provide a level of comfort to the towns. She also commented on the lack of follow-up attention in the Patterson proposal.

Following L. Argo, Chuck Hanson provided his comments. He likes the phased-in approach. He likes the proposal from Patterson and Energy Options for many of the same reasons expressed by Mark Zielinski. He, like Mark Zielinski, is concerned about the database portion of Peregrine's proposal. He noted he'd not recognized that Patterson's proposal does not provide as much management. Ultimately he feels it is a tossup for him between Patterson and Energy Options. He recognized, as did Mark Zielinski, that there was more detail in Patterson's examples.

Joe Bayne commented next. He voiced a totally different opinion. His least favorite was the Energy Options proposal because of its complexity. He noted the multiple spreadsheets needed and that all of them need to be developed. He questioned the group's background being in regulation and strategy, rather than being in system development. He felt the proposal did not address the invoicing element. Mark Zielinski agreed. With the Patterson and Energy Options proposals, it looks like the invoicing and payments are by hands-on check writing and invoicing. He likes the QuickBooks element for that reason. Joe Bayne also pointed out that with the Energy Options plan, it sounds like we will need paper reports for getting town info on kilowatt hours into the system.

He asked of the Patterson proposal referring to page 5, where does the invoicing come in? He noted that Energy Options did talk about the financial transactions in the ACH portion. He noted that Patterson's schedule reflects the development risk. Ultimately, he puts Patterson at second in rank.

He also commented that Peregrine's database must exist. They wouldn't be able to meet their schedule if it doesn't exist. He believes Peregrine would work with Mass Energy Insight and that there wouldn't be a lot of development risk. Joe Bayne commented that he knows ACH because of his work with Open Cape and they will be a reference. He pointed out that the firm charges Open Cape \$4500-\$5000 a month. For Open Cape the interface has been an issue but they are solving all the problems. For that reason Peregrine is number one for him.

Mark Zielinski added that the real problem is in how the vendors propose to go from database to cutting checks.

Stephan Wollenburg weighed in next, bringing forward a worry about Patterson. He noted that just getting Excel spreadsheets populated does not provide a lot of value. He added that all three vendors seem to have a working relationship with NSTAR. He noted that Peregrine seems to provide a lot more automatic data entry. He worried that Energy Options will require a lot of data entry but sees some potential in their presentation. He noted that the QuickBooks aspect of Peregrine is a big value as there will be much check writing and invoicing. Database changes are going to be cumbersome and Peregrine will have to provide them.

Joe Bayne noted, if they can maintain the schedule they proposed, the database can't be that cumbersome to them.

Stephan Wollenburg responded there will be a lot of data, we will need to be careful of “death by a thousand cuts”.

John Checklick made the comment, the complication comes in when we start allocating to the other towns.

Mark Zielinski offered up that Peregrine says they are not going to deal with data exchange. We don’t want to key in data twice.

John Checklick then made his preferences known; Peregrine is number one for him, Energy Options is number two for him, and Patterson is number three for him. He likes the QuickBooks option and he likes the schedule offered by Peregrine. He noted that the Patterson schedule is out into June which is no good. He proposed we bring in all three vendors and ask questions, particularly about the QuickBooks and database aspect. He wants an explanation about the amount of labor required for both kilowatt entries and financial entries. He wants an explanation of the workflow from all. How will Excel be able to provide billing and check writing?

C. McLaughlin joined the meeting at 11:05am.

Stephan Wollenburg questioned getting the number of kilowatt hours detailed to support the credits that will come in as part of a Mass Energy Insight report.

*At this time, the committee and the staff person, L. Argo, gave their rating:*

	Energy Options	Peregrine	Patterson
Chuck Hanson	1a	3	1b
Liz Argo	1	2	3
Joe Bayne	3	1	2
Mark Zielinski	1a	3	1b
Charlie McLaughlin	2	3	1

At 11:09 AM Elaine Davis, Barnstable County Procurement Officer, joined the meeting with the Price Proposals.

After reviewing the Price Proposals, Mark Zielinski suggested we bring in all three vendors for the February 14 presentation opportunity. He asked that L. Argo convey to Energy Options that their price proposal was orders of magnitude higher than the other price proposals. He also instructed L. Argo to instruct the vendors to be prepared to present a workflow diagram.

C. McLaughlin asked how the committee would handle getting the references checked into. John Checklick noted that needs to start now.

Mark Zielinski anticipates selecting the vendor on February 14 after the presentations. John Checklick noted that the selection can be made pending Board approval. It was moved by Mark Zielinski *“that the CVEC software subcommittee interview all the three candidates on February 14, 2014”*, seconded by Chuck Hanson and voted unanimously in favor.

A motion was made by Mark Zielinski to adjourn the subcommittee meeting, seconded by Chuck Hanson and voted unanimously in favor. The meeting was adjourned at 11:25 AM.

List of Documents & Exhibits:

- Meeting Agenda
- 1/10/14 Draft Software Subcommittee and Executive Committee Open Session Meeting Minutes.
- Net Metering/Billing and Consulting Services Price Proposals