

AGA Request for Proposals No. 2022-03

Administrative support in carrying out the duties of GPTC Secretariat

Questions Submitted to AGA

Below are all of the questions submitted to AGA by interested parties regarding this proposal. AGA responses are shown in red type.

1. Clarification on responsibilities of AGA staff relative to the work described in the RFP will help in scope and cost estimates. For example, would the contractor be the point of contact for day to day inquiries from committee members, or would that still be AGA staff and the contractor would manage changes needed?

AGA: Day-to-day inquiries (membership changes, website postings, management of GPTC Community page, etc.) would still be handled by AGA staff. To answer some of these inquiries, AGA staff will rely on the contractor's behind-the-scenes work (maintaining an up-to-date TR tracking spreadsheet that will be published for all members and compiling ballot results).

2. Clarifications regarding the disclosure of client relationships that are adverse to AGA is needed. Believe this would include only clients that are AGA members or industry clients that are not members AND may have an adverse interest. Please confirm that the disclosure of client relationships that do not have any adverse relationship with AGA would not be expected.

AGA: AGA is requesting that potential contractors disclose any existing clients on any matter that is:

- (1) adverse to AGA,
- (2) adverse to any of AGA's members (listed on the AGA website, www.aga.org), or
- (3) adverse to the natural gas production, gathering, transmission and distribution industries.

This includes any actual or potential conflicts or adverse interests. For example, if you are representing any other client that is promoting energy sources other than natural gas (e.g., coal, nuclear, solar, hydro) or electricity generators, transmitters, or distributors, that could be a perceived conflict that should be disclosed. Client relationships that are not related or not adverse to AGA, its members, or the natural gas industry do not need to be disclosed.

3. Regarding the language clients that are electricity generators, transmitters or distributors, how would a SoCalGas or other pipeline operator that provides electric service be handled? Would this be a perceived conflict of interest that would need to be disclosed?

AGA: AGA is requesting that potential contractors disclose any existing clients on any matter that is:

- (1) adverse to AGA,
- (2) adverse to any of AGA's members (listed on the AGA website, www.aga.org), or
- (3) adverse to the natural gas production, gathering, transmission and distribution industries.

This includes any actual or potential conflicts or adverse interests. For example, if you are representing any other client that is promoting energy sources other than natural gas (e.g., coal, nuclear, solar, hydro) or electricity generators, transmitters, or distributors, that should be disclosed. Client relationships that are not related or not adverse to AGA, its members, or the natural gas industry do not need to be disclosed. SoCalGas is an AGA member and any representation of SoCalGas, or any other AGA member, would not be considered adverse to AGA and would not constitute a conflict of interest.

4. Proposed Scope and Tasks

- a. TR Records Tracking - reference to semi-annual meetings, but there are three meetings per year, assume responsibilities are for all three?

AGA: Correct. This was a typo on our part. The contractor will need to capture the actions taken at all three (3) annual meetings. However, two (2) meetings are in-person and will require physical presence, while the 3rd requires online attendance.

- b. Balloting - What are the expectations for contractors to administer SpecBuilder? Is onboarding, training, licensing, user setup and other actions needed to access the system provided by AGA outside this scope of work?

AGA: AGA staff will work with ASTM to get the contractor setup as an admin in the SpecBuilder, including a tutorial on all of the platform functions. After that, the contractor will manage the creation of ballots, uploading the supporting documents, setting the parameters, closing the ballots, and compiling the results.

- c. Editing Guide - This section asks the contractor to "Summarize controls for TRs ready for publication, perform necessary research..." The rest of the paragraph is clear, but additional information and expectations on summarizing controls for TRs and performing necessary research would be helpful in building level of effort and cost estimates.

AGA: 'Summarizing the controls for TRs ready for publication' means to ensure that all of the proper steps have been followed and documented prior to a TR being included in the Guide. This includes balloting, dispositions on negative votes, ANSI public review, documentation of any Public Comments received and their resolution.

5. Submission of offers - Item (c) refers to "Item Samples" but does not specifically request samples. Please clarify if samples are requested, and if so, what types of samples would be expected.

AGA: This means any samples of like work your firm has done. If there are none, consider submitting a proposed summary of controls report.

6. The Annual Schedule lists 4 LB's per year. In the past there have been more than 4 LB's and some related to rulemaking etc. may be outside of this schedule. How would support for additional LB's be anticipated to be covered, through an additional scope on this contract or AGA staff, other?

AGA: The 4 letter ballots per year is a proposed schedule or set of cycles to be managed by the contractor. If there are more than 4 ballot cycles each year, the efficiency of the contractor managing the content will need to be improved. We have determined that the minimum ballot cycles are 4 and we do not want to exceed 4 cycles per year. However, volume of the content in which GPTC members respond during a ballot cycle will vary by each TR requirement. AGA will expect the contractor to level the TR volume in each ballot cycle throughout each year. It is up to each bidder to develop a pricing structure for management of ballots and their volume.

7. Does AGA/GPTC require any on-site effort for the balloting or addenda; or is on-site work strictly limited to the meeting periods?

AGA: On-site work is limited to the two in-person 3-day meetings. Balloting and compiling addenda is done virtually.

8. Would AGA please provide a start date for this effort, as well as a description of the training that AGA will provide? Will AGA require this training to be on-site or remote?

AGA: We anticipate the start date to be mid-October. AGA staff will train the contractor virtually. Training will cover the TR tracking spreadsheet, balloting platform, meeting process, review of ANSI documentation requirements, and steps for editing the Guide.

9. Would AGA please confirm that the attendance requirements for this meeting are for a 5 day period (Sunday Evening through Thursday inclusive of travel)?

AGA: The contractor is only required to attend only the GPTC meeting: Monday from 2 pm – 6pm; Tuesday and Wednesday from 8 am – 5 pm.

10. Would it be acceptable to AGA/GPTC to have a “team” of resources (i.e. primary & backup) at the same bill rate or does AGA/GTPC require a singular resource?

AGA: A team of resources would be acceptable, which would require a solid understanding set of balloting processes. AGA would require one designate or Point of Contact to AGA.

11. In the periods between Meetings/Letter Ballots/Addenda, are there any other specific work items required other than the management of balloting?

AGA: Work that may be required between meetings/ballots/addenda is compiling and filing documents (e.g., cleaned-up TRs ready for ballot or for inclusion in an addendum) and research of past ballots in multiple legacy documents.