

MEUW REQUEST FOR PROPOSAL MULTI-YEAR ANNUAL WATT-HOUR METER WORKSHOP

Due date: June 15, 2009

WORKSHOP BACKGROUND

The Municipal Electric Utilities of Wisconsin (MEUW) is seeking proposals from qualified professionals, companies and organizations to develop and provide an annual electric meter training program. At this time, it is anticipated that final details and decisions with respect to this training program will be arrived at during a cooperative development process to the mutual satisfaction of both MEUW and the successful contractor.

MEUW represents the 82 community-owned municipal electric utilities throughout the State of Wisconsin, and offers a diverse Job Safety & Training Program for use by employees of MEUW Members. MEUW plans to offer this Meter Workshop to its Members and to Wisconsin's rural electric cooperatives, and to investor-owned utilities on a space available basis.

MEUW has offered an annual Watt-Hour Meter Workshop for the past 13 years, working in a very cooperative fashion with Wisconsin Public Service Corp. (the meter and wholesale departments). At the 2009 Workshop, there were 50 attendees, a combination of municipal electric utility and rural electric cooperative personnel.

MEUW would like the Workshops to occur in the first quarter of each year, and would prefer to sign a multi-year contract with the successful contractor in July 2009.

INSTRUCTIONS FOR SUBMITTING PROPOSALS

Proposals must meet parameters of the Workshop. Clearly indicate a total fee and any additional expenses that are expected outside of that fee, a not-to-exceed fee, or an alternative fee structure. Your proposal may be submitted on the attached form or on your own letterhead as long as all of the information is included.

Proposals, and any questions regarding the Workshop and this RFP, should be submitted to MEUW Executive Director David J. Benforado (dbenforado@meuw.org; 608-837-2263). The deadline for proposals is June 15, 2009.

CURRICULUM REQUIREMENTS

The content of the training program will be broad enough so as to appeal to a variety of prospective attendees, while also specific enough to provide meaningful functional value. Theoretical issues and discussions shall be the lesser focus of the training; the emphasis of the training program will be on practical knowledge and “hands-on” applications. For example, different types of electric metering installations will be “designed and built” by the participants, using mock-ups and other appropriate materials, with the instructors observing techniques in wiring, testing, and safety. A preliminary curriculum for the program includes the following topics:

- Electric metering math review
- Testing basics (shop & field)
 1. Mechanical
 2. Solid state
- Instrument transformer sizing
- Metering applications
 - a. Single-phase
 1. Self-contained
 2. Instrument rated
 - b. Three-phase
 1. Self-contained
 2. Instrument rated
- Metering wiring diagrams - all meter forms
- Trouble-shooting techniques
 1. Verification of installation
 2. Maintenance of meters
- Power diversion/tampering
 1. Detecting methods
 2. Back-billing
 3. Prosecution
- PSC 113 updates
- Safety/OSHA
 1. Flame-retardant clothing
 2. Gloving
- New technology in metering
 1. Wiring diagnostics/Power quality
 2. Communication
 3. Customer software

For illustration purposes as to the classroom and “hands on” portions (including various mock up boards) of past MEUW Watt-Hour Meter Workshops, please see the attached set of photographs.

PARTICIPANTS

There will be an enrollment limit of 45 “students” per session. The hands-on portions should have no more than 15 students per instructor and the mock-up work should involve no more than 3 students per unit.

TIMING

The deadline for responses to this RFP is Monday, June 15, 2009. MEUW will review the responses over the latter part of June and expects to award the contract in early July 2009.

In your response, please estimate how much time it will take from the date that MEUW accepts the proposal to fully develop the training program (through close cooperation between MEUW and Contractor), the associated materials, and to build the necessary mock-up boards. In any case, the development will be completed no later than January 1, 2010.

The Workshop will run for two, or two and a half, days, most likely beginning on Wednesday morning and ending midday on Friday. The two full days would include 7 hours of training, plus an hour for lunch; the partial day could end at noon to allow for return travel time.

A half-day "Introduction to Metering" Session will take place the afternoon prior to the full Workshop, most likely taking place on Tuesday afternoon. The "Introduction to Metering" Session will be optional and serve to give beginners a chance to learn metering basics that will be applied throughout the Workshop.

MEUW would like the Workshops to occur in the first quarter of each year at a mutually agreeable time, and would prefer to sign a multi-year contract with the successful contractor in July 2009. MEUW will commence promotional activities as soon as possible after acceptance of the proposal.

LOCATION / FACILITIES

MEUW would prefer that the training session be offered in a central location in the state. Contractor should secure a location and ensure that the facilities are adequate for the maximum number of students allowed for both the classroom and "hands on" portions of the Workshop. MEUW will be responsible for arranging the meals, refreshments and snacks during breaks.

PERSONNEL

The development of the meter training program will involve a team composed of personnel from MEUW, the Contractor, and possibly from other outside sources working closely together in a "win-win" partnership. In terms of implementing the program, we recommend a minimum of 3 trainers/instructors for the training session. The training staff can come fully from the Contractor, MEUW staff or outside sources, or a combination thereof.

SPONSOR

MEUW will serve as the sponsoring and administrative organization. MEUW will handle all functions including but not limited to event advertising and promotion, setting up registration, collecting registration responses, setting up snacks and meals for the event, and arranging for hotel accommodations.

PROPOSAL SUBMISSION

MEUW Watt-Hour Meter Workshop Proposal

Due Date: June 15, 2009

Submit to: dbenforado@meuw.org

1. Company/Organization Name, Address, and Contact Information:

2. Credentials:

3. Fees – please describe and list all fees:

4. Proposed Contract Length (in years):

5. Development Timeline: please describe the timeline you propose to fully develop the training program (through close cooperation with MEUW), the associated materials, and to build the necessary mock-up boards. In any case, the development will be completed no later than January 1, 2010.

6. References:

Photos from Past MEUW Watt-hour Meter Workshops

