RHODE ISLAND LEAGUE
OF CITIES AND TOWNS

Request for Proposals

Community Choice Aggregation (CCA) Consultant Partner

The Rhode Island League of Cities and Towns (RILCT) invites qualified firms to submit proposals to provide Community Choice Aggregation consulting, implementation, and ongoing program support services. RILCT may select one or more firms to assist participating member municipalities.

Questions Deadline: Friday, November 13, 2026, at 4:00 PM Eastern Time.

Submit questions by email to hgelsomino@rileague.org. Written responses will be issued as addenda and made available on the League's website. Interested firms should register with the designated contact to receive addenda directly.

Proposal Submission Deadline: Tuesday, December 1, 2026, at 4:00 PM Eastern Time.

Submit proposals electronically in PDF and editable Word formats to hgelsomino@rileague.org with the subject line "RILCT CCA Consultant RFP – [Firm Name]." Follow all submission requirements contained in the full RFP.

The complete RFP and any addenda may be obtained at RILeague.org.

RILCT reserves the right to reject any or all proposals, waive informalities, request clarifications, and select one or more proposals deemed to be in the best interests of the League and its member municipalities.

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Request for Proposals (RFP)
Community Choice Aggregation (CCA) Consultant Partner

Issued by: Rhode Island League of Cities and Towns

1. Purpose & Overview

The Rhode Island League of Cities and Towns (RILCT) invites qualified firms to submit proposals to serve as its official Community Choice Aggregation (CCA) strategic partner(s). The selected partner(s) will support RILCT in making CCA available to member communities and will provide turnkey assistance from education and stakeholder engagement through Public Utilities Commission (PUC) approval, supplier procurement, program launch, and ongoing operations. In addition to CCA, RILCT seeks a partner(s) capable of offering complementary services that create measurable value for municipalities and their residents and businesses.

RILCT may select one or more qualified firms. Selection does not guarantee exclusivity, a minimum number of participating municipalities, a minimum volume of electricity usage, or any minimum compensation. If multiple firms are selected, RILCT will establish a process for municipal introductions, assignments, and coordination before services begin.

Participation by any municipality is voluntary and subject to applicable municipal authorization, procurement requirements, regulatory approvals, and execution of appropriate agreements. Selection by RILCT does not authorize the consultant to bind RILCT, any municipality, or any customer to an electricity supply agreement or other financial commitment.

Proposers shall describe their recommended contracting structure, including the respective roles of RILCT, participating municipalities, the consultant, and electricity suppliers. Identify which parties would execute each agreement and which parties would bear each financial obligation.

2. Background

Rhode Island's CCA framework allows municipalities to aggregate the electric load of eligible customers for the purpose of competitive supply procurement while preserving customer choice. RILCT seeks to identify one or more experienced partners to support member communities statewide by streamlining education, compliance, and implementation.

RILCT currently administers the Rhode Island Energy Aggregation Program (REAP). This solicitation seeks CCA services that complement and coordinate with the League's existing energy programs.

Proposers shall distinguish community-wide CCA services from procurement services for municipal facilities and accounts. Describe how the proposed partnership would coordinate with REAP, avoid conflicting solicitations and overlapping charges, and

respect existing municipal and League contractual commitments. The scope of any REAP-related services shall be expressly identified in the resulting agreement.

3. Scope of Services

- Municipal engagement, education, and stakeholder outreach, including public information sessions and materials accessible to diverse audiences.
- Development of municipal aggregation plans that satisfy all statutory and regulatory requirements, including coordination of public review and hearings, and support through PUC review and approval.
- Data acquisition coordination with the electric distribution company and load analysis for procurement strategy.
- Design and execution of competitive, supplier-agnostic solicitations (RFPs) for licensed competitive suppliers; bid management, evaluation, and recommendations.
- Contract negotiation support, including presentation of pricing options and products (e.g., standard and optional renewable content) and clear explanation of risk/benefit tradeoffs.
- Program launch and ongoing customer support, including notifications, enrollment, opt-out and opt-in administration, call-center and website services, communications, and complaint resolution.
- Ongoing portfolio and risk management, performance monitoring versus utility rate, and transparent reporting to municipalities and RILCT.
- Value-added energy services beyond CCA (preferred): net-metering advisory and shared or community solar offerings, community or on-site solar advisory, battery storage, demand response, credit reconciliation, and related distributed energy resource solutions. Proposers should describe how these services integrate with CCA goals and municipal sustainability initiatives.

4. Minimum Qualifications

Proposers must demonstrate:

- Experience leading at least two municipal CCA programs from plan development through launch, or comparable public-sector electricity aggregation experience across multiple jurisdictions with demonstrated transferability to Rhode Island.
- The ability to conduct competitive, supplier-agnostic procurements and evaluate offers from multiple qualified suppliers.
- Sufficient staffing and operational capacity to support multiple municipalities concurrently.
- Knowledge of applicable Rhode Island aggregation requirements, utility procedures, customer protections, and regulatory reporting obligations.
- Disclosure of all material affiliations, compensation arrangements, and conflicts that could affect independent advice or supplier selection.

Proposers relying on comparable experience shall explain how that experience satisfies each qualification and identify any services that would require additional personnel or subcontractors.

5. Proposal Format & Required Content

Please address each item below. Where an item does not apply or requested information is unavailable, identify that item and briefly explain. Optional services and proposed financial support may be identified as such; all compensation associated with proposed services must be disclosed.

A. Cover Letter

Provide a cover letter signed by an authorized representative, summarizing your interest, eligibility, and commitment to RILCT and its member communities.

B. Executive Summary

Concise overview of your firm, Rhode Island footprint (if any), and why your team is positioned to deliver superior outcomes for RI municipalities.

C. Experience with CCA & Municipalities

- Summarize your firm's experience with Community Choice Aggregation (CCA) initiatives and municipal partnerships. Highlight key programs your firm has managed from education through implementation and ongoing operations, noting major milestones.
- Identify any Community Choice Aggregation (CCA) programs administered by your firm or its affiliates that have failed, reverted to utility service, or experienced issues resulting in suspension or termination. For each, describe the circumstances, contributing factors, resolution, and impacts on participating communities and customers. Disclose any investigations or enforcement actions involving your firm or its affiliates related to their role as a CCA administrator, including the nature, status, and outcome of each matter.
- Describe your firm’s ability to monitor, interpret, and respond to regulatory, legislative, and market rule changes. Provide specific examples of challenges encountered, the strategies used to resolve them, and the outcomes achieved for municipal or public-sector clients.
- Describe your firm’s ability to coordinate with utilities and resolve challenges affecting project planning, implementation, and ongoing operations. Provide specific examples of obstacles encountered, the strategies used to resolve them, and the outcomes achieved for municipal or public-sector clients.

D. Additional Services Beyond CCA (Preferred)

Explain the additional services your firm can deliver to CCA program participants: net metering advisory, demand response, credit reconciliation, on-site solar, community solar, energy storage, energy efficiency, or related offerings. Describe how these services can be packaged with CCA to increase value, savings, resilience, and/or sustainability outcomes.

E. Demonstrated Program Performance & Rate Comparison

- Provide at least one example of an existing Rhode Island CCA program your firm currently serves. If none, provide an example from another active New England CCA program. Proposers qualifying through comparable experience that do not currently

serve such a program may provide a comparable public-sector electricity aggregation example and explain its relevance and limitations.

- Identify the program, jurisdictions served, applicable utility, customer class, and default product. Present optional products separately. Use a residential example where available; if unavailable, explain the customer class used and any necessary adjustments to the comparison assumptions. Any adjustment shall be clearly identified.
- Use November 1, 2025, through October 31, 2026, as the comparison period. All respondents must use this same period. Present a table comparing monthly CCA and applicable utility standard offer/service supply rates for the same residential customer class and service territory, including the difference in $/kWh and percentage for each month.
- Provide an overall twelve-month comparison using assumed residential usage of 600 kWh per month, totaling 7,200 kWh annually. Calculate total supply costs under each option and the resulting dollar and percentage savings or premium. Calculate overall percentage savings or premium using total utility supply costs as the denominator; do not average the monthly percentages. Identify the latest completed month's rates separately. If a product was available for less than the full comparison period, provide all available complete months, identify its service start date, and report results for that shorter period separately without annualizing them.
- For each product, include the product description and renewable energy content; residential customer class; CCA supply contract term dates and rate effective dates; utility rate effective dates; CCA and utility supply rates in $/kWh; differences in $/kWh and percentage; and citations or source links documenting both sets of rates for the periods shown. Calculate the rate difference as the utility rate minus the CCA rate, and the percentage difference as that rate difference divided by the utility rate, multiplied by 100. Positive values indicate CCA savings; negative values indicate a CCA premium.
- Exclude delivery charges and taxes from both options. Include any mandatory supplier fees in total supply costs and disclose them separately. If either rate changes within a comparison month, show each applicable date range and calculate that month's costs by allocating the assumed 600 kWh proportionately according to the number of calendar days each rate was effective.

F. Rhode Island League of Cities and Towns Relationship

State whether your firm has worked with RILCT previously as a partner, vendor, or sponsor. Describe the nature and dates of engagement, primary contacts, and outcomes.

G. Rhode Island Presence & Key Personnel

Describe your Rhode Island presence, including office locations and key personnel assigned to support the RILCT program. Provide brief bios and relevant experience for project leadership and day-to-day contacts.

H. References

Provide three references for municipal clients receiving CCA services. Proposers relying on the comparable-experience qualification may provide references for comparable public-sector electricity aggregation or procurement engagements.

For each reference, include the client organization, contact name and title, email, telephone number, dates of engagement, services provided, and current program status. Identify whether the proposer led plan development, regulatory approval, procurement, launch, and ongoing administration.

RILCT may contact the listed references and other clients identified in the proposal.

I. Process, Procurement & Program Management Approach

Describe your end-to-end approach to municipal education, aggregation plan development, public engagement, PUC review and approval, utility data acquisition, load analysis, supplier procurement, contract negotiation, launch, and ongoing administration.

Provide an illustrative implementation schedule identifying major milestones, deliverables, responsible parties, dependencies, and anticipated municipal staff involvement. Explain how your firm would support multiple municipalities concurrently and manage delays or market conditions that do not support an immediate launch.

Describe typical supply contract structures and terms, how pricing and product options are presented, and how municipal authorization is obtained before any binding commitment. Address short supplier bid windows, the ability to reject all offers or defer launch, and any associated costs. Identify responsibility for tracking regulatory deadlines, required filings, and ongoing program reporting.

Provide comprehensive launch and ongoing customer support, including enrollment administration, customer notices, opt-out and opt-in processes, product changes, website services, call-center operations, complaint resolution, and municipal communications.

Describe procedures addressing:

- Eligibility for automatic enrollment and treatment of customers with existing competitive supply agreements.
- Opt-out, reentry, enrollment of new accounts, and movement between products, including processing times and any charges or restrictions.
- Low-income customers, applicable assistance programs, and customers participating in solar, net-metering, or other distributed energy programs.
- Accessible materials, language assistance, and alternatives for customers without reliable internet access.
- Clear disclosure of rates, renewable content, administrative charges, product terms, and utility supply alternatives.

- Communications explaining that savings are not guaranteed and procedures for notifying municipalities and customers when program rates exceed applicable utility supply rates.
- Complaint escalation, coordination with suppliers and utilities, and correction of enrollment or billing errors.

Identify services performed in-house and by subcontractors. Propose measurable service standards for response times, resolution times, website availability, and enrollment accuracy. Provide available historical results, measurement methods, and reporting periods; identify metrics the firm does not currently track.

J. Supplier Market Access

List suppliers engaged in CCA solicitations during the past 24 months and identify those currently registered and in good standing to serve Rhode Island customers. Distinguish suppliers invited to bid, suppliers submitting bids, and suppliers awarded contracts.

Describe supplier qualification standards, including financial condition, operational capacity, regulatory standing, customer service performance, renewable energy compliance, and material contract exceptions.

Explain how the firm will maintain competitive access, document supplier outreach, evaluate bids consistently, disclose affiliate participation, and provide municipalities with a written award recommendation. Supplier selection shall not be conditioned on purchasing unrelated services.

Describe contingency procedures for insufficient competition, unacceptable pricing, supplier default, withdrawal, billing failures, and program termination, including replacement procurement, utility coordination, customer communications, and responsibility for associated costs.

K. Revenue Sharing and Program Support

Proposers should provide a clear compensation schedule describing anticipated costs and compensation associated with required and optional services, as applicable, including:

- Implementation, consulting, legal, filing, utility, technology, customer service, and ongoing administrative charges.
- Supplier-paid commissions, embedded charges per kWh, referral fees, and other direct or indirect compensation.
- Proposed payments or support to RILCT, including annual payments, usage-based revenue sharing, marketing support, educational funding, and technology support.
- Charges associated with additional energy services, subcontractors, renewals, termination, and transition assistance.

For each applicable item, identify the amount or calculation method, who pays and receives the compensation, payment frequency, and any minimums, maximums, or anticipated adjustments. Explain whether charges are included in the customer supply

rate or billed separately and whether proposed payments are combined or offered as alternatives.

Proposals should include a revenue-sharing and program-support approach that reflects the anticipated partnership with RILCT. Categories for which no payment or support is proposed may be identified as "Not applicable." Compensation arrangements should be transparent and support independent supplier evaluation.

To help RILCT compare proposals, provide an illustrative annual calculation using 10,000 residential accounts consuming 7,200 kWh per account annually, for total usage of 72,000,000 kWh. Identify separately:

1. Total consultant compensation.
2. Total proposed payments and support to RILCT.
3. Other mandatory program charges.
4. Total charges paid by customers or municipalities, avoiding double counting.
5. The equivalent total administrative charge per kWh.

This scenario is provided solely for comparison and does not guarantee participation, usage, or revenue. Proposers may explain assumptions or limitations affecting their calculations.

Describe the proposed reporting and payment schedule, including periodic compensation and revenue-sharing statements and an annual reconciliation. Explain how adjustments would be handled and how supporting information would be made available to reasonably verify payments. Final reporting and verification procedures will be established in the resulting agreement.

RILCT will consider recurring financial support alongside total customer cost, transparency, service quality, and overall program value.

L. Conflicts & Disclosures

Disclose all ownership interests, affiliations, commissions, referral fees, incentives, and other financial relationships involving electricity suppliers, brokers, renewable developers, community solar providers, subcontractors, or related energy companies that could affect the proposed services.

Identify the parties, nature of the relationship, compensation method, and proposed safeguards. Disclose whether personnel involved in recommendations receive compensation tied to a particular supplier, product, or transaction.

Proposers must demonstrate that supplier outreach, bid evaluation, and recommendations will remain independent of these relationships. Undisclosed compensation and arrangements that condition supplier access on unrelated payments or services are prohibited.

Disclose investigations, enforcement actions, litigation, and material contract terminations related to CCA or municipal energy advisory work during the preceding five years, together with any older matter that remains pending or materially affects the firm's ability to perform.

Separately identify all CCA programs administered by the firm or its affiliates that experienced supplier failure, involuntary suspension, or termination before the planned end of service. Distinguish these events from planned contract expiration or a municipality's voluntary decision to return to utility service.

The selected consultant shall update material disclosures throughout the agreement term.

M. Protection of RI League of Cities and Towns Programs / Non-Competition

The consultant shall protect confidential information and program materials received through the RILCT partnership and shall not use them to compete with, circumvent, or divert business from the partnership.

During the agreement term and for three years afterward, the consultant shall not knowingly use introductions, nonpublic information, or program opportunities obtained through the partnership to solicit or enter into a substantially similar engagement that bypasses compensation or participation obligations expressly established in the resulting agreement.

The agreement shall identify protected services and participating municipal relationships. It shall also identify preexisting client relationships and contractual obligations disclosed before execution.

These restrictions shall not prohibit unrelated services, disclosed preexisting engagements, work authorized by RILCT, coordination with another League-selected partner, or responses to independently initiated public solicitations, provided the consultant does not misuse confidential information or evade existing contractual obligations.

Nothing in this provision limits municipal decision-making authority or customer choice.

N. Municipal Data Ownership

All customer, municipal, procurement, pricing, and program data collected, received, or developed by the consultant in administering the RILCT program shall remain the property of the applicable participating municipality or RILCT, subject to applicable law, customer privacy protections, utility agreements, and third-party rights. The resulting agreement shall identify the respective ownership and access rights of participating municipalities and RILCT.

The consultant shall use program information solely to perform authorized services. Disclosure to utilities, suppliers, approved subcontractors, and other authorized parties is permitted only as reasonably necessary to administer the program and subject to

applicable confidentiality and privacy requirements. The consultant shall not sell or use program information for unrelated marketing, solicitation, or other business purposes without prior written authorization from the party holding the applicable rights and any other consent required by law. Disclosure required by law is permitted, with advance notice to the affected municipality or RILCT to the extent legally permitted.

The consultant shall maintain reasonable administrative, technical, and physical safeguards to protect program information, restrict access to authorized personnel, and require subcontractors to comply with equivalent protections. The consultant shall notify the affected municipality and RILCT without unreasonable delay upon discovering unauthorized access, use, or disclosure and cooperate in investigation and corrective action.

Upon request or termination of the agreement, the consultant shall provide authorized program records to the applicable municipality or RILCT in a reasonably usable electronic format and cooperate in an orderly transition. Remaining copies shall be returned or securely deleted, except where retention is required by law or expressly authorized in writing. Retained information shall remain subject to these protections.

The consultant retains ownership of its preexisting tools, methodologies, and software, provided that such ownership does not restrict authorized access to or use of program data and records.

Exhibit 1 – Rate Comparison Template (to be completed by Proposer)

Provide an editable spreadsheet with a program information summary, monthly comparison, and period summary.

The program information summary shall identify the program, municipality or municipalities, utility, customer class, product, default or optional status, service start date, supply contract dates, rate-effective dates, and renewable energy content, distinguishing required content from additional voluntary content.

The monthly comparison shall show:

- Month and any applicable partial-month date ranges.
- Assumed usage.
- CCA and utility supply rates in $/kWh.
- Rate difference in $/kWh and percentage.
- Mandatory charges billed separately.
- Total supply costs under each option.
- Dollar savings or premium.
- Supporting sources.

The period summary shall show months included, total usage, total supply costs under each option, and total dollar and percentage savings or premium. Identify the latest completed month’s rates separately.

Rates shall include embedded mandatory charges. Mandatory charges separately billed shall be included in total supply costs without double counting.

6. Evaluation Criteria & Weights (Total 100 points)

Criterion	Weight	Evaluation Notes
Experience with CCA & Municipalities Depth of CCA engagements, municipal track record, successful approvals and launches.	20	
Additional Services Beyond CCA Breadth and integration of value-added services (net metering, demand response, on-site solar, storage, credit reconciliation, etc.) with clear municipal benefits.	10	
Evaluate methodology, source reliability, operating history, renewable content, utility territory, and results. Historical savings alone will not determine the score.	20	
Explicitly include consumer protections, complaint handling, supplier independence, implementation capacity, and contingency planning.	15	
Rhode Island Presence & Key Personnel Local capacity, office(s), and assigned staff experience.	10	
Evaluate demonstrated performance, responsiveness, and relevant outcomes from prior RILCT engagements. Sponsorship contributions alone will not establish service capability.	10	
References Relevance and strength of three municipal CCA references.	5	
Compensation Customer Value and RILCT Support: Transparency and reasonableness of total compensation, charges borne by customers or municipalities, and proposed recurring support to RILCT.	10	

7. Submission Instructions

- Questions Deadline: **Friday, November 13, 2026, by 4:00 PM**. Submit via email to [hgelsomino@rileague.org]. All deadlines are Eastern Time. Written responses to questions will be distributed as addenda to parties that register with the designated contact at [hgelsomino@rileague.org]. Proposers should acknowledge receipt of all addenda.
- Proposal Due Date: **Tuesday, December 1, 2026, at 4:00 PM**.

- Submit the proposal in PDF and editable Word formats, together with the rate comparison in an editable spreadsheet to: [hgelsomino@rileague.org] with subject line 'RILCT CCA Consultant RFP – [Firm Name]'.
- Proposals received after the deadline may be rejected. Proposers are responsible for confirming timely delivery.
- Proposal Validity: Proposals must remain valid for 180 days from the due date.

8. General Conditions (Focused on Selection Only)

- RILCT may request clarifications, invite presentations/interviews, and negotiate scope and pricing prior to award.
- RILCT reserves the right to accept or reject any or all proposals, to waive informalities, and to select the proposal deemed in the best interest of RILCT and its members.
- RILCT may retain submitted materials and use them for evaluation and selection. Submission does not transfer ownership of a proposer's preexisting intellectual property. Clearly identify confidential or proprietary information and provide a non-confidential summary where practicable.

Appendix A – Proposer Information Form

Firm Legal Name:

Primary Contact (Name/Title):

Email / Phone:

Address:

RI Office(s), if any:

Corporate Website:

Appendix B – References for Municipal CCA or Comparable Engagements

Municipality	Contact Name/Title	Email	Phone	Scope & Status

Appendix C – RILCT Relationship History

Describe any prior engagement with RILCT as a partner, vendor, or sponsor, including dates and points of contact.

Appendix D – Revenue Share Proposal for RILCT

Provide the compensation schedule, proposed revenue-sharing and program-support approach, illustrative annual calculation, and reporting and verification procedures requested in the Revenue Sharing and Program Support section. Identify categories for which no charge, payment, or support is proposed as "None" or "Not applicable," as appropriate. Information provided elsewhere in the proposal may be incorporated by reference.

Appendix E – Supplier Market Access

List of licensed suppliers engaged in past 24 months for CCA solicitations; identify any affiliations or financial relationships.

Appendix F – Key Personnel

Name	Role	Location	Relevant Experience

Note: This RFP intentionally focuses on vendor selection criteria and programmatic capabilities. RILCT does not require insurance, bonding, or other unrelated administrative provisions as part of proposal submission.