

**BEFORE THE MISSISSIPPI PUBLIC SERVICE COMMISSION**

**CITY OF HOLLY SPRINGS  
EM-003-0055-01**

**DOCKET NO. 2024-AD-037**

**IN RE: INVESTIGATION INTO THE HOLLY SPRINGS UTILITY DEPARTMENT  
PROVISION OF ELECTRIC SERVICE**

**REQUEST FOR PROPOSALS**

At its April 11, 2024 Open Docket Meeting, the Mississippi Public Service Commission (“Commission”) established the above-styled docket for the purpose of investigating, conducting hearings, and ordering and taking necessary measures regarding the provision of reasonably adequate electric utility service by the City of Holly Springs Utility Department (“Holly Springs” or “City”). The April 2024 Order authorized the Commission’s Executive Secretary to take necessary action to retain an expert as part of this investigation.

The Commission hereby issues this Request for Proposals (“RFP”) for the Commission’s Investigation into the Holly Springs Utility Department’s Provision of Electric Service from qualified individuals/firms interested in providing services described but not limited to the scope of work detailed below. The applicant awarded the contract shall be bound by the terms outlined herein.

**Scope of Work**

Pursuant to the above-referenced Investigation, the Commission requests proposals from qualified, independent individuals/firms to investigate and reach a conclusion on the adequacy of electric service being provided by Holly Springs. The selected applicant will at all times remain independent from the Commission and shall conduct its investigation with no input from any employee from the Commission or the Mississippi Public Utilities Staff. However, the selected applicant will be assigned a Senior Attorney from the Commission to assist it with conducting discovery and obtaining documents and data from the City.

1. The selected applicant, with the assistance of a Senior Attorney from the Commission and legal support staff, shall be authorized to conduct discovery upon the City to assist in its investigation.
2. From discovery, the selected applicant shall develop and create a written report of the findings based on the information contained within the responses to discovery or publicly available information as to whether Holly Springs is providing reasonably adequate electric service.
3. The selected applicant may also conduct interviews with key utility personnel, issue additional data requests or conduct other research as needed to accumulate data, information, or other knowledge for the purpose of reaching its conclusion.
4. Following the conclusion of the written report, the selected applicant shall appear before the Commission and report its findings.

**Eligible Offerors**

To be eligible, participants must be neutral and impartial without any conflict of interest related to the Mississippi Public Service Commission. Eligible participants must demonstrate competence, relevant experience, and resources to perform the duties as described in the Scope of Work section of this RFP.

**Proposal Requirements**

All proposals submitted in response to this Request for Proposals must include, at a minimum, the following information:

1. The legal name of the firm(s) and the location of the firm's principal place of business.
2. A thorough Executive Summary of the Proposal.

3. Evidence of the firm's experience and abilities in the specified area directly related to the proposed service including, but not limited to, a list and supporting documentation reflecting the specific expertise and experience in performing work in the relevant area.
4. The qualifications and experience of all persons who would be assigned to provide the required services.
5. A detailed description of how the service will be provided including, but not limited to, a description of major tasks and sub-tasks.
6. A Project schedule and details of how each task identified will be best accomplished.
7. Thorough and detailed pricing information.
8. Any available references for contracts of similar size and scope. Include the name of the organization; the length of the contract; a brief summary of the work; and, the name and telephone number of a responsible contact person.
9. Discuss any conflicts of interest that may arise, if your proposal is accepted.
10. Any additional information that will aid in evaluation of the response.

**Evaluation of Proposals**

Factors to be considered in the evaluation of proposals include, but are not limited to, the following:

1. Responsiveness to all items set forth in this Request for Proposals.
2. Applicant's ability to provide the required services as reflected/evidenced by qualifications and experience.
3. Whether adequate personnel and other resources to perform the services are currently available or demonstrated to be made available at the time of contracting.
4. The overall detailed description of the proposed plan for performing the required services.
5. A record of past performance of similar work.

**Legal Requirements**

By submitting a response, applicants represent and warrant to the Commission that all information provided in the response is true, correct, and complete. Applicants who provide false, misleading, or incomplete information, whether intentional or not, in any documents presented to the Commission for consideration in the selection process may be excluded.

The selected firm shall comply with all federal, state, and local laws, regulations, and mandates relative to the services to be provided under this RFP. The selected firm shall have the appropriate liability insurance written by an insurer authorized to transact insurance in the State of Mississippi.

Submission of a response indicates acceptance of the conditions contained in this RFP, unless clearly and specifically noted in the response and confirmed in the contract with the selected firm.

Under no circumstances shall an applicant whose submittal is not accepted be entitled to any claim for compensation. The Commission shall not be responsible for the costs incurred by anyone in the submittal of a response to this RFP.

Applicants shall not offer any gratuities, favors, or anything of pecuniary value to any Commissioner or any Commission staff member for the purpose of influencing this selection. Any attempt by an applicant to influence the selection process by any means other than disclosure of qualifications and credentials through the proper channels, will be grounds for exclusion from the selection process.

**Reservation of Rights**

The Commission reserves the right to extend any deadline set forth herein.

The Commission reserves the right to evaluate all responses submitted in response to this RFP, to waive any irregularities therein, to select candidates for the submittal of more detailed or alternate proposals, to accept any submittal or portion of a submittal, and /or to reject any or all applicants, should it be deemed in the best interest of the public.

The Commission reserves the right to cancel the entire RFP process.

**Conclusion**

Interested applicants must provide a detailed Proposal conforming the requirements of this RFP. Proposals may be submitted electronically, mailed, and/or hand-delivered to the Commission. All Proposals must be received by the Commission no later than June 28, 2024 at the following email [katherine.collier@psc.ms.gov](mailto:katherine.collier@psc.ms.gov) and/or at the following address:

Mississippi Public Service Commission  
Attn: Katherine Collier, Executive Director  
501 N. West Street, Suite 201-A (39201)  
P.O. Box 1174  
Jackson, Mississippi 39215-1174

All questions or comments should be directed to Ross Hammons, General Counsel, at 601-961-5821.



ISSUED this, the 14<sup>th</sup> day of May 2024.

KATHERINE COLLIER  
Executive Director

cc: Chris Brown, Chairman  
De'Keither Stamps, Commissioner  
Wayne Carr, Commissioner