

Memo



STATE OF RHODE ISLAND
**ENERGY EFFICIENCY &
RESOURCE MANAGEMENT COUNCIL**

To: RI Energy Efficiency and Resource Management Council
From: Mark Kravatz, Mike Guerard - EERMC Consultant Team
Date: March 7, 2018
Subject: Budget Proposal: 2018 RI EERMC Retreat

CONSULTANT TEAM

Per your request, the EERMC Consultant Team (C-Team) assembled an estimate of expenses associated with holding the EERMC Retreat planned for May 17, 2019 at the Rhode Island Innovation Hub. While our billable hours, including intern's time, was part of our 2018 scope of work, we did not include any other costs associated with delivering the Retreat in our proposed budget. If the EERMC chooses to allocate funding from the unallocated portion of their annual budget, we represent that the following costs are reasonable, and should be proposed for acceptance on a not-to-exceed basis, with intent to come in below the budget, if possible.

2018 RI EERMC Retreat Budget Proposal

Category	Quantity	Unit Cost	Estimate
Location Rental	1	\$0	\$0
Food (per person)	30	\$35	\$1,050
Parking	20	\$10	\$200
Printing & Supplies	1	\$400	\$400
Guest Speaker Travel	1	\$350	\$350
Guest Speaker Honorarium	1	\$500	\$500
TOTAL			\$2,500

Please let us know if you have any questions.