Standards for Success for Energy Performance Contracting

CEO's Services to Ensure Success

To ensure successful Energy Performance Contracting programs for Colorado state and local governments, the Colorado's Energy Office has developed these "Standards for Success" and associated free services to provide on-going guidance and support throughout the entire Performance Contracting process.

STEP 1 INTRODUCTORY STAGE

Make sure that performance contracting is right for you.
Your first step is to consider how an energy performance contract would work for you. We look at your facility size and needs, your energy bills, and the potential for improvements.

CEO will: *Conduct a telephone consultation to help you understand the energy performance contracting process and perform a screening to determine if you have a potential project; Analyze the feasibility of performance contracting for your facilities and prepare a recommendation.*

You will: *Submit information about your facilities using CEO's Request for Facilities Information*

Get the "Go" Decision

CEO will: *Give a presentation to the Board, Council, Commission, or decision-making group to explain the benefits of working with the CEO and using Energy Performance Contracting as a way to fund energy efficiency, alternative and renewable energy, and capital improvements.*

You will: *Sign CEO Energy Performance Contracting Facility Owner's Memorandum of Understanding.*

STEP 2 ESCO SELECTION STAGE

Set the stage for your project

CEO will: *Meet with your staff as requested to educate your ESCO selection committee; Help establish a broad scope as well as specific requirements for your project and help communicate your needs and wishes to prospective ESCOs.*

Competitively select (if required) your energy service company (ESCO)

CEO will: *Provide a complete list of CEO-approved ESCOs for your consideration and evaluation; Provide information and assistance so you can select the ESCOs you wish to interview.*

Select the ESCO that's right for you.

CEO will: *Help evaluate ESCO responses and/or participate in ESCO interviews; Serve as an advisor throughout the selection process. (CEO will remain neutral and unbiased on ESCO selection and will not be a scoring member of the evaluation committee, but will answer questions and provide clarifications and point out possible differentiators.)*

You will: *Select qualified ESCO.*

STEP 3 TECHNICAL ENERGY AUDIT STAGE

Before getting started, ensure you and your ESCO are "on the same page"

CEO will: *Meet with you and your ESCO to begin to develop the project so there is clear agreement on intent, ESCO's proposed service and CEO's ongoing involvement etc.*

Use the CEO Technical Energy Audit and Project Proposal Contract to ensure an investment grade audit

CEO will: *Provide a Colorado state-approved Technical Energy Audit & Project Proposal Contract; Assist in developing and negotiating final contract terms; Ensure that terms and expectations are incorporated in the contract.*

You will: *Enter into Technical Energy Audit and Project Proposal Contract with your ESCO.*

Get ongoing independent reviews during the audit process

CEO will: *Provide independent reviews of audit and ensure that the process set forth in the Audit Contract is followed accurately and that the technical, financial, and legal terms are fulfilled; Provide ongoing technical and contractual support throughout the audit phase; Review all energy and cost calculations for reasonableness; Provide ongoing support for finalization of ESCO's audit report.*

Develop a quality monitoring and verification plan to establish how savings will be determined

CEO will: *Review and help develop the monitoring and verification plan; Advise on your final acceptance of the Technical Energy Audit.*

STEP 4 PERFORMANCE CONTRACTING STAGE

Use the CEO Energy Performance Contract.

CEO will: *Provide a Colorado state-approved model Energy Performance Contract.*

Get trained on the energy performance contract prior to signing.

CEO will: *Meet with your team to review the overall contract.*

Develop a contract that will stand the test of time

CEO will: *Ensure the Performance Contract meets all terms set forth in the Audit and meets all technical, financial, and legal requirements of the state or local government; Assist you in negotiating a contract that meets your needs; Ensure thorough documentation to clearly address future "what-if" questions.*

Develop a final measurement & verification plan

CEO will: *Provide CEO's Measurement and Verification Guidelines that were co-developed with Colorado ESCOs; Assist in developing a mutually acceptable final savings Measurement and Verification plan and ensure it is incorporated into the Performance Contract.*

You will: *Sign CEO Energy Performance Contract.*

ESCO will implement installation of all equipment

CEO will: *Provide on-going support during the construction phase as necessary.*

STEP 5 MONITORING & VERIFICATION STAGE

Get independent reviews of annual energy savings reports

CEO will: *Provide annual independent review of energy savings reports.*

Get ongoing trouble-shooting expertise

CEO will: *Provide general technical and performance contracting expertise on an on-call basis when questions arise (CEO will not provide dispute resolution but can help assess if you have grounds for a dispute).*

*CEO offers **free** services on an as-needed, as-available basis to state and local governments.*
We share the same goal of seeing successful, comprehensive energy efficiency, alternative/renewable, and water efficiency improvements in your facilities. Follow these standards to help ensure success!

Partner Responsibility Checklist: When to Contact CEO

As a participant in the CEO Energy Performance Contracting program, partners are responsible for communicating with CEO at key points throughout the process. This input helps ensure that we deliver our services to you in a way that helps ensure a successful project for you. We'll help keep your project on track by providing the input of our unbiased experts at pivotal meetings, and for document and contract reviews. Contact your CEO Energy Performance Contracting representative.

Step	**Partner Responsibility for Contacting CEO**	**Date Completed**	**Note**
Step 1: Introduction	Sign and submit the *CEO's Facility Owner's Memorandum of Understanding* to enroll as a partner in the CEO Performance Contracting Program.		
Step 2: ESCO Selection	Use the *online list of CEO pre-approved ESCOs* to identify qualified ESCOs.		
	Use the *ESCO solicitation template* (if making a competitive selection).		
	Invite CEO to review draft ESCO solicitation prior to issue.		
	Invite CEO to review proposals from ESCOs prior to interviews.		
	Invite CEO to attend ESCO interviews.		
Step 3: Technical Energy Audit (TEA)	Use *TEA & Project Proposal Contract* to develop contract with selected ESCO.		
	Invite CEO to review TEA & Project Proposal Contract prior to signing.		
	Send copy of signed TEA & Project Proposal Contract to CEO.		
	Invite CEO to audit kickoff meeting.		
	Invite CEO to preliminary audit review meeting.		
	Provide CEO with final draft TEA report for final review.		
	Send electronic copy of final audit to CEO.		
	Send executed copy of TEA Exhibit B - Notice of Acceptance of Technical Energy Audit Report to CEO.		
Step 4: Energy Performance Contract	Use *Energy Performance Contract*.		
	Use *Measurement & Verification Guidelines*.		
	Use *Commissioning Guidelines*.		
	Invite CEO to review Energy Performance Contract prior to signing.		
	Send signed electronic Energy Performance Contract to CEO.		
	For any addendums or additional phases, invite CEO to review prior to signing.		
	Send signed additions to contract to CEO.		
	Send executed copy of State EPC Exhibit III - Form of Notice of Substantial Completion (SBP—07) or Local Government EPC Exhibit III (ii) - Notice of Substantial Completion to CEO.		
Step 5: Monitoring & Verification	Invite CEO to review annual (or other interval) savings reports prior to accepting.		
	Send final savings report to CEO, annually (or other interval).		
Ongoing	Contact CEO for guidance at any point in the process.		