

STEP 1: Verify Procurement Procedures

- Connect with your procurement authority to determine if your organization allows for participation in energy performance contracting (EPC) projects.

STEP 2: Review the State Contract for Prequalification List of Energy Performance Contractors

- Go to <http://purchasing.utah.gov/statecontractdirectory.html> and search contracts using the contract number PQ601.

STEP 3: Connect to Supporting Entities

- State of Utah Agency Contact: DFCM, Bianca Shama, bshama@utah.gov; Political Subdivision Contact: Office of Energy Development, Shawna Cuan, scuan@utah.gov.

STEP 4: Develop a Technical Facility Profile to Provide Information on Your Buildings to the Prospective ESCO and Develop a Request for Proposal

- See page 5 & 7 of PQ601 for recommendations.

STEP 5: Shortlist Potential Performance Contractors

- Review the ESCO list from PQ601 & identify AT LEAST three (3) contractors that best suit your project needs. For example, estimate your project size and select contractors qualified for projects greater or less than \$600,000.

STEP 6: Invite Shortlisted ESCO's to Participate in the Technical Feasibility Audit of 1 Selected Facility

- Conduct a site visit of selected facility with the contractors and your facilities staff.
- Use the process explained on page 4 of PQ601.

STEP 7: Request Proposals from Shortlisted ESCO's

- Request that each ESCO vendor submit a response to the RFP along with a copy of the Technical Feasibility Audit.

STEP 8: Coordinate Selection of ESCO

- Organize a Selection Committee of three (3) individuals to review the RFP responses and Technical Feasibility Audits.
- Schedule and Conduct interviews with ESCO vendors (approximately 1 hour each).
- Review and score their responses to the RFP and Technical Feasibility Audits using the matrix in Attachment D.

STEP 9: Identify Your Agency's Criteria to Move Forward with an Investment Grade Audit (IGA)

- Determine an acceptable payback period.
- Only consider operational savings upon your approval as part of your audit contract.
- Stipulate that "the facility owner is not required to pay for the audit if the energy savings do not pay for the entire cost of the project in 20 years.

STEP 10: Contract to obtain an Investment Grade Audit (IGA)

- Invite the highest-scoring ESCO vendor to enter into the contract for the IGA. *(The IGA will identify and evaluate cost saving measures and define the proposed project scope, cost, savings and cash-flow over the proposed financing term.)*
- If a contract for the IGA cannot be finalized, negotiate with the second highest-scoring ESCO vendor.
- Complete Intergovernmental Agreement for the IGA with selected vendor.

STEP 11: Upon Satisfactory Completion of the IGA, the Facility Owner will have the option to execute an Energy Performance Contract with the ESCO to Implement the Recommended Project

- The IGA will contain a project statement summarizing aggregate measures that can be financed through guaranteed savings.
- Decide to continue the project by initiating a performance contract or end the contract with the vendor and pay for the IGA per the terms of the agreement.

This process should be led by a facility manager or someone with equivalent authority to conduct building improvements.