

Best Practices Checklist for End-User

- ✓ **Identify a Project Leader:**

It is very important to identify someone who is committed to improvement in the facility, has knowledge of facilities and their conditions, and understands GESPC and the process in your state. This person should have the task of leading the project and be supported and empowered by your organization's highest level leadership to secure highest value for your organization.
- ✓ **Getting leadership buy-in in the organization:**

The ESC Chapter or Project Leader need to educate the organization and decision-makers on GESPC, the process, and the potential benefits for the organization. This effort needs to include all staff who will be involved at any level for the project. Procurement, Finance, Legal and whomever has been responsible for your facilities and their upkeep in the past all need to understand their role and the impact that GESPC can have and how it will benefit the whole of the organization.
- ✓ **Develop an energy profile of the properties that will go under contract:**

First, benchmark usage and compare usage to similar facilities in similar climate, thus identifying buildings of most need for upgrading. Second, review the analysis of energy usage of the properties as provided by the ESCO and determine whether the rates and consumption patterns can prove helpful not only in project development but for years to come.
- ✓ **Clearly define the GESPC's goals:**

Through evaluating buildings and usage, efficiency mandates, budgetary demands, and other concerns/issues, define what the organization wants to achieve through a project.
- ✓ **Understand the approval process:**

Knowing all the steps and who needs to be involved from the customer-side is essential for a successful project. Awareness of potential resistance or problems in advance is useful for overcoming barriers when they arise.
- ✓ **Create a schedule that includes all milestones:**

Have a schedule for all milestones -- from releasing RFP to annual Measurement and Verification -- is important to measure progress of implementation as well as savings after implementation. This schedule should be shared and understood by all people involved in the project.
- ✓ **Develop clear selection criteria:**

Knowing the selection criteria is one of the most important aspects for success of a project. Pre-selection training for the selection committee is a

worthwhile use of time. The more the selection committee knows about their task, the more likely they are to select a company based on what the organization hopes to achieve. Develop a comprehensive list of interview questions that can best help determine who is the right ESCO to complete the project. Remembering it is long-term partnership is important.

- ✓ **Understand and insure highest value:**
Knowing the benefits that GESPC should provide is only part of the equation, insuring that you receive them is the rest. Understanding everyone's roles and responsibilities is critical to maximize savings while managing price reasonableness leads to great value.
- ✓ **The organization should actively lead:**
Certainly, support by organization is vital throughout the project. The organization should progressively share project goals and milestones, achievements and project benefits with employees not directly involved in the project.
- ✓ **Promote success:**
Project recognition through the local media is a powerful strategy that reinforces the importance and benefits of saving energy in public facilities and the efforts of public employees who are stewards of the public trust.