



To ensure successful Energy Performance Contracting programs for Colorado state and local governments, the Governor'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.**

**GEO will:** *Conduct a telephone screening to determine if you have a potential project; Meet with you on-site to present an overview and discuss performance contracting; Conduct walk-through audits of select buildings; Prepare an energy engineering feasibility-level study to demonstrate the potential for a performance contract in your facilities (identify opportunities, capital cost and energy saving in several buildings); Present findings to decision making body.*

**Get the “Go” Decision**

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

**You will:** *Sign GEO Energy Performance Contracting Facility Owner’s Memorandum of Understanding.*

## **STEP 2 ESCo SELECTION STAGE**

**Set the stage for your project**

**GEO will:** *Meet with your legal, procurement, financial and facilities 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 your energy service company (ESCO)**

**GEO will:** *Provide a complete list of GEO-approved ESCos for your consideration and evaluation; Provide recommendations for ESCo selection criteria; Assist you in soliciting the ESCos you wish to interview.*

**Select the ESCo that’s right for you.**

**GEO will:** *Help evaluate ESCo responses and/or participate in ESCo interviews; Provide an evaluation system and scoring sheets; Serve as an advisor throughout the selection process. (GEO 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”**

**GEO 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 GEO’s ongoing involvement etc.*

**Use the GEO Technical Energy Audit Contract to ensure an investment grade audit**

*GEO will: Provide a Colorado state-approved Technical Energy Audit 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*

**Get ongoing independent reviews during the audit process**

*GEO will: Provide independent reviews of audit agreement 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**

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

## **STEP 4 PERFORMANCE CONTRACTING STAGE**

**Use the GEO Energy Performance Contract.**

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

**Get trained on the energy performance contract prior to signing.**

*GEO will: Meet with your legal and facilities team to review the general conditions of the contract.*

**Develop a contract that will stand the test of time**

*GEO 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**

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

**You will:** *Sign GEO Energy Performance Contract.*

**ESCo will implement installation of all equipment**

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

## **STEP 5 MONITORING & VERIFICATION STAGE**

**Get independent reviews of annual energy savings reports**

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

**Get ongoing trouble-shooting expertise**

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

*GEO 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!*

<http://www.colorado.gov/energy/>