



ESPC Process

**Resources Available
(see acronym list below)**

1) Information Gathering Stage

Identify potential facilities and energy opportunities	Municipal facility staff, DEEP Program Manager, Utility representatives
Learn from municipal peers	LBE website: video, etc.
Prepare <i>Technical Facility Profile</i> (3 years of utility use data, description of energy systems)	Use <i>Technical Facility Profile</i> template (LBE website), or Energy Star Portfolio Manager account data, or any other energy use tracking database
Build support from key town leaders, staff, committees	DEEP Program Manager, Municipal Energy Task Force (or similar committee)
Research financing options	See Financing Technical Support Guidance Documents (LBE website), CEFIA staff, talk with other towns
Reach town decision to move forward	

2) Qualified Energy Services Provider (QESP) Selection Stage

Provide <i>Technical Facility Profile</i> and solicit letters of interest from QESPs	Use <i>Letter of Interest</i> template (LBE website)
Send RFP to 3 or more QESPs	Use <i>Exhibit B: RFP to Selected QESPs for Cost-Effective Feasibility Analysis</i> (LBE website)
Evaluate <i>Cost-Effective Feasibility Analysis</i> responses from QESPs and select one QESP	Follow your municipal procurement guidelines

3) Investment-Grade Energy Audit Stage

Sign completed exhibit for <i>Investment-Grade Energy Audit and Project Development Proposal</i>	Use <i>Exhibit C: Investment-Grade Energy Audit and Project Development Proposal</i> (LBE website)
Collaborate with QESP on interactive process to develop <i>Investment-Grade Energy Audit</i>	Follow process in <i>Exhibit C: Investment-Grade Energy Audit and Project Development Proposal</i> (LBE website). Technical support assistance anticipated from CT Energy Efficiency Fund – see LBE website for updates.
Sign <i>Notice of Acceptance of Investment-Grade Energy Audit Report</i>	Use Section 14 of <i>Exhibit C: Investment-Grade Energy Audit and Project Development Proposal</i> (LBE website).
Secure financing	Municipal director of finance, CEFIA, see Financing Technical Support Guidance Documents (LBE website)

4) ESPC Stage

Negotiate <i>Energy-Savings Performance Project Statement of Work & Schedules</i> with QESP	Use <i>Exhibit A: Energy-Savings Performance Project Statement of Work and Attachment 1: Energy-Savings Performance Project Schedules</i> (LBE website)
Sign completed exhibit for <i>Energy Savings Performance Project Statement of Work & Schedules</i>	Technical support assistance to review this completed exhibit is anticipated from CT Energy Efficiency Fund – see LBE website for updates.
Sign financing agreement	

5) Construction and Installation Stage

Oversee QESP's implementation of energy savings measures	Municipal facilities or energy manager
Sign Certificate of Acceptance of All Installed Equipment	Create this form for your project, DEEP Program Manager can assist
Make full project payment with bond funds or periodic payments to lessor and QESP	

6) Monitoring & Verification Stage

Review annual M&V reports submitted by QESP for entire project term	For first year M&V report, technical support assistance anticipated from CT Energy Efficiency Fund – see LBE website for updates.
Receive annual reconciliation payments from QESP if guaranteed savings not achieved	
Provide information to DEEP for annual review of all QESPs and M&V reports to ensure compliance with CT program	

Acronyms:

CEFIA	CT Clean Energy and Finance Investment Authority
DEEP	CT Department of Energy and Environmental Protection
ESPC	Energy Savings Performance Contract
LBE website	Lead by Example website, www.ct.gov/deep/leadbyexample
M&V	Measurement & verification
QESP	Qualified Energy Services Provider on contract with the CT Department of Administrative Services
RFP	Request for Proposals

www.ct.gov/deep/leadbyexample

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