

*Post Award Conference Meeting Agenda* ESPC Process Doc. P4-02

Rev. 08-27-18

Responsibility: PF

**Post-Award Conference Meeting Agenda**

**(minimum topics required to be covered are listed)**

## Introductions/Roles

* Welcome by agency contracting officer (or designated chairperson)
* Introductions
* Objectives of the meeting
	+ Achieve a clear and mutual understanding of all contract requirements
	+ Continuity and transitions from pre-award to post-award to be included in each discussion below. People, responsibilities, work, etc.
	+ Identify and resolve potential problems
	+ Not intended to change the contract, but should identify and clarify ambiguities
	+ Provide written documentation on areas requiring resolution, controversial matters, participants assigned responsibilities for further actions, and due dates (who, what, where, when, and why within contractual schedule).

## Roles, Responsibilities, Authority of each person

* Procurement Contracting Officer/Administrative Contracting Officer
* Agency Contracting Officers Representative (delegation of authority)
* Other agency key personnel (including M&V witnessing)
* ESCO primary point of contact
* Other ESCO Key personnel
* ESCO’s key subcontractor personnel (as applicable) – (the ESCO is responsible for subcontractors and the government has no privity)
* As applicable, review Tri-Party Agreement or M&O type agreements

## Communication Protocols

* Communication roles and responsibilities
	+ ESCO to feds and feds to ESCO
	+ Gatekeepers agency CO/COR are primary POCs
	+ Gatekeepers identify the ESCO primary POC
* 2 week/30/60/90 day look ahead discussion
* Process, emails, approvals, etc.
* Emergency notification process
* Site access requirements and security (including cyber when applicable)

## Task Order Contract Terms and Conditions

* Ensure mutual understanding off all task order contract terms and conditions
	+ Project scope (include coordination with needed agency POCs, e.g., facilities, utilities, operations, security/cyber-security, data center, resilience, etc.)
	+ Performance of Energy Conservation Measures/Work Breakdown Structure
	+ DOE IDIQ flow down contract clauses
	+ Task order specific clauses
	+ Savings guarantees

## Contract Deliverables – Post-Award (refer to IDIQ Attachment J-4)

Review status of IDIQ Attachment J-4 post-award deliverables (applicable sections in IDIQ referenced).

|  |  |  |
| --- | --- | --- |
| * Certificate of Insurance (Sec. H.9)
 | * Performance Bond (Sec. H.7)
 | * Payment Bond (Sec. H.7)
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| * Safety & Health Plan (Sec. H.10.D)
 | * ECM Quality Control Inspection Plan (Sec. C.5.3)
 | * Work Schedule (Sec. C.14)
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| * Work Outside Normal Hours (Sec. C.14)
 | * Design & Construction Package (Sec. C.5.1)
 | * Commissioning Plan (Sec. C.5.4.B)
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| * Operation Work Procedure and Checklist (Sec. C.6.B/C)
 | * Maintenance Work Procedure and Checklist (for each ECM; Sec. C.7.B/C)
 | * Notification of Utility Interruption (Sec. C.5.6)
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| * O&M Manuals and Spare Parts Lists (Sec. C.10.1)
 | * As-built Drawings (Sec. C.5.7)
 | * Commissioning Report (Sec. C.5.4.C)
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| * Post-Installation Report (Sec. C.4.2.C)
 | * Annual M&V Report on ECM Performance (Sec. C.4.2.D)
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## Project Schedule and Milestones

* Review project schedule included in ESCOs proposal
* Discuss design and design review schedule
* Discuss any known potential barriers and obstacles
* Discuss how changes to the project schedule (within scope) will be coordinated
* Plan for agency ESPC Project Manager and the Construction Manager to review the TO RFP per Sec. 11 of FEMP Best Practices guidance

## Project Design

* Review of design in awarded task order
	+ Discuss what percentage of design was completed at task order award and what remains post award
* Design changes process
* ESCO design, drawings, installation plans, health and safety plan, quality control inspection plan, etc. submittal process
* Government review and approval process (including specification reviews and approvals)
	+ Who performs reviews
	+ Timeframes for approval
	+ Discuss any known potential barriers and obstacles

## Requirements for Proceeding to Construction

* Not authorized until design have been approved by the government
* Agency to issue Notice to Proceed with Construction

## Government Acceptance

* Overall Process
* Authorities and timeframes
* Equipment title transfer and documentation
* Discuss any known potential barriers and obstacles

## Contractor Payments

* Fixed price contract
* Contract terms and conditions including task order schedules

## Reporting Requirements after Project Acceptance

* Annual post award M&V reporting
* Subcontractor reporting, other reporting

## Scope Changes, Contract Modifications, and Subsequent Phases

* Discuss process
	+ Administrative
	+ Within scope
	+ Outside scope
	+ Timing/schedule related to modifications/phases