• Introductions and Purpose
• ESPC ENABLE Overview/Current State
• DOE Qualified List Application Process
• GSA Schedule 84, SIN 246-53 Application Process
• Questions & Answers
This presentation will provide you, the energy services company (ESCO), with the information necessary to decide whether or not to participate in the ESPC ENABLE program. Our goal is to provide you with the information needed to make that decision, and the necessary steps to take once it has been made.
ESPC ENABLE Overview and Current State
ESPC ENABLE is a new funding pilot program that:

- Is intended for Federal facilities with buildings under 200,000 square feet (traditionally, underserved market).
  - Or, facilities where ESPC ENABLE provides the best/only solution
- Provides a standardized and streamlined process to quickly award projects and generate savings using GSA Schedule 84.
- Targets straight-forward ECMs including lighting, water, and HVAC controls.
- Includes basic levels of measurement and verification (M&V) for each ECM.
ESPC ENABLE Energy Conservation Measures (ECMs)

- **Lighting**
  - Lamps, ballasts, fixtures
  - Lighting Controls (occupancy, day lighting)

- **Water**
  - Plumbing fixtures (sink, toilet, urinal, shower, etc)

- **Simple HVAC Controls**
  - Time/Temperature setback
  - Demand and Night Ventilation

*Not included: HVAC replacement, advanced building controls*
### Overview – DOE ESPC IDIQ and ESPC ENABLE Crosswalk

<table>
<thead>
<tr>
<th></th>
<th>“Traditional” ESPC</th>
<th>ESPC ENABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contract Vehicle</strong></td>
<td>DOE ESPC IDIQ Contract</td>
<td>GSA Schedule 84 (SIN246-53)</td>
</tr>
<tr>
<td><strong>Contract Term</strong></td>
<td>Up to 25 Years</td>
<td>Up to 25 Years</td>
</tr>
<tr>
<td><strong>Target Market</strong></td>
<td>Unlimited</td>
<td>Small, federal facilities (~200K square feet)</td>
</tr>
<tr>
<td><strong>Energy Conservation Measures</strong></td>
<td>Unlimited (Includes renewables)</td>
<td>Lighting, Water, and basic HVAC Controls</td>
</tr>
<tr>
<td><strong>Average Cycle</strong></td>
<td>12-20 Months</td>
<td>12-15 Weeks (Anticipated)</td>
</tr>
<tr>
<td><strong>Average Project Size ($)</strong></td>
<td>$14M</td>
<td>$500K-$1M (Anticipated)</td>
</tr>
<tr>
<td><strong>Average Contract Term</strong></td>
<td>16 years</td>
<td>+/- 10 Years (Anticipated)</td>
</tr>
<tr>
<td><strong>Required Project Facilitator (PF)</strong></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td><strong>Prescribed M&amp;V</strong></td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Overview – Current State of ESPC ENABLE Program

- Pilot Project Kickoff – May 2012
- Schedule 84, SIN 246-53 Revision – June 2012
- ESPC ENABLE Website Launch – June 2012
- First NOO Issued – July 2012
- Multiple competing ESCOs – Currently 8 on Schedule
Activities: Estimated timeline - 1-2 Weeks

- Essential members of the acquisition team are identified
- Agency hosts kickoff meeting with acquisition team members
- Agency develops an Acquisition Plan*
- Agency develops the Request for Quotation/Notice of Opportunity*

*Indicates FEMP-provided template
Activities: Estimated timeline - 3 Weeks

- Request for Quotation/Notice of Opportunity is released
- ESCOs express interest*
- Agency evaluates responses based on best value criteria outlined in the RFQ/NOO*
- Agency notifies unsuccessful offerors* and issues the notice of intent to award (NOITA)*

*Indicates FEMP-provided/required template

Tools can be found at:
http://www1.eere.energy.gov/femp/financing/espc_enable_process.html
Activities: Estimated timeline - 3 Weeks

- ESCO performs Investment Grade Audit (IGA)* using FEMP-provided Excel survey tools
- ESCO submits final proposal*, final negotiations occur
- Agency awards task order

*Indicates FEMP-provided template
Water and Lighting:

- Excel based spreadsheet tool calculates energy and cost savings based on pre/post fixture data, usage, energy/water costs, etc.

HVAC Controls:

- Tool utilizes a simulation program (EnergyPlus) running in the background to calculate pre and post energy consumption and returns data to spreadsheet.

Tool Outputs: form the basis for contract documents. Tool auto-generates summary data tables and audit findings.
Audit tool: Lighting – Overview

1. Project Info, Summary Totals
2. Energy Cost/ Schedule Inputs
3. Usage Group Table
4. Controls Table

5. Space Description
6. Pre-retrofit Inputs
7. Post-retrofit Inputs
8. Savings Outputs
9. Fixed cost Outputs

Audit Tool collects room-by-room data of pre and post retrofit conditions
Audit Tool: Lighting – Master List

Directions:
1. Input fixture details into table below (data may be manually entered by line or cut and paste from pre-existing tables).
2. Using Status column (highlighted in yellow) identify fixtures as "Existing" or "Replacement". Identified fixture will appear in pull-down menus on main audit worksheet.
3. Enter measured wattage values for fixtures sampled, note location of measurement and witness information.

Note: Measurements to be taken on fixture types that represent at least 75% of the existing baseline load and entered in fields M1-M3, for fixtures not measured enter standard manufacturers wattage in field "M1"

ESCO generates Master list of pre/post equipment
- Equipment appears in “pull-down” menus on audit sheet
- Audit sheet is auto-populated with data from master

<table>
<thead>
<tr>
<th>Status</th>
<th>Fixture Code</th>
<th>Lamp Code</th>
<th>Description</th>
<th>Ballast</th>
<th>Lamp/Flt</th>
<th>Watt/lamp</th>
<th>reg watt/ft</th>
<th>Cost of Repl.</th>
<th>Cost of Labor</th>
<th>Cost of Disposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Replacement</td>
<td>CF321-S6RWW</td>
<td>CF32W</td>
<td>Compact Fluorescent - 32W - 36W medium bi-pin or pin base lamp</td>
<td>Meg. or Elec.</td>
<td>1</td>
<td>42</td>
<td>42</td>
<td>10</td>
<td>1</td>
<td>0.5</td>
</tr>
<tr>
<td>Replacement</td>
<td>CF421-S6RWW</td>
<td>CF42W</td>
<td>Compact Fluorescent - 42W - 54W medium bi-pin or pin base lamp</td>
<td>Meg. or Elec.</td>
<td>1</td>
<td>44</td>
<td>44</td>
<td>10</td>
<td>1</td>
<td>0.5</td>
</tr>
<tr>
<td>Replacement</td>
<td>CF521-S6RWW</td>
<td>CF52W</td>
<td>Compact Fluorescent - 52W - 64W medium bi-pin or pin base lamp</td>
<td>Meg. or Elec.</td>
<td>1</td>
<td>50</td>
<td>50</td>
<td>10</td>
<td>1</td>
<td>0.5</td>
</tr>
<tr>
<td>Replacement</td>
<td>CF601-S6RWW</td>
<td>CF60W</td>
<td>Compact Fluorescent - 60W - 72W medium bi-pin or pin base lamp</td>
<td>Meg. or Elec.</td>
<td>1</td>
<td>60</td>
<td>60</td>
<td>10</td>
<td>1</td>
<td>0.5</td>
</tr>
<tr>
<td>Replacement</td>
<td>CF701-S6RWW</td>
<td>CF70W</td>
<td>Compact Fluorescent - 70W - 84W standard bi-pin or pin base lamp</td>
<td>Meg. or Elec.</td>
<td>1</td>
<td>70</td>
<td>70</td>
<td>10</td>
<td>1</td>
<td>0.5</td>
</tr>
<tr>
<td>Replacement</td>
<td>CF801-S6RWW</td>
<td>CF80W</td>
<td>Compact Fluorescent - 80W - 96W standard bi-pin or pin base lamp</td>
<td>Meg. or Elec.</td>
<td>1</td>
<td>80</td>
<td>80</td>
<td>10</td>
<td>1</td>
<td>0.5</td>
</tr>
</tbody>
</table>

Fixture Measurement and Verification Data

<table>
<thead>
<tr>
<th>Location of fixture measurement</th>
<th>Enter measure wattage here</th>
<th>M1</th>
<th>M2</th>
<th>M3</th>
<th>AVG</th>
<th>Inspected/Witnessed by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entry hallway - 1st floor</td>
<td>31.0 31.5 32.4 33.6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>ABC Smith / Agency XYZ / J Jones / 3/5/12</td>
</tr>
<tr>
<td>Entry hallway - 1st floor</td>
<td>4.3 4.2 3.9 4.1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>ABC Smith / Agency XYZ / J Jones / 3/5/12</td>
</tr>
<tr>
<td>Hallway - 2nd floor</td>
<td>60.5 60.1 61.0 62.5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>ABC Smith / Agency XYZ / J Jones / 3/5/12</td>
</tr>
<tr>
<td>Lobby</td>
<td>7.1 7.1 7.3 7.1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>ABC Smith / Agency XYZ / J Jones / 3/5/12</td>
</tr>
</tbody>
</table>
Audit Tool: Outputs

FEMP audit tool auto-generates several outputs for use in contractual documentation

- Savings Summary Tables
- Retrofit Equipment Summary Tables
  – Fixture summaries, Bill of Materials
- Task Order Schedule 4 (TO-4)

### SCHEDULE DO-4
FIRST YEAR ENERGY AND COST SAVINGS, BY ECM, TECHNOLOGY CATEGORY, AND DELIVERY ORDER

| Tech No. | ECM No. | (a) ECM Energy Baseline (MBTU/yr) | (b1) Electricity Savings (kWh/yr) | (b2) Electricity Savings ($/yr) | (c1) Demand Savings (kW/yr) | (c2) Demand Savings ($/yr) | (d1) Natural Gas Savings (MBTU/yr) | (d2) Natural Gas Savings ($/yr) | (e1) Fuel Oil Savings (MBTU/yr) | (e2) Fuel Oil Savings ($/yr) | (f)=0.003413* b1+d1+e1 | Energy Savings (MBTU/yr) | (g)=b2+c2+d2+ e2 | Energy Cost Savings ($/yr) | (h) Other Energy-Related and O&M Cost Savings ($/yr) | (i) = (g)+(h) | Estimated Annual Cost Savings ($/yr) | (j) Implementatio n Price ($) | (k)= (j) / (i) | Simple Payback (yrs.) |
|-----------|---------|----------------------------------|----------------------------------|--------------------------------|----------------------------|-----------------------------|----------------------------------|-------------------------------|--------------------------------|----------------------------|----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| 5         | Lighting| 114                              | 25,170                          | $2,391                        | 20                         | $182                       | 0                               | $0                            | 86                            | $2,573                     | $0                         | $2,573                      | 0                           | $2,573                      | 0                           | $2,573                      | 0                           | #DIV/0!                     |
| 13        | Water   | 11                               | 0                               | $0                            | 0                          | $0                         | 3                               | $42                           | -                             | $ -                         | 3                         | $42                         | $0                          | $42                         | $0                          | $42                         | $0                          | #DIV/0!                     |
| 3         | HVAC Cntrl | -                              | 0                               | $0                            | 0                          | $0                         | 0                               | $0                            | -                             | $ -                         | 0                         | $ -                         | $0                          | $ -                         | $0                          | $ -                         | $0                          | #DIV/0!                     |
| TOTAL     |         | 124                              | 25,170                          | $2,391                        | 20                         | $182                       | 3                               | $42                           | -                             | $0                         | 89                        | $2,615                      | -                           | $2,615                      | $0                          | $2,615                      | #DIV/0!                     | #DIV/0!                     | #DIV/0!                     |
Activities: Estimated timeline ~ 6 Weeks

– Installation
– Measurement and Verification (M&V)*
– Commissioning*
– Agency Acceptance*

* Indicates FEMP provided plan templates and report outlines
An annual M&V audit performed to verify the achievement of annual cost savings performance guarantees provided by the ESCO

• ESCO or agency must perform annual audit
• Equipment inspections are performed as prescribed in the M&V plan to verify savings achievement
  – Primarily Option A
• An annual M&V Report* is to be generated by the ESCO and submitted to the agency

* Indicates FEMP provided report outline
FEMP Activities

• Work with agencies to build institutional support and initiate ESPC ENABLE pilot projects
• Continue ESCO engagement and expand ESCO pool
• Apply lessons learned related to ESPC ENABLE process, templates, tools, and pilot projects
Summary

Key Points

• Small building approach using a streamlined GSA Schedule 84
• Requires use of FEMP tools and templates
• FEMP will continue to direct market and ESCOs are encouraged to do the same
• Use the information provided today to decide if ESPC ENABLE is something you would like to pursue
Contacts for ESPC ENABLE

Chip Goyette  
Federal Energy Management Program  
(FEMP) 
202-586-9209  
chip.goyette@ee.doe.gov

Ben Engleman  
Energetics, Inc. (contract support to  
FEMP) 
202-406-4110  
Benjamin.ingleman@hq.doe.gov

Bob Slattery  
Oak Ridge National Laboratory (ORNL)  
865-548-0549  
slatteryrs@ornl.gov
DOE Qualified List of Energy Services Companies

- Firms must be on the DOE Qualified List to be considered for Schedule 84, SIN 246-53
- Comprised of private industry firms
- Firms must apply to be considered
- Applications reviewed by Qualification Review Board (QRB)
- Firms must re-certify on an annual basis
- See FEMP Website for more information: http://www1.eere.energy.gov/femp/financing/espcs_qualifiedescos.html
• First-time applicants must submit:
  – Statement of qualifications (Standard form 129 and supplemental questions 10A – 10E)
  – Two client questionnaires with original signatures from past project clients
• Special attention should be paid to project descriptions to demonstrate experience with **design** and **installation** of ESPCs or ECMs
• Personnel qualifications should be in the form of **resumes**
• Additional guidance and requirements available at:  

**Applications are accepted throughout the year and should be submitted to Cyrus Nasseri of FEMP**

*(contact information available in the upcoming slides)*
A QRB evaluates applications for the DOE Qualified List on the basis of statements of qualifications received and selects firms for inclusion on the qualified list if:

- The firm has provided ESPC services, or services that saved energy or reduced utility costs for not less that two clients; and the firm possesses the appropriate project experience to successfully implement the technologies that it proposes to provide.
- Previous project clients provide ratings that are "fair" or better.
- The firm, or any principal of the firm, has neither been insolvent nor declared bankruptcy within the last five years.
- The firm, or any principal of the firm, is not on the list of parties excluded from procurement programs (in other words, has not been debarred by the Federal Government) under 48 CFR part 9, subpart 9.4.
- There is no adverse information that warrants the conclusion that the firm is not qualified to perform energy savings performance contracting.

*Please allow at least three months for the evaluation process to be completed.*
Additional information on evaluation criteria for **Supplemental Question 10B**: 

- Experience must be demonstrated in both design *and* installation of two projects. Experience in design only (i.e. A/E firms), or experience in construction only (i.e. ECM installation) is not sufficient for qualification.

- Construction experience must include **financial responsibility** for the installation of both projects, but may include the responsibility for using sub-contractors. **Construction management** experience without responsibility for the installation is not sufficient for qualification.

- A concise and thorough description must be provided for each of the two projects submitted for qualification.

- Answers to sub-part questions 1 through 13 must all relate to the **same project**, for each of the two projects described. Each question must be completely and thoroughly answered.
If you are interested in applying to become a DOE-qualified ESCO, you should:

• Visit the FEMP website and familiarize yourself with the process
• Download the application and supplemental questions and review them thoroughly
• Contact Douglas Eisemann if any questions or clarification are needed *(contact info on next slide)*
• Compile all necessary materials and send them to Cyrus Nasseri *(mailing address given on next slide)*
Contacts for DOE Qualified List

To submit an application, send the compiled materials to:

**Cyrus Nasseri**  
Federal Energy Management Program  
U.S. Department of Energy, EE-2L  
1000 Independence Avenue, SW  
Washington, DC 20585  
**Attn: Qualified List**

For questions about the DOE Qualified List or the application process, contact:

**Douglas Eisemann**  
SRA International, Inc.  
Under contract to the U.S. Department of Energy  
[ Douglas_Eisemann@SRA.com ]  
703-284-8239
Federal Acquisition Service

Schedule 84 and ESPC ENABLE

Kellie Stoker
Chief, Law Enforcement & Security Branch
Greater Southwest Acquisition Center (GSAC)

September 13, 2012
Topics

- Introduction
- Getting Started
- Overview of How to Prepare and Submit an eOffer
- Signing the eOffer
- ESPC ENABLE Info within the solicitation
- Review and Questions
What is GSA’s eOffer?

- eOffer is a secure, web-based application that allows companies to electronically prepare and submit a Multiple Award Schedule (MAS) contract proposal to the Federal Acquisition Service (FAS).

- To use the eOffer system you must have a digital certificate. Obtaining a digital certificate should be the first step in the process. You may already have one if you have a current Schedule Contract on another program.
What is a Digital Certificate?

- A Digital Certificate is an electronic credential that is stored on your computer or on a token.
  - Asserts the identity of an individual
  - Enables Federal Acquisition Service (FAS) to verify the identity of the individual entering the system and signing documents.
  - Used to encrypt and decrypt data to ensure that it is securely transmitted.
First Steps Before Submitting an Offer

- Recently, CCR, ORCA and the Excluded Parties listing (EPLS) were merged into a new website called SAM – System for Award Management at the following address:

  https://www.sam.gov/portal/public/SAM/

- If you were previously registered in CCR and ORCA, your data was migrated over, but you should log onto the new system and verify your information.

- If you were not previously registered in CCR or ORCA, you must register in SAM before starting the offer process.
How Does eOffer Use Digital Certificates?

- To authenticate user at login
- To ensure that only the people authorized to work on an eOffer are granted access
- To electronically sign the eOffer request
- We generally recommend that you obtain two digital certificates at a minimum in case the certified employee leaves the company or is out for an extended period of time.
- If you are using a consultant and authorize them to sign on behalf of the company, they will need a digital certificate also. (Many already have them.)
Accessing the Solicitation

- Review the solicitation document on FedBizOpps (download instructions are available at the end of this presentation.)
- Review the following documents before starting to prepare the offer:
  16. Information and Instructions to Offerors
  18. Critical Information Specific to Schedule 84

- These documents will provide specific information on starting to prepare your offer.
The Following Items Are Not Needed:

- Readiness Factors Evaluation
- Pathways to Success Training (recommend/not required)
- D&B Open Ratings Report
- Prior and Current Year Financial Reports
What Special Item Numbers (SINS) Should I Offer?

- ESPCs are covered under SIN 246-53 – Facility Management Systems

--Don’t let the title fool you, the SIN description clearly identifies ESPCs in accordance with the Energy Policy Act of 2005.

- Along with 246-53 which provides for the Alternate Financing, you must also offer some products or services.
What Special Item Numbers (SINS) Should I Offer?

- SIN 246-51 – Installation Requiring Construction (DB)
- SIN 246-1000 – Ancillary Supplies and/or Services
Price Proposal Information

- Copies of your current commercial pricelist for products or services offered must be submitted with the offer. See solicitation for information on offering Davis Bacon rates.

- Proposed financing rates must also be submitted with the offer. You will need to provide the basis used to develop your rates (i.e., US Treasury rates) as well as % or basis points being added.
# Financing Rate Example – Percentage

Based on US Treasury Bill Average Life rate.

<table>
<thead>
<tr>
<th>Term (years)</th>
<th>Spread for + $10,000,000</th>
<th>Spread for $3M - $10M</th>
<th>Spread for Less than $3M</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 11</td>
<td>1.80%</td>
<td>2.35%</td>
<td>2.45%</td>
</tr>
<tr>
<td>11 – 14</td>
<td>2.10%</td>
<td>2.40%</td>
<td>2.50%</td>
</tr>
<tr>
<td>14 – 25</td>
<td>2.35%</td>
<td>2.45%</td>
<td>2.55%</td>
</tr>
</tbody>
</table>
Financing Rate Example – Basis Points

The ESPC financing rate will be calculated using the 10-year Treasury Note Constant Maturity rate calculated to the most current month at the time of the proposal. A spread is formulated using the project term (5, 10, 15 year term), and project financed amount, and added to the index to obtain the final interest rate. The following financing spread is currently accepted under the contract.

Project Value (Project Term) + Basis Points

Projects less than $5M (5 year term), 325 BP over Treasury
Projects $5M - $15 M (10 year term), 315 BP over Treasury
Project $15M + (15 year term), 310 BP over Treasury

*Actual financing rate will be the lowest rate possible at the time of project financing
Technical Evaluation Factors

- For 246-53 - an offeror is expected to have at least two (2) years of Corporate Experience

- Five (5) projects, at least two(2) of the projects must either have been completed within the last two years or be on-going. For on-going contracts with a base year and option years, at a minimum the base year must have been completed; for multi-year task orders, at a minimum the first year must have been completed.
Technical Evaluation Factors

- Must be on the DOE ESCO Qualified list or provide evidence that evaluation is ongoing when offer is submitted.
Offer Submission into eOffer

- Once you have gathered your data and are ready to prepare your offer, you will access the eOffer website:

  http://eoffer.gsa.gov/

- The eOffer system is a series of screens in which you input your offer data. The system will also advise you when to upload documents you have gathered such as pricelists, Commercial Sales Practices, technical info, etc.
Offer Submission into eOffer

- Uploading documents is much like attaching documents to an e-mail, so your documents must be in an electronic format.

- The system is designed to not let you proceed if you miss a step. For the items being waived, you can upload a blank sheet of paper.

- There are tutorials and help-guides on the eOffer page.
eOffer Successfully Submitted

SUCCESS

Your eOffer was successfully submitted.
This is to notify you that your eOffer submitted against TFTP-MC-000874-B for 874 has been received in Management Services Acquisition Center (10PT) on 02/15/2007.
Contact Information

- Kellie Stoker – 817-850-8203 / kellie.stoker@gsa.gov
- Margaret Lynch – Section Chief - 817-850-8130 / margaret.lynch@gsa.gov
- Brenda McCall – Lead CO – 817-850-8112 / brenda.mccall@gsa.gov
Questions????
Solicitation Download Instructions

➢ To access the Schedule 84 Solicitation follow this link:

http://www.gsaelibrary.gsa.gov/ElibMain/scheduleSummary.do?scheduleNumber=84

Then click on the blue box in the upper left that says "Vendors - Click here to view the solicitation on FedBizOpps"
Solicitation Download Instructions

- Once at the solicitation page on FedBizOpps, click on the "Packages" Tab.
- You will want to start out reviewing the Critical Information Specific to Schedule 84 and Schedule 84 - FSC 63 - Technical Requirements documents. Then you'll want to review the Solicitation and Clauses Incorporated by Reference documents as well as the Information and Instruction to Offerors.
Solicitation Download Instructions

- Since you are submitting under the ESPC SIN (246-53), you don't need to worry about submitting the Open Ratings Report, the Pathways to Success Training, the Readiness Assessment, prior and current Financial Records.