### **[Letter of Interest/Sources Sought Notice – Template](https://www.energy.gov/femp/articles/letter-interest-serving-utilities-electric-natural-gas-and-water-template)**

The Letter of Interest (LOI)/Sources Sought Notice (SSN) template:

* Includes a statement of the agency's broad objective for a UESC to assist with achieving energy goals;
* Indicates outreach to all potential providers; and
* Provides limited project-specific details.

This template can also be used to draft a SSN, for posting on SAM.gov, as is currently recommended.

Eligible UESC providers are limited by statute to the electricity, natural gas, or water utility companies in the geographic area where the site is located.[[1]](#footnote-2) It is current practice to send a letter via email, to each eligible utility to inquire about interest, experience, and capabilities.

To date, the majority of UESC projects have been accomplished by electric and natural gas utilities including a subset of excellent projects done by cooperative and municipal utilities. Most water utilities are municipal entities and by necessity limit their time and resources to offering and implementing water-related opportunities.

Blue, italicized font is used throughout the document where optional language or guidance is provided.

Download the template here: [Letter of Interest to Serving Utilities](https://www.energy.gov/femp/articles/letter-interest-serving-utilities-electric-natural-gas-and-water-template)

**Letter of Interest/Sources Sought Notice to Serving Utilities – Electric/Natural Gas/Water**
**Template** (*Updated November 2024)*

*[Name of Utility]*

Attn: *[Name of POC, Address]*

Dear *[Name of POC]*,

The *[Agency]* would like to develop an economically viable energy conservation project that includes *[energy conservation measures (ECMs) water conservation measures, demand management, recommissioning, retro commissioning, and monitoring-based commissioning, as well as on-site electricity generation & storage]. Note: Agency should ensure that this LOI includes a description of desired ECMs, with an emphasis on priority and/or complex ECMs*. The *[Agency]* plans to use a Utility Energy Service Contract ([UESC](https://www.energy.gov/eere/femp/utility-program-and-utility-energy-service-contracts-federal-agencies)) to implement these requirements at our facilities. We are surveying the interest of all electric, natural gas, and water distribution utilities to provide UESC services at the following facilities: *[specific site names / locations* */ utility accounts]* within the utility’s franchise service territory. The *[Agency]* intends to award a UESC Task Order under the GSA areawide contract (AWC). In the absence of an AWC, the *[Agency]* will also consider awarding the UESC via a Separate Contract or a Basic Ordering Agreement (BOA).

The Contractor (Utility/ Energy Service Company [ESCO]) shall select ECM subcontractors (including suppliers) on a competitive basis to the maximum practical extent consistent with the objectives and requirements of the contract.

*Note: If the utility subcontracts to an ESCO partner, the opportunity must be competed in accordance with FAR 44.204 and Article 18 of the serving utility’s GSA AWC (if applicable)*

The selected utility shall provide the following during the UESC process:

* A Preliminary Assessment (PA) offered at no cost to the Government; following the PA, an Investment Grade Audit (IGA) may be requested
	+ Specific requirements for each assessment will be provided at the time of the request
* Financing (if applicable) which must be competed
* [eProject Builder](https://eprojectbuilder.lbl.gov/login) (ePB) is required for Task Order (TO) schedules; the TO Schedules should be provided for the PA, and the IGA
* Performance Assurance Plan to ensure ECMs are installed and perform as designed.

*Note: Add savings guarantee, utility provided operations and maintenance repair and replacement service, or other requirements if Agency requires this level of service.*

*Note: The Agency may approach this LOI in one of two ways to make a utility selection. The first method is to request basic information and determine interest (market research); if needed, the Agency may request additional information pursuant to the initial response(s). The second method is to request detailed information at the onset.*

*If the Agency desires for the utility companies to submit qualifications as a response, the agency should request each utility to provide a detailed response to the LOI based upon the evaluation criteria below.*

Written responses to this LOI should be no longer than 5 pages, at least 12 font. The required content and evaluation factors, (agency should describe weighting if any) are as follows:

1. *Utility Technical Competencies and Experience*
* *Utility’s technical competencies and qualifications to perform a UESC such as working with ePB, obtaining competitive financing, etc. as noted in bullets above.*
* *Relevant experience executing the ECMs or work similar to the ESMs described above*
* *Qualifications to perform an IGA (obtaining financing, design management, energy use benchmarking, estimating energy savings, incorporation of incentives, etc.)*
* *Experience conducting performance assurance activities. Note: This should be consistent with preliminary performance assurance requirements developed during the Acquisition Planning.*
1. *Utility’s Management Approach*
	* *Use of an implementing ESCO*
	* *The utility’s internal or contracted project management capabilities*
	* *The utility’s internal or contracted staff qualifications to include design management, project management, performance assurance activities such as measurement and verification, project superintendent, quality control, and safety.*

*Note: Agency should expound upon the general bullets listed above in order to align with specific goals of this project.*

This letter is only a request for information regarding your company’s energy management service offerings, experience, and qualifications to provide a customized UESC project for *[Agency]* and does not constitute authorization to proceed with any work. If your company is prepared to offer a UESC, please send an email to *[Contracting Officer email]* to indicate your interest and include all of the requested information.

If I do not hear from you by *[future date – recommend 10 business days]*, I will consider it a response that your company is not interested in pursuing a UESC for the noted facilities at this time.

Please refrain from contacting other individuals at *[proposed sites]* at this time.

Thank you in advance,

*[Name, Contracting Officer Title]*

1. [42 USC Section § 8256](https://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title42-section8256&num=0&edition=prelim), Incentives for Agencies, states that agencies are authorized and encouraged to participate in programs to increase energy efficiency and for water conservation or the management of electricity demand conducted by gas, water, or electric utilities and generally available to customers of such utilities. [↑](#footnote-ref-2)