**Phase 1: Acquisition Planning**

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|  | **Task** | **Resources** |
| ¨ | Agency develops initial project scope and Acquisition Plan | [Acquisition Plan –Template](https://www.energy.gov/femp/articles/uesc-acquisition-plan-template) |
| ¨ | Agency drafts initial [Justification for Other Than Full and Open Competition (](https://www.whitehouse.gov/wp-content/uploads/2022/11/ONDCP-Campaign-JOFOC-2022.pdf)JOFOC)/Justification & Approval (J&A)  | [JOFOC/J&A – Template](https://www.energy.gov/femp/articles/ja-sample) |
| ¨ | Agency ensures the UESC project provides a comprehensive solution | [Bundling Energy Conservation Measures in Comprehensive Energy Performance Contracts](https://www.energy.gov/femp/bundling-energy-conservation-measures-comprehensive-energy-performance-contracts?nrg_redirect=473586) |
| ¨ | Agency ensures all cybersecurity requirements are reviewed, considering planned ECMs that require network interface such as Monitoring Based Commissioning. | [Cybersecurity Considerations for Performance Contracts](https://www.energy.gov/femp/cybersecurity-considerations-performance-contracts)[Enhancing Performance Contracts with Monitoring-Based Commissioning (MBCx)](https://www.energy.gov/femp/articles/enhancing-performance-contracts-monitoring-based-commissioning)  |
| ¨ | Agency identifies performance assurance requirements, team, priority ECMs, and goals. | [Performance Assurance Planning Guide for UESCs – See Phase 1: Acquisition Planning](https://www.energy.gov/femp/articles/performance-assurance-planning) |

**Phase 2: Utility Selection & Preliminary Assessment (PA)**

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|  | **Task** | **Resources** |
|  ¨ | Agency surveys eligible serving utilities | [Letter of Interest – Template](https://www.energy.gov/femp/articles/letter-interest-serving-utilities-electric-natural-gas-and-water-template) |
|  ¨ | Agency provides consideration of utilities | [Utility Selection Evaluation Factors - Template](https://www.energy.gov/femp/articles/utility-selection-evaluation-factors-template) |
| ¨ | Agency evaluates performance assurance qualifications and strategy as a selection factor | [Utility Selection Evaluation Factors - Template](https://www.energy.gov/femp/articles/utility-selection-evaluation-factors-template)[Performance Assurance Planning Guide for UESCs – See Phase 2: Utility Selection and Preliminary Assessment](https://www.energy.gov/femp/articles/performance-assurance-planning) |
|  ¨ | Agency selects utility and notifies all utilities of selection | [Utility Selection Letter and Notice to Proceed (NTP) with PA – Template](https://www.energy.gov/femp/articles/utility-selection-letter-template)[PA SOW – Template](https://www.energy.gov/femp/articles/pa-sow-template) |
|  ¨ | Agency issues an authorization/TO for PA | [Guidance on Utility Rate Estimations and Weather Normalization in Performance Contracts](https://www.energy.gov/femp/articles/guidance-utility-rate-estimations-and-weather-normalization-performance-contracts)[Energy Escalation Rate Calculator](https://www.energy.gov/femp/building-life-cycle-cost-programs)[Escalation Rates in Energy Savings Performance Contracts](https://eta-publications.lbl.gov/sites/default/files/lbnl1004319.pdf)[Energy Price Indices and Discount Factors for Life Cycle Cost Analysis: Annual Supplement to NIST Handbook 135](https://www.energy.gov/femp/articles/annual-supplement-nist-handbook-135)[eProject Builder (ePB)](https://eprojectbuilder.lbl.gov/home/) |
|  ¨ | Utility conducts PA and agency reviews PA | [ePB](https://eprojectbuilder.lbl.gov/home/) |

**Phase 3: Project Development**

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|  | **Task** | **Resources** |
|  ¨ | Agency issues an authorization for Investment Grade Audit (IGA) | [Letter of Request for IGA – Template](https://www.energy.gov/femp/articles/letter-request-iga-template)[IGA SOW - Template](https://www.energy.gov/femp/articles/iga-sow-template)[NTP to IGA – Template](https://www.energy.gov/femp/articles/notice-proceed-iga-template)  |
| ¨ | Utility or ESCO conducts IGA and develops IGA reportDevelops technical scope for firm-fixed price with ECMs sufficiently detailed to acquire competitive subcontractor bidsUtility solicits bids from subcontractorsUtility solicits bids from financiers | [Investor Deal Summary](https://www.energy.gov/femp/articles/investor-deal-summary-template-utility-energy-service-contracts)[Standard financing offer](https://www.energy.gov/femp/articles/standard-finance-offer-template-utility-energy-service-contracts) |
| ¨ | Utility develops and finalizes the performance assurance plan | [Performance Assurance Planning Guide for UESCs – See Phase 3: Project Development](https://www.energy.gov/femp/articles/performance-assurance-planning)  |
| ¨ | Agency reviews IGA and performance assurance plan | [ePB](https://eprojectbuilder.lbl.gov/home/) |
| ¨ | Agency develops statement of work and TOAgency and utility finalize TO for implementationNegotiate final technical scope and cost Agency indicates agreement to finance termsUtility provides final proposal and agency updates TO to reflect negotiations | [Task Order Template](https://www.energy.gov/femp/articles/utility-energy-service-contract-task-order-template) |
| ¨ | Agency completes “business clearance” or “recommendation to award” | [Business Clearance Memorandum – Template](https://www.energy.gov/femp/articles/business-clearance-memorandum-sample) |
| ¨ | Agency awards TO for UESC and reports project information to FEMP and GSANotify Congress in accordance with FAR 17.108. Announce contract awards in accordance with FAR 5.303.Notify GSA in accordance with FAR Part 41  | [Federal Facility Reporting Requirements and Performance Data | Department of Energy](https://www.energy.gov/femp/federal-facility-reporting-requirements-and-performance-data)[Utility Energy Service Contract Project Data Collection | Department of Energy](https://www.energy.gov/femp/utility-energy-service-contract-project-data-collection) |

**Phase 4: Implementation and Construction**

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|  | **Task** | **Resources** |
|  ¨ | Agency Project Announcement | [Announcement Template](https://www.energy.gov/femp/articles/agency-project-announcement-sample) |
|  ¨ | Utility finalizes design  |  |
|  ¨ | Utility installs ECMs and agency provides oversight |  |
|  ¨ | Utility measures and verifies energy savings, commissions ECMs, trains agency personnel, and submits Post Installation reports and checklists (Commissioning, Measurement and Verification, etc.) | [Performance Assurance Planning Guide for UESCs – See Phase 4: Implementation and Construction](https://www.energy.gov/femp/articles/performance-assurance-planning)[2024 Commissioning Guidance for Energy Savings Performance Contracts](https://www.energy.gov/femp/articles/2024-commissioning-guidance-energy-savings-performance-contracts) |
|  ¨ | Agency reviews utility provided reports and checklists, verifies performance, and addresses discrepancies | [Performance Assurance Planning Guide for UESCs – See Phase 4: Implementation and Construction](https://www.energy.gov/femp/articles/performance-assurance-planning)  |
|  ¨ | Utility provides O&M training to agency staff | [Performance Assurance Planning Guide for UESCs – See Phase 4: Implementation and Construction](https://www.energy.gov/femp/articles/performance-assurance-planning)  |
|  ¨ | Agency accepts project | [Letter of Final Acceptance – Template](https://www.energy.gov/femp/articles/letter-final-acceptance-template) |
|  ¨ | Update final contract information in agency UESC Project Data Collection | [FEMP UESC Project Data Collection](https://www.energy.gov/femp/utility-energy-service-contract-project-data-collection) |

**Phase 5: Post-Acceptance Performance**

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|  | **Task** | **Resources** |
| ¨ | Utility submits invoices and agency makes payments | [Invoice Approval and Payment Process – Template](https://www.energy.gov/femp/articles/invoice-approval-and-payment-process-template)[UESC Invoice – Template](https://www.energy.gov/femp/articles/uesc-invoice-sample) |
| ¨ | Utility or agency executes and documents performance assurance activities in accordance with the Performance Assurance Plan | [Performance Assurance Planning Guide for UESCs – See Phase 5: Post Acceptance – Performance Period](https://www.energy.gov/femp/articles/performance-assurance-planning) |
| ¨ | Agency closes out the contract at end of term |  |

Visit the UESC website to view and download resources referenced in this checklist.

[www.energy.gov/femp/resources-implementing-federal-utility-energy-service-contracts](http://www.energy.gov/femp/resources-implementing-federal-utility-energy-service-contracts)