



U.S. DEPARTMENT
of **ENERGY**

Federal Energy
Management Program



Utility Energy Service Contract Guide

A Resource for Contracting Officers and Other
Agency Staff Working on UESC Projects

2025 Edition

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List of Acronyms

AWC	Areawide Contract
BOA	Basic Ordering Agreement
CEU	Continuing Education Unit
CFR	Code of Federal Regulations
CO	Contracting Officer
COR	Contracting Officer's Representative
COTR	Contracting Officer's Technical Representative
CTS	Compliance Tracking System
Cx	Commissioning
DOE	U.S. Department of Energy
DSM	Demand Side Management
EA 2020	The Energy Act of 2020
ECM	Energy Conservation Measure
EISA	Energy Independence & Security Act of 2007
EMCS	Energy Management Control System
EMSA	Authorization for Energy Management Services
ENABLE	Standardized procurement process for small federal projects to install ECMs
EO	Executive Order
EPACT	Energy Policy Act of 1992 and 2005
ePB	eProject Builder
ESA	Energy Services Agreement
FAR	Federal Acquisition Regulation
FEMP	Federal Energy Management Program
FFP	Firm-Fixed-Price
FS	Feasibility Study (may be referred to as an IGA or Investment Grade Audit, the terms are interchangeable)
FUPWG	Federal Utility Partnership Working Group

GSA	General Services Administration
HVAC	Heating, Ventilating, and Air Conditioning
IACET	International Association for Continuing Education and Training
IGA	Investment Grade Audit (may be referred to as an FS or Feasibility Study, the terms are interchangeable)
IRR	Internal Rate of Return
J&A	Justification and Approval
JOFOC	Justification for Other Than Full and Open Competition
KPI	Key Performance Indicator
LBNL	Lawrence Berkeley National Laboratory
LCCA	Life Cycle Cost Analysis
LCC	Life Cycle Cost
M&V	Measurement and Verification
MBCx	Monitoring-Based Commissioning
NIST	National Institute of Standards and Technology
NREL	National Renewable Energy Laboratory
O&M	Operations and Maintenance
OH	Overhead
ORNL	Oak Ridge National Laboratory
PA	Preliminary Assessment
PA Plan	Performance Assurance Plan
PNNL	Pacific Northwest National Laboratory
PUC	Public Utility Commission
SOW	Statement of Work
TO	Task Order
UESC	Utility Energy Service Contract
USC	United States Code

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General Information

Introduction to the Federal Energy Management Program (FEMP)

FEMP helps the country's largest energy consumer—the federal government—achieve efficient, secure, and resilient energy use in mission-critical facilities and fleets, saving billions in taxpayer money.

Introduction to the Utility Energy Service Contract Guide

Authorized by the [Energy Policy Act of 1992 \(EPACT\)](#), codified as [42 United States Code \(USC\) § 8256](#), a Utility Energy Service Contract (UESC) is a limited-source acquisition between a federal agency and its serving utility for energy management services, including energy and water efficiency improvements, and demand-reduction services. UESCs can also take advantage of applicable incentives, including [Demand Response and Time Variable Pricing Programs](#). See the [Database of State Incentives for Renewables and Efficiency](#) for more information. The Department of Defense has its own authority to enter into UESC contracts using either [10 USC §2913](#) (for gas and electric utilities) or [10 USC §2866](#) (for water utilities).

In a UESC, the Contracting Officer (CO) will lead the acquisition effort, supported by technical staff working closely with the utility. This team will investigate the project's technical and economic feasibility and ensure a fair and reasonable price for its design and implementation. Also, the [Energy Act \(EA\) of 2020](#) requires agencies to use performance contracting to implement at least 50% of the cost-effective energy conservation measures (ECMs) identified through evaluations required by [42 USC § 8253\(f\)\(4\)\(B\)](#) and UESCs help satisfy this requirement.

This [Utility Energy Service Contract Guide](#) provides project development templates throughout each phase of a UESC project, which are used as resources to help COs implement UESC Task Orders (TOs) under existing U.S. General Services Administration (GSA) Areawide Contracts (AWCs), Basic Ordering Agreements (BOAs), or stand-alone contracts. The template section headings throughout the Guide include embedded active hyperlinks (annotated in [underlined blue font](#)), and these hyperlinks navigate to the FEMP [Resources for Implementing Federal Utility Energy Service Contracts](#) website, where templates are available for download in editable Microsoft Word documents. [Blue, italicized](#) font is used throughout all associated templates of this Guide where optional language or guidance is provided. Additionally, this Guide's Resources and Contact Information section contains links to FEMP resources and information on how to contact FEMP with questions.

This Guide was developed to supply government agencies with the resources to develop, implement, and sustain the performance of UESC projects. These resources include the UESC Process Flowchart found later in the Guide and [Utility Energy Service Contract Planning & Document Development Checklist](#), which summarize the UESC process and will help your agency track the essential tasks and progress of your project

throughout the project lifecycle. The checklist also provides a list of the templates available for each step of the process.

Reporting your UESC project data to FEMP is an important final step, and the guidelines for reporting data are outlined in the [Utility Energy Service Contract Project Data Collection](#) website and discussed in further detail later in this Guide.

The next five sections contain the templates for each step of the UESC processes: 1) Acquisition Planning, 2) Utility Selection and Preliminary Assessment, 3) Project Development, 4) Project Implementation and Construction, and 5) Post-Acceptance Performance.

FEMP hopes this Guide is informative and aids in developing and implementing successful UESC projects at agency sites. FEMP encourages you to participate in the [Federal Utility Partnership Working Group \(FUPWG\)](#). FUPWG fosters partnerships and facilitates communications among federal agencies, utilities, and energy service companies (ESCOs). FEMP hosts periodic [FUPWG Seminars](#) to share success stories and other important information on UESCs and related topics.

UESC Resources and Contact Information

Utility Program and Utility Energy Service Contracts for Federal Agencies

The [Utility Program and Utility Energy Service Contracts for Federal Agencies website](#) includes news, project support, case studies, contact information, and resource documents to assist your agency with its UESC project.

Federal Energy Management Program Workforce Development and Training

FEMP provides [Workforce Development and Training](#) and is accredited by the International Association for Continuing Education and Training (IACET) and awards IACET continuing education units (CEUs) upon the successful completion of select courses. Visit the [FEMP Training Catalog](#) to find FEMP courses offering IACET CEUs, and upcoming live webinars can be found on the [Training Events Calendar](#).

FEMP Technical Assistance and Project Executives

Need help meeting a federal energy management goal or requirement or finding a document or template? FEMP can help – contact us at the [FEMP Assistance Request Portal](#).

Federal Project Executives (FPEs) help agencies launch energy savings performance contract (ESPC) and UESC projects. Contact the [FPE](#) serving your site for assistance with acquisition planning and other tasks.

Reference Documents and Resources

[Utility Energy Service Contracts: Enabling Documents](#) – Documents containing important legislative, executive, and agency mandates and legal opinions regarding UESC.

[Resources for Implementing Federal Utility Energy Service Contracts](#) - FEMP offers resources to help federal agencies implement UESCs.

[Performance Assurance Planning Guide for UESCs](#) – FEMP performance assurance resources that guide agencies through all aspects of performance assurance.

Using GSA Areawide Contracts for UESCs

Agencies can leverage the GSA Area-Wide Contracts (AWCs) to implement UESCs. Learn more about procuring energy management services through the use of the AWC at the [GSA AWC website](#). For general questions regarding AWCs contact, energy@gsa.gov.

The GSA Areawide Contract includes an exhibit titled “The Energy Management Services Authorization” (EMSA), which is the vehicle used by the ordering agency to specify energy management services (EMS). The CO uses this exhibit to establish a bilateral agreement with the utility for UESC services. The project scope, terms and conditions, and costs will be project-specific and negotiated by the CO. [FAR Part 41.204](#), GSA AWCs, provides procedures for obtaining service.¹

The CO will execute the EMSA² and attach it to a Standard Form 26 or equivalent agency specific document. Agencies are required to provide a copy of the executed AWC authorizations including Standard Form 26 and the executed EMSA to energy@gsa.gov.

The [GSA’s AWC contracts/modifications website](#) provides a list of downloadable AWCs.

A separate contract or Basic Ordering Agreement in accordance with your agency’s policy can be utilized when an AWC does not exist.

UESC Data Collection

FEMP has collected data on more than 2,100 UESC projects dating back to 1992, and has used this to demonstrate the value, importance, and impact of the UESC program. FEMP’s Utility Program serves as the federal government’s primary source of information on the UESC project funding mechanism. The [OMB Memorandum M-12-21 \(addendum to M-98-13\)](#), released in September 2012, provides guidance for agency reporting. [OMB Memo M-98-13](#) advises agencies to consult with FEMP in planning their UESC projects. The [Energy Act \(EA\) of 2020](#), amended 42 U.S.C. 8258 to include additional reporting requirements.

¹ [FAR Part 41.204\(c\)\(2\)](#): “Each AWC includes an authorization form for ordering service, connection, disconnection, or change in service. Upon execution of an authorization by the contracting officer and utility supplier, the utility supplier is required to furnish services, without further negotiation, at the current, applicable published or unpublished rates, unless other rates, and/or terms and conditions are separately negotiated by the Federal agency with the supplier.”

² [FAR Part 41.204\(c\)\(3\)](#): “The CO shall execute the Authorization, and attach it to a [Standard Form \(SF\) 26](#), Award/Contract, along with any modifications such as connection charges, special facilities, or service arrangements. The CO shall also attach any specific fiscal, operational, and administrative requirements of the agency, applicable rate schedules, technical information and detailed maps or drawings of delivery points, details on Government ownership, maintenance, or repair of facilities, and other information deemed necessary to fully define the service conditions in the Authorization/contract.”

FEMP Data Usage Policy

Reported data is never released to a third-party without consent, and data is securely maintained through the FEMP Project Tracking System (through Multi-Factor Authentication [MFA] per DOE cyber security requirements, limited to authorized registered users). The data is periodically shared on an aggregate level (not a project level) to demonstrate the growth of the UESC contracting vehicle, and to better understand the UESC market and trends in investment. FEMP collects historic, recently awarded, and proposed UESC projects and maintains discretion within the FEMP Utility Program team.

Opportunities for Agencies and Utilities

FEMP offers technical assistance for UESC projects, including support inputting data into the [Compliance Tracking System \(CTS\)](#). FEMP also acknowledges agencies and utilities that submit data at FUPWG meetings.

How Data Is Collected

FEMP's [UESC Project Data Collection](#) website instructs federal agencies and utilities on how to voluntarily submit data. Agency and utility participation is critical to the success of FEMP's data collection efforts. FEMP's goal is to increase participation because the more accurately the data reflects the UESC market, the better FEMP can support agencies. When FEMP has complete data of the UESC market, we are better able to communicate the benefits of the utility program as a whole. Federal agencies must also submit data in accordance with the [Federal Facility Reporting Requirements and Performance Data](#).

To collect data, FEMP requests that agencies upload their data into the [EISA Compliance Tracking System \(CTS\)](#)

UESC Task Order Award Process Flowchart

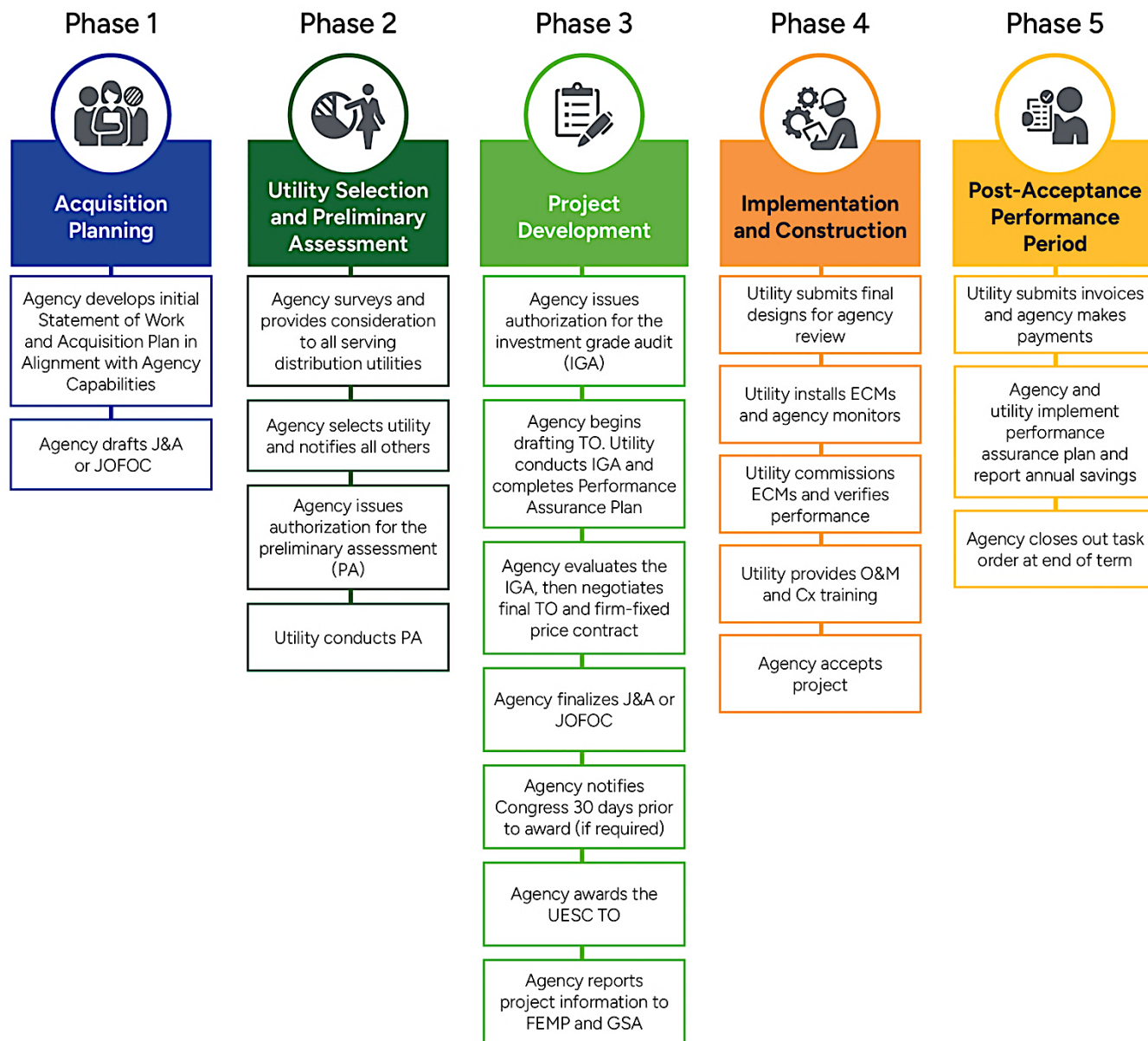


Figure 1. The five phases of the UESC Task Order Award Process

Illustration by Fred Zietz, NREL

Utility Energy Service Contract Planning and Document Development Checklist

The following checklist includes some of the tasks required to execute a UESC and can be used as a guideline for agency staff. This list is not all-inclusive – agency policy may require additional steps.

Table 1. Phase 1: Acquisition Planning

	Task	Resources
<input type="checkbox"/>	Agency develops initial project scope and Acquisition Plan	Acquisition Plan –Template
<input type="checkbox"/>	Agency drafts initial Justification for Other Than Full and Open Competition (JOFOC)/Justification & Approval (J&A)	JOFOC/J&A – Template
<input type="checkbox"/>	Agency ensures the UESC project provides a comprehensive solution	Bundling Energy Conservation Measures in Comprehensive Energy Performance Contracts
<input type="checkbox"/>	Agency ensures all cybersecurity requirements are reviewed, considering planned ECMs that require network interface such as Monitoring Based Commissioning.	Cybersecurity Considerations for Performance Contracts Enhancing Performance Contracts with Monitoring-Based Commissioning (MBCx)
<input type="checkbox"/>	Agency identifies performance assurance requirements, team, priority ECMs, and goals.	Performance Assurance Planning Guide for UESCs – See Phase 1: Acquisition Planning

Table 2. Phase 2: Utility Selection and Preliminary Assessment (PA)

	Task	Resources
<input type="checkbox"/>	Agency surveys eligible serving utilities	Letter of Interest – Template
<input type="checkbox"/>	Agency provides consideration of utilities	Utility Selection Evaluation Factors - Template
<input type="checkbox"/>	Agency evaluates performance assurance qualifications and strategy as a selection factor	Utility Selection Evaluation Factors - Template Performance Assurance Planning Guide for UESCs – See Phase 2: Utility Selection and Preliminary Assessment
<input type="checkbox"/>	Agency selects utility and notifies all utilities of selection	Utility Selection Letter and Notice to Proceed (NTP) with PA – Template PA SOW – Template
<input type="checkbox"/>	Agency issues an authorization/TO for PA	Guidance on Utility Rate Estimations and Weather Normalization in Performance Contracts Energy Escalation Rate Calculator Escalation Rates in Energy Savings Performance Contracts Energy Price Indices and Discount Factors for Life Cycle Cost Analysis: Annual Supplement to NIST Handbook 135 eProject Builder (ePB)
<input type="checkbox"/>	Utility conducts PA and agency reviews PA	ePB

Table 3. Phase 3: Project Development

	Task	Resources
<input type="checkbox"/>	Agency issues an authorization for Investment Grade Audit (IGA)	Letter of Request for IGA – Template IGA SOW - Template NTP to IGA – Template
<input type="checkbox"/>	Utility or ESCO conducts IGA and develops IGA report Develops technical scope for firm-fixed price with ECMs sufficiently detailed to acquire competitive subcontractor bids Utility solicits bids from subcontractors Utility solicits bids from financiers	Investor Deal Summary Standard financing offer
<input type="checkbox"/>	Utility develops and finalizes the performance assurance plan	Performance Assurance Planning Guide for UESCs – See Phase 3: Project Development
<input type="checkbox"/>	Agency reviews IGA and performance assurance plan	ePB
<input type="checkbox"/>	Agency develops statement of work and TO Agency and utility finalize TO for implementation Negotiate final technical scope and cost Agency indicates agreement to finance terms Utility provides final proposal and agency updates TO to reflect negotiations	Task Order Template
<input type="checkbox"/>	Agency completes “business clearance” or “recommendation to award”	Business Clearance Memorandum – Template
<input type="checkbox"/>	Agency awards TO for UESC and reports project information to FEMP and GSA Notify 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 Utility Energy Service Contract Project Data Collection Department of Energy

Table 4. Phase 4: Implementation and Construction

	Task	Resources
<input type="checkbox"/>	Agency Project Announcement	Announcement Template
<input type="checkbox"/>	Utility finalizes design	
<input type="checkbox"/>	Utility installs ECMs and agency provides oversight	
<input type="checkbox"/>	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 2024 Commissioning Guidance for Energy Savings Performance Contracts
<input type="checkbox"/>	Agency reviews utility provided reports and checklists, verifies performance, and addresses discrepancies	Performance Assurance Planning Guide for UESCs – See Phase 4: Implementation and Construction
<input type="checkbox"/>	Utility provides O&M training to agency staff	Performance Assurance Planning Guide for UESCs – See Phase 4: Implementation and Construction
<input type="checkbox"/>	Agency accepts project	Letter of Final Acceptance – Template
<input type="checkbox"/>	Update final contract information in agency UESC Project Data Collection	FEMP UESC Project Data Collection

Table 5. Phase 5: Post-Acceptance Performance

Task	Resources
<input type="checkbox"/> Utility submits invoices and agency makes payments	Invoice Approval and Payment Process – Template UESC Invoice – Template
<input type="checkbox"/> 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
<input type="checkbox"/> Agency closes out the contract at end of term	

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Note: Ensure the [Performance Assurance Planning Guide](#) is referred to for this phase.

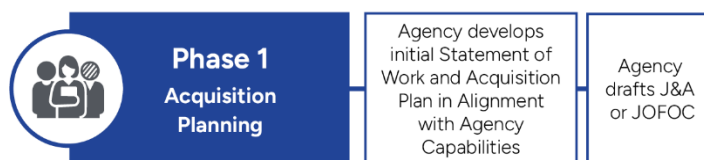


Figure 2. UESC Task Order Award Process Phase 1: Acquisition Planning

Illustration by Fred Zietz, NREL

Acquisition Plan – Template

An acquisition plan for a UESC will address project-specific technical objectives and business considerations and identify the milestones in the acquisition process. The CO will also ensure that agency acquisition policies, guidance, and practices are followed. Blue, italicized font is used throughout the document where optional language or guidance is provided.

Download the template here: [Acquisition Plan](#)

JOFOC/J&A – Template

The [Energy Policy Act of 1992 \(EPACT\)](#), codified as [42 U.S.C. § 8256](#), authorizes and encourages agencies to participate in programs, such as UESCs, 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. The provisions within [42 U.S.C. § 8256](#) meet the requirement for other than full and open competition and are allowable by [Federal Acquisition Regulation \(FAR\) Part 6.302-5](#) (*Authorized or Required by Statute*).

Likewise, the language in [10 U.S.C. §2913](#) provides the military departments and defense agencies with clear authorization to accept any financial incentive, goods, or services generally available from a gas or electric utility.

Download the template here: [JOFOC/J&A](#)

Bundling Energy Conservation Measures in Comprehensive Energy Performance Contracts

Bundling a variety of energy conservation measures (ECMs), including water efficiency and onsite generation enhances utility energy service contracts (UESCs) and energy savings performance contracts (ESPCs), ensuring federal agencies get the best value possible. Energy efficiency measures are inherent in performance contracts. However, do not overlook the possibility to bundle novel ECMs alongside more traditional energy efficiency measures.

Cybersecurity Considerations for Performance Contracts

Federal agencies pursuing energy improvements using energy performance contracting vehicles, such as ESPCs and UESCs, must be sure that energy projects, and the specific ECMs that will be implemented address potential cybersecurity vulnerabilities at the federal facilities where they are installed. Site staff should refer to [DOE Energy and Cybersecurity Integration](#) recommendations and their agency cyber requirements and discuss the planned project with their site/agency cyber experts.

Enhancing Performance Contracts with MBCx

Integrating MBCx software tools into performance contracts helps tie in advanced metering infrastructure, building automation systems, and local weather data to enable ongoing commissioning and identify ECMs.

To support federal and commercial building owners in understanding, procuring, and implementing MBCx software tools, this report provides an overview of their capabilities, the MBCx process, and how MBCx can be integrated into—and benefit—each phase of a performance contract. Additionally, case studies illustrate successful experiences using MBCx within performance contracts at a university campus and across a large number of buildings managed by the GSA.

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Note: Ensure the [Performance Assurance Planning Guide](#) is referred to for this phase.

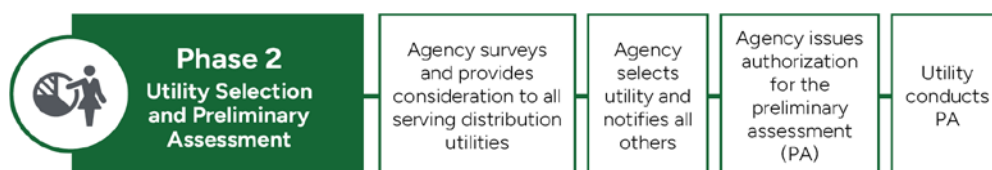


Figure 3. UESC Task Order Award Process Phase 2: Utility Selection and Preliminary Assessment

Illustration by Fred Zietz, NREL

Letter of Interest/Sources Sought Notice – 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
- 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.³ It is current practice to send a letter via email to each eligible utility to inquire about interest, experience, and capabilities.

To date, most UESC projects have been accomplished by electric and natural gas utilities including a subset of 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. Note that utilities should take a fuel neutral approach when investigating ECMs, and are encouraged to include water efficiency, onsite generation and storage where cost-effective.

Download the template here: [Letter of Interest to Serving Utilities](#)

Utility Selection Evaluation Factors – Template

Developing measurable and weighted criteria for the UESC will contribute to a utility selection that will fit your program and project objectives. For example, each responding utility may provide the agency with information about its business model, including project management, technical expertise, subcontract plan (including whether the utility is self-performing or partnering with an ESCO), and ability to provide competitive financing. When more than one utility is interested and capable of providing a UESC, the agency shall solicit offers from as many eligible sources as practicable.

Download the template here: [Utility Selection Evaluation Factors](#)

³ [42 USC Section § 8256](#), 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.

Utility Selection and NTP with PA Letter – Template

Once the utility selection decision is made, the CO can use this template to notify the selected utility. The template also includes a statement initiating the PA and providing PA instructions. The utilities that are not selected should also be notified.

Depending on project size and scope, some agencies will not require a PA but will alternatively use an in-house assessment or an audit for the initial project scope and start with an IGA.

Download the template here: [Utility Selection and NTP with PA Letter](#)

Procuring Energy Management Services with the GSA Areawide Contract

The Procuring Energy Management Services with the GSA AWC guide and other GSA resources are provided at the following link: [GSA Energy Library](#)

PA SOW – Template

The following PA Statement of Work (SOW) identifies agency goals and potential ECMs, including priority ECMs that must be evaluated. This SOW template also provides flexibility for the utility to evaluate additional ECMs that are cost effective and/or that align with agency goals.

Download the template here: [PA SOW](#)

Guidance on Utility Rate Estimations and Weather Normalization in Performance Contracts

This document explains how to use estimated energy and water rates and normalized weather data in determining payments under a federal ESPC or UESC. This is the DOE's official guidance for agencies in determining energy and water escalation rates for ESPCs and UESCs.

The 2024 guidance supersedes 2013 and 2019 Guidance on Utility Rate Estimations and Weather Normalization in an ESPC, which are no longer in effect.

Energy Escalation Rate Calculator

EERC computes an average annual escalation rate for a specified time period, which can be used as an escalation rate for contract payments in UESCs. These average escalation rates are computed based on the Energy Information Administration (EIA) energy price projections in the Annual Supplement.

Recommended vs. Actual Escalation Rates for ESPCs: Is the Guidance Good?

Escalation rates applied to the savings from financed energy projects play a large role in their scope and costs. This study investigated whether EERC-predicted escalation rates

were accurate, concluding that relying on EERC is sound policy. While the study focuses on ESPCs, the information applies to all performance contracts, including UESCs.

Energy Price Indices and Discount Factors for Life-Cycle Cost Analysis: Annual Supplement to NIST Handbook 135

This is a handbook on energy price indices and discount factors for performing life-cycle cost analyses.

The latest version of the Handbook can be found here: [Annual Supplement to NIST Handbook 135 | Department of Energy](#)

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Note: Ensure the [Performance Assurance Planning Guide](#) is referred to for this phase.

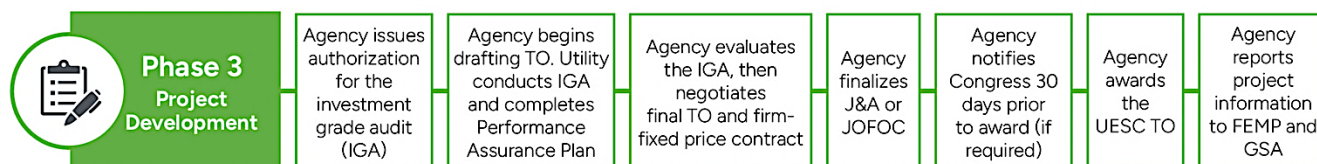


Figure 4. UESC Task Order Award Process Phase 3: Project Development

Illustration by Fred Zietz, NREL

IGA SOW – Template

The SOW for the IGA includes the scope and deliverable requirements of the work to be performed. The SOW describes the information the agency needs to establish that the recommended ECMs are technically sound, and pricing is fair and reasonable. It provides information and instructions for working on site as well as a format for the written report.

Download the template here: [IGA SOW](#)

Letter of Request for IGA Cost Proposal – Template

The Letter of Request for an IGA Cost Proposal is a document requesting a detailed cost proposal for an IGA. Blue, italicized font is used throughout the document where optional language or guidance is provided.

Download the template here: [Letter of Request for IGA Cost Proposal](#)

NTP to IGA – Template

This template provides instructions and official notice to the utility company to proceed with the IGA. Blue, italicized font is used throughout the document where optional language or guidance is provided.

Download the template here: [NTP to IGA](#)

Business Clearance Memorandum – Template

The business clearance memorandum typically includes acquisition background, technical and financial evaluation outcomes, a pre-negotiation position, request to negotiate and approval to negotiate, and a determination of reasonable pricing and recommendation to award the contract. As applicable, ensure that agency specific guidance is incorporated into the memorandum.

Download the template here: [Business Clearance Memorandum](#)

UESC Task Order Template

Federal agencies can use this template as a draft for a UESC TO. An agency can place UESC TOs under the GSA AWC using an EMSA Exhibit, a TO under a BOA, or a stand-alone contract with their selected distribution utility.

All clauses incorporated into any contract or TO from this template, particularly the recommended list of Federal Acquisition Regulations clauses provided in the template, should be reviewed carefully by the CO, and edited as applicable depending on the project scope and agency-specific requirements. The TO template is a tool that federal agencies may use at their discretion, but using the template is not mandatory. Agencies should use internal templates and follow their internal policies and procedures. The template is a working document that will be edited on an on-going basis based on lessons learned.

Download the template here: [UESC Task Order Template](#)

eProject Builder

eProject Builder (ePB) is a secure, web-based data management platform that allows customers and energy service providers (utilities/ ESCOs/ other contractors) to preserve, track and report information for their portfolio of energy projects in perpetuity.

ePB also has downloadable spreadsheets for offline use. FEMP strongly recommends using the calculating version of the downloadable spreadsheet when possible. This version of the data upload template provides automated amortization calculations for financed projects, for developing project financial scenarios.

The [Compliance Tracking System](#) (CTS) featured in ePB enables the automation of project data transfer between ePB and CTS. This feature significantly reduces the reporting burden for Federal agencies by allowing direct data transfer into the Initiated Project Report and the Project Follow-Up Report in CTS.

Investor Deal Summary – Template

The Investor Deal Summary provides financial data for each ECM, as well as key dates, total project implementation price, as well as savings estimates and payment schedule. The utility can use this document to summarize the UESC project and solicit financing offers.

Download the template here: [Investor Deal Summary](#)

Standard Financing Offer – Template

The standard financing offer includes the key components of the finance package such as the Financing Procurement Price, the Total Amount Financed, and the Financial Summary details.

Download the template here: [Standard Financing Offer](#)

Federal Facility Reporting Requirements and Performance Data

FEMP provides information and tools to help agencies report annual energy and water consumption and resource management efforts for federal facilities. FEMP also collects and publishes agency performance data.

Utility Energy Service Contract Project Data Collection

FEMP collects UESC project data using the CTS Project Template, which makes it easy for agencies to upload their data into the EISA 432 CTS.

PHASE 4: Project Implementation and Construction

Agency Project Announcement – Template	24
Letter of Final Acceptance – Template	24

Note: Ensure the [Performance Assurance Planning Guide](#) is referred to for this phase.

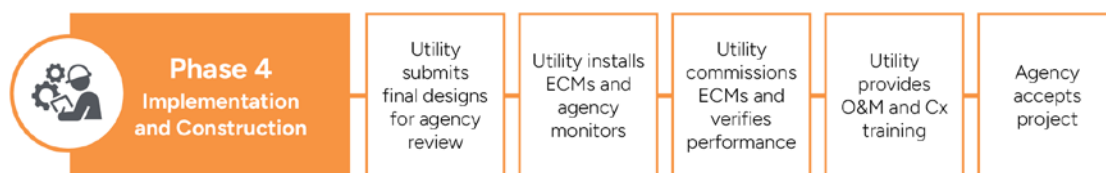


Figure 5. UESC Task Order Award Process Phase 4: Implementation and Construction

Illustration by Fred Zietz, NREL

Agency Project Announcement – Template

The Agency Project Announcement template is provided to encourage all agencies and utilities to celebrate and share the good news of their successes. Invariably, obstacles have been overcome, an effective UESC process was utilized, partners have collaborated, and perhaps most importantly, goals will be achieved. A succinct project announcement allows all participants an avenue for telling the story and leading by example.

Download the template here: [Agency Project Announcement](#)

Letter of Final Acceptance – Template

Upon completion of all implementation phase tasks, the agency will accept all ECMs, and the letter of final acceptance (and accompanying acceptance modification) will initiate the performance period.

Download the template here: [Letter of Final Acceptance](#)

PHASE 5: Post-Acceptance Performance

Invoice Approval and Payment Process – Template	26
UESC Invoice – Template	26

Note: Ensure the [Performance Assurance Planning Guide](#) is referred to for this phase.

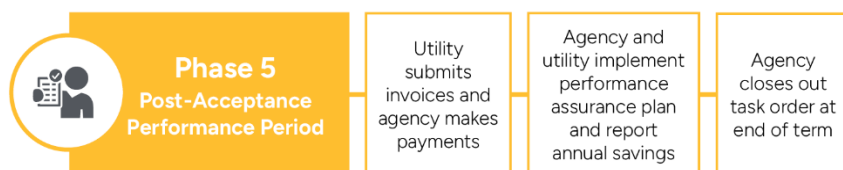


Figure 6. UESC Task Order Award Process Phase 5: Post-Acceptance Performance Period

Illustration by Fred Zietz, NREL

Invoice Approval and Payment Process – Template

Invoices can be accepted and processed after the CO has formally accepted the completed project, and a certificate of completion is signed. Typically, invoices will be processed 30 days after the certificate of completion is signed. It is recommended that an invoice template and copy of the contract and payment schedule be provided to the offices that verify and pay invoices.

Download the template here: [Invoice Approval and Payment Process](#)

UESC Invoice – Template

The following is a UESC invoice template. In most instances the utility will arrange for the financing through an agreement with a third-party financier, and the agency will likely issue an assignment of claims. However, the actual UESC invoice may be on the utility's letterhead along with the finance company's logo.

Download the template here: [UESC Invoice](#)

For more information, visit: energy.gov/FEMP

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