

## **FEMP Utility Team Utility Energy Service Contract Scope of Support**

### **No-Cost to Agency FEMP UESC Support**

The Department of Energy Federal Energy Management Program (FEMP) Utility Team technical experts support agencies with their Utility Energy Service Contract (UESC) projects. The Utility Team can provide the following activities and services at no cost contingent upon FEMP funding resources and staff availability.

In general, the FEMP Utility Team provides most support from the training phase to utility selection, but can remain involved in the project upon request by the agency.

- **Training**
  - Conduct live and on-demand webinars – available multiple times throughout the year and open to all Federal agencies
  - Conduct Comprehensive UESC Training, in-person (2 days) – available multiple times throughout the year and open to all federal agencies
  - Conduct Agency-specific training
    - Project-specific webinars (~1-2 hours) – available upon request
    - On-site training (1-2 days) – limited availability throughout the year
- **Technical Assistance – Acquisition Planning**
  - Facilitate discussion and review agency-developed documents, including:
    - Initial project scope
    - Letter of Interest
    - Utility selection guidance and utility-Energy Service Company (ESCO) strategies
    - Justification and Approval
  - Provide resources to assist with acquisition planning
  - Share best practices and examples of successful acquisition planning strategies
  - Participate via conference call in kick-off meetings and discussions
  - Provide information related to the following:
    - Authorizing legislation and federal mandates
    - Project requirements, priorities, and objectives
    - Contracting vehicles
    - Funding strategies and financing options
    - Utility selection
    - Cybersecurity and resilience planning
- **Technical Assistance – Project Development**
  - Provide resources to assist in development of project documents, including sample task orders, master agreements, and performance planning
  - Provide UESC best practices, high-level reviews, and comments related to the following:
    - Preliminary Assessment (PA)
    - Investment Grade Audit (IGA)
    - Subcontract bids
    - Financing bids
    - Performance planning
    - Task order development
  - Participate in critical project discussions between the agency and utility

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### Services Outside the No-Cost to Agency Scope of Support

The following is a non-exhaustive list of activities and services that generally require resources beyond the scope of support described in this document:

- **Dedicated project facilitation**
  - Fully engaged in all efforts
  - Adjustable to fit agency/project needs
  - In-depth IGA reviews
- **On-site project support**
  - Utility interviews
  - Agency training above and beyond standard training options listed above
  - Project strategy meetings (kickoff meeting support, design kickoff meeting support, installation kickoff meeting support, meeting agendas, meeting notes, etc.)
- **Special analyses**
  - Cybersecurity assessment
  - Resilience assessment
  - Renewable Energy Optimization (REopt)
  - Grid Interactive Efficient Buildings (GEB)
  - Independent Government Cost Estimates (IGCEs)
  - Commissioning and M&V reports
  - Maintenance, Repair, and Rehabilitation
  - Other

### Start with Your Agency's Project Approval Process

It is important to ensure you receive approval to move forward with a UESC project pursuant to the approval processes required by your agency.

### FEMP Recommends a Project Facilitator

FEMP recommends the use of a project facilitator (PF) as a best practice. The PF's are experienced, unbiased advisors who guide the agency acquisition team through the project development and implementation process by providing technical and financial advice. The PF's role generally begins after utility selection and before the preliminary assessment kickoff meeting so there is a seamless transition of support from the FEMP Utility Team serving as primary support to the project facilitator.

There are several ways to retain a PF:

1. Hire a project facilitator under the [FEMP Project Facilitator](#) contract
2. Hire an external project facilitator through the agency's procurement process
3. Hire a project facilitator off the GSA Schedule, refer to: [www.GSAAdvantage.gov](http://www.GSAAdvantage.gov)

### Questions?

Please feel free to reach out to the FEMP UESC team.

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