

09 ORAL PRESENTATION GUIDANCE

The following guidance is not intended to replace or circumvent any existing agency-level guidance or regulation; the guidance is intended to enhance the agency's effectiveness when interviewing potential Energy Service Company (ESCOs).

NOTE: Use for down selection of two or more ESCOs

INSTRUCTIONS

- Preplan your interview(s)
- Be prepared
 - Decide whether to have video conference; webinar, telephonically or face-to-face interview (recommended).
 - Meet with the Acquisition Team (including your DOE Project Facilitator) at least one hour prior to the first ESCO interview.
 - Prepare questions and discussion issues based on the Team's comments and concerns.
- Be brief
 - Recommend scheduling a 1 or 1-1/2 hour for each interview.
 - Advise the ESCO that they will allowed up to 1/2 hour for their presentation.
 - Schedule up to 1/2 hour for the agency's comments/questions.
- Be consistent
 - Prepare in advance, a set of discussion topics for each ESCO interview. The interview should address each contractor's qualifications for implementing potential energy conservation measures.
 - Request project references and specific detailed examples regarding similar projects, including the resulting energy savings.
 - Request an explanation of how similar projects relate to the scope and content of the task or delivery order concerned; (Copied from the National Defense Authorization Act of 2011).

SUGGESTED POINTS FOR DISCUSSION:

1. How many energy audits/feasibility studies have been performed by the ESCO?
2. What are the unique aspects of each project?
3. Describe technical similarities between past projects and this project
4. Describe the technical strengths of similar projects performed by the ESCO.
5. Describe the technical weakness of similar projects performed by the ESCO. Describe how the technical problems were addressed and resolved.

SAMPLE

MEMORANDUM FOR:

Energy Savings Performance Contracting Acquisition Team Fort Raup, ZA

Oral discussions with Winning Energy Company will be conducted on March 24, 2011 at 10:00a.m. in Room 126 Building #19.

The Acquisition Team is requested to meet in Room 126 at 9:30a.m. to review the discussion points prior to the meeting with the ESCO's.

Total meeting time is anticipated to be approximately 1 ½ hours.

The discussion points to date are as follows:

1. How many energy audits/feasibility studies have been performed by the ESCO?
2. What are the unique elements of each project?
3. Describe technical similarities between past projects and this project.
4. Describe the technical strengths of similar projects performed.
5. Describe the technical weakness of similar projects performed by the ESCO. Describe how the technical problems were addressed and resolved by the ESCO.
6. Describe how the technical problems were addressed and resolved.