Phase 1: Project Planning

**Agency**
- FFS & agency get started
- Assemble acquisition team
- Send notice of requirements to all ESCOs
- Down-select to subset of ESCOs

**Joint Effort**

**ESCO**
- Notify DOE COR of intent to respond
- Submit requested info to agency

ESCO — Energy Services Company
COR — Contracting Officer’s Representative
FFS — FEMP Federal Energy Project Financing Specialist
Phase 2: Preliminary Assessment / ESCO Selection

**Agency**
- Complete Interagency Agreement (IAA) to engage project facilitator services
- Review preliminary assessments and ESCOs’ past performance
- Select winning ESCO
- Issue Notice of Intent to Award

**Joint Effort**
(Optional) presentations by finalist ESCOs

**ESCO**
IDIQ — Indefinite-delivery, indefinite-quantity (contract)

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Phase 3: Investment-Grade Audit to Award

**Agency**
- Start TO RFP, share draft for comments, issue TO RFP
- Final proposal evaluation
- Issue TO

**Joint Effort**
- IGA kickoff meeting
- Preliminary negotiations
- Confirm that ESCO meets pre-award requirements
- Final negotiations, revisions to TO RFP and final proposal

**ESCO**
- IGA
- Prepare and submit IGA/final proposal
- Prepare IDS, solicit financing
- Prepare financing selection memo

IGA — Investment-Grade Audit
TO RFP — Task Order Request for Proposal
IDS — Investor’s Deal Summary
Phase 4: Construction/Installation
Part I: Review of Design and Construction Package

- Agency
  - Reviews/approvals (before construction may begin)
  - Notice to proceed with construction/installation

- Joint Effort
  - Post-award conference

- ESCO
  - Provide proof of insurance
  - Payment & performance bonds
  - Complete/submit designs & equipment selections and design & construction package, including commissioning plan

Phase 4: Construction/Installation
Part 2: Inspections, Commissioning, Acceptance

- Agency
  - Day-to-day monitoring
  - Inspections and verifications of ESCO’s installation, documentation, training
  - Acceptance of installed ECMs

- Joint Effort
  - Punch lists, resolution efforts, reinspections, clarifications, etc.

- ESCO
  - Construction/installation
  - Resolves punch list items, submits required documentation, provides required training
  - Commissioning and post-installation M&V

M&V — Measurement & Verification
Phase 5: Performance Period

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<th>Agency</th>
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<td>Payments</td>
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<td>Invoices</td>
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<td>Eval. of ESCO performance to DOE</td>
<td>Reconciliation of energy savings performance (if necessary)</td>
<td>Annual M&amp;V reports</td>
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<td>Review and approve M&amp;V reports</td>
<td>Close out delivery order</td>
<td>Transfer title to agency at start or end of performance period</td>
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Performance-period services