CONTRACTING FOR A REM

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CONTRACTING FOR A RESOURCE EFFICIENCY MANAGER

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AGENDA

• Available Resources
• Contract Vehicles
• Program Deliverables
• Project Deliverables
• Awareness Deliverables
• Contract Administration
• Discussion
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AVAILABLE RESOURCES

• On-Line Resources Available
  • GSA Web Site
  • FEMP Web Site
  • WSU Web Site

• Experienced Contracting Officers
  • Navy, Army, Air Force or GSA
  • Other REMs
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CONTRACT VEHICLES

• GSA Contract
• Utility Energy Service Contract
• BOA
• Stand Alone Contract Action
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GSA CONTRACT

- Federal Supply Schedule makes it easy to purchase commercial services.
- Applicable Schedule is SIN 871-201

- SIN 871-201 Energy Audit Services: Major categories of energy audit services include, but are not limited to energy audits, resource efficiency management, use of alternative energy sources, and building commissioning services.
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GSA PROCESS FOR A REM

- **Identify your REM requirements.**
- **Prepare a statement of work**
- **Establish a funding mechanism.**
- **Issue RFP with statement of work to three pre-qualified energy management services firms.**
- **Review proposals for best value.**
- **Place your order.**
- **Note: If you have a contracting officer you can work directly with them to access contractors through GSA. However, if you do not have a contracting officer, you can access a GSA contracting officer to place your order.**
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UTILITY ENERGY SERVICE CONTRACT

- Contract with Local Utility Company
- Can use GSA Area-Wide or BOA
- Financing Mechanism Available
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UTILITY ENERGY SERVICE CONTRACT

- Identify a Willing Utility
- Determine Your REM Requirements
- Identify Your Deliverables
- Determine Method of Funding
- Secure Funds or MOU
- Issue Request for Proposal
- Review and Negotiate REM Proposal
- Award Contract
- Administer Contract
- Start Re-Procurement Early
- Contract Completion
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BASIC ORDERING AGREEMENT

• Identify your REM requirements.
• Prepare a statement of work
• Establish a funding mechanism.
• Issue RFP with statement of work to three energy management services firms or a utility.
• Review proposals for best value.
• Place your orders.

• A BOA is applicable when you intend on issuing multiple orders for REM’s over a five year period. Requires more up front effort then the UESC or GSA but once awarded provides easy REM awards for five years.
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STAND ALONE CONTRACT

• A single contract award for single REM.

• Same up front effort as the BOA.

• The only problem with the stand alone contract is it provides less payback for the effort then the other three vehicles.
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REM CONTRACT BASICS

• Price

• Duration of Contract

• Deliverables
  • Program Development
  • Project Development
  • Energy Awareness Program
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PROGRAM DELIVERABLES

- Develop Energy Master Plan.
- Develop Metering Program.
- Perform Utility Billing Audits.
- Establish Energy Account Database.
- Develop/Maintain Energy Program Reports.
- Provide Planning Support for Energy Budget.
- Provide REM Program Status Report.
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PROJECT DELIVERABLES

- Identify and Develop Low Cost/No Cost Energy Conservation Opportunities.
- Operational Support of EMC System.
- Develop/Assist in Project Identification and Justification (Scope, LCC, Auditing).
- Develop Projects for UESC and ESPC.
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AWARENESS DELIVERABLES

• Act as the Facility Energy Awareness Manager
• Coordinate Energy Conservation Meetings
• Manage Energy Awareness Program
• Prepare Annual Energy Reports.
• Establish and Support an Awards Program Recognizing Energy Conservation Efforts.
• Develop and Distribute Energy Articles, Newsletters, Notices, Posters, and Signs.
• Coordinate Energy Awareness Week
Non-Personal Service Statement - Contractor employees performing services under this order will be controlled, directed, and supervised at all times by management personnel of the Contractor. Contractor management will ensure that such employees properly comply with the performance work standards outlined in the statement of work. The contractor’s employee will be working closely with and along side military and civilian government workers on a daily basis, and must be able to meet and maintain military installation access procedures for duration of employment and must respect military custom and procedures while on the military installation for the duration of this Contract and must comply with provisions of 5 U.S.C. 3109 – Personnel Services Contracts for duration of employment.
CONTRACT ADMINISTRATION

- Expect and Review Progress Reports
- Communicate with Customer
- Promote Benefits of Program
- Maintain a Documented File
- Begin Re-Procurement Early
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DISCUSSION

• Questions?

• Comments?

• Discussion?