

**PROCEDURES FOR USING ARMY REGIONAL
ENERGY SAVINGS PERFORMANCE CONTRACTS (ESPC)
OPTION A
THROUGH MOA WITH AFCESA
May 2004**

The Air Force Civil Engineer Support Agency (AFCESA) has entered into an agreement with the U.S. Army Engineering and Support Center, Huntsville (USAESCH) that allows Air Force bases to use the Army Regional Energy Savings Performance Contracts (ESPC) without paying the up-front costs usually required for use of these contracts.

AFCESA is the facilitator for a base wanting to participate in the Army ESPC contracts. Huntsville delegates ordering authority to Air Force contracting officers at the requesting installation, and base civil engineering personnel do the engineering after AFCESA has assured the required documentation has been received. These procedures are applicable for initial acceptance into the ESPC and the issuance of every task order under that ESPC.

NOTE: The agreement between the Army and AFCESA/CESM is that the bases will provide all proposals to AFCESA for review and comments to ensure the terms and conditions of the contracts are met. Please contact the AFCESA/CESM points of contact below. **DO NOT** contact USAESCH directly.

WHO	WHAT
Installation Contracting Officer and Civil Engineer	The first step to access an Army ESPC is for the contracting office to forward a request (coordinated with the Base Civil Engineer and Contracting Squadron Commander) to HQ AFCESA/CESM, 139 Barnes Drive Suite 1, Tyndall AFB FL, 32403-5319. The request should indicate interest in using an Army Regional ESPC and request delegation of ordering authority for the designated contracting officer(s) (Attachment 1). Request should include the civil engineer and contracting POC and their alternates. Within base civil engineers the primary POC is typically the Base Energy Manager. The alternate may be anyone familiar with ESPC concepts and policies. The CO must have an unlimited warrant and provide a photocopy with the request to obtain ordering authority from the Army. It is advisable to request ordering authority for two CO personnel. For each person identified, the request should provide address, phone number (DSN and Commercial), Fax number, e-mail address and date and method by which they received ESPC training.
Installation Contracting Officer and Civil Engineer	From the list of Energy Service Companies (ESCOs) awarded the Army ESPC, select three ESCOs, a primary and two alternates. HQ AFCESA will provide a list of ESCOs available under the Army contracts. The installation's contracting officer will notify HQ AFCESA/CESM by letter of the selections with the rationale for selecting the ESCOs. (Attachment 2).
HQ AFCESA/CESM	Ensure ESPC web base training is completed by installation contracting and

engineering personnel. After training is completed, send memorandum to the U.S. Army Engineering and Support Center, Huntsville (USAESCH), identifying the Contracting Officer to be delegated ordering authority, along with warrant, advising that personnel have been trained in ESPC concepts and provide the ESCO primary and alternate selection.

USAESCH

Determine if the selected ESCO is available. Forward a letter to AFCESA delegating ordering authority for the contracting officer and approval of the selected ESCO.

HQ AFCESA/CESM

Forward letter delegating ordering authority to base. (Attachment 3) Notify the installation contracting officer and civil engineer of USAESCH determinations.

**Installation Contracting
Officer**

Sign letter accepting delegation of ordering authority and return to AFCESA.

HQ AFCESA/CESM

Record delegation acceptance and forward signed original to USAESCH.

**Installation Contracting
Officer**

Upon receipt of letter of delegated ordering authority may invite the ESCO to the base for a kick-off meeting to discuss the base's requirements. This kick-off meeting should include base, MAJCOM, AFCESA and ESCO personnel. The Best Business Practices (Attachment 4) are provided to help the installation implement an ESPC. These suggestions will help in translating the requirements and applying the lessons learned toward achieving a successful ESPC project. At this initial meeting, or at a future date, the Contracting Officer may direct the ESCO, by letter, to perform a Preliminary Site Survey (as defined in Section C of the COE contract and DID's BW001 through BW003). Applicable wage decisions (wage rates) should be an attachment to this letter. Provide AFCESA/CESM a copy of all letters directing a Site Survey.

ESCO

Conduct a Site Survey and deliver four (4) copies of the survey to the installation contracting officer and provide one (1) copy to AFCESA/CESM.

**Installation Contracting and
Civil Engineer**

After the civil engineers review and approve the Site Survey report, inform AFCESA/CESM of the estimated dollar investment required and the intention to proceed with the Feasibility/Design (as defined in Section C of the COE contract and DID BW004 through BW005). Request approval to proceed and assignment of task order tracking number from AFCESA/CESM.

HQ AFCESA/CESM	Notify USAESCH COE CO of potential investment for the task order. In coordination with the COE, determine if there is sufficient contract capacity to permit the base to proceed to Feasibility/Design. Notify requesting installation contracting officer of whether contract capacity is available, assign the task order tracking number and authorize the base to proceed to Feasibility/Design.
Installation Contracting Officer	Direct the ESCO, in writing, to perform Feasibility/Design and submit a complete ECSM proposal (as defined in Section C of the COE contract and DID BW006). Updated wage decisions should be an attachment to the letter directing the ESCO. Provide AFCESA/CESM a copy of all letters directing Feasibility/Design work.
	Do not direct the ESCO to proceed with the Feasibility/Design until informed that coordination has been completed with USAESCH and contract capacity exists and authorization is granted.
ESCO	Conduct a facility energy audit and economic analysis and deliver four (4) copies of the ECSM proposal to the installation's contracting officer and one (1) copy to AFCESA/CESM.
Installation Contracting Officer and Civil Engineer	Perform an independent estimate to determine if proposed payment is in accordance with the percentages (PIAC) proposed in Schedule B-1 of the appropriate Army contract. Review the ECSM proposal and negotiate changes as necessary.
HQ AFCESA/CESM	Submit a copy of the Site Safety and Health Plan (as defined in the Data Item Description (DID) BW010 of the USAESCH contract) to the USAESCH COE Contracting Officer for coordination and approval.
Installation Contracting Officer	Congressional reporting of ESPC contracts with cancellation ceilings in excess of \$10,000,000. In accordance with AFFARS Part 5317.191 (Attachment 5), at the conclusion of final negotiations, the contracting officer shall submit reports of intent to award an ESPC to the MAJCOM Civil Engineering directorate 45 days prior to contract award. The MAJCOM Civil Engineering directorate shall forward the notification to SAF/AQCK in the format provided in Attachment 6. A coordination sheet (Attachment 7) is provided to ensure all appropriate functions have reviewed and coordinated on the TO before the award. This sheet has been provided as a recommendation and may be modified to meet the base/MAJCOM requirements.

**Installation Contracting
Officer**

Unless notified to the contrary, the task order may be awarded after the notification period is complete and the ESCO has provided a revised ECSM proposal as a result of final negotiations. Include AFCESA/CESM on the distribution list to receive a copy of each task order cover page (with appropriate dollar amounts included) and all subsequent amendments/modifications. Task Order numbering will follow the procedures outlined in the DOD FAR Supplement Appendix G for issuing orders against contracts awarded by other activities.

HQ AFCESA/CESM

Record appropriate data in the Air Force ESPC database and forward a copy of the task order cover page to USAESCH.

Attachments:

1. Letter to Request Ordering Authority
2. Letter on Choice of ESCO and Evaluation Criteria
3. Sample Ordering Authority Letter
4. Best Practices
5. AFFARS 5317.108 - Congressional Notification
6. Sample Congressional Notification Letter
7. Coordination Sheet

AFCESA POCs:

AF Energy Program Manager	Mr. Pat Mumme	DSN	523-6361	pat.mumme@tyndall.af.mil
Contract Support:	Mr. Gary Hein	DSN	523-6329	gary.hein@tyndall.af.mil
	Mr. Tim Adams	DSN	523-6168	tim.adams@tyndall.af.mil
	Ms. Lynda Sisk	DSN	523-6220	linda.sisk@tyndall.af.mil
	Mr. Michael Cross	DSN	523-6481	michael.cross@tyndall.af.mil
	Mr. Kevin Wahlstrom	DSN	523-6302	kevin.wahlstrom@tyndall.af.mil
	Ms. Ebony Payton	DSN	523-6236	ebony.payton@tyndall.af.mil
	Ms. Brenda Tipton	DSN	523-6012	brenda.tipton@tyndall.af.mil

Attachment 1

Sample Letter to Request Ordering Authority Army ESPC

MEMORANDUM FOR HQ AFCESA/CESM

ATTN: Mr. Pat Mumme

139 Barnes Drive, Suite 1

Tyndall AFB FL 32403-5319

FROM: ***Requesting Base Contracting Office***

SUBJECT: Energy Savings Performance Contracting (ESPC) Ordering Authority

1. Request that **(insert name)** be delegated authority to award/administer task orders for **(insert name of base where performance will take place)** against the **(insert ESCO name)** contract. Mr./Ms. _____ received training on use of the contract under the Huntsville Corps. of Engineers / AFCESA Memorandum of Agreement on **(insert date)**.

NAME

TITLE

DSN PHONE

COMMERCIAL PHONE

DSN FAX

EMAIL

MAILING ADDRESS

CONTRACT ADMINISTRATOR: ***(If different from Contracting Officer)***

2. Civil Engineering point of contact for this effort is:

NAME

TITLE

DSN PHONE

COMMERCIAL PHONE

DSN FAX

EMAIL

MAILING ADDRESS

3. Questions can be addressed to xxxxxxxxxxxx at DSN xxx-xxxx or e-mail to xxxxxxxxxxxxxxxxxxxx.

Signature

Title

Attachment

Certificate of Appointment

Attachment 2

Sample Letter to Choose ESCO

MEMORANDUM FOR HQ AFCESA/CESM

ATTN: Mr. Pat Mumme

139 Barnes Drive, Suite 1

Tyndall AFB FL 32403-5319

FROM: *Requesting Base Contracting Office*

SUBJECT: Energy Savings Performance Contractor Selection

1. A decision has been reached regarding selection of an Energy Savings Performance contractor for xxxxxxxx AFB. The evaluation criteria developed for this selection is outlined in attachment one.
2. The top three contractors selected are:
 1. xxxxxxxxxxxxxxxx
 2. xxxxxxxxxxxxxxxx
 3. xxxxxxxxxxxxxxxx
3. Request you take action to secure approval to proceed with xxxxxxxx as the ESCO for xxxxxxxx AFB.

Signature

Commander, Contracting Squadron

Attachment
Evaluation Criteria

INSTRUCTIONS AND FORMATS

for

AIR FORCE IMPLEMENTATION

of

US ARMY CORPS OF ENGINEERS ESPC

Attachment 2A – EVALUATION CRITERIA

MEMORANDUM FOR RECORD

SUBJECT: Selection of Energy Savings Performance Contractor

The Air Force Civil Engineer Support Agency (AFCESA) provided an overview of the Energy Savings Performance Contracting (ESPC) program. A team was formed to develop general criteria on which to evaluate the contractor's experience and capability to meet the needs of Base X. The evaluation team consisted of XXXX from Contracting and XXXX from Civil Engineer.

Each contractor was evaluated based on the capability to perform the potential energy conservation projects/measures identified, along with other criteria identified below:

- A corporate organization capable of executing a large energy conservation project
- Ability and experience in upgrading building envelopes to conserve BTU's
- Knowledge and experience in improvements on cogeneration plants and utility distribution systems
- Experience in conducting in energy audits
- Experience in design and construction management of energy projects
- Capability to maintain installed equipment including emergency responses
- Ability to analyze and install energy management control systems
- Ability to perform lighting analysis and retrofit projects
- Office proximity to Base XXXX AFB
- Records of successful completion of projects outlined above

Base on the above criteria, the top three contractors were ranked as follows:

1. ESCO
2. ESCO
3. ESCO

Recommend that we proceed with notification to AFCESA that ESCO XXXX is the contractor selected to perform ESPC projects at Base XXXXX AFB.

Signature
Title
Civil Engineer

Signature
Title
Contracting Officer

INSTRUCTIONS AND FORMATS
for
AIR FORCE IMPLEMENTATION
of
US ARMY CORPS OF ENGINEERS ESPC

Attachment 3

Sample Letter Granting Ordering Authority

CEHNC-CT

**MEMORANDUM FOR Contracting Officer
Base XXXX**

SUBJECT: Appointment of Ordering Officer for Sample Air Force Base

1. Appointment. Under AFARS 1.602-2-90 (Army FAR Supplement), you are appointed an Ordering Officer for the purposed set forth in paragraph 2. Your appointment shall become effective *date* and shall remain effective, unless sooner revoked, until expiration of the contract enumerated in paragraph 2 or until you are reassigned or your employment is terminated. You are responsible to and under my technical supervision as the Director of Contracting for the U.S. Army Engineering and Support Center, Huntsville contracting office for your actions as an Ordering Officer.
2. Authority, Limitations and Requirements. Your appointment is subject to the use of the following method(s) of purchase, limitations and requirements:

(a) Subject to your ensuring that funds are available and that local purchase authority exists for the transaction, you may place task orders (DD Form 1155) in accordance with the monetary limitation of your certificate of appointment as contracting officer and within the maximum contractor capital investment specified in Section B, paragraph 4.0 of the contract, against the following indefinite delivery contract, a copy of which is attached: DACA87-97-D-XXXX.

(b) You are responsible for (1) distributing and administering task orders that you place, (2) establishing controls necessary to ensure that all contract terms and conditions are met and that supplies or nonpersonal services ordered conform to contract requirements before acceptance is made or payment authorized, and (3) reporting deficiencies in contractor performance promptly to the contracting officer who awarded the contract against which the task order was placed. You may not make any changes to the terms or conditions of any contracts against which you placed task orders and you may award task orders for only the installation designated in this appointment.

(c) The authority granted in this appointment may not be redelegated to any other person.

3. Standards of Conduct and Contracting Action Reporting Requirements.

(a) You shall comply with the standards of conduct prescribed in DoD 5500.7-R.

(b) You shall furnish the undersigned and the contracting officer to whom you are responsible such information as may be required for contracting action reporting purposed in the manner and the time specified.

INSTRUCTIONS AND FORMATS
for
AIR FORCE IMPLEMENTATION
of
US ARMY CORPS OF ENGINEERS ESPC

4. Termination of Appointment.

(a) Your appointment may be revoked at any time by the undersigned authority or successor and shall be terminated in writing, except that no written termination of your appointment shall be made upon expiration or termination of the contract enumerated in paragraph 2.

(b) Should you be reassigned from your present position or separated from Government service while this appointment is in effect, you shall promptly notify AFCESA/CESM in writing. Your appointment will be terminated in writing if you are reassigned; it shall automatically be terminated on the date you are separated from Government service, if it is not revoked sooner.

5. Acknowledgement of Receipt. You are required to acknowledge receipt of this appointment on the duplicate copy and return it to the contracting officer. Your signature also serves as certification that you have read and understand the contents of DoD 5500.7-R. The original copy of this designation should be retained for your file.

1 Encl
DACA87-97-D-XXXX

XXXXXXXXXXXXXXXXXX
Director of Contracting

Receipt of this appointment is acknowledged.

NAME:
(Print or Type)

SIGNATURE:

TITLE:

DATE:

RANK/GRADE:

TELEPHONE:

INSTRUCTIONS AND FORMATS
for
AIR FORCE IMPLEMENTATION
of
US ARMY CORPS OF ENGINEERS ESPC

Attachment 4

Best Practices

Best Practices. The following best business practices are provided as recommendations to help the installation implement an ESPC. These suggestions will help in translating the requirements and applying the lessons learned toward achieving a successful ECM.

1. M&V Plan. The M&V plan is the cornerstone of an ESPC, ensuring the installation's ability to confirm that actual energy savings are occurring and verified in a reasonable, cost-effective manner. Using this plan annually guarantees to the base that the equipment installed is performing as predicted. Using a good M&V plan will help mitigate risk to the base, eliminate conflicts when systems fail to meet their expected savings, and ensures that the ESCO remains engaged with the base over the full term of the contract. All M&V plans should be in agreement with the most current IPMVP. Whenever possible M&V, baseline development and testing should be presented in the AF M&V format using the prototypes. Current prototypes can be downloaded from the AFCESA Website at http://www.afcesa.af.mil/ces/cesm/energy/cesm_prototypes.asp.

1.1. Baseline Development. An energy baseline is a prediction of the amount of energy that would have been used if there had been no energy conservation equipment installed.

1.1.1. It is recommended that actual metering and data collection be performed by the ESCO but verified by the base to ensure the baseline reflects realistic energy consumption upon which the savings calculations will be based. Data collection requirements vary by ECP and M&V method but a minimum of three months' data is recommended for weather impacted ECPs. If the ESCO and AF determine that simulation is the preferred methodology, the models must be validated (calibrated).

1.1.2. All assumptions made in the Phase I report should be validated in Phase II by the ESCO. Validation includes all pertinent data and formulas, used to compute the energy savings, be documented so the base energy manager can easily explain these savings now or in the future.

1.1.3. It is recommended that baseline development and data collection begin immediately after the initial kickoff meeting. The longer the data collection period, the lower the risk to the base and ESCO (lower risks result in lower overall costs).

1.1.4. Review of the baseline by an independent party is recommended. The MAJCOM/base would pay the cost of these reviews.

1.2. Performance Tests.

1.2.1. A performance test is a process for achieving, verifying, and documenting the performance of equipment installed or modified as part of an ECP. The process begins in Phase II with the development and approval of a performance test plan and implemented after the TO award. Implementation is accomplished during construction

INSTRUCTIONS AND FORMATS
for
AIR FORCE IMPLEMENTATION
of
US ARMY CORPS OF ENGINEERS ESPC

to certify that all equipment is functioning and operating properly and the results approved before conducting the energy savings verification tests.

1.2.2. The performance test plan developed as part of Phase II is prepared for each ECP which describes all aspects of the test process, including schedules, responsibilities, documentation requirements, and functional performance test requirements. The functional performance tests should describe at what conditions or loads the tests are to be performed, location of test sensors, frequency of measurements, type of test equipment, test methods, and the acceptable range of results. The level of detail depends on the complexity of the ECP. The acceptance testing plan should be of sufficient detail such that the base knows exactly they type tests will be performed prior to signing the task order award.

1.2.3. After the performance test is performed, a final acceptance report should be submitted for approval in writing to the base contracting officer and base energy manager. The final acceptance report is submitted after all functional performance tests are completed. The final acceptance report should include the executive summary, ECP description, the performance plan, and all test results.

1.3. Energy Savings Validation.

1.3.1. It is recommended that a formal set of test procedures with the acceptable range of results be developed to validate energy savings. These energy savings validation test procedures should be submitted by the ESCO at Phase II and approved before awarding the TO. The tests should describe at what conditions or loads the tests are to be performed, location of test sensors, frequency of measurements, type of test equipment, test methods, and the acceptable range of results. The test procedures should verify all energy savings that are guaranteed under the ECP/ECM.

1.3.2. It is recommended that after approving the performance test results for each ECP, the ESCO perform the approved energy savings test procedures to validate the energy savings for each ECP.

1.3.3. Once the validated energy savings have been approved for all ECPs, payment will begin the first full month after acceptance of the ECM.

1.4. Annual Reconciliation Plan (Audit of Savings).

1.4.1. Each ECP in the TO should have a detailed annual (at a minimum) reconciliation plan approved before the TO award. The plan should describe a formal set of test procedures, acceptable range of results, schedule of how reconciliation payments will be assessed if savings fall below the guarantee, and a certification by the ESCO that all O&M requirements and conditions have been met for each ECP in the TO.

1.4.2. The test procedures should be similar to those developed to validate energy savings. The purpose is to test, validate, and document the energy savings.

1.4.3. The contracting officer must approve the annual reconciliation of savings after coordination by the base energy manager.

INSTRUCTIONS AND FORMATS
for
AIR FORCE IMPLEMENTATION
of
US ARMY CORPS OF ENGINEERS ESPC

1.4.4. It is recommended that an independent audit of the ECP's savings be performed every five years, and a report sent to the base contracting officer, base energy manager, and MAJCOM energy manager. The MAJCOM/base will pay the cost of these reviews.

2. Maintenance Related to TO.

2.1. All maintenance is an ESCO responsibility and should be performed by the ESCO; however, in some cases the installation may have the capability to perform such maintenance. If maintenance is performed by the installation, the responsibility remains with the ESCO. Having the ESCO perform the maintenance eliminates the risk to the installation that a reduction of energy savings is the result of improper routine maintenance by the installation.

2.2. If the base agrees to perform the maintenance, it should carefully consider the consequences should it become unable to perform in accordance with the maintenance schedule. Since the ESCO is ultimately responsible, they will determine if the government is meeting TO requirements. If the base fails to perform proper maintenance, the ESCO may take over the maintenance and charge the base for performance. This will require modifying the TO, reworking the TO's financial provisions, and possibly extending the TO's term length or buying out if the TO term cannot be extended. When the base assumes maintenance, the ESCO must provide a detailed maintenance schedule reflecting by whom, when, and how often the maintenance is to be performed as detailed in the Phase II report. Since all costs must be accounted for, the estimated cost of the ESCO performing the maintenance should be captured in the proposal and reflected in the cost analysis, but may not have to be included as a cost to the ECM. Additional cost must be reflected in the cost analysis as a cost to the ECM if maintenance costs increase over pre-ECP levels.

3. Pricing of TO Work.

3.1. The installation should request the ESCO provide detailed supporting documentation needed to determine price reasonableness.

3.2. ESCO estimates for each ECP should identify all major costs (e.g., equipment, labor, design, maintenance, repair, parts, overhead and profit [OH&P], travel, M&V). The government should also prepare an independent estimate.

3.3. Contingencies should be clearly identified and negotiated for each ECP in the Phase II reports. Contingency costs mitigate a projects risk, which is a factor in the profit negotiated; therefore the level of contingencies needed for a project should be carefully considered. See FAR 31.205-7

3.4. Ancillary savings are those that are not attributed to utility savings, such as manpower, materials, or elimination of contract-operated functions. Ancillary savings are any savings attributable to the project other than energy savings. Maintenance, repair or operation costs for tasks currently being performed by the government or by a contractor hired by the Government are ancillary savings if the ESCO assumes the tasks, reduces the task, or eliminates the task. Operations costs for tasks currently being performed by the Government

INSTRUCTIONS AND FORMATS
for
AIR FORCE IMPLEMENTATION
of
US ARMY CORPS OF ENGINEERS ESPC

or by a contractor hired by the government are ancillary savings if the ESCO assumes the task, reduces the task, or eliminates the task. The Government will determine whether an ESCO proposed task elimination or reduction would be considered an ancillary savings available for sharing. The Government will provide dollar value of the ancillary savings.

3.4.1. Government civilian positions must be deleted from the official manpower rosters or reallocated by the BCE to offset known manpower shortfalls before related savings can be added to the ESPC proposal. Caution is recommended since O&M funds will need to be expended if positions are reallocated and credit is taken for manpower reduction.

3.4.2. Reducing Contract-Operated Functions. Since only the final negotiated savings can be applied to the ESPC contract, it is recommended that all negotiated cost reductions due to the reduction or elimination of contract-operated functions be completed before those savings are accepted in the proposed TO.

4. Equipment Ownership. The ESCO retains ownership of all installed equipment for the term of the contract.

5. Infrastructure Privatization. Any utility system or family housing being considered for privatization should not be included in any ESPC efforts. Any utility system is defined as infrastructure outside the 1.5-meter (5-foot) line of the using facility, and includes production and distribution assets. If it is necessary to include a utility system in the ECP then the base needs to have a written agreement with the ESCO for the new utility systems owner to buyout that system should privatization take place.

INSTRUCTIONS AND FORMATS
for
AIR FORCE IMPLEMENTATION
of
US ARMY CORPS OF ENGINEERS ESPC

Attachment 5

AFFARS Part 5317.191 Congressional Notification.

PART 5317 — SPECIAL CONTRACTING METHODS

[Revised 5 FEB 2004]



SUBPART 5317.1 — MULTI-YEAR CONTRACTING

5317.191 Congressional notification.

(b) An energy savings performance contract (ESPC) (see [FAR 23.204](#)) that includes an unfunded cancellation ceiling in excess of \$10,000,000 shall not be awarded until the agency provides a 30 day advance written notification of the proposed contract and the cancellation ceiling for that contract to the appropriate authorizing and appropriating committees of Congress (see [42 U.S.C. 8287](#)). The contracting officer shall submit reports of intent to award an ESPC to the MAJCOM Civil Engineering directorate 45 days prior to contract award. The MAJCOM Civil Engineering directorate shall forward the notification to SAF/AQCK to process the Congressional notification.

INSTRUCTIONS AND FORMATS
for
AIR FORCE IMPLEMENTATION
of
US ARMY CORPS OF ENGINEERS ESPC
Sample Congressional Letter

Attachment 6

MEMORANDUM FOR: SAF/AQCO
1060 Air Force Pentagon
Washington DC 20330-1060
ATTN: Maj. Mimi Murphy

FROM: XYZth CONTRACTING SQUADRON
123 Purchasing and Procurement Street
Tyndall AFB FL 32403-5319

SUBJECT: Congressional Notification of Energy Savings Performance Contract (ESPC) Task Order Award

1. In accordance with 42 United States Code 8287, notification is given that **BASE NAME** AFB intends to issue a task order under the multiyear Energy Savings Program Contract No. **F0XXXX-XX-DXXXX** with a cancellation ceiling in excess of \$10,000,000.

2. The following information is provided in accordance with SAF/AQCO memorandum dated 3 Nov 97 and AFFARS Part 5317.108:

- a. Project Title and Brief Synopsis: **Example:** Miscellaneous lighting, Chiller, Variable Frequency Drives and Water Conserving retrofits in various buildings on **(Name of Base)**.
- b. Installation: **(Name of Base, State)** **Example:** Tyndall AFB, FL
- c. Anticipated Award Date: **(45 days after date this notification is sent to SAF/AQCO)**
- d. Task order period of performance: **(Number of Years)**
- e. Project cancellation Ceiling Maximum: \$0000

f. Points of contact:

Contracting: CO Name	Civil Engineers: Name
Phone: DSN #	Phone: DSN #
E-mail:	E-mail:

3. If you have any questions, please contact the undersigned at DSN **XXX-XXXX**.

Name

INSTRUCTIONS AND FORMATS
for
AIR FORCE IMPLEMENTATION
of
US ARMY CORPS OF ENGINEERS ESPC
Contracting Officer

INSTRUCTIONS AND FORMATS
for
AIR FORCE IMPLEMENTATION
of
US ARMY CORPS OF ENGINEERS ESPC

Attachment 7

EXAMPLE COORDINATION SHEET				
Title of Project:				
Location:				
POC:				
Suspense Date:				
TO	Action	Signature (Surname), Date	Grade,	Date Suspense
BCE				
Funds Mgr	COORD			
Energy Mgr	COORD			
Design Chief	COORD			
Environ Mgr	COORD			
Ops Chief	COORD			
Planner	COORD			
MFH	COORD			
Real Estate	COORD			
BASE				
Comptroller	COORD			
Legal	COORD			
MAJCOM CE				
CEO/CEC	COORD			
Funds Mgr	COORD			
Energy Mgr	COORD			
Base Contracting Officer:				
<p>For Congressional Notifications: Send copy of completed coordination sheet to AFCESA/CES Send copy of signed task order to AFCESA/CESM</p>				
Comments:		_____		

