

ENERGY SERVICE CONTRACTS

All universities must follow the “IHL Guidelines for Initiating Energy Services Contracts” as defined on page two of this document.

For questions, please contact:

IHL Energy Council

J.D. Hardy, Chairman

662-325-5899

JHardy@physplant.msstate.edu

or

Harry Sims

Associate Commissioner, Real Estate & Facilities

601-432-6692

hsims@mississippi.edu

**IHL
GUIDELINES FOR INITIATING
ENERGY SERVICE CONTRACTS**

<p style="text-align: center;">Procurement Process</p>	<ol style="list-style-type: none"> 1. The university <i>creates a Request for Qualifications (RFQ) bid specification document</i> – this provides a framework for the vendor proposals (see “Additional Comments”, Items #1 & 2 below). 2. The university must submit the RFQ bid specification to the IHL Energy Council Sub Committee for review and comment. 3. The university <i>administers RFQ Process</i> in compliance with MS Code 31-7-14 (see “Additional Comments”, Item #7 below). Accordingly, the university will notify Mississippi Development Authority of intent to administer the RFQ, release public notice, receive proposals from Energy Services Companies (ESCO’s), evaluate proposals, and select an ESCO.
<p style="text-align: center;">Project Design & Development</p>	<ol style="list-style-type: none"> 4. The university and the selected ESCO <i>negotiate an “Investment Grade Audit (IGA) Agreement”</i>. This is the contract that would enable the ESCO to design the project for the university. 5. The university submits the IGA Contract to the IHL Energy Sub-Committee for review and <u>approval</u>. 6. Upon approval by the IHL Energy Council Sub-Committee, the university will submit the contract for IHL Board review and <u>approval</u> at a regular monthly meeting. 7. Upon receiving board approval, the university will execute the IGA Agreement and work with ESCO to design and develop the scope of work, savings and project value of the project. 8. Upon the completion of the design phase, the university and the ESCO will agree on the scope of work, project value, savings and projected cash flow.
<p style="text-align: center;">Final Contract Execution & Financing</p>	<ol style="list-style-type: none"> 9. The completed IGA report and energy services/performance contract will be submitted to the IHL Energy Sub-Committee for review and <u>approval</u>. 10. Upon approval by the IHL Energy Council Sub-Committee, the university will submit the contract for IHL Board review and <u>approval</u> at a regular monthly meeting. 10. Upon receiving board approval, the university will execute the energy services/performance contract with the ESCO and provide appropriate notification and reporting to Mississippi Development Authority. 11. The university will secure financing (going through the proper IHL review / approval process) and the project will begin implementation.