State of Louisiana
DIVISION OF ADMINISTRATION
OFFICE OF CONTRACTUAL REVIEW

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MEMORANDUM

TO: All State of Louisiana Departments, Agencies, Colleges and Universities Facility Directors

FROM: Susan H. Smith

RE: Energy Savings Performance Contracting - ESCO

DATE: March 21, 2007

The ESCO Model RFP and Contract have been developed as a collaborative effort by the Division of Administration Office of Facility Planning and Control, Office of General Counsel, and the Office of Contractual Review and are ready for use by State of Louisiana agencies. The formats contain detailed instructions to assist agencies in preparing their documents for specific ESCO projects.

The Model RFP and Contract available on OCR's website are the only ones approved for use by the Division of Administration. Agency specific information is to be added in the highlighted areas while all other information is protected. Any changes to the protected areas of these documents will require approval by the Division of Administration.

Prior to preparing a Request for Proposals for ESCO services, state agencies must submit a needs assessment to the Division of Administration, Office of Facility Planning and Control for approval. At the present time, there is no approved format for the needs assessment and agencies are encouraged to contact the Office of Facility Planning and Control for guidance in preparing a needs assessment.

The Office of Facility Planning and Control has also prepared a flowchart on the process to be used taking into consideration statutory and regulatory requirements.

For your convenience, the Model RFP and Contract, ESCO flow chart and ESCO rules and regulations are available on OCR's website. A link will also be provided from the Office of Facility Planning and Control's website.

Any questions regarding these documents or procedures should be directed to Manuel Martinez, Project Manager, Division of Administration, Office of Facility Planning and Control at manuel.martinez@la.gov.

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