



Energy Savings Performance Contracting Guidelines for State Agencies

Part 8 State Energy Conservation Office (SECO) Approval Checklist Form

Each item detailed in this form must be reviewed and approved by designated SECO staff prior to the execution of any Energy Service Performance Contract by a State Agency.

Energy Savings Performance Contracting - SECO Approval Checklist

(Must be Reviewed/Approved by SECO prior to the execution of any ESPC)

This is to certify that the following documentation/requirements have been submitted and approved by SECO. A copy of the Contract between the Agency and Energy Services Company (ESCO) has been secured and serves as the basis for SECO review and approval.

1) Measurement and Verification (M&V) Provider Certification Form. SECO will verify all of following items that relate to this form have been checked for completeness.

- SECO will ensure the form has been signed by the reviewing Analyst/Engineer
- SECO will ensure the Analyst/Engineer has listed their title
- SECO will ensure the form has been signed by a Texas Registered Professional Engineer (P. E.)
- SECO will ensure the P. E. has stamped the form with their "Official P. E. Seal"
- SECO will ensure the P. E. has listed their "Texas P. E. Registration Number"
- SECO will ensure that the total cost of the Measurement and Verification (M&V) Plan appears appropriate
- SECO will ensure that the M&V Plan is consistent with the International Performance Measurement and Verification Protocol (IPMVP) standards

2) Periodic Utility Savings Report Certification Form

- SECO will ensure the form has been signed by the reviewing Analyst/Engineer
- SECO will ensure the Analyst/Engineer has listed their title
- SECO will ensure the form has been signed by a Texas Registered Professional Engineer (P. E.)
- SECO will ensure the P. E. has stamped the form with their "Official P. E. Seal"
- SECO will ensure the P. E. has listed their "Texas P. E. Registration Number"
- SECO will review the Periodic Utility Savings Report for accuracy and completeness

3) Third Party Reviewer Certification Checklist Form

- SECO will ensure the form has been signed by the reviewing Analyst/Engineer
- SECO will ensure the Analyst/Engineer has listed their title
- SECO will ensure the form has been signed by a Texas Registered Professional Engineer (P. E.)
- SECO will ensure the P. E. has stamped the form with their "Official P. E. Seal"
- SECO will check the "Project Cost Summary Table" for completeness and ensure all the information on the table is consistent with the project's Utility Assessment (UAR) and the binding contract between the Energy Services Company (ESCO).

4) **Conflict of Interest Certification Form** (this form must be certified by the third party provider(s) of the utility Measurement and Verification Savings Report(s))

5) **Agency Approval Checklist Form**

SECO will verify that all items have been incorporated in the contract

6) **Agency's Chief Financial Officer Approval Certification Form** with Project Cost Summary Table

Form is complete and signed by agency Chief Financial Officer

SECO will verify accuracy of the Project Cost Summary Table

7) **Agency's Legal Counsel Approval Certification Form**

Form is complete and signed by agency General Counsel

Received/Reviewed/Approved by (SECO Representative):

(print name)

(signature)

Date Approved: _____