

## STEP-BY-STEP PROCESS FOR IMPLEMENTING A PERFORMANCE CONTRACT PROJECT

1. Upon determination of the entity to reduce energy costs by implementing a Performance Contract project, the entity shall notify the Mississippi Development Authority – Energy Division (MDA-ED) in writing its intent to issue a Request for Qualifications (RFQ).
2. The MDA-ED will respond in writing to the entity's request to issue a RFQ. The entity may request the MDA-ED review its RFQ as well as provide technical assistance throughout the Performance Contract process.
3. An entity must advertise the availability of the RFQ and its intent to implement a Performance Contract project once each week for two (2) consecutive weeks in a regular newspaper published in the county or municipality in which such entity is located.
4. During the Energy Service Company (ESCO) selection process,
  - a. it is recommended that a committee be selected to review the RFQ submittals;
  - b. it is recommended that oral interviews be conducted with each of the ESCOs.
5. Upon selection of the ESCO,
  - a. the ESCO begins its detailed Technical Energy Analysis (TEA);
  - b. ESCO and entity meet to discuss the TEA results and develop a scope of work; and
  - c. a final scope is developed and the final contract is negotiated.
6. MDA-ED shall review each contract pursuant to code 31-7-14 (4) (b) and approve if the contract is in compliance with the code and policy guidelines.
  - a. Documents to be submitted include: the final contract, TEA, and the measurement and verification plan.
  - b. Within thirty (30) days of receipt of all project documents, the MDA-ED engineer will review the documents and issue a letter with questions and comments concerning the project.
  - c. The entity will respond in writing to the questions and comments of the MDA-ED. Question and response activities will continue until all issues have been resolved to the satisfaction of MDA-ED.
  - d. If a resolution to any outstanding issues cannot be reached, the entity has the option to request a meeting with MDA-ED and the MDA executive staff to discuss the outstanding issues. No Performance Contract project will be valid until written approval has been issued by MDA-ED.
7. Within seven (7) days of all questions being answered to the satisfaction of the MDA-ED, the MDA-ED will submit the project to MDA's executive staff for review. Within seven (7) days of receiving approval by the MDA executive staff, MDA-ED will issue a letter of compliance to the entity.