

Program Ally On-Boarding Process and Criteria for Scoping Audits, Engineering Studies and Retro and Re-Commissioning (RCx) Investigations

Thank you for your interest in being a Program Ally, working with your customers to support their participation in Custom Energy Solutions. Custom Energy Solutions helps Alberta facilities improve productivity, save energy and save money by upgrading inefficient equipment and making other energy improvements. The purpose of providing incentives for customers to undertake Scoping Audits, Engineering Studies, or Retro and Re-Commissioning (RCx) Investigations is to assist in their decision to invest in custom projects.

This document defines the On-Boarding criteria for Program Allies wishing to provide services in support of Custom Energy Solutions (Candidate Program Ally or Candidate). Successful Program Allies may, at Energy Efficiency Alberta's discretion, perform Scoping Audits, Engineering Studies, and RCx Investigations in support of specific energy savings and GHG reduction opportunities for Custom Energy Solutions-qualified Customers.

All Candidates are encouraged to create a profile in the [application portal](#) to initiate and participate in this On-Boarding process, and will be supported with feedback and guidance, within reason, at Energy Efficiency Alberta's discretion, in becoming a Custom Energy Solutions Program Ally.

This On-Boarding process does not constitute an agreement for the Program Ally or Customer to receive funding. After review of the Information Cover Sheet and Capability Statement (along with the required supporting documents), Program Allies or their Customers can submit an application for Scoping Audits, Engineering Studies, and/or RCx Investigations incentive funding. Only upon receipt of an approved application can the Program Ally undertake a Scoping Audit, Engineering Study, RCx Investigation or Custom Project supported by Custom Energy Solutions.

1. On-Boarding Instructions and Schedule

Custom Energy Solutions Program Ally Candidates must complete the Information Cover Sheet below along with all of the required materials (Program Ally Capabilities Statement) and electronically submit all materials by email.customsolutions@efficiencyalberta.ca.

Legal Business Name	Trade Name (DBA)		
Local Address	City	Province	Postal Code
Mailing Address	City	Province	Postal Code
Primary Contact	Email Address		

2. Program Allies On-Boarding Process

Program Allies are services and specialized equipment firms that provide scoping audits, engineering studies, and retro-commissioning investigations focused on greenhouse gas reductions. Organization types may include engineering firms, and vendors and installers of high-efficiency industrial and commercial equipment. All these professionals help business customers learn about energy efficiency opportunities, types of upgrades and rebates – to help customers save energy and money.

Energy Efficiency Alberta encourages the participation of Program Allies in the Custom Energy Solutions Program. The Customer Energy Solutions Portal will allow Candidate Program Allies to register and receive training on how to conduct a Scoping Audit, Engineering Study or RCx Investigation. Candidate Program Allies should refer to the Scoping Audit, Engineering Study and RCx Investigation Guidelines to understand the Scope, Program Eligibility, Program Incentive and Application Process. The Guidelines are included as a separate attachment to this document.

Candidate Program Allies must demonstrate a high level of diligence in performing Scoping Audit, Engineering Study or RCx Investigation and follow the reporting rules as established in the Guidelines. Non-Compliance to these rules may result in Program Allies being removed from the Approved Program Allies list.

Examples of Non-Compliance (not limited):

- Use of faulty equipment for M&V to establish base line energy use
- Attempts to over report savings without providing necessary details
- Failure to respond to Queries and Request For Information (RFI) in allotted time
- Undertaking work without prior experience in Specialty Areas (as defined in Appendix A)
- Failure to follow Safety Rules while performing work at Site.
- Submitting Scoping Audits / Engineering Study / RCx Investigation for Review without supporting documents
- Breach of Confidentiality Agreement(s)
- Any reports of complaints or repeated inconvenience caused to Customers
- Attempts to Co-Brand or act as Direct Sponsors for the Custom Energy Solutions Program on behalf of Energy Efficiency Alberta without written Consent or Approval

Energy Efficiency Alberta reserves the right to exclude Program Allies from participating in Custom Energy Solutions at their sole discretion.

3. Additional List of Requirements for Scoping Audits

3.1 Candidate Program Allies must submit each of the following documents before the On-Boarding application will be reviewed:

- [] Copies of Scoping Audits performed by Candidate Program Ally within the past 12 months in Canada.

- [] Certificates of Insurance meeting the minimum requirements below (Section 6) and listing Energy Efficiency Alberta as the Certification holder
- [] Appendix A – Areas of Specialty or Expertise;
- [] Capabilities Statement. The Capabilities Statement should include the following and not exceed five pages:
 1. Itemize the technical services and any areas of specialty your company provides.
 2. Describe the experience of each person who will be providing the service and preparing the reports. Include licenses, registrations or other certifications.
 3. Provide a list of staff billable rates you charge to perform the above described services.
 4. Provide three references. Include name, title, company, address, telephone number and brief description of related work performed.
 5. Provide the address of the office you plan to work from in support of Custom Energy Solutions.

Energy Efficiency Alberta may request additional references, proof of capabilities or other relevant information before it will determine that the Program Ally Capabilities Statement is complete for review.

4. Additional List of Requirements for Engineering Studies

4.1 Candidate Program Allies must submit each of the following documents before the On-Boarding application will be reviewed:

- [] Certificates of Insurance meeting the minimum requirements below (Section 6) and listing Energy Efficiency Alberta as the Certification holder
- [] Appendix A – Areas of Specialty or Expertise;
- [] Copies of Engineering Studies detailing the work performed by Candidate Program Allies within the past 24 months in Canada need to be included.
- [] Capabilities Statement. The Capabilities Statement should include the following and not exceed five pages:
 1. Itemize any areas of specialty that have been completed under detailed engineering assessment and study
 2. Describe the experience of individuals performing the engineering studies and preparing subsequent reports. This Includes licenses, registrations and any applicable certifications.
 3. Provide a list of staff billable rates you charge to perform the above described services.

4. Provide three references. Include name, title, company, address, telephone number and brief description of related work performed.
5. Provide the address of the office you plan to work from in support of Custom Energy Solutions.

Note: All reports and work at the Engineering Study level has to be completed or supervised by a Professional Engineer registered in the Province of Alberta.

Energy Efficiency Alberta may request additional references, proof of capabilities or other relevant information before it will determine that the Program Ally Capabilities Statement is complete for review.

5. Additional List of Requirements for RCx Investigations

5.1 Candidate Program Allies must submit each of the following documents before the application will be reviewed:

- [] Certificates of Insurance meeting the minimum requirements below (Section 6) and listing Energy Efficiency Alberta as the Certification holder
- [] Appendix A – Areas of Specialty or Expertise;
- [] Copies RCx Investigations detailing the work performed by Candidate Program Allies need to be included
- [] Capabilities Statement. The Capabilities Statement should include the following and not exceed five pages:
 1. Itemize any areas of specialty that have been completed as RCx Investigations.
 2. Describe the experience of individuals performing the RCx Investigations and preparing subsequent reports. Include licenses, registrations and any applicable certifications.
 3. Provide a list of staff billable rates you charge to perform the above described services.
 4. Provide three references. Include name, title, company, address, telephone number and brief description of related work performed.
 5. Provide the address of the office you plan to work from in support of Custom Energy Solutions.

Note: All reports and work at the engineering study and RCx Investigation level has to be completed or supervised by a Professional Engineer registered in the Province of Alberta.

Energy Efficiency Alberta may request additional references, proof of capabilities or other relevant information before it will determine that the Program Ally Capabilities Statement is complete for review.

6. Minimum On-Boarding Audit and Engineering Analysis Capabilities

- 6.1 Successful Candidate Program Allies will have demonstrated that they understand the objective of Custom Energy Solutions, as well as Industrial, Institutional and Commercial facilities energy use, the performance of energy-saving technologies, and are well-versed in the methods of energy auditing. In addition to the technical understanding of industrial, institutional and commercial systems, Candidates must also demonstrate experience in energy assessment, and other forms of analysis covered in this document. Candidates are encouraged to focus their efforts where they have the deepest expertise. To that end, Candidates will identify their priority interest areas by either type of market sector or energy system end use as part of their Capabilities Statement.
- 6.2 Program Allies will have office(s) in the Province of Alberta to be eligible to apply and participate in the Custom Energy Solutions Program.
- 6.3 By submitting materials in this On-Boarding Process, Candidates warrant that they hold all necessary licenses or proper certifications from all appropriate municipalities and governmental agencies in the Province of Alberta in which services will be performed, and that such licenses are now and shall remain current and in good standing. Candidates shall provide Energy Efficiency Alberta with a copy of the required licenses if and when they are requested.
- 6.4 Program Allies understand that they do not act as Sponsors of the Custom Energy Solutions Program, and should not try to co-brand Custom Energy Solutions on behalf of Energy Efficiency Alberta

7. Required Insurance

- 7.1 Worker's Compensation Insurance: Statutory Workers Compensation in accordance with the Province of Alberta and local requirements.
- 7.2 Employers Liability insurance with a minimum occurrence limit of;
- 7.2.1 Injury by accident \$1,000,000 each accident,
 - 7.2.2 Bodily injury by disease \$1,000,000 policy limit and
 - 7.2.3 Bodily injury by disease \$1,000,000 each employee.
- 7.3 Commercial General Liability Insurance, written on an occurrence basis, including bodily injury, property damage, personal injury, advertising injury, products and completed operations, and contractual liability, in an amount not less than:
- 7.3.1 Each Occurrence Limit \$1,000,000
 - 7.3.2 Products/Completed Operations Aggregate Limit \$1,000,000
 - 7.3.3 Advertising Injury and Personal Injury Limit \$1,000,000

7.3.4 General Aggregate \$2,000,000

7.4 Business Automobile Liability Insurance with a minimum limit of \$1,000,000 liability for bodily injury and property damage for all owned, rented, leased or hired vehicles used in conjunction with this Agreement;

7.5 Professional Liability, Errors and Omissions insurance in an amount not less than \$1,000,000 each claim.

The corresponding coverage held by the Candidate is for the sole use and protection of the Candidate. All coverage obtained and maintained by the Candidate shall be primary to and non-contributory with any and all applicable coverage held by Energy Efficiency Alberta. All coverage obtained and maintained by the Candidate shall contain cross-liability coverage and severability of interest's language.

8. Notice of Program Allies Selection

Following its review of Candidate's submitted materials, Energy Efficiency Alberta will notify selected Candidates whether they have been successful in becoming a Program Ally.

9. Pre-Screening Governing Provisions

By submitting a Capability Statement in this On-Boarding, Candidates acknowledge and agree to the following provisions:

Right to Accept or Reject Pre-screen capabilities: Energy Efficiency Alberta reserves the right, in its sole discretion, to reject any or all applications in whole or in part, or to waive any minor irregularities or informalities in an application. In addition to any other enumerated reserved rights and/or options as stated in this On-Boarding, Energy Efficiency Alberta may in its sole discretion do any one or more of the following:

- Determine which Candidates are eligible for consideration in response to this On-Boarding;
- Not select Candidates that do not meet On-Boarding requirements;
- Select Candidates who are most responsive to the On-Boarding and whose Capabilities Statement best satisfy the interests of Energy Efficiency Alberta;
- Issue additional subsequent On-Boarding criteria that that would supersede and replace this one;
- Vary any timetable or schedule, add or change any provisions discussed herein;
- Suspend or modify the On-Boarding process at any time;

No Commitment: Energy Efficiency Alberta is not obligated to enter into any agreement with any Candidate. No selection resulting from this On-Boarding will be considered a commitment, and no obligations or legal relations shall exist between Energy Efficiency Alberta and any selected Candidate(s).

Ownership and Return of Application Materials: All materials submitted shall become the property of Energy Efficiency Alberta and shall not be returned to the respondent.

Costs: Application materials prepared in response to this Pre-screening Process will be prepared at the sole cost and expense of the Candidate and with express understanding that there will be no claims whatsoever for reimbursement from Energy Efficiency Alberta.

Liability: EEA's and its consultants' sole liability hereunder is limited to paying the properly qualified incentives specified herein. Neither EEA nor its consultants or any of its affiliates or successors shall be liable to the registered facility, the Applicant or to any other party for a service provider's and/or installation contractor's failure to perform, for failure of the energy-saving equipment to function, for any damage to the facility caused by the Scoping Audit, Engineering Study, RCx Investigation or for any and all damages to property or injuries to persons caused by or arising from any activities associated with the Scoping Audit, Engineering Study or RCx Investigation.

Neither EEA or its directors, officers, consultants, agents, servants or their respective successors and assigns will have any liability whatsoever or howsoever to the Applicant, or any of its employees, representatives, directors, or officers, or any of them, in connection with these Terms and Conditions, the Scoping Audit, Engineering Study, RCx Investigation or any application submitted to EEA under these Terms and Conditions.

APPENDIX A. Candidate Areas of Speciality and Expertise

Please use the boxes to indicate your firm's top five areas of specialty or expertise in each section below. Feel free to describe rationale, but please limit yourself to no more than five selections in each section. Please return these two pages with your capabilities statement.

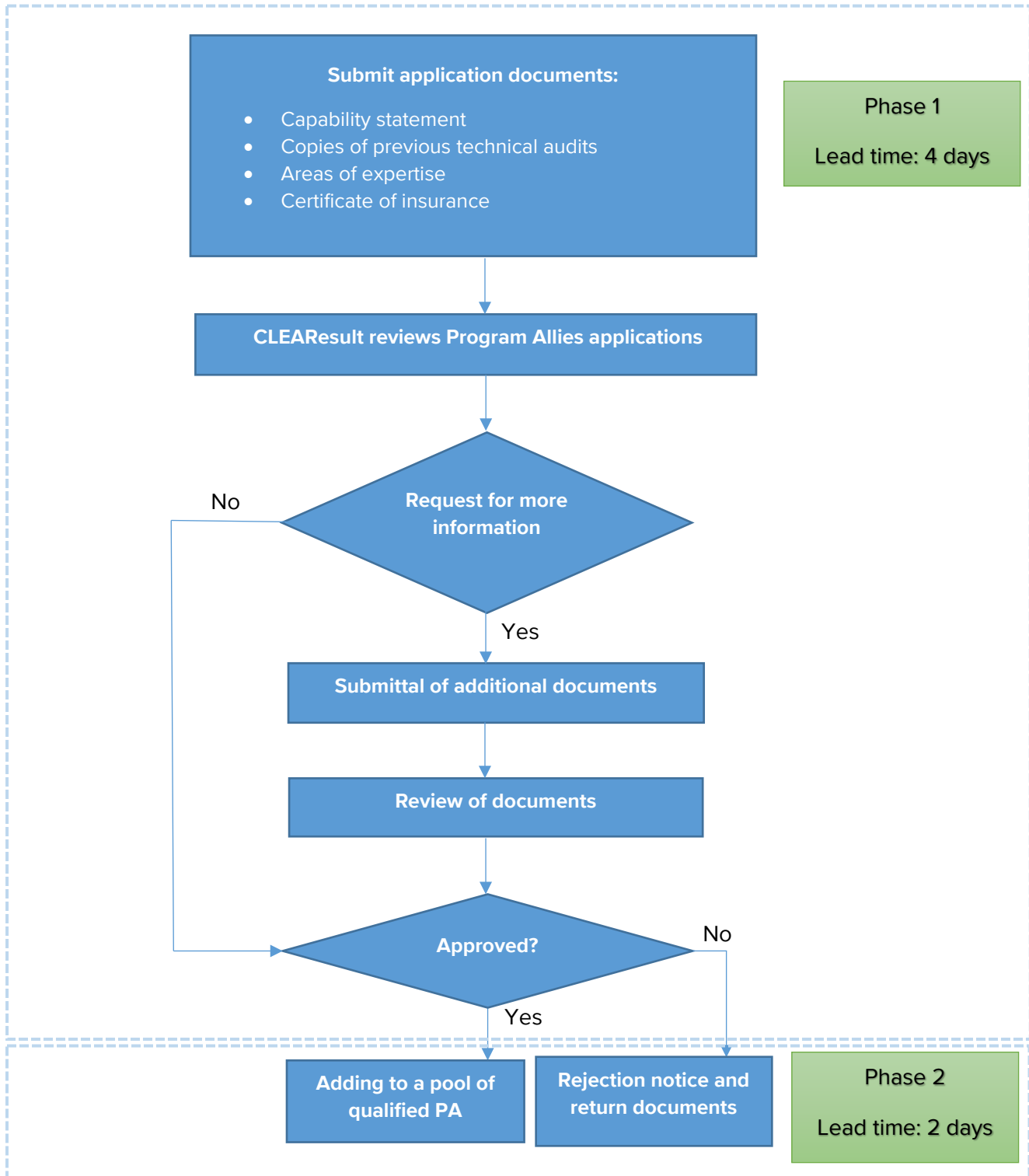
Market Sector Experience (Top Five)

- | | |
|---|--|
| <input type="checkbox"/> Mining, quarrying and oil & gas extraction | <input type="checkbox"/> Pipeline transportation |
| <input type="checkbox"/> Utilities | <input type="checkbox"/> Warehousing and storage |
| <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Waste management and remediation services |
| <input type="checkbox"/> Petroleum and petroleum product | <input type="checkbox"/> Community colleges |
| <input type="checkbox"/> Wholesalers Food, beverage and tobacco | <input type="checkbox"/> Universities |
| <input type="checkbox"/> Merchant wholesalers | <input type="checkbox"/> Business Schools and Computer and Management Training |
| <input type="checkbox"/> Motor vehicle and motor vehicle parts and accessories merchant wholesalers | <input type="checkbox"/> Technical and Trade Schools |
| <input type="checkbox"/> Building material and supplies merchant wholesalers | <input type="checkbox"/> Hospitals |

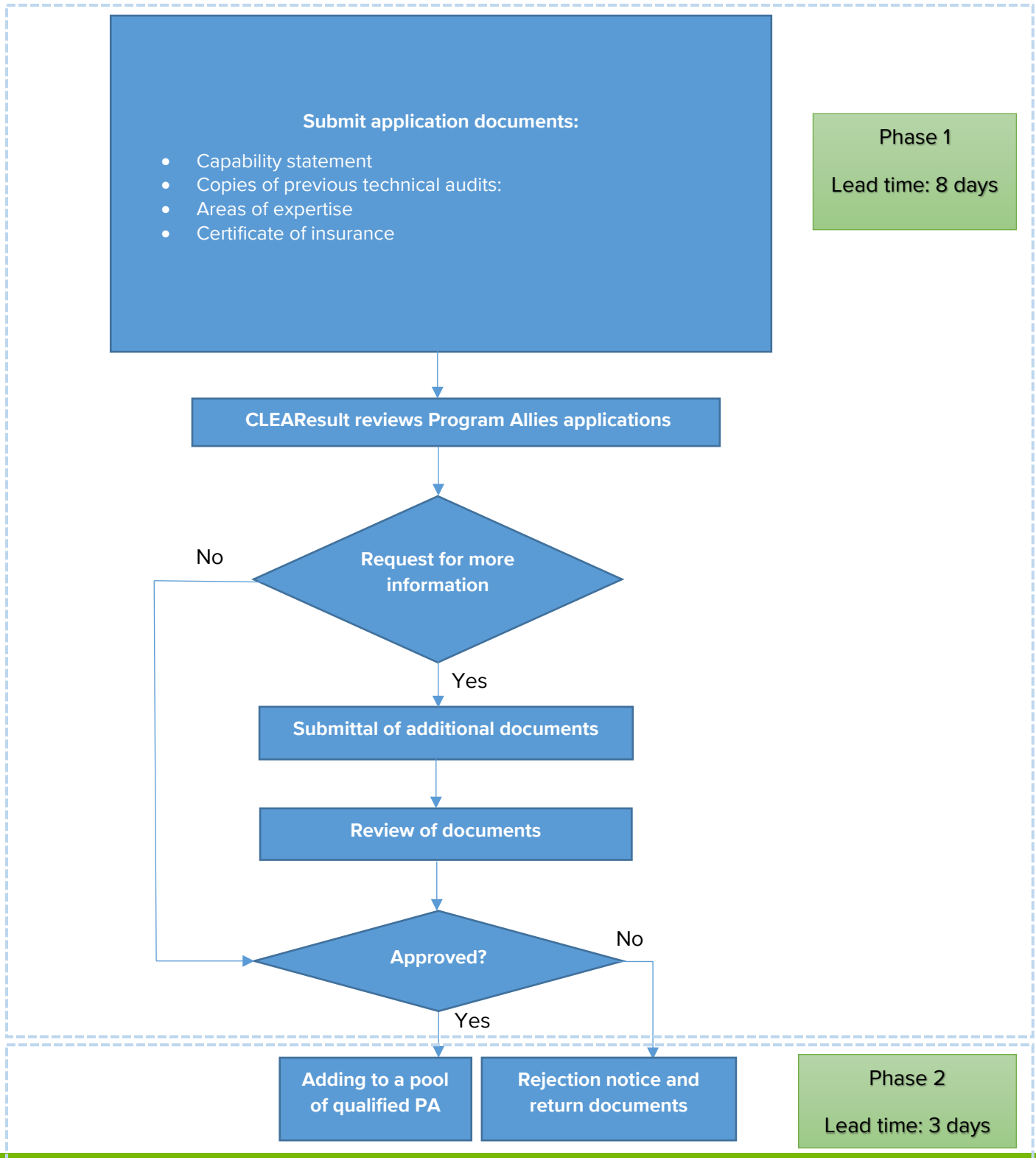
Energy System End Use (Top Five):

- | | | |
|--|---|---|
| <input type="checkbox"/> Chillers | <input type="checkbox"/> HVAC | <input type="checkbox"/> Slurry systems |
| <input type="checkbox"/> Chilled Water Systems | <input type="checkbox"/> Fan & Blowers | <input type="checkbox"/> Vacuum systems |
| <input type="checkbox"/> Process heating | <input type="checkbox"/> Compressed air | <input type="checkbox"/> Emission control |
| <input type="checkbox"/> Refrigeration and process cooling | <input type="checkbox"/> Oil and gas extraction | <input type="checkbox"/> Cogeneration / Combined Heat and Power (CHP) systems |
| <input type="checkbox"/> Boilers | <input type="checkbox"/> Pumps | <input type="checkbox"/> Product drying (batch kilns, rotary kilns, etc.) |
| <input type="checkbox"/> Steam Systems | <input type="checkbox"/> Heat Recovery Systems | <input type="checkbox"/> Chemical processing/refining |
| <input type="checkbox"/> Hot Water Systems | <input type="checkbox"/> Motors and Drives | <input type="checkbox"/> Others (please explain) |
| <input type="checkbox"/> Water Heating | <input type="checkbox"/> Process Control | |
| <input type="checkbox"/> Industrial Ventilation | <input type="checkbox"/> Material Handling | |
| | <input type="checkbox"/> Pulping Systems | |
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APPENDIX B. Program Ally Pre-Screening Workflow (Scoping Audits)



APPENDIX C. Program Ally On-Boarding Workflow (Engineering Study)



APPENDIX D. Program Ally On-Boarding Workflow (RCx Investigations)

