

## **11. MEASUREMENT & VERIFICATION**

- 11.1 Agencies should designate a primary contact who is responsible for (1) maintaining contact with FEMP through the Life of Contract program, and (2) maintaining continuity of documentation and awareness of the ESPC throughout the performance period.
- 11.2 Agencies should designate a government witness to accompany the ESCO during annual measurement and verification activities. Ensure that the government witness has reviewed current FEMP guidance on M&V witnessing. COR delegation letters should include designation of the COR as M&V witness.
- 11.3 Agencies should put procedures in place to ensure prompt review of the ESCO's annual M&V report, in accordance with FEMP guidance. The annual M&V report must be in accordance with the M&V plan in the TO. These reports document whether all parties and the delivered energy and cost savings meet the TO requirements.
- 11.4 In the case of demolished or decommissioned buildings or removal of ECM equipment by the government, the agency CO should promptly initiate a contracting action to buy out that portion of the contract involving ECMs that are no longer in place or no longer functional.