

8. REVIEW OF THE IGA/PROPOSAL – STRATEGY FOR SUCCESS

Agency review of the IGA/proposal has been noted as a potential bottleneck in the ESPC process. To expedite thorough and timely agency review:

- 8.1 Hold an in-person conference with the ESCO promptly after completion of the IGA to review findings and discuss potential challenges.
- 8.2 Establish a hard deadline for agency review of the IGA and response to the ESCO.
- 8.3 Develop a review plan and *set aside focused review time*. Assign overall review of the IGA/proposal and specific sections, respectively, to designated individuals.
- 8.4 Some experienced COs have found that the best strategy is to put all the reviewers in a room and get them to agree to stay there until the review is completed.
- 8.5 Use your PF and FEMP ESPC resources. Engage technical expertise needed if not available in-house, such as for renewables or M&V.
- 8.6 Deliver on schedule.
- 8.7 After completing review, hold an in-person or telephone meeting with the ESCO to review agency comments to eliminate any ambiguity as to their intent.
- 8.8 Document all agency comments, and require the ESCO to track changes in successive revisions of the IGA/proposal. Include documentation of those comments, responses, and resolutions as an attachment to the task order. Follow up to ensure that required revisions to the proposal are made.