**

*IGA/Proposal Review Workshop Agenda*

ESPC Process Doc. P3-04

Rev. 08-27-18

Responsibility: PF

**IGA/Proposal Review Workshop Agenda\***

**(minimum topics required to be covered are listed)**

**Introductions/Roles**

* Welcome by Agency
* Introductions (as needed by PF)

**Objectives of the IGA Workshop**

* Bring all parties together to identify, discuss, and reach agreement on all remaining issues to enable Task Order award.

**Resolution of Remaining Issues**

* Final project scope
	+ ECMs
	+ M&V
	+ Risk, Responsibility, and Project Performance
	+ O&M, Repair & Replacement
	+ Training
* Price Proposal
	+ TO Schedules (sourced from eProject Builder)
	+ Pricing
	+ Financing
	+ O&M, Repair, and Replacement
* Schedule
* Discuss transition from award to post-award and construction planning
* Other Items

**Award Plan**

* Plan/schedule for Task Order award.
* Plan/schedule for final eProject Builder verification

\* Agenda is useable for both original task order or subsequent modifications. See the IDIQ contract for further requirements for modifications.