**U.s. Department of Energy**

**Federal Energy Management Program**

**ESPC ENABLE NOTICE OF INTENT TO AWARD GUIDE AND TEMPLATE**

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***PLEASE READ THIS GUIDE BEFORE USING THE NOTICE OF INTENT TO AWARD TEMPLATE***

**ESPC ENABLE Notice of Intent to Award Guide**

**Introduction -** Following the Acquisition Team’s selection of an ESCO, the following letter, the Notice of Intent to Award (NOITA), should be used to notify the successful offeror of their selection. The NOITA declares your intention to award a task order against their GSA Multiple Award Schedule (MAS), Special Identification Number (SIN) 334512 contract for an ESPC ENABLE project. The NOITA will also permit the ESCO to proceed to the Investment Grade Audit (IGA) phase.

**Instructions –** The Contracting Officer (CO) for the ESPC ENABLE project should use the template on the next page (page 2) to draft the NOITA. The NOITA should be issued to the successful ESCO within the timeframe established in your Request for Quote/Notice of Opportunity (NOO).

This template ***cannot be used without editing***. In the template, you will find two types of text. [Sample text will appear in black font.] Please review the [sample text] to ensure that it meets your agency specific requirements and project goals when using it in your NOITA. [Text that requires you to insert agency- or project-specific information, or requires you to edit for your purposes, will appear in red font.] You should reformat this document to fit your agency’s formatting requirements for procurement documents.

**ESPC ENABLE Notice of Intent to Award Template**

(Please format this NOITA to meet your agency-specific requirements)

(Name of ESCO)

(Address of ESCO)

SUBJECT: Notice of Intent to Award – (ESCO Contract Number, Project Description)

Dear (Name of ESCO):

We are pleased to inform you that you have been selected to provide ESCO services for the ESPC ENABLE project at [site(s) names or project name]. This is a Notice of Intent to Award (NOITA) for a task order against your GSA Multiple Award Schedule, SIN 334512 contract. Specifically, within 7 business days (or timeframe specified in your NOO) of this notice, you are required to contact the undersigned Contracting Officer (CO) and make arrangements to attend an Investment Grade Audit (IGA) kickoff meeting at (insert name and location of primary site/facility).

Following the kickoff meeting, you will perform an IGA of the applicable project site(s), facilities, and energy systems using the FEMP provided **IGA Tool**. After completing the IGA, you will provide a Final Proposal (FP) summarizing the IGA results to the undersigned CO. The survey shall be conducted, and the FP developed, in accordance with the requirements of your contract with GSA, the FEMP provided **07\_Final Proposal Requirements**, and the project-specific **06\_Scope of Work (SOW)** to be presented by the ordering agency at the IGA kickoff meeting. The FP and task order (TO) schedules submitted must match the estimated and guaranteed annual cost savings proposed for the project given in the IGA. Otherwise, the pre-award requirements will not be considered to have been met, and negotiations and award will not be pursued further.

Upon receipt of the FP and TO Schedules, the ordering agency will notify you when negotiations can commence. Note that the ordering agency is not required to pay the ESCO for the IGA and FP development unless the project task order is awarded or otherwise authorized by the CO. You are also reminded to take necessary actions to competitively solicit the required financing and bonding for this project. These pre-award requirements will also require satisfaction once negotiations are completed and prior to issuance of the intended award.

Should you have any questions, please contact the CO, (Name of CO), at (CO Telephone #).

Sincerely,

(CO Signature)

(Name of CO)

Contracting Officer

(Agency/Sub-agency/Division)