**Letter of Request for IGA – Template**

The Letter of Request for an IGA is written to request a proposal for a detailed study of the ECMs selected by the agency that were identified in the PA.

The UESC process often differs project to project, and agencies with a current detailed site assessment may opt to forgo the PA and begin the UESC project development process with an IGA.

Blue, italicized font is used throughout the document where optional language or guidance is provided.

**IGA Request For Proposal Letter  
Template**

*Utility ABC*

*Attn: Utility Principal*

*123 Utility Drive*

*Somewhere, AA, 12345*

SUBJ: *Insert Contract Number*

*Attachment 1: IGA SOW*

Dear *Name of POC,*

The *Agency* is planning to develop energy conservation measures (ECMs) and award contracts pursuant to the terms and conditions of the Energy Management Services Exhibit of the Agency’s GSA AWC *GS-XXX-XX-XXX-XXXX (or Basic Ordering Agreement [BOA] or separate contract)*. The Government requests that *Utility* conduct an Investment Grade Audit (IGA) for the ECMs identified in the Preliminary Assessment (PA) provided by your company and selected by the *Agency* for a potential Utility Energy Service Contract (UESC), *reference the PA report site/date submitted*. This is a request for a proposal for the associated costs to complete the IGA only. The following scope applies:

**Scope:** Provide a proposal to perform an IGA for the ECMs selected by *Agency* from the list of recommended ECMs detailed in the PA provided on *date* by *Utility*. Reference Attachment 1 for the list of selected ECMs and additional details regarding the expected scope of the IGA and the IGA report. The cost for the development of the IGA shall include the following provisions and address all items in the IGA SOW: An in-depth technical and economic analysis of each feasible ECM provided in the PA including consumption baseline, a lifecycle cost analysis, detailed ECM descriptions, ECM costs based on competitive bids for each ECM, energy/water savings, greenhouse gas savings and project financing (to be competitively bid close to UESC task order award).

This letter is only a request for an IGA proposal and not an authorization to proceed with work under the IGA. Do not proceed with the IGA until directed by the Government.

All correspondence and contractual questions shall be sent to the Contracting Officer, Attn: *(Insert Contracting Officer Name and contact information)*. Please contact *Name of Engineer* at *Phone #/ email address* for technical information, with a copy to the CO. Please ensure all emails (subject line), correspondence etc. appear as *Agency and Site UESC-Topic*.

*Should the Agency decide to proceed to the IGA phase, including all ECMs in the PA at the Utility’s proposed IGA cost, a separate IGA cost proposal may not be necessary. In this case, agencies may proceed directly to the issuance of the NTP letter.*

Sincerely,

*Name*

*Title*