



NYSERDA

On-site Energy Manager (OsEM) Pilot, PON 3701

December 19, 2017

WHAT ADVICE CAN YOU OFFER COMPANIES THAT DON'T HAVE AN ENERGY MANAGER IN PLACE?

Apply to NYSERDA's On-site Energy Manager Program!

Changes from Previous Pilot

- Builds on previous Industrial OsEM pilot (PON 3334)
 - Continues 75% cost share
 - Adds bonus to encourage continuation of role and energy savings
- Offers flexible participation:
 - Open enrollment solicitation through December 2019
 - Commercial & Industrial sites are eligible
 - Applicants can select full or part time
 - Applicants can seek support for their OsEM via new hire, contracted staff, or hybrid of supplementing permanent staff with contract staff
 - Agreement (Purchase Order) is with applicant (Commercial or Industrial customer)



Goals

- Cost share a dedicated OsEM to focus on energy optimization & process efficiency.
 - To encourage implementation of a systemic, lasting, business process that integrates clean energy into an applicant's core business process.
 - Allow companies to become accustomed to energy management with minimal risk
- To demonstrate the value of an OsEM role in commercial & industrial facilities such that the role becomes standardized and self-sustaining.
 - Minimum 12 month commitment with specific milestones and deliverables.
 - Provide leadership and organizational continuity for implementing change.
- Broader market adoption of OsEM role through dissemination of developed case studies and tools to the market
 - Use results to build the business case and define the value proposition for the market.

Eligibility

- Commercial & Industrial NYS Sites
 - Must pay into the **electric** System Benefits Charge (SBC)
- OsEM engagements must:
 - ≥0.5 Full Time Equivalent (20 hours per week).
 - Include cost-sharing in form of cash support from customer
 - Use funds for services only; not for implementation or equipment purchases
- OsEM participation paths:
 1. New permanent hire
 - Must secure within 3 months of receiving the NYSERDA Purchase Order
 2. Supplementing permanent staff with contracted staff
 3. Contracted staff
 - May be selected from NYSERDA's FlexTech Consultant list:
www.nysERDA.ny.gov/Contractors/Find-a-Contractor/FlexTech-Consultants
 - Identify specific Consultant staff member to be dedicated OsEM & customer contact

Requirements

Pilot Participants Must:

- Not have an existing dedicated full time energy manager on-site
- Effectively demonstrate the need for an OsEM via **OsEM Concept (Attachment B)**
 - Existing facility conditions that will allow for successful completion of SOW
 - Show how the OsEM will be incorporated into existing business structure
 - Energy acuity and project implementation history
 - **Preferred:** ability to implement sizeable (>1,000 MWh electric or >10,000 MMBtu fossil fuel), complicated (multi measure) energy and/or productivity projects
- Perform the tasks listed in **Scope of Work Requirements (Attachment C)**
 - Additional tasks related to energy management and productivity improvement may be added to the scope of work and will be subject to NYSERDA approval
 - Identify the site energy reduction target for the cost-shared (12 to 24 month) engagement

NYSERDA funding - initial term

- Up to 75% cost-share

Facility Consumption (aggregated)	OsEM Cost-share (initial 12 to 24* month term)
>\$1 million annual energy spend	Up to 75%, not to exceed \$200,000
<\$1 million annual energy spend	Up to 75%, not to exceed \$100,000

**Minimum 12 month OsEM initial term (at minimum 20 hours/week); work must be completed within 24 months of receiving NYSERDA PO unless otherwise negotiated.*

OsEM Bonus for Continuing Role

Facility Consumption (aggregated)	1 st Bonus: 12 months after initial term	2 nd Bonus: 24 months after initial term
>\$1 million annual energy spend	\$7,000	\$7,000
<\$1 million annual energy spend	\$5,000	\$5,000

Bonus Requirements:

- Demonstration of successful engagement during the initial term and continued value
- Report on continued energy saving impacts and financial investments at the conclusion of each additional year
- Energy savings for each bonus year period $\geq 1\%$ of the site's prior 12 month energy consumption

Applying to PON 3701

- Accepted via email: OnSiteEnergyManager@nyserda.ny.gov
- A complete application package consists of:
 - **Applicant Information and Certification (Attachment A)**
 - **OsEM Concept (Attachment B)** to justify the need for an OsEM
 - **Scope of Work (per Scope of Work Requirements, Attachment C)** with facility energy reduction goal, tasks, deliverables, and project schedule.
 - **Detailed budget (per Budget Template, Attachment D, or equivalent)** including a breakout by task and by title, hourly rate, hours, and non-labor costs.
 - **OsEM resume or job description** highlighting
 - ✓ Relevant qualifications (P.E., CEM, CEA, etc.)
 - ✓ Past experience as energy advisor to the sector
 - ✓ Demonstrated business acumen and leadership skills
 - ✓ New hire must be selected within 3 months of receiving NYSERDA PO
 - **Facility company organizational chart and reporting structure**
 - **Statement of commitment from facility's corporate officer or executive staff**

OsEM Concept (Attachment B)

- **Existing Conditions** that will allow for successful completion of SOW
- **Current state of energy management**
 - Background that explains special need/desire for an OsEM
 - Plan for incorporating the OsEM into the broader team and business process
 - Existing organizational cultures, energy tracking and monitoring system, cross-functional energy team
- **OsEM Integration including description of:**
 - Individual who will be responsible for overseeing the effort
 - Intent to continue the role post Pilot
 - How results and lessons learned will be shared
 - Data, support, work space (phone & computer) available
 - Indicate new staff, consultant, or hybrid participation path
- **Facility energy acuity and project implementation history**
- **Preferred experience of installing large, complex projects**

Scope of Work Requirements (Attachment C)

- **OsEM engagement and site specific goals**
- **Required Tasks**
 - Develop and/or maintain:
 - **Energy management plan** (by Q1)
 - **Energy tracking and monitoring system**
 - **Cross-functional energy team** and **hold monthly meetings**
 - Strategy for energy savings **Measurement & Verification**
 - Conduct **walkthrough audits and reports** that identify savings opportunities
 - Review maintenance operational schedules and procedures to **identify operational savings opportunities** (& at least 1 employee training session to address operational misuses)
 - Develop **energy and productivity projects**; including **developing the business case**
 - Reporting
 - **Project management check-ins** with NYSERDA via conference call at least once per month
 - **Quarterly savings reports**
 - **Final report** that documents overall effort and progress against facility energy goal
 - Tool Development: **Case Study & Road Map**
 - **Peer to Peer Sharing**: Show a willingness for peer to peer sharing
- **Schedule** by task and indicating full time or part time OsEM engagement
- Detailed **budget** by task; **Attachment D** or equivalent

Scope of Work Requirements (Attachment C)

- **Deliverables**

- Minimum of two on-site (kick-off and exit) meetings
- Quarterly Reports, including the following information
 - Energy Management Plan
 - Description of and updates to the energy tracking and monitoring system
 - Agendas and write-ups from cross-functional energy team meetings
 - Description of and updates to the energy savings Measurement & Verification plan
 - New or updated reports from walkthrough audits that identify opportunities
 - O&M procedures and misuses of energy summaries
 - Proposed, evaluated, and implemented energy (CapEx & O&M) and productivity measures
 - Project descriptions, energy and cost savings analysis, and economic analysis
- Project management check-ins with NYSERDA (conference call) once per month
- Final report that documents overall effort and progress against facility energy goal
- Case study, including savings metrics, for online publishing
- Road map of the On-site Energy Manager on-boarding process, for online publishing
 - *The road map is expected to be a look-back of the participant's experience, with recommendations and adjustments made to reflect lessons learned during the process and best practices identified.*
- Bonus payment reporting, as applicable.

NYSERDA reporting templates will be posted on www.nyserda.ny.gov/OsEM

Application Review Process

- Applications will be reviewed on a first-come, first-served basis dependent on funding availability.
- NYSERDA will review each application package for completeness and to ensure reasonableness across the following areas:
 - Experience, qualifications, and leadership skills
 - Integration
 - Cost (including rates) & time allocation
 - % annual energy savings target (for the cost-shared 12 to 24 month engagement)
- Applications will be rejected when:
 - Eligibility requirements are not met
 - Application package is incomplete
 - Successful negotiation of the application package is not possible after NYSERDA comments and discussion

Invoicing

- Invoices may be submitted monthly at <https://services.nyserda.ny.gov/Invoices/> and should show:
 - Break out for non-labor costs, individuals, titles, hourly rates, dates and hours worked on each task
 - Amount that is being invoiced to/paid for by the site
- Travel costs are limited to 3% of the total OsEM engagement cost
- Bonus payments will be issued directly to the Applicant after review and approval of each bonus period report
- NYSERDA reserves the right to withhold payment in cases where program deliverables are not being met

Additional Resources

- On-site Energy Manager Program Page: www.nyserda.ny.gov/OSEM
- FlexTech Provider List: <https://www.nyserda.ny.gov/Contractors/Find-a-Contractor/FlexTech-Consultants>
- RFP 3628 for firms interested in applying to becoming a NYSERDA FlexTech Consultant: <http://www.nyserda.ny.gov/All-Programs/Programs/FlexTech-Program/Become-a-FlexTech-Consultant>

For more information please contact: OnSiteEnergyManager@nyserda.ny.gov

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