

Original Date: 11/14/2012			Date Revised: February 22, 2013									
Property Types: 1=Owned, 2=Leased, 3=Leased Maintained												
Reference: Schedule 6 Service Levels, Part 2 – O & M Supervision Service Levels												
Service Category – Energy - Utility Supplier Management				Service Type: Energy Management (d)								
Purpose: To provide effective management of utility supply.												
Service Level	Service Description	Service Level Attributes	Reporting Frequency					Property Type				
			Weekly	Monthly	Quarterly	Semi-annual	Annual	1	2	3		

<p>Energy Management Information Systems (EMIS)</p> <p>Provide accurate, timely and reliable energy data and information (cost and consumption) where the Service Provider receives energy data from utility vendors.</p>	<p>a) Raw and normalized data and information will be provided at the building and organizational levels, by energy type, by building type, by energy complex (where possible and practical). Also required is an annual trend report that normalizes data to a 30 year weather average.</p> <p>b) Energy Management Information Systems (EMIS)</p> <ul style="list-style-type: none"> Weather adjusted, prorated and information available “on-line” with 95% up time, reporting when service is down. Weather adjusted, prorated and verified/validated information to be available on the web-based system within 60 days of the cutoff date of the reporting period. Unqualified transactional data posted and available within 2 weeks of receipt of invoices from supplier, posted on a mutually accessible web-based portal. 	<p>As outlined</p>	<p>x</p>	<p>x</p>	<p>x</p>
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<p>Energy Procurement</p> <p>Provide procurement research and strategic advice on commodity purchase and contracting, including market information, draft expressions of interest and potential RFP's.</p>	<p>c) Service Provider to provide a recommended procurement strategy by July 31st of the contract year, and upon request. The strategy will include analysis of market conditions, and a suggested process to procure candidate vendors (e.g. competitive RFP, EOI, or RFQ process). Final decisions and contractual responsibility will remain with the Province.</p>					X	X	X	X
<p>Utility Supplier & Incentive Management</p> <p>Contribute to positive partnerships with utility vendors, including maximize available incentive resources, support incentive agreement obligations, other partnership opportunities</p>	<p>d) Service Provider is responsible to arrange Quarterly Service meetings between the Province, the Service Provider and major utility vendors for the purpose of managing the relationships and to maximize available incentive resources. Minutes to be posted on the mutually accessible web-based portal within 72 hours of meeting.</p> <p>e) Service Provider is responsible to submit incentive applications and to satisfy the information requirements of incentive agreements by reporting of specific project results and supporting procurement documentation as required.</p>			X	X	X	X	X	
Performance Measurement Criteria/Reporting:					General Comments				
<p>a) Energy Management Information Systems</p> <ul style="list-style-type: none"> Report of down time. Validated weather adjusted and prorated information available online as required. Transaction listing posted on mutually accessible portal as 									

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<p>required.</p> <ul style="list-style-type: none"> b) Energy Procurement – Annual strategy received by July 31st. c) Utility Supplier & Incentive Management - Tri-party meeting minutes posted on mutually accessible portal within 72 hours of meeting. 	
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