IMMEDIATE RESPONSE REQUESTED!

To: All Electricity Consortium Members, Purchasing Council Members and Other Interested Public Entities
From: Maureen Goulet, Senior Program Manager, Capitol Region Purchasing Council
Date: April 25, 2018
Re: OPEN ENROLLMENT: CRCOG Electricity Consortium

CRCOG is pleased to announce open enrollment for any municipality, board of education or other public entity to join the CRCOG Electricity Consortium. For returning Consortium members, this is an opportunity to review your accounts and make any necessary changes. We are working to gather information now for a reverse auction in September 2018.

CRCOG will be using our consultants Enernoc to aggregate all consortium member accounts, perform an RFQ process and conduct a reverse auction for pricing. Your accounts will not be priced separately as is done with other electricity consortiums. We believe aggregating the kWh’s enables the best possible pricing from suppliers. Once all accounts are revised, updated and/or confirmed, Enernoc will examine the data for logical “breakdowns” and create line items (termed “tranches”) with various scenarios for types of accounts and timeframes for contract. We can also accommodate those communities who wish to purchase green e-certified energy. Please indicate on your response form if you are requesting this type of electricity.

Suppliers will be pre-qualified with terms and conditions dictated by the Consortium before the reverse auction through an RFQ process. The same day that the reverse auction is conducted, the Electricity Consortium Procurement Committee will evaluate the alternatives and direct CRCOG to contract for the best option. For this reason, we encourage you to participate in the procurement committee if you are interested. We should also note that even though we have contracted for 24 month terms in the past, any actual contract term will be decided by the best pricing from the reverse auction. We typically “test” pricing for 12, 24 and 36 month terms.

Consortium Member Obligations

If you are interested in participating, we’ll ask you to sign a side letter transferring your electricity contracting rights to CRCOG so that we may work on your behalf. We also expect Consortium members to provide CRCOG with information on your electricity accounts in a timely manner. If you are unable to do this, you may be excluded from the reverse auction due to time constraints of the group. Enernoc will be reaching out to gather information from you for your participation.

If you are interested in signing on for the next contract period, there are two steps to take:

1. Fill out the attached Participation Commitment Form and return to Maureen Goulet by June 8, 2018
2. Send account information to Enernoc in a timely manner. They will contact you with more information on what they need and when. Please provide a contact person under “Contact Information for Consortium Representative” so that we may reach out to the appropriate person.

As always, please contact us if you have any questions about this program.
PARTICIPATION COMMITMENT FORM

ELECTRICITY SERVICE BEGINNING JANUARY 1, 2019

Your signature below: (1) authorizes your entity’s participation in our program and the inclusion of your electricity requirements in any resulting reverse auction bidding process; (2) binds you to accept the terms and conditions (including price) of resulting contracts that are negotiated and signed with the selected supplier; and (3) indicates your agreement to pay a **maximum** participation/administration fee of $.00046 per kWh to CRCOG and $.0011 to Enernoc (TOTAL: $.00156) through your monthly utility billing.

Signature ____________________________________________ Date _________________________
Printed Name _______________________________________________________________________
Position ___________________________________________________________________________
Name of Municipality/Board of Education/Partnership Agency/Non-Profit
___________________________________________________________________________________
Address ______________ _______________________________________________________________
Telephone # ___________________________ Fax #____________________________
E-Mail Address ____________________________________________________________

**Estimated Annual Electricity Usage (in kWh) – THIS INFORMATION IS REQUIRED**
Please estimate how many kWh you would likely subscribe to the CRCOG Connecticut Electricity Consortium (this is not a guarantee, but an estimate)

______________________kWh

Name of your local utility company (UI, CL&P, etc)_____________________________________

**Green e-certified energy**
☐ We wish to purchase green e-certified energy as part of the reverse auction
Percentage requested: ____________%

**Please check if applicable:**
☐ We are also interested in serving on the CRCOG Electricity Consortium Procurement Committee!

Contact Information for Consortium Representative:

Printed Name ___________________________ Position _____________________________
Telephone # ___________________________ Fax # _____________________________
E-Mail Address ____________________________________________________________

Please fax/email this form back to the attention of Maureen Goulet (mgoulet@crcog.org) at (860) 724-1274 no later than **June 8, 2018**.