**NuEnergen Services Document Packet**

There are several services available to CRCOG members by way of its contract with NuEnergen. Please find below a brief description of each, along with detail on the materials NuEnergen will need to deliver the services in question. All attachments referenced below may be found in this document packet, and may be returned to Jessica Muirhead at jmuirhead@crcog.org.

**ENERGY PROCUREMENT SERVICES:** NuEnergen will manage the identification of a cost-effective supply contract for the consortia by solicitating the market through reverse auction or sealed bid. After the prices are established, we will make a recommendation to the consortia as far as the product type, provider and duration, and facilitate the execution of the agreement.

**Materials Required:**

1. Select Energy Procurement on the “SERVICES SELCTION FORM”, sign and return
2. Complete, sign and return “LETTER OF AUTHORIZATION FORM”
3. Complete and return “CONTACT AND INFORMATION FORM”
4. Copies of any current or historical energy supply contracts

**UITLITY INVOICE AUDITING SERVICES:** NuEnergen will audit any and all invoices for electricity and natural gas. In the event that a mistake is identified, we will work directly with the provider in question and make the case for a return of the overcharges to the customer. Additionally, NuEnergen will research and identify any rebate and/or future savings opportunities against current rates. If such an opportunity is identified, we will brief you and with approval, facilitate the application and/or paperwork to take advantage of those opportunities.

 **Materials Required:**

1. Select Utility Invoice Auditing on the “SERVICES SELECTION FORM”, sign and return
2. Complete, sign and return “LETTER OF AUTHORIZATION FORM”
3. Complete and return “CONTACT AND INFORMATION FORM”
4. Copies of any current or historical energy supply contracts

**ENERTRAC BUDGETING AND PERFORMANCE TRACKING:** NuEnergen will collect monthly energy invoices and store them digitally in our online energy dashboard, EnerTrac. Customers will have 24/7 access via password-protected logins to view usage and cost reports and other metrics. NuEnergen will also provide annual energy budget forecasts which, when approved by customer, will be stored in EnerTrac and compared against actual incoming bills for performance purposes. Note this service requires a procurement contract to be in place for the commodity in question.

 **Materials Required:**

1. Select EnerTrac Services on the “SERVICES SELECTION FORM”, sign and return
2. Complete, sign and return “LETTER OF AUTHORIZATION FORM”
3. Complete and return “CONTACT AND INFORMATION FORM”
4. Complete and return “ENERTRAC ACCESS FORM”
5. Provide copies of any past or current budget available

**REAL-TIME METERING SERVICES:** NuEnergen will render the real-time usage for electricity through our EnerTrac Dashboard for specific accounts by either installing a smart meter or utilizing an existing smart meter onsite. Site visitations will be necessary to inspect existing equipment at the location and to determine what equipment is required, which will be scheduled with the identified point of contact.

 **Materials Required:**

1. Select EnerTrac Services on the “SERVICES SELECTION FORM”, sign and return
2. Compete, sign and return “LETTER OF AUTHORIZATION FORM”
3. Complete and return “CONTACT AND INFORMATION FORM”
4. Complete and return “ENERTRAC ACCESS FORM

**Document Description and Instructions**

This section details all the forms needing completion that have bene described previously. The forms themselves may be found in the next section of this document. Note that if the customers ism requesting multiple services, only one of each of the documents requested must be submitted**.** For all forms, please complete the areas that are flashed in yellow.

**SERVICES SELECTION FORM:** This document allows NuEnergen to identify which services the customer is requesting of the several that are offered. Please choose the service types you are interested in and return as part of your submittal to CRCOG. Services may also be added at any time in the future.

**LETTER OF AUTHORIZATION FORM:** This document allows NuEnergen to access account data and negotiate with energy providers on your behalf for the purposes of delivering our services. It is a foundational part of our work as it will streamline our ability to access data, resolve issues and carry out our services without having to receive approval or involve the customer on every conversation or dialogue.

**CONTACT AND INFORMATION FORM:** NuEnergen will need to acquire various pieces of information about your organization and its energy billing data for our services. As a result, if there are any existing energy provider contacts and/or login credentials available to access these materials, these will be helpful for our operations team. Additionally, it is useful for us to have a point of contact and a business address for the customer if we need to follow up with any additional questions.

**ENERTRAC ACCESS FORM:** For customers utilizing our EnerTrac services, this document will identify to whom we provide login access to for the online software. EnerTrac can be shared with as many users as desired, each with their own unique set of login credentials. While new users can be added at any time, please identify on this form who should be granted initial access to the data in this software.

**Additional Services Pricing**

Please find in this section the pricing for each specific additional services beyond electricity procurement, detailed earlier, and the mechanism of payment.



**SERVICES SELECTION FORM**

Please make selections below concerning which services you would like NuEnergen to provide to you. For each service selected, please ensure that the appropriate forms are returned to CRCOG. All terms of service and fees are consistent with the contract executed between NuEnergen and CRCOG.

|  |  |  |
| --- | --- | --- |
| **Energy Procurement Services**  | **Commodity** | **Selection** |
| Electricity | YES or NO |

|  |  |  |
| --- | --- | --- |
| **Utility Invoice Auditing Services**  | **Commodity** | **Selection** |
| Electricity | YES or NO |
| Natural Gas | YES or NO |
| Fuel Oil | YES or NO |

|  |  |  |
| --- | --- | --- |
| **EnerTrac Services**  | **Commodity** | **Selection** |
| Electricity | YES or NO |
| Natural Gas | YES or NO |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Real-Time Metering Services**  | **Commodity** | **Selection** | **Account #s** |
| Electricity | YES or NO | XXX |
|  |  |  |
|  |  |  |

Sincerely,

(CONTACT PERSON)

(CLIENT NAME)

(CLIENT ADDRESS)

(TO BE PRINTED ON CLIENT LETTERHEAD)

**LETTER OF AUTHORIZATION FORM**

(DATE)

To Whom It May Concern,

This letter is to inform you that (CLIENT NAME) has retained NuEnergen to serve as the exclusive representative for matters concerning energy commodity procurement and auditing. Please accept this notice as our authorization to work with directly with NuEnergen, our sole representative, in response to Request for Proposals or requests for information, and provide them with pricing and contract terms for the specified accounts. (CLIENT NAME) hereby grants permission for NuEnergen, LLC to act on our behalf in the following capacities:

* Access to utility invoices and interval data for energy related accounts, present and historical
* Access to any and all current and historical energy supply contracts
* Ability to negotiate on our behalf with regard to Energy Supply contracts and Invoice Audit issues

If requested by NuEnergen, Energy Suppliers may also use this form as authorization to request historical usage data (including hourly interval, ICAP, PLC data if applicable) from a Utility in response to a Request for Quotes.

Please provide NuEnergen access to any information consistent with the above. This may include, but not be limited to, website login credentials or other data types that they may require as our Energy Consultant for the account numbers listed below:

(LIST ACCOUNT NUMBERS HERE)

If you have any questions or concerns, please feel free to contact me at the below-referenced number.

Sincerely,

(CONTACT PERSON)

(CLIENT NAME)

(CLIENT ADDRESS)

**CONTACT AND INFORMATION FORM**

Please detail below information and contacts NuEnergen can use for the purposes of providing our services. Specific points of contact for your organization are useful for any follow-up questions or needs we may have. For your energy providers, if there are any existing representatives and/or account logins that are available to access energy bill information, please provide those as well.

|  |
| --- |
| **Customer Business Information** |
| Address of Record | XXX |
| Business Entity Name | XXX |

|  |
| --- |
| **Customer Contact Information** |
| **First Name** | **Last Name** | **Email** | **Phone Number** |
| XXX | XXX | XXX | XXX |
|  |  |  |  |
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| --- |
| **Energy Provider Contact Information** |
| **Provider** | **First Name** | **Last Name** | **Email** | **Phone Number** |
| XXX | XXX | XXX | XXX | XXX |
|  |  |  |  |  |
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| --- |
| **Energy Account Login Details** |
| **Provider** | **Web URL Link** | **Username** | **Password** |
| XXX | XXX | XXX | XXX |
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**ENERTRAC ACCESS FORM**

Please detail below the contact information for the personnel you would like to have access to NuEnergen’s online energy dashboard, EnerTrac. Each user will receive instructions via their email address for setup to access the system once it is populated with bill data. New users can also be added at any time.

|  |  |  |
| --- | --- | --- |
| **First Name** | **Last Name** | **Email** |
| XXX | XXX | XXX |
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