

April 19, 2011

TO: BOARD OF TRUSTEES
Valencia Community College

FROM: SANFORD C. SHUGART
President

RE: ENERGY CONSERVATION CONSULTANT

In an ongoing effort toward sustainability and to further reduce energy costs, Valencia is seeking the services of an Energy Conservation Consultant.

Costs for the services will be paid from the savings generated by the program. The fee due for the services is 35% of the gross savings for five years, only payable if the savings are realized. If not, Energy Education, Inc. will cover the College's expenses related to the program. Energy Education projects annual savings of over \$1,000,000 through behavior modification only. Pursuant to SREF, section 6A-14.0734, the services of management consultants are exempt from the requirements to solicit competitive bids. Energy Education was selected because of their success in similar contracts with the School Board of Sarasota County, Florida, and the School District of Osceola County.

RECOMMENDED ACTION:

The President recommends the Board of Trustees approve the contract with Energy Education Inc. to offer energy conservation consulting services.



President



SUPPORT SERVICES

1105 S.W. 7th Rd.
Ocala, FL 34471

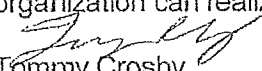
January 19, 2011

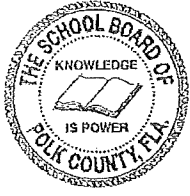
To Whom It May Concern:

The Marion County School System and Energy Education have been in contract since 2005. The savings we have achieved through Energy Education's program have been extraordinary. In 5 years we have saved 22%, which is worth \$10.7 million.

- Overall energy use per square foot in our district is down 26% since 2005.
- Despite adding over 500,000 square feet of air conditioned space since 2005, the total KWH used in the district decreased by 4 million KWH from 2006-2009. The square footage added included two middle schools, two elementary schools, numerous classroom wings, and several cafeterias.
- In 2009, 17 of our schools received the ENERGY STAR label as awarded by the EPA.
- The environmental impact of the program should be applauded as well. The energy saved by the program since 2005 equates to saving 50,605 metric tons of CO2 or taking 9,000 cars off the road for one year.
- The two Energy Education Specialists on staff are trained by the staff at Energy Education. They receive regularly scheduled visits and also frequently request visits to address issues that arise. The expertise provided by Energy Education has been invaluable.

The behavioral program offered through Energy Education has been productive and wise fiscally and environmentally. We are sure your organization can realize similar benefits.


Tommy Crosby
Executive Director of Support Services



SCHOOL BOARD OF POLK COUNTY

P.O. BOX 391
BARTOW, FLORIDA 33831

(863) 534-0500

1915 SOUTH FLORAL AVENUE
BARTOW, FLORIDA 33830

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General Counsel

Administration
SHERRIE B. NICKELL, Ed.D.
Superintendent

January 6, 2011

To Whom It May Concern:

Polk County Schools entered into contract with Energy Education in May 1992. In our 17 years of implementing the program we've saved more than \$60 million, an average of 28 percent.

Those hard facts don't begin to cover the benefits of the program:

- ENERGY STAR has recognized 115 of our buildings with the Label award (third-party validation of our efficiency)
- Polk County Schools is one of the most energy-efficient school districts in Florida as measured by energy cost per square foot. For 2005-2006, the district's costs were \$0.75 per square foot: well below the next lowest and less than half the highest.
- These savings have taken place during a time of growth for our district. From 1991 – 2007 we increased our air-conditioned square footage by 53.7%, while only increasing energy consumption 21.4%. We saved more than 425 Million kWh of electricity during that time.
- Our Energy Education Specialists are trained by Energy Education's engineers and experts, who even now are available to support the program at no additional charge. In fact, we began with three Energy Education Specialists, and have grown to four. These positions more than pay for themselves.

Partnering with Energy Education has been a wise fiscal decision for Polk County Schools. I am convinced that this partnership is a wise fiscal decision for your organization as well.

Sincerely,

Fred Murphy
Assistant Superintendent
Support Services/Facilities and Operations

FRED L. MURPHY
Assistant Superintendent
Support Services/Facilities & Operations

Support Services
(863) 534-7309
(FAX) 863-519-3776

Facilities & Operations
(863) 534-0620
(FAX) 863-534-0833

*Polk County Schools -
an equal opportunity
institution for education
and employment*

*The Mission of Polk County Public Schools is to ensure rigorous, relevant learning experiences
that result in high achievement for our students.*

Energy Savings Contract

This energy savings contract is between The District Board of Trustees of Valencia Community College, Florida (the "College") and Energy Education, Inc. ("EEL"). This contract is subject to all applicable state and federal laws.

EEL delivers customized, comprehensive people-driven energy conservation programs that focus on changing human behavior to help school districts, churches and higher education clients reduce their consumption of energy and water without any equipment upgrades. Implementation of these programs is guided by EEL's team of energy consultants - together representing several hundred years of energy conservation experience. EEL's clients can invest the financial savings that result in the lives of the people they serve, rather than in utility companies. EEL guarantees the success of these programs. To date EEL has served more than 1,100 clients in 48 states.

The College was founded in 1967 and currently serves more than 60,000 students at its eight campuses. The College is committed to its mission: "Valencia provides opportunities for academic, technical and life-long learning in a collaborative culture dedicated to inquiry, results and excellence." The College uses electricity, gas, water and sewer (collectively "energy") to fulfill its mission. Serving Orange and Osceola Counties, the College is ranked first among the nation's two-year institutions and fourth among two- and four-year colleges and universities in the number of Associate degrees awarded.

EEL has offered to build and provide a customized energy conservation program that is focused on organizational and behavioral change and is designed with the following goals:

- Save dollars that the College can reinvest in the people it serves,
- Preserve a quality learning environment for the College's students,
- Conserve energy for a positive impact on the environment, and
- Increase awareness to empower energy users to be energy savers.

EEL will help the College pursue these goals through implementation of its energy conservation program. Central to the success of this program is the recognition of shared responsibility between EEL and the College as the program is initiated and implemented. EEL provides extensive resources, education and onsite training, action planning, and other conservation-related services, while the College works cooperatively to implement EEL's program.

Shared responsibility also extends into the way EEL is compensated for its services. With this in mind, EEL is offering a "performance fee" billing arrangement. This "performance fee" approach means 100% of EEL's compensation is paid from the savings realized by the College. EEL's fee is contingent on the successful implementation of EEL's conservation program.



As a part of this shared responsibility, EEI offers a *Fast Track* during the early months. During the *Fast Track* the College does not pay any fees to EEI; at the same time EEI delivers focus on priority elements of its Transformational Energy Management™ process for a quick start. The *Fast Track* accelerates net savings for the College.

The parties therefore agree as follows:

1. Program. On _____ (“Start Date”) EEI shall begin its work on this contract. EEI shall take immediate actions to facilitate the College’s search for an Energy Education Specialist (“energy specialist”) and shall provide the College with a people-driven energy management program that is customized to enable the College to reduce consumption of energy (“Program”).

2. Program Consultants. An EEI team of energy consultants shall deliver the Program to the College (“Program Consultants”), as follows:

- Through EEI’s on-site and ongoing assessments of the College’s facilities and based on EEI’s experience in having assessed thousands of client facilities, EEI’s Program Consultants shall deliver hundreds of recommendations that are specific to the College’s environment.
- EEI’s Program Consultants shall guide and assist the College’s Program implementation following EEI’s proven methodology, the Transformational Energy Management™ process. The attached Supplement describes areas of emphasis for EEI’s Program Consultants as they guide and assist the College’s Program implementation using EEI’s Transformational Energy Management™ process.

3. Energy Education Specialist. (a) *Position and Compensation*. Program implementation requires a daily focused effort that is led by one of the College’s own people – an energy specialist who can make conservation a priority while positively engaging people to conserve energy. The energy specialist position must be full-time and dedicated exclusively to the Program. The College shall pay the energy specialist at a level that is within the range recommended by EEI to attract and retain qualified people (“Compensation”).

(b) *College Hiring*. EEI shall serve an active and key role to assist and guide the College through its energy specialist search process - from posting the position through interviewing candidates. On the Start Date the College shall promptly begin and then continue this search process until a mutually acceptable person is identified and hired for the energy specialist position. Due to the unique nature of the position, the energy specialist must be a current or retired College employee and typically will have teaching experience. EEI’s recommendation for the energy specialist position will follow the conclusion of the posting and interview process and is subject to the College’s approval and decision to hire or not hire. Likewise, the College will not employ any person as energy specialist that is unacceptable to EEI.

(c) *Education and Training*. EEI’s Program Consultants shall train the energy specialist with the skills essential for Program implementation. EEI’s comprehensive training will primarily be on-site and on-the-job. The energy specialist must attend the on-site appointments scheduled by EEI and must be receptive and responsive to EEI. EEI shall provide written education and training materials. Furthermore, EEI shall host and the energy specialist shall attend three National Training Conferences each year. The College is not required to pay any additional fees to EEI for the materials or the conferences, which are an integral part of the energy specialist’s education and training and the College’s Program implementation. The College shall pay for the travel, hotel and meal expenses associated with the energy specialist’s attendance at conferences (collectively “Travel Expenses”). EEI’s Program Consultants will be available and on-call to respond to special problems or questions through the end of the Term (as defined below).

(d) *Observation and Communication.* The College is the energy specialist's supervisor and maintains full and final employment authority, e.g. hiring and firing, for this important position that is subject to high standards and performance expectations. For example, the Transformational Energy Management™ process calls for routine data entry which is monitored through weekly accountability reporting. EEI shall regularly observe the energy specialist's fit, skills, tenacity, hard work, leadership, interpersonal relationships, and performance level and results. Designating a high ranking College business official as the energy specialist's supervisor directly and positively impacts Program implementation. EEI shall communicate with the energy specialist's supervisor concerning the observed performance of the energy specialist. As a part of these obligations, during the first twelve months of each energy specialist's service, EEI shall periodically advise the energy specialist's supervisor whether that person has shown the qualities to be successful in the position. If after an opportunity has been provided for the energy specialist to correct any identified concerns, EEI advises the energy specialist's supervisor that a person serving as energy specialist does not have the qualities to be successful in the position, and the College agrees, a replacement energy specialist will be recruited and hired using the collaborative process and guidelines described in paragraph 3(b).

(e) *Leave Scheduling.* The energy specialist is expected to spend a majority of time out in the College facilities to drive energy savings; with times outside the instructional day being particularly valuable for the energy specialist to identify and capture savings opportunities. It is critically important (especially during the first two years of the Program) that the energy specialist be available for work during times when buildings are unoccupied and have flexibility to work nights, weekend and holidays. To allow for appropriate dialogue, the College will notify and consult with EEI before approving any requests for the energy specialist's vacation leave or other leave that (1) is in conjunction with school holidays or break periods, or (2) requires an extended absence of more than one week. The College will make the final decision concerning the approval of leave for the energy specialist.

4. Program Implementation. (a) *Quick Start.* Once an energy specialist has been hired, the College will promptly begin and then continue to implement the Program at its expense.

(b) *Commitment and Communication.* In EEI's experience, the success of the College's Program implementation will be a function of the demonstrated commitment of the District Board of Trustees, President and other administrators, e.g. through timely communication of high level support for the Program. More specifically, within 60 days after the Start Date, the administration will recommend an appropriate resolution, policy, or other appropriate action to evidence College support for the Program by the Board or College President. The administration will also adopt within 60 days after the Start Date, appropriate administrative guidelines reflecting the College's commitment to the Program, which will be communicated to the appropriate constituencies, including construction contractors and on-site management service providers, if any. EEI will work with the energy specialist to facilitate semi-annual progress reports for the District Board of Trustees.

(c) *Software Tool.* The effective management of energy information is a first step to achieving positive results through accountability. The College will account for energy consumption using a third party software program with which EEI's Program Consultants are knowledgeable and trained to provide support to the College. No later than 90 days after the Start Date, the College must license the EnergyCAP® energy accounting software program from EnergyCAP, Inc, or, if later recommended by EEI to its clients (e.g. because EnergyCAP ceased to be available), an alternative software program ("Software"). The College's costs for the Software are about \$19,950 for the first year and about \$2,993 per year thereafter.

(d) *Access, Authority and Control.* The energy specialist needs to have access to the College's systems controls, including the energy management systems ("EMS"), and the authority (in

communication and coordination with other College personnel) to: (1) program the EMS including changes in the temperature settings and run times of EMS controlled equipment (e.g. HVAC, water, heating and lighting systems), and (2) change settings and run times for each facility's equipment and systems (e.g. lighting, sewer and water systems, time clocks and thermostats) that are not controlled by the EMS. The College shall provide such access and authority to the energy specialist within 90 days of the energy specialist's first day of work. Per this contract, EEI will be fully engaged as a consultant to the College to provide the Program and to guide and assist the College's Program implementation. EEI's role as a consultant necessarily means that, as it should be, the College (and not EEI) will maintain exclusive control over and responsibility for College personnel and the operation and condition of all College facilities, areas and equipment. Furthermore, this contract does not alter the College's exclusive right to this control and pre-existing responsibility, if any, to provide reasonable premises safety.

(e) *No Third Party Interference.* The College shall make a good faith effort to not allow any third party to interfere with the College's Program implementation.

5. Savings Determination. (a) *General.* Energy savings are determined by comparing measured use at the building level (as defined below) before and after the start of Program implementation, after making appropriate adjustments for changes in conditions that are independent of the Program. The formulaic expression is:

$$\text{energy savings} = (\text{baseline period use} \pm \text{appropriate adjustments}) - (\text{reporting period use})$$

The College's savings shall be determined by the College's energy specialist and EEI using the Software to subtract the energy actually used (i.e. consumption: kWh, BTUs, gallons, etc.) in each Performance Year (as defined below) from the use in the Base Year (as defined below), plus or minus any Adjustment Variables (as defined below), and applying the price (based on the blended rate to the College for each type of energy purchased by the College) for each corresponding period ("Savings"). The "Total Savings" means the Savings and any additional verifiable cost containment or avoidances resulting from the Program (e.g. utility refunds received as a result of a Program billing audit). EEI's projections of Total Savings when using the Program are based upon energy consumption and other data furnished by the College. The "measured use at the building level" means energy and utilities use measured by meters specific to each facility and calculated by the energy specialist for those facilities that are not directly measured (i.e. not separately metered).

(b) *Baseline Period.* EEI and the College's energy specialist shall use the Software to establish a baseline period consisting of 12 consecutive months that precede the Start Date ("Base Year"). For new construction, the energy specialist can use detailed, calibrated simulation analysis to compile the Base Year.

(c) *Reporting Period.* Each reporting period will be a 12 month period ("Performance Year"). The first Performance Year will begin after the energy specialist starts work and the *Fast Track* (as defined below) ends ("First Year") and each Performance Year is consecutively named. The "Second Year" means the 12 month reporting period following the end of the First Year, the "Third Year" follows the Second Year, and so on. Using the Software, Savings shall be calculated for each Performance Year in comparison to the Base Year.

(d) *Appropriate Adjustments.* (i) Adjustments to the baseline recognize that the operating environment changes in ways that impact energy use but are independent of the Program (e.g. the weather) and function simply to bring energy use in the two time periods to an equivalent set of conditions.

(ii) The Software allows appropriate adjustments to the Base Year, using available data to account for the following factors occurring during the Performance Year that affect the energy used in facilities ("Adjustment Variables"): outside temperature; floor space; occupancy type or schedule; amount, type

or use of equipment; number of days in the billing period; energy rates; and reasonably estimated energy loads added or reduced after Program implementation.

(iii) The Software also allows other appropriate adjustments for a more accurate Savings calculation. If the College has experienced abnormal temperatures during the Base Year, a total of 36 months of billing information will be used to create a more accurate statistical model for the College. The College shall communicate College's energy conservation guidelines to its construction contractors and on-site management service providers, if any. If the guidelines are not substantially followed by these third parties, the Savings will be determined with appropriate adjustments. If the College chooses not to substantially implement EEI's water conservation recommendations, the Savings may be determined without including water use. If a remote facility or area is on a single meter with less than 0.05% of the College's costs for that type of energy for any 12 consecutive months, it need not be tracked in the Software and may be excluded from the determination of Total Savings. If the energy specialist position is vacant or the energy specialist is off-the-job for more than 30 days, EEI may require that the Performance Year be suspended until an energy specialist is (with at least initial training) is on-the-job in that position. If a Performance Year is suspended, it will consist of twelve non-consecutive months.

(e) *Campus Savings.* The energy specialist will use the Software to provide a breakdown of Savings for each campus.

6. Term. This contract shall be for a term beginning on the Start Date and ending on the due date for the Performance Fee payment for the last quarter of the Fifth Year ("Term").

7. Fast Track, Fees and Contract Continuation. (a) *Fast Track.* The College shall not pay any Performance Fees to EEI during the *Fast Track* period, beginning on the Start Date and ending six months after the Start Date, or on such later date as determined by EEI ("Fast Track").

(b) *Performance Fee.* EEI's fee is based on the Total Savings the Program achieves during the first five Performance Years ("Fee Period"). For each quarter-year during the Fee Period, the College shall pay EEI a fee in an amount equal to 35% multiplied by the Total Savings for that quarter ("Performance Fees"). EEI shall submit a Performance Fees billing statement to the College following the close of each quarter-year during the Fee Period. Payment is due no later than 30 days after the College receives the billing statement.

(c) *Billing Audit Contingent Fees.* As indicated above, the College shall not pay any Performance Fees during the *Fast Track*. However, the College shall pay EEI a fee in an amount equal to 35% multiplied by the amount of any refund or credit that the College receives during the *Fast Track* from a third party provider of energy as a result of a Program billing audit ("Billing Audit Contingent Fees"). Any such credit or refund received during the Fee Period shall be payable according to paragraph 7(b). EEI shall submit a Billing Audit Contingent Fees billing statement at the start of the Fee Period. Payment is due no later than 30 days after the College receives the billing statement.

(d) *Contract Continuation.* Once the College has paid all fee amounts owed to EEI for the Fee Period and so long as the College continues to substantially implement the Program, this contract shall continue with no additional fee payments to EEI. During this continuation the College may continue to implement and utilize the Program but always subject to the College's continuing obligations in this contract regarding the Proprietary Information (as defined below).

(e) *Additional Colleges.* In the event the College acquires, contracts with, or otherwise becomes responsible for educational services for another College ("acquired College"), or is requested by another College ("requesting College") to allow the energy specialist to provide energy management support, the College agrees to not share, utilize, or include the Program (including the use or services of the energy

specialist trained by EEI) to any extent, in any facilities in the acquired or requesting College without EEI's express written consent and payment of additional fees as mutually agreed.

8. Savings Guarantee. (a) EEI's commitment to the quality of the Program is evidenced by EEI's Savings Guarantee (as defined below). EEI shall reimburse the College for the difference if the College's Costs (as defined below) exceed its Total Savings, computed from the Start Date to the end of any Performance Year during the Term ("Savings Guarantee"). Due to the cumulative nature of the Savings Guarantee it is necessary to specify that EEI shall not make reimbursement for amounts that EEI has already reimbursed for a prior Performance Year. To be eligible for the Savings Guarantee the College must have employed an energy specialist as required and substantially implemented the Program. The "College's Costs" means the total amounts paid for the energy specialist's Compensation and Travel Expenses, initial and renewal costs of the Software, the Performance Fees and the Billing Audit Contingent Fees, if any. EEI shall pay the College a required reimbursement no later than 90 days after the results for the prior Performance Year have been finalized by EEI and the College's energy specialist. If EEI fails to make a required reimbursement, the College may terminate this contract and recover the amount of the required reimbursement from EEI.

(b) The College shall refund prior reimbursements on the Savings Guarantee to EEI if (1) the Total Savings exceed the College's Costs, computed from the Start Date to the end of a later quarter-year during the Term, or (2) the College exercises its right of Termination for Convenience (as defined below). The College shall pay EEI a required refund: (1) no later than 90 days after the results for such later quarter-year have been finalized by EEI and the College's energy specialist, or (2) on the effective date of a Termination for Convenience.

(c) Substantial Implementation. If EEI determines that the College is not substantially implementing the Program, EEI shall give the College written notice of its determination (including specific details supporting EEI's determination and specific recommendations for appropriate College action) and, at EEI's election, the Performance Year and payment of the Performance Fees shall be suspended for a period of up to four months as time to remedy. For purposes of determining savings, savings shall continue to accrue through any suspension period. If the College fails or refuses to substantially implement the Program following such notice and opportunity to remedy, then EEI may exercise the right to terminate during the Term on written notice and the College shall promptly pay EEI: (1) a Termination Fee in the amount stated in paragraph 9, plus (2) 35% multiplied by the Total Savings for the *Fast Track*.

9. College Termination for Convenience. As provided in this contract EEI anticipates a long-term relationship and remains committed to the College through the Term and beyond. However, the College may terminate this contract for any reason and without cause as provided in this paragraph. To validly exercise this right to terminate during the Term for any reason and without cause (including if there is no appropriation of funding or any other termination that is not based on EEI's failure to perform its material obligations under this contract) (a "Termination for Convenience"), the College shall provide EEI with at least 60 days prior written notice and shall pay EEI the greater of ("Termination Fee"): (1) \$750,000; or, (2) an amount equal to the sum of the four Performance Fee payments payable to EEI before the termination effective date. No Termination Fee is owed if termination occurs after the Fifth Year. Upon a Termination for Convenience, the College shall also pay EEI an amount equal to (1) the unpaid Performance Fees and Bill Audit Contingent Fees, if any, but only through the termination effective date, plus 35% multiplied by the Total Savings for the *Fast Track*. A Termination of Convenience voids the Savings Guarantee. This termination right does not limit the rights and remedies of the College. More specifically, if EEI fails to perform its material obligations under this contract, the College's legal rights and remedies are not limited by the terms of this paragraph.

10. Termination Event. Upon termination of this contract the College shall promptly: (a) return to EEI all materials and Proprietary Information previously furnished by EEI or accumulated by the College in

connection with the Program, including all copies thereof; (b) discontinue the position of energy specialist; and, (c) cease using the Proprietary Information and implementing the Program.

11. Proprietary Program and Information. (a) The College will have access to and use of EEI's Transformational Energy Management™ process as well as materials that are copyrighted, trade secrets and other information that is proprietary to EEI (collectively "Proprietary Information"). Furthermore, the Proprietary Information also includes all database files created using the Software.

(b) The College agrees that the Proprietary Information (including all copies) continues to be EEI's property and should be kept confidential to the full extent permitted by law. The College shall give EEI written notice and an opportunity to respond if the College receives a third party request for Proprietary Information. The College shall not disclose the Proprietary Information to any unauthorized person or use it outside of the College or this contract unless required to do so by law. The College shall use its best efforts to assist EEI in the protection of the Proprietary Information. The College's obligations under this paragraph survive termination of this contract.

(c) In consideration of the education and training provided by EEI, the College's energy specialist must agree not to disclose Proprietary Information to third parties, subject to the terms of 11(b) above, or to compete with EEI. This agreement must be in writing and acceptable to EEI. Due to the inherent risk for disclosure of Proprietary Information, the energy specialist must not participate in any energy specialist user group meeting that is not sponsored by EEI.

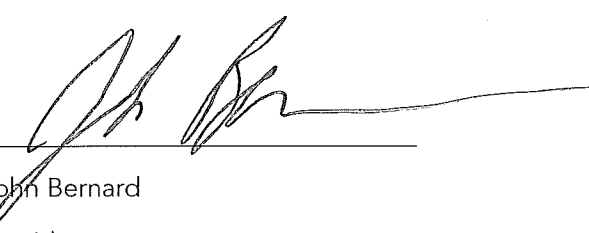
12. Miscellaneous. This contract constitutes the entire agreement of the parties with respect to the subject matter of this contract. This contract supersedes the parties' prior communications, requests, responses, proposals, offers and agreements, if any. This contract may be modified only by a writing signed by the parties. Invalidity or unenforceability of one or more provisions of this contract shall not affect any other provision of this contract.

Each party is signing this contract on the date stated under that party's signature.

THE DISTRICT BOARD OF TRUSTEES OF
VALENCIA COMMUNITY COLLEGE, FLORIDA

ENERGY EDUCATION, INC.

By: _____

By:  _____

Name: _____

Name: John Bernard

Title: _____

Title: President

Date: _____

Date: April 13, 2011

Valencia CC, FL PF contract v.4 040711

Supplement - Implementation Methodology

EEl's Transformational Energy Management™ process involves four very specific and incredibly involved components. A brief overview of each one follows:

Assessment + Planning. After the energy specialist has commenced performing duties, EEl shall work with the energy specialist to conduct on-site assessments that include examining every facility and area on the College's campuses and analyzing use and requirements at all hours of the day and night. EEl shall train the energy specialist to compile temperature and humidity data, to understand many other conditions important to facility and equipment use in the College and to document the College's environment. Based on the data that is collected, EEl shall help the energy specialist construct an action plan that identifies priorities, savings opportunities, points of responsibility, optimized building scheduling profiles, proven implementation strategies and other elements critical to successful implementation and changing behavior linked to energy consumption;

Coordination + Communication. EEl knows that a decentralized campus environment supports people with very different backgrounds, areas of focus, personal concerns, levels of education, personalities, preferences, and so forth. These differences between people make coordination and communication efforts more difficult but critically important. EEl's focus is on coordination efforts that positively engage people and communication efforts that involve constant reinforcement, generating customized messages on a broad and personal level, employing various modes of communication (print, digital and face-to-face), and facilitating effective meetings, to name a few examples. Maximizing the College's savings requires that every person in the College who consumes energy be engaged in understanding how to also save it;

Leadership + Focus. Executing an effective energy conservation program that transforms organizational behavior requires daily focused effort that is led by the organization's people. EEl will play a crucial role and provide comprehensive services to help the College identify and hire the correct person to serve as the College's energy specialist. EEl will immerse the College's energy specialist in the Program and will provide both education and training to the energy specialist; and,

Measurement + Verification. Energy accounting software is a key tool for the College to evaluate its consumption and verify the results of the Program. The energy specialist will use a third party software program for energy accounting. For added accountability, the software will be installed and maintained by the College on a College computer. EEl's Program Consultants shall make routine on-site visits and provide off-site support for the software and to guide and assist the energy specialist in collecting and recording relevant data and using the software to create and maintain energy consumption and savings databases.

