

# ALABAMA **SAVES**™

*Sustainable and Verifiable Energy Savings*

## Service Provider Application Guide

Prepared By:



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## Introduction

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Service providers pre-qualified through Alabama SAVES™ serve as the “engine” of the program. In order to maintain quality outcomes for borrowers and protect the interests of capital providers, all participating firms seeking pre-qualification must document proof of proper qualifications and licenses and submit to ongoing quality assurance standards as contained herein. This document outlines the qualifications and other requirements for engineering firms and consultants, performance contractors, and vendors and contractors desiring to leverage the program for their clients. An application format is provided at the end.

## Eligible Energy Service Providers

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In order to encourage broad market participation, the program facilitates financing solutions through a variety of delivery models, including projects developed through independent engineers, performance contracting entities, and internally developed projects, such as for industrial projects. Each loan application must include a Technical Assessment certified by a pre-qualified Energy Service Provider (“ESP”) or the project applicant.

- A. All participating ESP’s must be pre-qualified and approved by the Program.
- B. ESP’s are used to identify energy efficiency and renewable energy opportunities, estimate costs, assist with contractor selection, and/or serve as project manager on behalf of a borrower.

## Technical Requirements

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Refer to the Technical Guide at [www.AlabamaSAVES.com](http://www.AlabamaSAVES.com) for specific information on project related requirements for securing a participating loan through the Alabama SAVES™ program. All pre-qualified service providers will be listed on the Alabama SAVES™ website for interested borrowers to solicit for support and are expected to understand program requirements.

## Licensing and Professional Requirements

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In addition to the requirements listed below, a service provider participating in projects funded in whole or part through Alabama SAVES™ must be operating in compliance with all applicable local, state and federal rules and laws:

- A. State Business License – Provide proof of licensure with application.
  - i. Should a foreign corporation wish to provide professional services through the Alabama SAVES™ program, it must be qualified to transact business in the State of Alabama in accordance with Section 10-2B-15.01, et seq., Code of Alabama (1975), and possess a Certificate of Authority issued by the Secretary of State at the time an application is submitted. A copy of this certificate should be provided to the Program Administrator with the application.
- B. Insurance Requirements – Provide Certificate of Insurance with Alabama SAVES, LLC, listed as a certificate holder and additional insured (except for Worker’s Compensation).
  - i. Worker’s Compensation (\$500,000)

- ii. General Liability Insurance (\$1,000,000/occurrence; \$2,000,000 aggregate)
- iii. Commercial Automobile (\$1,000,000)
- iv. Professional Liability Insurance (\$1,000,000/occurrence; \$1,000,000 aggregate)

## Quality Assurance Monitoring

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A primary purpose of AlabamaSAVES™ is to attract and approve projects that result in *Sustainable and Verifiable Energy Savings*. Based on the anticipated energy savings, the borrower benefit applicable to all loans should be such that energy savings outweigh the costs of installation within a maximum of ten years. By submitting an application, service providers certify their understanding of these metrics and associated monitoring. A guarantee is not being provided by the Program, but every project is monitored for the full term of a participating loan and analyzed against historical and estimated savings. A Technical Guide for project development and M&V details can be found at [www.AlabamaSAVES.com](http://www.AlabamaSAVES.com).

## Termination/Probation

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Service provider performance will be reviewed periodically for continued participation in the AlabamaSAVES™ Program. The Program Administrator™ can terminate the opportunity for service provider participation at any time based on derogatory findings, prolonged lack of activity, or other considerations.

## Exceptions

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The Program is allowed to approve reasonable exceptions to the written policy on a case-by-case basis and written documentation of rationale will be retained for program records.

## Additional Support

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If you have questions regarding the application process, please email [info@AlabamaSAVES.com](mailto:info@AlabamaSAVES.com). If you need to speak to someone, please call Abundant Power Solutions at 704-271-9890. Additional resources are available online at [www.AlabamaSAVES.com](http://www.AlabamaSAVES.com).

## Application for Pre-Qualification as an Energy Service Provider

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For consideration, each prospective service provider must submit an application to be considered for approval to participate in the AlabamaSAVES™ program. Submit completed application to:

**AlabamaSAVES, LLC**  
**c/o: Abundant Power Solutions, LLC**  
**222 S. Church, Suite 401**  
**Charlotte, NC 28202**

The application must include, at a minimum, the following information in 8.5"x11" format:

- Firm Name
- DBA

- Tax ID
- Ownership structure (Corporation / Partnership / Proprietorship / Individual / Trust / Association / Non-Profit)
- DUNS Number
- Principal(s)
- Mailing address
- Other address
- Business phone
- Primary contact
- Mobile phone
- Email address
- Website
- Company size
- Years in business
- State which Service Provider Category being applied for – (1) Independent Consultants and Energy Engineers, (2) Performance Contracting Service Providers (Guaranteed or Shared Savings), or (3) Contractors and Vendors
- Submit business licensing information
- Provide Insurance Certificates with AlabamaSAVES, LLC, listed as Additional Insured
- Provide a statement certifying the accuracy of information provided in this application, signed by an authorized member of the applicant firm.
- Provide an additional statement certifying the prospective vendor’s understanding of program requirements as detailed in this Application Guide and the Technical Guide found at [www.AlabamaSAVES.com](http://www.AlabamaSAVES.com), and willingness to adhere to such requirements, including potential borrower surveys and ongoing monitoring of performance metrics and other metrics as required for reporting to ADECA, Lender Partners, the Program Administrator, and the DOE.