



# New Hampshire Public Utilities Commission

## PAY FOR PERFORMANCE PROGRAM

### Partnership Agreement - Submittal Checklist

**In order for a Partnership Agreement submittal to be reviewed for approval, this checklist must be completed and attached to the front of the submittal. Agreements submitted without this completed checklist will be returned to the applicant.** This checklist is intended to assist in completing this submittal correctly; it is not meant to replace any requirements or statements listed in the Partnership Agreement itself.

#### Company/Organization:

Confirm that this submittal includes the required documentation listed within the Partnership Agreement and summarized below. Original signatures on all signature pages of Partnership Agreement are required.

- One (1) hard copy of the Partnership Agreement with original signatures (please do not send supplemental documentation in hard copy).
- One (1) electronic copy of required documentation sent to [NHP4P@trcsolutions.com](mailto:NHP4P@trcsolutions.com) on Date:

Confirm that the following required pages have been included in this submittal.

- Signature Form
- Geographic Coverage & Company Characteristics
- Certifications, Accreditations, and Licenses
- Program Rules
- Terms & Conditions

Confirm that the following evidence of capability to conduct business successfully has been included.

- Dunn and Bradstreet report, showing satisfactory credit score (e.g. D&B Business Information Report)

**OR**

- Proof of membership in the Better Business Bureau

**OR**

- The following three items
  - Satisfactory banking reference (This should be a letter from the bank confirming that the account of the company/organization is in good standing)
  - Confirmation that the company/organization has been in business for a minimum of one (1) year
  - Confirmation that all principles of the company have satisfactory individual credit scores (can be signed statement)

Confirm that the following evidence of ability to serve the Program have been included.

- Three Case Studies using the Case Study Template, each including
  - Summary of energy efficiency scope of work
  - Summary of how the project was funded
  - Description of the company/organization's direct participation in the project
  - References
- Resumes for staff anticipated to work on this Program
- Participation as a vendor in a large C&I NH Core Utility Program (optional)

If you have chosen to name subcontractors in your submission, confirm that the following required documentation have been included in this submittal.

- Resumes from named subcontractors
- Letters of interest from named subcontractors