

April 2025

Service provider list

Energy monitoring and targeting

Guidelines



Objectives

The objective of the service is to:

1. Assist customers to measure and understand their energy use by undertaking a Monitoring & Targeting Project
2. Identify and prioritise opportunities to achieve cost-effective energy efficiency measures.
3. Assist customers through the implementation phase of identified Projects to achieve an Energy Savings target.

Role of registered service providers

1. **Assessing** the viability of a customer site for a Monitoring & Targeting Project by conducting an Energy Performance Assessment, which includes:
 - 1.1. Assessment of energy use and target processes to ensure the business operations are of a type and sufficient scale to warrant a Monitoring & Targeting project.
 - 1.2. Undertaking a review of the current operations and all equipment; to understand the available data and controls, and where possible ensure they are operating correctly and that the processes are being managed in an energy efficient manner; and
 - 1.3. Determining the scope boundary of the Monitoring & Targeting project including an assessment of the metering equipment, software tools and services required to deliver the project.
2. **Providing cost quotations** to the customers which include:
 - 2.1. A list of the Monitoring & Targeting Project Milestones (actions/deliverables to be achieved) including the ongoing measurement and verification of energy savings.
 - 2.2. The expected timeframe for achieving each milestone.
 - 2.3. The anticipated costs of:
 - 2.3.1. The equipment and materials, if any, to be supplied by the service provider (including all details of service provider margins if requested)
 - 2.3.2. Labour for carrying out the Monitoring & Targeting Project and each of the Monitoring & Targeting Project Milestones (including a break-down by hours and hourly rates); and
 - 2.3.3. Any other Services (if relevant) for the Monitoring & Targeting Project.
3. **Agreeing and warranting** that:
 - 3.1. The price for each product and service covered by the cost quotation will be the lesser of:
 - 3.1.1. Its standard retail price.
 - 3.1.2. The best price then offered by the Registered Service Provider to any other Customer for each such product and service
 - 3.1.3. The best price reasonably available in the market for each such product and service
 - 3.2. Its personnel (including subcontractors):
 - 3.2.1. Are suitably qualified and experienced in Energy Systems Optimisation Project work (such as industrial process, thermal system, BMS, HVAC, refrigeration, and lighting control systems as applicable to the Project work they intend to do).
 - 3.2.2. Include at least one person in the registered Service Provider's organisation involved in the project is accredited in an International Performance Measurement and Verification Protocol (IPMVP). E.g. AEE accredited Certified Measurement and Verification Professional (CMVP); EVO accredited Performance Measurement and Verification Analyst or Expert (PMVA/PMVE), or similar.

Services undertaken by registered service providers

The Service Provider will:

1. **Sign an agreement with the Customer** to implement the Monitoring & Targeting Project. The agreement must contain:
 - 1.1. A description of the services, equipment, installation, commissioning and monitoring and review cost for the proposed set of initiatives.
 - 1.2. The project cost determined by the service provider and expected payment terms with the customer; and
 - 1.3. An Energy Savings Guarantee to meet at least 50% of the Energy Savings Target by end of the agreed Guarantee Period.
2. **Install additional monitoring/metering equipment and software** suitable for the customer's particular situation/requirements to enable disaggregation of energy use both by end-use and by time period.
3. **Conduct a Monitoring & Targeting review** – ongoing site auditing and data analysis process to identify and prioritise low and zero cost actions to save energy including:
 - 3.1. Obtaining client/staff feedback on business-as-usual conditions
 - 3.2. Preparing a schedule of all energy savings opportunities including:
 - 3.2.1. Estimated costs.
 - 3.2.2. Payback periods.
 - 3.2.3. Timeframes.
 - 3.3. Developing a plan to measure and verify energy savings.
4. **Assist the customer through the implementation phase** of identified projects to achieve the Energy Savings Target.
5. **Measure and verify** the energy savings over the Measurement and Verification Period (which must be no less than the Guarantee Period) by monitoring energy consumption of each site post-implementation against baseline energy consumption using the IPMVP.
 - 5.1. Measurement and verification activities include:
 - 5.1.1. Undertaking measurement and verification activities required by the appropriate Option (Options A, B or C) of the IPMVP.
 - 5.1.2. Data analysis.
 - 5.1.3. Periodic facility walk-throughs as proposed under the Project Funding Application.
 - 5.1.4. Equipment monitoring and control.
 - 5.1.5. Identification of additional energy savings measures.
 - 5.2. Measurement and verification activities must be undertaken by a person or persons that have received appropriate training and accreditation in the IPMVP (refer 3.2.2)
6. **Report** the identified opportunities, estimated cost/energy/carbon benefits prior to taking action, and regular reporting on further opportunities identified from analysing the Monitoring & Targeting data, and once implemented the measured savings outcomes are to be provided to the customer. Where a project has received EECA co-funding the report will be provided to EECA.

Contact us

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