



ARLINGTON COUNTY, VIRGINIA

**AGREEMENT NO. 23-DES-SLA-315
AMENDMENT NUMBER 2**

This Amendment Number 2 is made on the date of execution by the County and amends Agreement Number 23-DES-SLA-315 ("Main Agreement") dated December 9, 2022, between EnergyCAP, LLC ("Contractor") and the County Board of Arlington County, Virginia ("County").

The County and the Contractor agree to amend the Main Agreement as follows:

1. PURSUANT TO PROVISION 5: CONTRACT AMOUNT, THIS AGREEMENT IS AMENDED TO ADD SERVICES THAT ARE WITHIN SCOPE BUT ARE NOT COVERED BY THE ORIGINAL AGREEMENT. ATTACHED IS THE STATEMENT OF WORK THAT DETAILS THE WORK AND TOTAL PRICE FOR THIS ADDITIONAL SERVICES.

All other terms and conditions of the Main Agreement remain in effect.

WITNESS these signatures:

THE COUNTY BOARD OF ARLINGTON
COUNTY, VIRGINIA

ENERGYCAP, LLC

AUTHORIZED SIGNATURE: DocuSigned by:
Javier Iturralde
E3B19877FB39437

AUTHORIZED SIGNATURE: DocuSigned by:
John Heinz
20ED0EB3FF214F2

NAME: Javier Iturralde

NAME: John Heinz

TITLE: Procurement Officer

TITLE: VP, Strategic Accounts

DATE: 12/4/2023

DATE: 12/4/2023



Attachment 1
23-DES-SLA-315

Order Form

Prepared for:

Arlington County
Attn: Accounts Payable
1400 N. Uhle Street, Suite 601
Arlington, Virginia 22201

Quote Number

33609-110623

Date

November 6, 2023

Expiration

30 Days

Pricing Summary

One-Time Services

Item	Description	Unit Price	Price
Implementation Services	Project management, systems engineering, and implementation assistance.	\$195/hour	\$16,575.00
Sales Tax			-
Total Fee			\$16,575.00

Invoicing Schedule

Total Fee

Invoice - Upon Contract Execution

One-Time Services 100%

Statement of Work

1. OVERVIEW

EnergyCAP Subscription Services will be implemented based on the details outlined in this Statement of Work (SOW).

2. DEFINITIONS

Unless otherwise defined in the Agreement, the defined terms below have the meaning assigned below:

- **“ENC”** EnergyCAP
- **“EUM”** EnergyCAP UtilityManagement™
- **“ESA”** EnergyCAP SmartAnalytics™
- **“Bill CAPture”** EnergyCAP Bill CAPtureSM
- **“PM”** Project Manager
- **“SLA”** Service Level Agreement
- **“Account”** means a logical entity for tracking a utility account within the System. An Account may represent a specific Licensee Billing Account, an aggregation of Billing Accounts, or a virtual account used for calculation purposes.
- **“ENERGY STAR”** means the United States Environmental Protection Agency’s (EPA) program to encourage reduced energy use.
- **“Interface”** means (manual or automated) data transfer between different systems.
- **“Portfolio Manager”** means the specific application used by the EPA to administer the ENERGY STAR program for buildings. Portfolio Manager has a user interface and APIs that support the creation/management of buildings (“properties”) and meters and the upload of billing data.

EnergyCAP, LLC
360 Discovery Drive
Boalsburg, PA 16827

- **“Standard Work Package”** is a collection of configuration tasks and services that provide the foundational functionality necessary to get the Subscription Services ready for use in a production environment and can be implemented as part of initial implementation or a follow-on effort.
- **“Advanced Work Package”** is a collection of optional configuration tasks and services that provide additional functionality to provide greater value from optional features offered as part of the Subscription Services that require more in-depth configuration and setup and can be implemented as part of initial implementation or a follow-on effort.
- **“Expansion Work Package”** is a collection of optional configuration tasks and services that provide additional functionality and value from optional features offered as part of the Subscription Services requiring configuration and setup after initial implementation.

3. PROJECT DESCRIPTION

3.1. Project Description

The Work Packages purchased by Licensee to be implemented during this expansion project are listed below. The details are available online at the identified location.

Work Package	Work Package Description
Accounting Bill Images	https://workpackages.energycap.com/AccountingBillImages.pdf
Reformatter Update	https://workpackages.energycap.com/ReformatterUpdate.pdf
Hourly Assistance	https://workpackages.energycap.com/HourlyAssistance.pdf

Work Package Planning and Execution

- Work Package Planning begins promptly after SOW execution.
- Initial Meeting
 - An initial meeting will be held after contract execution.
 - The ENC Team Lead or assigned Project Manager (PM) will meet with Licensee’s assigned PM to review and verify the Work Package(s).
 - Licensee PM will review the Work Package(s) and previously identified modifications to the Work Package(s) highlighted in the “Documented Exceptions to Work Packages” section of this SOW.
 - Licensee will request any newly identified modifications to the Work Package(s) within ten (10) business days after the initial meeting. ENC will review any requested modifications.
 - ENC will provide a change order to Licensee for any new modifications identified after the execution of this SOW.
- ENC PM will provide Licensee PM with a mutually agreed upon project schedule.
- ENC PM will lead the Work Package Execution process.
- Advanced Setup
 - The ENC PM will notify Licensee PM when the setup of each Advanced Work Package is complete.
 - The Licensee PM and subject matter expert will have ten (10) business days to review the setup of each Advanced Work Package. Prior to final acceptance, ENC will provide up to two iterations of functional deliverables in which the scope change is minimal and in sum amount is less than 10% of the total cost of the deliverable. Each iteration must be requested by Licensee within ten (10) business days from first delivery of the functional deliverable. If the iterations exceed 10%, if Licensee requests more than two iterations, or if the timeframe exceeds ten (10) business days from original delivery date, then ENC shall provide a quotation to Licensee for services at ENC’s then-current rates for services.
 - If Licensee doesn’t complete review of the setup of an Advanced Work Package within ten (10) business days, ENC is unable to guarantee the timeline for completion of any requested updates to the functional deliverable, resulting in potential schedule delays. ENC reserves the right to provide a quotation for any assistance with each Advanced Work Package that extends beyond ten (10) business days after delivery of the Advanced Work Package or any requested modifications to the approved Advanced Work Package requirements.
 - A statement of acceptance or receipt of full payment for the Advanced Work Package based on the invoicing schedule constitutes “final acceptance” by Licensee that ENC has delivered custom software that meets pre-determined specifications.
- Completion
 - Usage of Licensee’s complete EUM workflow will begin at the end of Work Package Execution.

- The completion of Work Package Execution phase marks the end of the expansion implementation project.

3.2. Exceptions to the Work Packages

- ENC will update the Arlington County PRISM AP Reformatter as follows:
 - The Reformatter will be updated to leverage two new Subcodes:
 - Subcode 11 – PO Number (required)
 - Subcode 12 – PO Line Number (required, maximum length 3)
 - The reformatted output file will be updated to include three new additional fields at the end of the detail record:
 - PO Number
 - Maps to Subcode 11
 - PO Line Number
 - Maps to Subcode 12
 - Bill Image File Name
 - In the detail record, add the Control Code as a new required field at the end of each detail line, concatenated with the hardcoded value “.pdf”. If the Control Code is blank, use "REPORT-09_BillId.pdf" instead where BillId is the unique Bill ID.
 - The reformatted output file mapping will be updated as follows:
 - In the detail record, the output field “DIST_CODE_CONCATENATED” (row 21) will be updated so that the order of Subcode 02 and Subcode 03 is flipped in the mapping
 - The Reformatter’s Subcode configuration and validation will be updated as follows:
 - Subcode 03 is currently exactly 5 characters and will be updated to be exactly 7 characters
 - Subcode 04 is currently exactly 4 characters and will be updated to be exactly 5 characters
 - Subcode 05 is currently exactly 4 characters and will be updated to be exactly 5 characters
- ENC will set up and maintain a testing database for Licensee use during the project and integration testing. The database will be removed after Licensee’s go-live date, which is scheduled for July 1, 2024.
- ENC will set up test AP automation job for use with Licensee testing database. This job will be transitioned to production at the cutover for go-live.
- To facilitate expedited testing before the reformatter and automation updates are complete, ENC will manually generate a single sample reformatted output file containing three bills with a corresponding sample of zipped PDF bill images. These samples will be placed in testing directories on the ENC SFTP site for Licensee to pick up. The samples may contain mocked-up values in place of live bill and accounting string data.
- ENC will provide 10 hours of assistance during Licensee’s integration testing period, which is scheduled to begin in mid-January 2024, according to the Hourly Assistance Work Package. Use of hours is subject to ENC’s Professional Services Terms.
- Licensee may request ENC to deploy the updated reformatter and automation for production use by submitting a support ticket in advance of their go-live date.

3.3. Location

All Professional Services will be performed remotely, unless otherwise agreed in this SOW, from within the United States or at such other location as otherwise agreed between ENC and Licensee.

4. STATEMENT OF WORK APPROVAL

By the signatures of their duly authorized representatives below, ENC and Licensee, intending to be legally bound, agree to all of the provisions of this Statement of Work

Licensee: Arlington County

By: _____

Print: _____

Title: _____

Date: _____

EnergyCAP, LLC
360 Discovery Drive
Boalsburg, PA 16827