

COSTARS Enrollment Form

Electricity Procurement Services

Please complete the following:

Organization name:	
Business address:	
Number of electric accounts	
Contact Name (first and last):	
Preferred Phone Number:	
Email address:	
COSTARS Membership Number:	

Not a COSTARS Member? Go to: <http://www.costars.state.pa.us/UserRegistration.aspx> to register as a new member.

Upon submission of this enrollment form, the COSTARS Member acknowledges and agrees to the following:

The COSTARS Member acknowledges the Department of General Services Bureau of Procurement (DGS BOP) will include the Member’s electricity accounts in a solicitation issued to the suppliers qualified under the Electricity Supply service and the Renewable Energy Certificate (REC) service categories of the DGS Statewide Invitation to Qualify (ITQ) Contract 4400020024 for Energy Commodity Supply, or a successor version of this ITQ Contract.

The COSTARS Member acknowledges and agrees that DGS BOP, with the assistance of Penn State Facilities Engineering Institute (PSFEI) in the role of manager/administrator of the program, is acting as a facilitator for COSTARS Members who wish to purchase electricity supply under this ITQ Contract. COSTARS Members that participate in Contract 4400020024 (or a successor version) whose accounts are awarded to a Qualified Supplier are third-party beneficiaries who have the right to sue and be sued for breach of Contract without joining the Commonwealth or DGS or PSFEI as a party. Neither the Commonwealth nor PSFEI will intervene in any action between an Awarded Supplier and a COSTARS Member unless substantial interests of the Commonwealth or PSFEI are involved. The COSTARS Member shall hold the Commonwealth harmless from and indemnify the Commonwealth against any and all Awarded Supplier claims for payments, demands, and actions based on or arising out of any activities performed by the COSTARS Member and its employees and agents under the ITQ Contract.

In an effort to obtain competitive supplier pricing, the COSTARS Member acknowledges that DGS BOP may, at its discretion, elect to solicit Qualified Supplier price quotes for the Member’s electric utility accounts on an individual account basis or as part of an aggregated group of accounts belonging to other COSTARS Members served by the same regulated electric distribution company (EDC).

The COSTARS Member acknowledges that DGS BOP will make awards to the Qualified Supplier offering the best value price quote defined as the lowest price offered for the term length determined to be most desirable. DGS BOP will not knowingly make an award if the best value price quote will not result in a savings versus the regulated utilities’ fixed default supply price or Price to Compare (PTC) in effect at the time of the solicitation. For COSTARS Member accounts served by a non-fixed variable hourly default supply price or PTC in effect at the time of the solicitation, DGS BOP will award the account to the Qualified Supplier offering the best value price quote defined as the lowest price offered for the term length determined to be most desirable.

For COSTARS Member accounts requesting a Firm Fixed with Green-e® Certified RECs product and/or Fixed with Pass-through and Green-e® Certified RECs product, DGS BOP will award the accounts to the Qualified Supplier offering the best value price quote defined as the lowest price offered for the term length determined to be most desirable. The Firm Fixed with Green-e® Certified RECs and Fixed with Pass-through and Green-e® Certified RECs products are defined as electricity commodity supply generated with associated certification through Green-e, Certified RECs. COSTARS Members requesting this product also acknowledge that DGS BOP will award the account to the Qualified Supplier offering the best value price quote defined as the lowest price offered for the term length determined to be most desirable.

The COSTARS Member will attempt to notify the Awarded Supplier and DGS BOP of any significant anticipated load changes as soon as it becomes aware of such anticipated changes. Examples of notifiable load changes include building expansions or closures; meter or account changes by the utility; and any installation or removal of on-site generation systems that have a significant effect on consumption during the supply contract period.

The COSTARS Member acknowledges that, as a participant in the COSTARS electric procurement program, once an award has been made by the DGS BOP, it is contractually bound to the Awarded Supplier at the awarded price and term length. This is described in the associated Request for Quotation and Award Notice. A Material change to the agreement by the COSTARS Member with the Awarded Supplier may result in the assessment of potential damages and restitution to the Awarded Supplier for the remainder of the contract term. Examples of material change events include, entering into a supply contract with a different third-party supplier, or termination of supply with the Qualified Supplier.

The COSTARS Member acknowledges PSFEI shall assess a charge of \$0.001 per kilowatt-hour (kWh) for all kWh awarded on behalf of participating COSTARS Members to recover its costs to provide electricity procurement services. The rate of \$0.001/kWh will be incorporated into the qualified Awarded Supplier’s bid price and shall be paid by the Awarded Supplier directly to PSFEI. There shall be no fee assessed to COSTARS Members for accounts that are included in a solicitation, but not awarded.

Signature and submission of this document indicates your agreement with the program requirements.

By:	
Print Name:	
Title:	
Date:	

Please email this enrollment form to the following individuals:

Victor Restagno | Associate Commodity Manager–Energy Team
 Dept. of General Services, Bureau of Procurement
 Email address: vrestagno@pa.gov

Scott Harford, P.E. | Energy Management Consultant
 Penn State Facilities Engineering Institute
 Email Address: srh18@psu.edu