

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 that, with the assistance of the Penn State Facilities Engineering Institute (PSFEI), 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 category of the DGS Statewide Invitation to Qualify (ITQ) Contract 4400002702 for Energy Commodity Supply, or a successor version of this ITQ Contract.

The COSTARS Member acknowledges and agrees that DGS, with the assistance of PSFEI, is acting as a facilitator for COSTARS Members who wish to purchase electricity supply under this ITQ Contract. COSTARS Members that participate in Contract 4400002702 (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.

The COSTARS Member agrees to provide 12 months of utility account billing and usage information using a Microsoft Excel template supplied by PSFEI. Less than 12 months of information is acceptable for utility accounts in existence for less than one year.

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’ default supply price or Price to Compare (PTC) in effect at the time of the solicitation.

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 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.

Submission of this document indicates your agreement with the program requirements.

Please email this enrollment form to the following individuals:

Gregory R. Knerr | Commodity Manager – Energy
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