

OG&E Small Business Direct Install Program Manual

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PROGRAM OVERVIEW

Program Description

Small Business Direct Install (SBDI) is a market transformation program designed to offer contractor and customer education on energy efficiency technologies, equip participating contractors with the tools they need to succeed in generating revenue from projects in the small business market, and offer substantial incentive rates needed to move small businesses (≤150 kW peak demand per OG&E customer account number. Customers who maintain multiple accounts under the same Tax ID are eligible, but only 5 accounts per Tax ID may be qualified at one time.) to install energy efficient products such as high efficiency lighting and refrigeration measures. The program overcomes market barriers by providing incentives to help pay for energy efficiency upgrades. In addition, SBDI connects customers with participating contractors that are qualified to provide design and installation services for energy efficient technologies and give customers any additional technical support to make them comfortable with the implementation of efficiency measures in their facilities.

Oklahoma Gas & Electric has selected CLEAResult to serve as the program implementer for SBDI. The Implementer will conduct outreach to potential participating contractors who provide services to customers who are served by the OG&E distribution companies for this program.

The program design is a contractor direct install model enabling market transformation at the contractor and customer level. The program is based on contractor engagement; furthermore, provides a Proposal Generation Software Application (Proposal App) to empower participating contractors and to streamline program participation. The participating contractor must use the SBDI Proposal App for lighting measures to participate in the program; no Customer Proposals for lighting measures will be accepted that were not generated by the Proposal App. All additional measures in the Measure Eligibility section will be reviewed and accepted through coordination of the Implementer and Participating Contractor. The Proposal App will enable participating contractors to:

- Perform facility surveys for measures listed in the “Measure Eligibility” section
- Generate Customer Proposals which (upon program approval) reserves incentives for the projects
- Obtain electronic customer signature
- Submit Customer Proposal to reserve program funds
- Track project and incentive status

The program focuses on educating and training participating contractors to provide customer support and will provide direct customer assistance as needed.

The program is designed uniquely for the small business market. This is a program intended to introduce energy efficiency to OG&E small business customers while providing substantial economic benefits to them. This program uses an expedited, simple solution appropriate for engaging contractors and nonresidential customers in energy efficiency projects.

The program targets cost-effective equipment retrofits that replace inefficient technologies with high efficiency, relatively low-cost technologies, allowing the program to reduce the project costs enough to engage small businesses in energy efficiency project installation.

The program provides incentives using a performance-based approach described in the section on Program Incentive Rates. Streamlined incentive application and verification as well as quality control processes are employed to facilitate ease of participation and minimize the time required for incentive payment. SBDI also equips contractors to participate in the program so they can improve their business while being a resource to drive projects.

Program Goals

SBDI is a market transformation program devised to achieve peak demand and energy savings by providing qualified contractors the direct support, tools, and training necessary to drive energy efficiency among small businesses within the OG&E service territory.

2021 kW Goal	2021 kWh Goal
1,384	11,186,000

These goals will be met primarily through the installation of lighting and refrigeration measures in OG&E service territory, as well as other measures as appropriate for customer facilities. See Measure Eligibility section for a list of measures that are eligible for program incentives.

Participating Contractor Benefits

There are many benefits for contractors participating in the program including incentive levels that offer inroads into the small business sector, incentives that are paid directly to the contractor, training opportunities and free access on the Proposal App.

The Proposal App is a valuable software tool developed for use with this program which is currently configured to collect existing and new equipment information for lighting measures, collect an electronic customer signature and submit Customer Proposals electronically, and can be used by participating contractors to track the status of their projects and incentive payments. See Participating Contractor Eligibility for more information on how participating contractors can access the Proposal App.

Customer Benefits

The program seeks to help small business customers with high energy use by providing them with access to technical knowledge on energy assessments and financial incentives to improve the energy efficiency of their buildings. The program connects customers with participating contractors to provide assistance and perform lighting, refrigeration, and other energy efficiency installations. Participating contractors will work with each customer to identify their specific obstacles to adopting more energy efficient equipment or practices. Participating contractors will provide technical support to help customers identify and evaluate energy efficiency opportunities in order to determine which projects are viable.

Participating contractors will also educate customers on energy efficient technologies and the technical criteria and non-technical considerations (aesthetics, maintenance impacts) to contemplate when selecting a product.

Program Incentive Rates

Incentives are paid to contractors based upon the estimated demand reduction resulting from qualified installations. For all customers with maximum peak demand of ≤ 150 kW at one location and/or a combined 5 accounts per Tax ID. The Program will pay \$0.15/kWh reduced (up to 90% of the total project cost) for all eligible deemed savings measures except refrigeration door gaskets. For refrigeration door gaskets, the program will pay \$0.12/kWh reduced (up to 90% of the total project cost).

Measure	Program Incentives	Limitations
All eligible deemed saving measures except refrigeration door gaskets (see table on page 8)	\$0.15 / peak kWh reduced	Incentive \leq 90% project cost
Refrigeration door gaskets	\$0.12 / peak kWh reduced	Incentive \leq 90% project cost

Program Management and Contacts

The first contact for program information for participating contractors and customers is the Implementer:

CLEARresult

Phone: 405.437.4350

Email: oge.ok.sbdi@clearesult.com

Program Dates

The program year runs from January 1st, 2021 to December 31st, 2021, or until the incentive budget is depleted.

- Program Year Start Date: January 1st, 2021
- Project Completion Due Date: The program will pay the participating contractor for documented usage reduction produced from eligible energy efficiency measures that are completed no later than 60 days past the date of the signature on the Customer Proposal, or by November 30th, 2021, whichever is earlier.

PROGRAM ROLES & RESPONSIBILITIES

Program Sponsor (Oklahoma Gas & Electric):

OG&E is responsible for:

- Authorizing and issuing incentive payments for completed projects
- Selection and oversight of the Implementer

Implementer:

CLEAResult was selected by OG&E to serve as the Implementer for SBDI. The Implementer is responsible for:

- Conducting and/or assigning formal on-site pre- and post-installation inspections of eligible projects to approve kW and kWh savings and incentive amounts
- Conducting outreach to potential participating contractors
- Educating customers and providing technical assistance including identification of energy efficiency projects
- Approving eligibility and enrollment for customers • Reviewing and approving Customer Proposals
- Oversight and training of participating contractors

Participating Contractor:

To participate in OG&E SBDI Program, participating contractors will be asked to fulfill the following Program requirements:

- Commit to the terms of the current SBDI Participating Contractor Agreement
- Conduct a comprehensive facility survey with the Proposal App, or appropriate calculator
- Conduct facility surveys to identify energy efficiency projects that are eligible for incentives
- Educate customers and provide technical assistance including identification of energy efficiency opportunities
- Provide customers with Customer Proposals using the Proposal App, or appropriate calculator
- Obtain signed Customer Proposals and submit them to the Implementer
- Schedule and conduct installations
- Provide installations at qualifying customer facilities in the OG&E service territory according to the Customer Proposal provided within 60 days of the date on the Customer Proposal
- Install products that comply with the Product Quality Requirements included in Appendix A
- Educate customers and provide technical assistance where needed during project installation
- Ensure excellent professional customer service for the facility survey and project installation
- Notify Implementer of project completion within 24 hours of installation
- Submit project invoice upon completion to Implementer
- Provide Implementer with feedback on the program

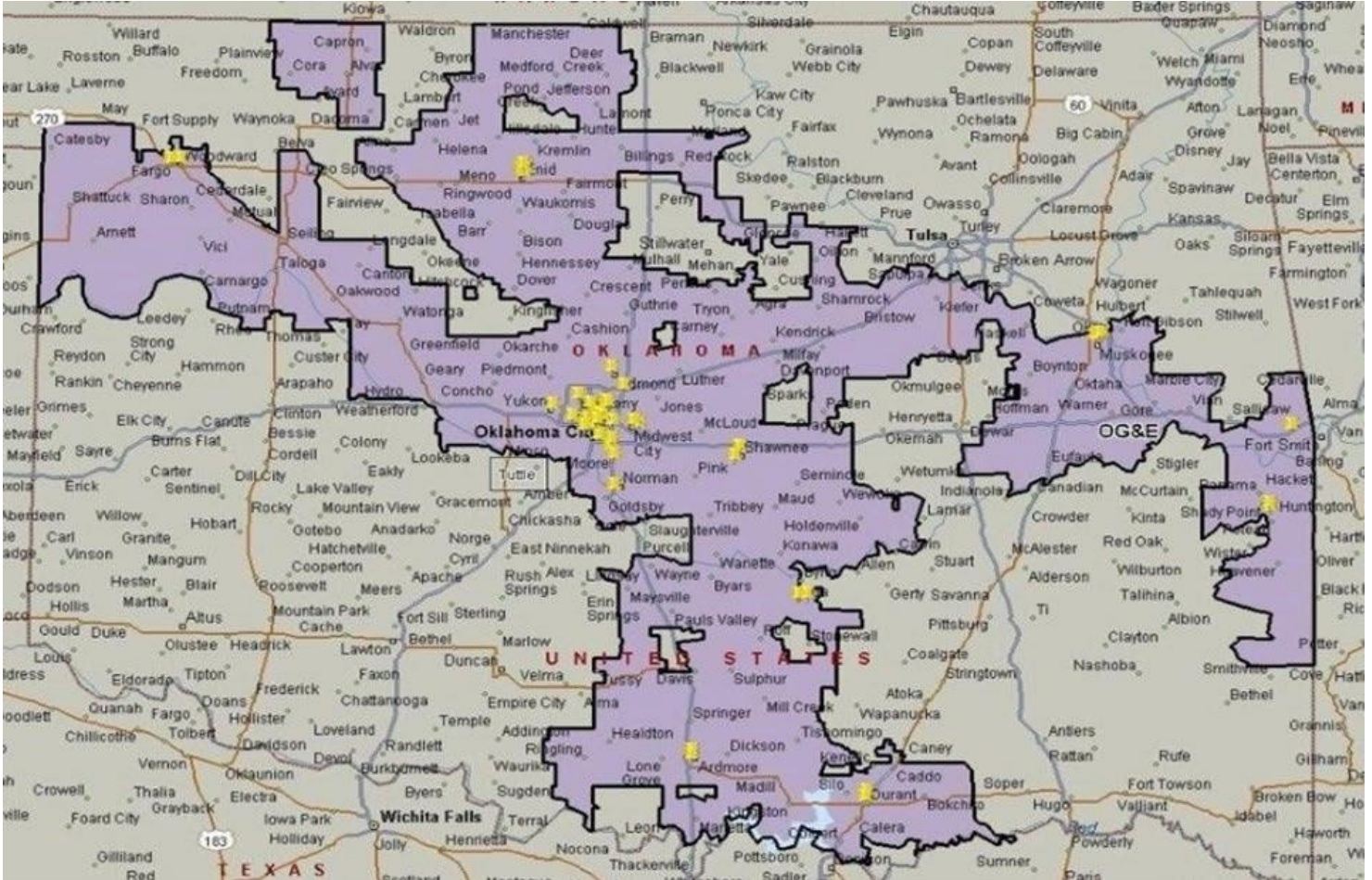
Customer:

Customers will be asked to:

- Sign the Customer Proposal and commit to installation in order to reserve incentives
- Provide documentation, including but not limited to an ESIID, necessary to verify OG&E provides electric service to their facility

- Provide access to project facilities both before and after project completion for inspection of the baseline and post- retrofit condition
- Pay any remaining project cost to the participating contractor after program incentives have been applied to the project once installation is complete

Client Service Territory



PROGRAM ELIGIBILITY

Customer Eligibility

The program is offered to valid OG&E electric delivery customers who have a maximum peak demand usage of ≤ 150 kW at any one facility and/or a maximum of 5 accounts per Tax ID pertaining to the OG&E customer.

Newly Acquired Facility Qualification: OG&E End Users are required to have a minimum of 6 months usage on file with The Client, at the address of the submitted facility, in order to qualify for program and rebate eligibility. Should the facility in question not meet the aforementioned criteria, the baseline load shall be determined using the "Existing Equipment List" under

consideration for replacement. Qualification of the appropriate program will be at the sole discretion of CLEAResult.

Exterior Only Projects: Projects containing exterior measures only will now be limited to a yearly aggregated total $\leq 250,000$ kWh per End User's facility site. All "Exterior Only Projects" will be subjected to a more in-depth qualification method by CLEAResult to verify the End User's total yearly usage is in fact under the specified cap. Should the End User's account exceed that limit, the program contact will notify the Trade Ally that Large C&I is a more appropriate program pathway.

Participating Contractor Eligibility

Any contractor who submits a completed and approved Participating Contractor Agreement, holds appropriate licenses and insurance, and agrees to fulfill the role of the participating contractor as laid out in Roles and Responsibilities may participate in the Program. To view contractor eligibility requirements, reference the Participating Contractor Agreement in Appendix F. Participating contractors have the right and responsibility to use the Proposal App that was designed for use with this program. Access and training on the Proposal App will be as follows:

- The tool will be provided at no cost to participating contractors
- After submitting necessary paperwork to become a participating contractor, they will attend training on effective use of the Proposal App. Instructions for accessing the Proposal App will be provided during this training
- The Proposal App can be installed on any eligible mobile device or laptop
- If for any reason the participating contractor loses the right to participate in the program, the proposal app will be remotely deactivated

Subcontractor Utilization: Any approved program Trade Ally that utilizes a subcontractor to handle the installation of new LED equipment, will be required to have a signed and dated copy of the "Subcontractor Consent Form" on file. Multiple subcontractor partnerships may be utilized in the program. However, Trade Allies will be required to have a Subcontractor Consent Form on file for each individual subcontractor that will be performing installations.

Location Requirements: Approved program Trade Allies are required to have a physical location within the state in which The Program is being offered. Trade Allies with corporate offices located outside of the state, are required to have a company representative based and operating within The Client's service territory

MEASURE ELIGIBILITY

OG&E offers incentives for the following measures:

Eligible Deemed Savings Measures	
	□

<p>Lighting Efficiency</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Linear Fluorescent lamp and ballast replacements <input type="checkbox"/> High-Intensity discharge (HID) fixture replacements CFLs <input type="checkbox"/> LED interior and exterior lamps and fixtures
<p>DX Air Cooled Equipment</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Unitary air conditioner <input type="checkbox"/> Unitary heat pumps
<p>Water Chilling Equipment (Chillers)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Screw – air cooled <input type="checkbox"/> Reciprocating – air cooled <input type="checkbox"/> Reciprocating – water cooled <input type="checkbox"/> Rotary/screw/scroll – water cooled <input type="checkbox"/> <input type="checkbox"/> Centrifugal – water cooled
<p>Building Envelope</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Roofing
<p>Refrigeration</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Solid and Glass Door Reach-ins <input type="checkbox"/> Electric Defrost Controls <input type="checkbox"/> Evaporator Fan Motors <input type="checkbox"/> Cooler Night Covers <input type="checkbox"/> Strip Curtains <input type="checkbox"/> Zero-Energy Doors <input type="checkbox"/> Door Heater Controls <input type="checkbox"/> Door Gaskets
<p>Food Service Measures</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Electric Convection Ovens <input type="checkbox"/> Electric Combination Ovens <input type="checkbox"/> ENERGY STAR® Dishwashers <input type="checkbox"/> ENERGY STAR® Hot Food Cabinets <input type="checkbox"/> ENERGY STAR® Steam Cookers <input type="checkbox"/> <input type="checkbox"/> ENERGY STAR® Fryers <input type="checkbox"/> Vending Machine Controls <input type="checkbox"/> Pre-Rinse Spray Valves <input type="checkbox"/> Low Flow Faucet Aerators
<p>Lighting & HVAC Controls</p>	<ul style="list-style-type: none"> <input type="checkbox"/> VFDs on Air Handlers <input type="checkbox"/> Day Lighting Controls <input type="checkbox"/> <input type="checkbox"/> Occupancy Controls (Lighting & HVAC)

	<input type="checkbox"/> Rotary/screw/scroll – water cooled
Other	Custom Measures as needed and qualified

OG&E also provide incentives for qualified outdoor lighting measures, which result in energy savings. Most commonly, this includes exterior lighting that operates throughout the night (dusk-to-dawn). Typical dusk-to-dawn exterior lighting applications include parking lots, streetlights, gas station canopies, security lighting (e.g. wall packs), decorative post top fixtures, and landscape lighting.

OG&E SBDI provides financial incentives based upon reductions in energy usage at a facility resulting from the completed installation of an energy efficiency measure which reliably and measurably reduces energy use in accordance with the Oklahoma Corporations Commission (OCC) active Technical Resource Manual and the AR TRM. OG&E has made a limited amount of funding available for these incentives to be paid within the 2021 calendar year.

OG&E offers the following incentives based on peak electric demand:

- For qualified “small business” customers (≤150 kW peak demand at per OG&E customer account number. Customers who maintain multiple accounts under the same Tax ID are eligible, but only 5 accounts per Tax ID may be qualified at one time.) incentives are = \$0.15 / peak kWh reduced, up to 90% of project costs (Incentive ≤ 90% project cost) for all eligible measures except refrigeration door gaskets. Door gasket incentives are \$0.12 / peak kWh reduced, up to 90% of the project cost.
- A participating contractor may submit one Customer Proposal per property, extenuating circumstances may allow for variances, but only once the Implementor deems it necessary.
- A participating contractor may agree to install additional measures; however only installed measures that meet the requirements of the program will receive incentives
- Costs in excess of the incentive amount, costs related to any measure not on the prescribed list, and costs for any measure on the prescribed list that exceed the program project cap are the responsibility of the customer
- Customer Proposals are accepted until 1) all funding is submitted 2) the program completion date comes to pass, or 3) the program is discontinued for any reason. The incentive is payable upon the verified completion of the project (as described in the Customer Proposal). The process for oversubscription is included in the Limits on Participation section
- Program incentives will be paid directly to the participating contractor after the project is completed, documented and verified (post-inspection is required). Checks will be issued within 30 days of project verification
- No participating contractor has an unconditional entitlement to program incentive funds

Savings Calculation and Verification

The program will provide post-inspections, deemed savings calculations, and other verification activities.

M&V procedures will vary in detail and rigor depending on the measures installed. For each installed measure, the chosen procedures will depend upon the predictability of equipment operation, the availability of evaluation data from previous programs, and the benefits of the chosen M&V approach relative to its cost.

All lighting products installed that receive program incentives must meet the Lighting Product Quality Requirements provided in Appendix A.

All projects submitted by each participating contractor may be subject to a pre-inspection to verify:

- Correct facility type
- Existing equipment type and number of units/fixtures
- Recommended measures
- Customer satisfaction

All projects installed may be subject to a post-inspection to verify:

- Installed new equipment type and number of units/fixtures
- Quality of installation
- Operating hours reported in survey
- Customer satisfaction

Unrealistic Estimates and Payback Period Expectations: In addition to the standard “150 kW Peak” qualifying method, all projects submitted through SBDI, and their subsequent proposals, are subject to additional substantiation by CLEAResult to verify the accuracy of the submitted project estimates in comparison to the actual usage on file with The Client. Should the project be found to have inaccurate estimates (less than 6 months, more than 36 months), CLEAResult will visit with the Trade Ally about a more appropriate path to obtaining estimates that accurately align with the benefits associated with the End User’s retrofit.

PROGRAM PROCESSES

Program Implementation and Delivery

Key elements of the program implementation strategy include:

- Trade ally recruitment and training: The program will recruit and train a limited number of contractors to perform facility surveys, identify potential lighting projects and/ or other energy efficiency opportunities. Contractors will be recruited to participate in training sessions regarding program incentives, participation processes and requirements, and use of the Proposal App
- Customer recruitment: Customers will be recruited through outreach conducted by the Implementer and participating contractors
- Technical assistance: The Implementer will guide customers and participating contractors through the participation process to maximize knowledge of program processes and requirements and to overcome barriers to participation. Where needed, the Implementer will also provide technical assistance to customers to identify and implement cost- effective energy efficiency measures
- QA/QC review: Customer Proposals will be subject to a quality assurance review by program technical staff to ensure accuracy of savings and incentive calculations
- Project verification: OG&E and the Implementer reserve the right to site-verify installations prior to project approval. All projects may receive a post-inspection by the Implementer prior to incentive payment

CUSTOMER PROPOSAL PROCESS

Once a participating contractor has been approved for the program, the participating contractor may begin submitting projects via a Customer Proposal for approval. Project approval by the Implementer is required before incentive funds are reserved.

Below is a step-by-step process by which a participating contractor may identify a project and have it accepted into the program with financial incentives reserved. The incentive for a project is paid following this process:

- Qualifying Participant Verification
- Facility Assessment
- Signed Customer Proposal
- Pre-Installation Inspection
- Project Approved / Incentives Reserved
- Project Installation
- Project Completion Notice
- Post-Installation Inspection
- Incentive Payment

Program Proposal Delivery: It is the expectation of CLEAResult that every participating OG&E End User be in possession of a signed copy of the program proposal created specifically for that End User's facility and rebate. Approved Program Trade Allies are required to deliver through email, a signed copy of the program proposal in digital format. End Users may be asked to verify this process was completed as a part of CLEAResult's on-site or desk audits.

Program Identification

Participating contractors conduct facility surveys for qualified small businesses. Qualified small businesses that accept program-provided surveys are asked to sign a Customer Proposal on the date of the survey. Upon receipt of a signed Customer Proposal, the Implementer will review the Customer Proposal for completeness and eligibility. The Implementer may deny approval of a Customer Proposal for a variety of reasons, including, but not limited to:

- The Customer Proposal is incomplete
- The Customer Proposal is received after all funding has been reserved by other participating contractors
- The participating contractor fails to meet program requirements
- The participating contractor fails to submit the required supporting documentation
- The participating contractor is found to have made material misrepresentations in the Customer Proposal
- The participating contractor fails to comply with applicable federal, state and local laws and regulations, specifically if participating contractor's status changes after initial qualification and enrollment

If the Implementer denies approval of a Customer Proposal, the Implementer will follow up with the participating contractor to request specific information or recommend specific steps to revise the

Customer Proposal. The participating contractor can submit the revised Customer Proposal and the Implementer will consider it for approval by the date the new submission is received.

The participating contractor will follow up with qualified small businesses that accept surveys but do not move ahead with projects. Participating contractors are expected to exert their best efforts to submit and complete viable projects. The program is not intended to simply provide assessments and customer education. It is intended to stimulate the installation of improvement projects that result in verifiable energy savings for customers, provide business for participating contractors, and add to the local economy.

Pre-Installation Inspection

The Implementer will send an inspector to the site or sites to perform a pre-installation inspection (if required) and then notify the customer stating that incentive funding has been reserved for the project(s). An infield pre-installation inspection or desk audit must pass before any installation work can begin. If pre-installation inspection fails, the Customer Proposal will be reviewed and updated to depict corrections.

Incentives are subject to availability and reservation. In order to receive incentives from the program, participating contractors must first reserve incentives by completing and submitting a signed Customer Proposal for each individual project. The Implementer will review submitted Customer Proposals and approve eligible projects for an initial incentive reservation. The Implementer will update the participating contractor if any significant changes are made to the incentive amount reserved for their projects. For more information, please see the “Limits on Participation” section below.

Project Installation

Upon completion and written approval of the pre-installation inspection, the participating contractor proceeds with the project installation. Participating contractor must complete the project installation within 60 days of the proposal submission and notify the Implementer immediately of any and all changes to the project scope, equipment selection, or timeline during installation.

Project Completion Notice

After the project has been installed, the participating contractor will notify the Implementer of the project's completion as soon as possible in order to arrange a post-installation inspection of the project. The participating contractor is expected to work with the Implementer to confirm (and update if necessary) the supporting documentation that accompanied the approved Customer Proposal for the now completed project.

Post-Installation Inspection

Once the project is completed, the Implementer schedules a post-installation inspection (if required). Using the most recent project documentation, a program inspector will visit the site or sites to verify the equipment has been replaced as indicated. The participating contractor must provide a knowledgeable representative to accompany the inspector on the post-installation inspection.

Inspection Policy

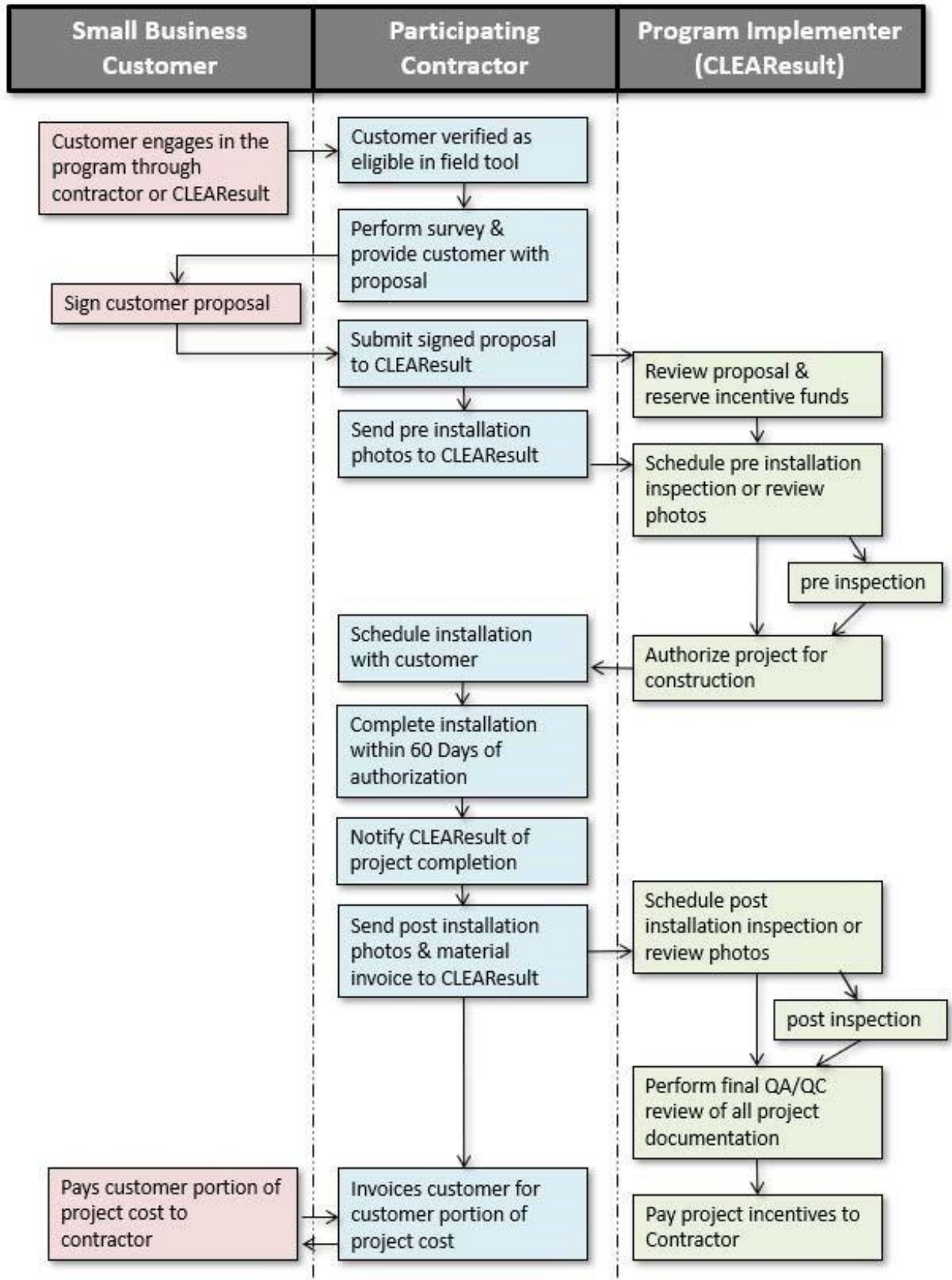
The Implementer will pre and post inspect 100% of the first five projects. Once a contractor successfully passes the initial first-five inspection period, an ongoing QC process will be

implemented requiring 100% verification on all documentation, and inspections of 20% of total project installations – proportionate to contractor project volume. If a contractor is observed repeatedly failing inspections, or not meeting customer satisfaction requirements, a three strikes policy consisting of an initial notification and correction, probation, and finally program exclusion will be implemented.

INCENTIVE PAYMENT PROCESS

Any incentives received through the program are paid directly to the participating contractor after the project is completed, verified, and a post-installation inspection is conducted. Using the results of the post-installation inspection, the Implementer will determine the eligible peak demand savings (kW) and annual energy savings (kWh/yr) for the project and determine the amount of incentives due to the participating contractor. The program is not under any obligation to provide a participating contractor with more incentives than the amount reserved by the Customer Proposal for any project, even if the participating contractor achieves greater energy savings by the project than were estimated. However, if budget is still available when a project achieves greater energy savings than estimated, the Implementer has the option to pay the participating contractor more than the amount reserved, up to the incentive calculated by the achieved energy savings. For additional details on how incentive payments are determined, scheduled, and paid, please see the “Measure Eligibility” section in this manual.

CONTRACTOR PROCESS WORKFLOW



QAULTY MANAGEMENT SYSTEM

Quality Assistance	
Program Process Training (QA)	<ul style="list-style-type: none"> □ The participating contractor will perform an initial survey to identify energy efficiency opportunities. The participating contractor will work with the customer to identify cost-effective upgrades based on the survey findings and their specific needs □ Participating contractors will be educated about the program's process for identifying and incentivizing energy efficiency projects
Customer Proposal Review (QA)	<ul style="list-style-type: none"> □ Customer Proposals are reviewed and verified by the Implementer
Quality Control	
Post-Installation Inspections (QC)	<ul style="list-style-type: none"> □ All projects may receive a pre-inspection. All projects may receive a post-inspection. Any issues noted during the inspections will be discussed with the participating contractors and recommendations for program compliance will be made. Any changes in project scope identified during the post-inspection may result in an adjustment of projected savings and incentive amount
Customer Satisfaction Surveys (QC)	<ul style="list-style-type: none"> □ The Implementer may conduct Customer Satisfaction Surveys

Limits on Participation

Incentive budgets available through the program are limited and are made available to participating contractors on a first come, first served basis. In the event that incentive reservations exceed the program budget for incentives, the program is considered fully or over-subscribed. If oversubscription to the program should arise, participating contractors will be placed on a waiting list, in the order of when the Customer Proposal was received. Participating Contractors on the waiting list may be able to reserve program incentive funding if projects are cancelled and funds become available.

PROGRAM NON-CONFORMANCE

Customer Satisfaction

Customers are encouraged to contact program contacts listed on page 14 to report and resolve any complaints about the program.

Receiving direct feedback from customers is an essential part the QA process. Customer feedback can help determine customer satisfaction, program compliance, and identify high and low

performing contractors. Customer satisfaction feedback can result in a corrective action (see below: Addressing Non-Conformances and Failures).

Addressing Non-Conformances and Failures

Non-conformance occurs whenever the acceptable variance for a quality indicator is not met or the installation does not measure up to the state and local building standards. The following qualify as non-conformance:

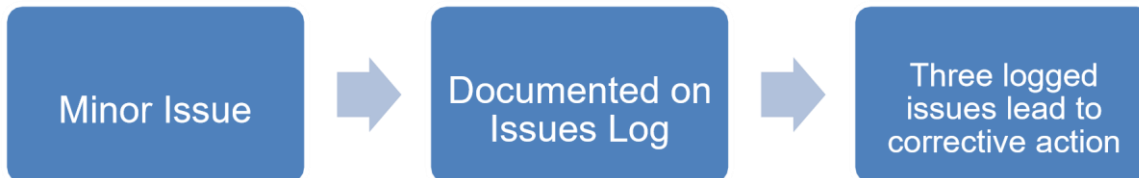
- Installed measures that do not meet industry best practices and standards
- Incorrect incentive amounts based on inspection findings
- Customer or measure eligibility issues
- Customer dissatisfaction

Critical and Non-Critical Issues

Critical issues will move directly to a corrective action that may include a suspension or removal from program participation.

Non-critical issues are things that do not adversely impact the kW and kWh savings and incentive calculations, but that are not accurately recorded and reported, such as equipment model numbers, will be recorded in an Issue Log. If a contractor has repetitive non-critical issues reported on the Issue Log it will be deemed as a systemic issue and will be addressed with a Corrective Action.

Corrective action plan will be taken at the discretion of CLEAResult and OG&E.



Probationary Standards and Operations: Trade Allies who find themselves placed on probation will be limited to a “Single Project Process” of operation. Throughout the probationary period, a single project will be eligible for reserved funding, with any additional projects not being approved for funding and pre-inspection until the first project is fully complete, verified by a program representative and processed for payment. At that time, the next project in the Trade Ally’s queue will be eligible to reserve funding and be moved forward. Probationary periods will be determined at the discretion of CLEAResult and will end only after all noted issues and infractions have been addressed, and resolutions agreed upon between all parties involved. Probation related issues can include, but are not limited to: Intentional Proposal Inaccuracies, Misrepresentation of the Program and/or The Client, Repeat Timeline Infractions, Communication Issues (with End User and/or CLEAResult), etc.

DISCLAIMERS

The selection of a participating contractor to perform work is the sole decision of the property owner, customer, and/or authorized lessee/occupant. Inclusion of a contractor in the participating contractor list for the program does not constitute an endorsement of any product, individual, or company by OG&E or the Implementer. Work performed by participating contractors is not guaranteed or subject to any representation or warranty, either expressed, implied or otherwise, by either OG&E or the Implementer. Neither OG&E nor Implementer make any guarantee or any other representation or warranty, expressed, implied or otherwise, as to the quality, cost, or effectiveness of any product(s) provided or work(s) performed by any participating contractor, any participating contractor employees, subcontractors, or supplies. Energy efficiency gains are subject to a number of variable conditions and circumstances. While it is the intent of the program to achieve energy efficiencies, neither OG&E nor Implementer warrants that any specific energy efficiency gains will be achieved for a particular customer under the program.

PROGRAM CONTACT INFORMATION

For questions on program implementation including inspections, payment questions, participation questions, etc., contact:

OG&E

Forrest McGee – CEEP Manager

405.553.3322

mcgeewf@oge.com

CLEARResult

Greg Wanless – Program Manager

405.446.8063 greg.wanless@clearesult.com

Chelsea Proeschel –Associate Program Manager

972.894.1520 cproeschel@clearesult.com

Ryan Ralls – Program Consultant

405.249.2153 ryan.ralls@clearesult.com

Haley Dromgoole – Program Specialist

405.437.4229

Haley.dromgoole@clearesult.com

Program Email:

oge.ok.sbdi@clearesult.com

APPENDICES

Appendix A	QAQC Requirements
Appendix B	Definitions
Appendix C	Sample Customer Proposal
Appendix D	Frequently Asked Questions
Appendix E	Program Marketing Material
Appendix F	Participating Contractor Agreement

APPENDIX A: QAQC REQUIREMENTS

All products installed as part of OG&E SBDI must meet the following Quality Requirements in order to receive program incentives.

Summary of Lighting Quality Requirements

- Ballast, lamp, LED product and control check have been rolled into a broader *Equipment Checks* step
- Ballast Check
 - Requirements for 8-foot T8 systems, where system efficacy (incl. ballast and lamps) must be greater or equal to 80 mean lumens per watt (MLPW)
 - CEE qualified ballast requirements now extend to ballasts running 2-foot, 3-foot, 4-ft 30W, and U-bend T-8 lamps
- Lamp Check
 - Requirements for 8-foot T8 systems, where system efficacy (incl. ballast and lamps) must be greater or equal to 80 mean lumens per watt (MLPW)
 - Requirements for 2-foot, 3-foot, U-bend, and 30W 4-foot T8 lamps as well as for 21.5"/22.5" Reduced Watt long twin tube CFL (CFT40W) lamps
- LED Product Checks, similar to ballast/lamp checks, have been added
 - Resolutions to special cases where unqualified LEDs cannot be avoided
- For 4-foot T8 system retrofits, only CEE-approved T8 lamps and CEE-approved premium efficiency ballasts qualify. Similar requirements apply to 2-foot, 3-foot, U-bend and 30W 4-foot T8 lamps and ballasts and 8-foot T8 lamps
- There are special procedures described at the end of this section for re-lamping projects

Lighting Project Document Requirements

All deemed savings projects require complete documentation of the items below:

- If invoice or shipping receipt cannot be obtained, legible photo documentation will be required
- Insufficient equipment documentation will result in reduced savings or disqualification of the project
- Project Invoices or Shipping Receipts that contain legible part numbers and quantities for all project ballast, lamp, LED product and control equipment are required
- CEE Ballast requirements that went into effect in 2011 will be monitored and validated against required invoice/receipt/photo documentation
- CEE lamp requirements that went into effect in 2011 will be monitored and validated against required invoice/receipt/photo documentation
- LEDs with insufficient documentation will be treated as unqualified LEDs and cannot receive program incentives
- Fixture Counts
- Fixture Type

-
- Fixture Location
- Equipment Checks: Ballast, Lamp, LED product, and Control
- Building Type
- Number of Non-Operating Fixtures
- Inspection

Please note the following:

- Any fixtures or areas NOT represented in a pre-inspection form for retrofit projects do not qualify for savings. Multiple pre-inspection forms may be completed for a project prior to removal
- A retrofit project will be considered non-compliant only if building type changes (e.g., warehouse converted to an office building) and/or the building is demolished to the structure (i.e., gutted).

LIGHTING PROJECT REQUIREMENTS/DEEMED EQUIPMENT REQUIREMENTS

Ballast Check – Retrofit

- Only premium ballasts will be allowed
- Only CEE- approved ballasts will be considered premium ballasts for 2-foot, 3-foot, U-bend and 4-foot T8 systems.
 - Must be validated by Project Invoice, or Shipping Receipt or Photo documentation.
Consult CEE Web site for the latest listings: <http://www.cee1.org/com/com-lt/lampsballasts.xls>
- 8-foot T8 systems (lamp and ballast combination) must meet the total system efficacy requirements shown in the Non- CEE Specifications for T8 Lamps and Ballasts table below to be considered premium.
 - Specification sheet on all 8-foot lamps must be provided showing the part number, the mean lumens, the rated life, and the CRI; Part number must be validated by Project Invoice, or Shipping Receipt or Photo documentation.
- Project invoice or shipping receipt documentation is required to verify savings and eligibility. Legible part numbers and quantities of all installed ballasts must be included

If invoice or shipping receipt cannot be obtained, legible photo documentation of ballast part numbers installed in field will be required for the fixtures identified.

Lamp Check – Retrofit

- Only premium lamps, as defined below, will be allowed.
 - 4-foot T8 Lamps: Only CEE- approved lamps will be considered premium lamps. Must be validated by Project Invoice, or Shipping Receipt and Photo documentation. Consult CEE Web site for the latest listings: <http://www.cee1.org/com/com-lt/lamps-ballasts.xls>
 - 2-foot, 3-foot, U-bend, 30W 4-foot, 8-foot T8, and CFT40W long twin tube CFL lamps must meet all the applicable requirements in the table below to be considered premium
- Specification sheet on the lamps must be provided showing the part number, the mean lumens, the rated life, and the CRI; Part number must be validated by Project Invoice, or Shipping Receipt or Photo documentation
- Project invoice or shipping receipt documentation is required to verify savings and eligibility. Legible part numbers and quantities of all installed lamps must be included

	Minimum Mean Lumens per Watt (MLPW)	Color	Rendering Rated Lamp Index (CRI) Life (hrs.)
2-foot T8 and Reduced Wattage Lamps	75 MLPW*	>80	20,000
3-foot T8 and Reduced Wattage Lamps	75 MLPW*	>80	20,000
4-foot T8 30W Reduced Wattage Lamps	80 MLPW*	>80	24,000
8-foot T8 Lamp and Ballast Systems	80 MLPW**	>80	18,000
22.5" U-Bend T8 Lamps	80 MLPW*	>80	18,000
21.5 "/22.5" Reduced Watt long twin tube CFL (CFT40W)	92 MLPW*	>80	20,000

* Lamp Efficacy = Mean Lumens/Lamp Wattage

** System Efficacy = Mean System Lumens/System Wattage; Lamp and Ballast performance taken together.

-

LED Product Check

- Particular products or applications are subject to either ENERGY STAR or DLC requirements, but never both. See LED Product Qualification Listing below for a listing of what products/applications are currently covered by what approval body and go to the appropriate link shown to see if a particular product has been approved
- Only LEDs that appear on the approved listings qualify for incentives

-
-
- Project invoice or shipping receipt documentation is required to verify savings and eligibility; Legible part numbers and quantities of all installed LEDs must be included
- Legible photo documentation of LED part numbers installed in field will be required for the fixtures identified
- Resolutions to special cases where unqualified LEDs cannot be avoided on a project are provided at the end of this LED section
- LED products with insufficient documentation will be treated as unqualified LEDs and will not receive program incentives

¹ Products and Applications are added or dropped by these approval bodies periodically, so please check the links provided for the most up-to- date information

LED Product Qualification Listings

Energy Star LED Lamps (Bulbs) • Integral Lamps -- "LED Light Bulbs
<http://www.energystar.gov>

Energy Star LED Fixtures • Recessed Downlights <http://www.energystar.gov>
 • Under Cabinet Task Lighting

<p>Design Lights Consortium (DLC) • LED Fixtures • http://www.designlights.org</p>	<ul style="list-style-type: none"> • Outdoor Area/Roadway • Outdoor Decorative • Outdoor Wall-Mount Parking • Garage •• Track and Directional • Refrigerated Case-Horizontal • Refrigerated Case-Vertical • Display Case Vertical • Display Case 	<ul style="list-style-type: none"> • 2x4, 2x2, 1x4 Troffers • Floodlights • Retrofit Kits • Highbay/Highbay Aisle • Lowbay • Fuel Pump Canopy • 4-Foot Linear Replacement Lamps • Bollards • Wall-wash Lumiaries •
--	---	--

Special Case Resolutions for Unqualified LEDs

- If unqualified LEDs are included in a retrofit project, options include:
 - Get qualified LED products substituted
 - Seek qualification of the product through one of the approved options listed
 - Use the pre-retrofit fixture code for both pre and post

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If unqualified LED makes up a significant portion of a project, options include:

-
- Get qualified LED products substituted
 - Seek qualification of the product through one of the approved options listed
 - In-house qualification – This option is not recommended by the Implementer’s engineering services due to the costs involved (~ \$1,500/fixture), but an analysis can be performed if:
 - It is requested by a Program Manager
 - The Implementer’s engineering services determines that there is a good chance the product will meet qualification criteria

Control Check

- Select the appropriate control type or combination of control types for both pre and post, as is applicable to the project
- Project invoice or shipping receipt documentation is required to verify savings and eligibility. Legible part numbers and quantities of all installed controls must be included
- If invoice or shipping receipt cannot be obtained, photo documentation of controls installed in field will be required for the controls identified

Re-Lamping Projects for Linear Fluorescents

- Project Invoice or Shipping Receipt is required (as outlined in the Equipment Check) to validate lamp eligibility
- Reduced-wattage lamps used in re-lamping projects must be premium lamps
- Lamp Checks will be performed
- For projects that involve whole system (lamp and ballast) change outs, use the standard program Lighting Survey Form to document those savings
- De-lamping outside the context of full system (lamp and ballast) change out is not eligible

Summary of Non-Lighting Quality Requirements

All non-lighting measures meeting the requirements of APSC’s active Technical Resource Manual will be handled individually between the coordination of the participating contractor and the Implementer.

APPENDIX B: DEFINITIONS

Customer Proposal – In order to qualify as a participant and reserve financial incentives through OG&E SBDI, a participating contractor must submit a signed Customer Proposal, and provide complete details on the location, account, etc., of the participating customer.

Deemed Savings – A set of pre-determined, validated estimates of energy and peak demand savings attributable to energy efficiency measures in particular types of applications that an electric utility may use instead of energy and peak demand savings determined through measurement and verification activities.

•
Demand Savings (kW) – Peak demand savings that have been approved using one of the eligible measurement and verification protocols as set forth in this Program Manual.

Estimated Incentive Payment – Contained in the Customer Proposal (once approved by the Implementer), this is the amount of incentives reserved in the program budget for the list of committed projects. The Program will pay \$0.15/kWh reduced for all eligible measure except door gaskets, for door gaskets the program will pay \$0.12/kWh reduced, up to 90% of the project cost, for customers with maximum peak demand of ≤ 150 kW at per OG&E customer account number. Customers who maintain multiple accounts under the same Tax ID are eligible, but only 5 accounts per Tax ID may be qualified at one time.)

Participating Contractor Agreement – Non-binding agreement signed and submitted by participating contractor, stating their intent to participate in the program.

Peak demand – Electrical demand at the times of highest annual demand on the utility's system.

Peak demand reduction – Reduction in demand on the utility system throughout the utility system's peak period.

Peak period – For the purpose of this section, the peak period consists of the hours from one p.m. to seven p.m., during the months of June, July, August, and September, excluding weekends and Federal holidays.

Post-Installation Inspection – Inspection performed after installation of new equipment. Post installation inspection verifies actual installed measure(s) to verify resulting deemed or measured and verified demand and energy savings.

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Pre-Installation Inspection – Inspection performed prior to any replacement of existing equipment, device, or structural energy efficiency measures (windows, window film, roof coatings, etc.) to validate and collect data on existing equipment and measures.

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APPENDIX C: SAMPLE CUSTOMER PROPOSAL

Torrance Insurance Offices
217 Apollo Dr
Oklahoma City, OK 73112

OG&E SMALL BUSINESS ENERGY EFFICIENCY PROGRAM



ENERGY ASSESSMENT REPORT FOR YOUR BUSINESS

Torrance Insurance Offices

PREPARED FOR	PREPARED BY
Grady Hallorann Torrance Insurance Offices 217 Apollo Dr Oklahoma City, OK 73112 Jan, 03, 2019	Jack Duvall Overlook Electric 237 Sidewinder Rd Oklahoma City, OK 73110 (405) 555-1234

The Project Summary outlines your facility's energy saving opportunity in SBDI. To encourage your business to install more energy efficient equipment, this program will pay a substantial portion of the project costs. The amount paid is based on the amount of kilowatts hours saved (kWh) by your project. Your investment in the project costs will not exceed the amount listed as Customer Cost in the Project Savings Section.

The existing equipment at your facility may be verified prior to the installation of your new energy efficient lighting technologies. I will coordinate this with you, and schedule at your convenience. Once the installation is complete, verification of the installed equipment by a program representative may be necessary. You are not obligated to pay your portion of the project cost until installation is completed and verified.

Right to Cancel: You have three days after you receive a printed or emailed copy of this Project Summary from the Participating Contractor to cancel this agreement. If you have any questions related to the program, the installation, or need to cancel this agreement contact the contractor or the program representative listed below.

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Torrance Insurance Sales
217 Apollo Dr
Oklahoma City, OK 73112

ENERGY EFFICIENCY OPPORTUNITY ASSESSMENT REPORT

We've estimated the cost after incentives, energy savings, and simple payback after program incentives. These estimates will help you plan for and complete your next efficiency project. The table below shows a brief overview of your estimated return on investment as well as the estimated annual savings that may be realized from the installation of the energy-efficient equipment.

PROJECT SUMMARY	
Estimated Annual Bill Savings:	\$ 3311.65
Total Project Cost:	\$ 6499.98
Customer Incentive:	\$ 4967.48
NonEE Costs:	\$ 0.00
Customer Cost after Incentive:	\$ 1532.50
Project Payback:	23.55 months
Estimated kW Savings:	3.64
Estimated kWh Savings:	33116.51

* Savings are based on \$ 0.10 per kWh utility rate

Oklahoma Gas & Electric (OG&E) Small Business Direct Install

Torrance Insurance Offices
217 Apollo Dr
Oklahoma City, OK 73112

RECOMMENDED ENERGY EFFICIENCY PROJECTS

Based on an analysis of your building's existing equipment we recommend completing the following energy efficiency projects.

Installation Location	Measure	Existing Details	Efficient Details
Parking Lot	Lighting	4 - MH1000/1 - Metal Halide - 1000 Watt	4 - Energetic - Outdoor Pole/Arm-Mounted Area and Roadway Luminaires - 242 Watt
Entry and Reception	Lighting	25 - F44EE - T12 - 34 Watt	50 - LIFEBULB - Internal Driver Lamp-Style Retrofit Kits (UL Type B) - 12 Watt
Jim's Office	Lighting	5 - F44EE - T12 - 34 Watt	8 - LIFEBULB - Internal Driver Lamp-Style Retrofit Kits (UL Type B) - 12 Watt
Sales Offices	Lighting	10 - F44EE - T12 - 34 Watt	20 - LIFEBULB - Internal Driver Lamp-Style Retrofit Kits (UL Type B) - 12 Watt
Restrooms and Closets	Lighting	8 - I75/1 - Incandescent - 75 Watt	8 - GREENCREATIVE - A19 - 9 Watt
Stockroom	Lighting	20 - F82EE - T12 - 60 Watt	40 - LIFEBULB - Internal Driver Lamp-Style Retrofit Kits (UL Type B) - 12 Watt

Oklahoma Gas & Electric (OG&E) Small Business Direct Install

Torrance Insurance Offices
217 Apollo Dr
Oklahoma City, OK 73112

PROGRAM RESOURCES AND DISCLAIMER

Contact Information:

OG&E Small Business Efficiency Program

Phone: (405)-437-4350

Email: ryan.ralls@clearesult.com

The selection of a participating contractor to perform work is the sole decision of the property owner, customer, and/or authorized lessee/occupant. Inclusion of a contractor in the Program's participating contractor list does not constitute an endorsement of any product, individual, or company by Oklahoma Gas and Electric or any CLEAResult company. Work performed by a participating contractor is not guaranteed or subject to any representation or warranty, either expressed, implied or otherwise, by either Oklahoma Gas and Electric or any CLEAResult company. Neither the Oklahoma Corporation Commission, Oklahoma Gas and Electric or any CLEAResult company makes any guarantee or any other representation or warranty, expressed, implied or otherwise, as to the quality, cost, or effectiveness of any product(s) provided or work(s) performed by any participating contractor, any participating contractor employees, subcontractors, or supplies. Project costs and incentive amounts noted in this Project Summary are estimates, and under all circumstances are subject to validation from Open administrators prior to being authorized to begin construction. Energy efficiency gains are subject to a number of variable conditions and circumstances. While it is the intent of the Program to achieve energy efficiencies, neither the Oklahoma Corporation Commission, Oklahoma Gas and Electric or any CLEAResult company guarantees or warrants that any specific energy efficiency gains will be achieved for a particular customer under the program. Because a facility's energy use is impacted by multiple factors, energy savings may not be immediately apparent. For lighting projects, in addition to reduced energy costs, a high-efficiency lighting improvement project will typically result in improved lighting quality and consistency, and reduced maintenance costs.

Oklahoma Gas & Electric (OG&E) Small Business Direct Install

Torrance Insurance Offices
217 Apollo Dr
Oklahoma City, OK 73112

OG&E SMALL BUSINESS EFFICIENCY PROGRAM CUSTOMER AND CONTRACTOR AGREEMENT

CUSTOMER ACKNOWLEDGEMENT:

I acknowledge that by signing below I commit to having the energy efficient equipment installed that is specified in the Scope of Work provided by the contractor. I agree to allow inspection of the installation if requested by the program representative. I agree to pay the participating contractor the Customer Costs specified in the Scope of Work provided by the contractor. I acknowledge that I have read and understand the above disclaimer.

Customer Name: Grady Hallorann

Customer Company Name: Torrance Insurance Offices

Customer Signature:

CONTRACTOR ACKNOWLEDGEMENT:

I acknowledge that by signing below I have committed to providing the Equipment Installation specified in the Scope of Work to Industry best practice standards. In addition, I will provide a written warranty of labor and materials for a minimum of one year from the date the service is performed. Installed equipment will carry manufacturer's warranty. Including optional extended warranty coverage. I will not charge any amount Higher than the Estimated Customer Costs outlined in the Recommended Energy Efficiency Projects Section.

Contractor Name: Jack Duvall

Contractor Signature:

While the contractor is solely liable for all work performed and associated with this project, representatives from Oklahoma Gas & Electric are available to assist you by answering questions or addressing your concerns regarding the program or this project. If you have any questions related to the program, the installation, or need to cancel this agreement contact the Participating Contractor or the program representative listed below.

OG&E Small Business Efficiency Program : (405)-437-4350 or ryan.ralls@clearesult.com

Oklahoma Gas & Electric: oge.com/ceep

APPENDIX D: FREQUENTLY ASKED QUESTIONS (FAQS)

For Customers

Q1. What is the Program?

A1. SBDI brings energy efficiency solutions to small businesses. The program offers the following incentives to eligible customers:

- Free, no-obligation facility assessment to identify potential energy-saving opportunities
- Recommendations and estimates of energy savings, project costs, and payback periods
- Installation of approved energy-saving equipment by a local pre-qualified contractor
- Incentives paid directly to the installation contractor by the program
- Ongoing reduction in energy costs

Q2. How do I know if I am an eligible customer?

A2. SBDI is available to non-residential commercial class customers with a valid OG&E account number and ≤ 150 kW peak demand at per OG&E customer account number. Customers who maintain multiple accounts under the same Tax ID are eligible, but only 5 accounts per Tax ID may be qualified at one time.

Q3. Which products qualify for incentives?

A3. Incentives are available through a participating contractor for qualifying high efficiency lighting and refrigeration technologies. Incentives will be reflected as a discount on your contractor's bill.

Q4. How do I find a participating contractor?

A4. Contact oge.ok.sbdi@clearesult.com for a list of participating OG&E contractors and their contact information.

For Contractors

Q1. What are the incentives?

A1. The Program pay \$0.15/kWh reduced for all eligible measure except door gaskets, for door gaskets the program will pay \$0.12/kWh reduced for customers with maximum peak demand of ≤ 150 kW peak demand at per OG&E customer account number (Customers who maintain multiple accounts under the same Tax ID are eligible, but only 5 accounts per Tax ID may be qualified at one time) up to 90% of the project cost.

Q2. How do I get involved?

A2. Contact oge.ok.sbdi@clearesult.com to receive marketing and sign up materials to help you get you started in the process.

Q3. How do I schedule a training session?

A3. Contact **Ryan Ralls** at ryan.ralls@clearesult.com to schedule a training session.

Q4. What's involved in training?

A4. Participating contractors will participate in classroom and field training using the Moblie Field Tool (Field Tool App), which enables contractors to do the following:

- Perform facility surveys for measures listed in the “Measure Eligibility” section
- Generate Customer Proposals which (upon program approval) reserves incentives for the projects
- Obtain electronic customer signature
- Submit Customer Proposal to reserve program funds
- Track project and incentive status

Q5. How much does the field tool cost?

A5. The Field Tool App is provided to approve participating contractors free of charge, upon completion of the Participating Contractor Agreement. Any participating contractor wishing to utilize the Field Tool Applications will be responsible for acquiring his/her own mobile device.

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APPENDIX E:

MARKETING MATERIALS

Available incentives

Planning an energy efficiency project? Get with the program. Our Small Business Efficiency Program offers incentives that can cover up to 90 percent of the cost of a project.

Incentive rates:

- \$0.15/peak kWh reduced on all eligible measures but door gaskets
- \$0.12/peak kWh reduced on refrigerator door gaskets

Eligible projects

Incentives are available for a wide variety of energy efficiency projects, including:

- LED lighting upgrades* (tube lights, bulbs, fixtures)
- Fluorescent lighting upgrades*
- Occupancy sensor installations
- LED exit sign retrofits
- Refrigerator door gaskets
- Refrigerator anti-sweat heater controls
- and more!

*TB system retrofits must meet the CEE specifications for high-performance or reduced wattage systems to be eligible for inc. LED retrofits must be either DesignLights Consortium™ approved ENERGY STAR® certified to receive incentives.

**POSITIVE
ENERGY
TOGETHER[®]**

Take control of your energy use—
and your bottom line.

To get started, contact a program representative at 405.507.3015 or email sbdi.oge@oge.com.

Products and services are provided solely by approved participating Service Providers. OG&E does not sell goods or services in its energy efficiency programs.

Big savings for your small business

OG&E offers energy-efficient solutions for small business customers.



Program benefits

We'll provide you with everything you need to help your business achieve long-term energy savings, including:

- A no-cost, no-obligation lighting assessment to identify energy-saving opportunities
- Recommendations and estimates for energy savings, project costs and payback periods
- Installation of approved energy-saving equipment by a local, pre-qualified contractor
- Incentives paid directly to the contractor by the program to reduce your upfront cost

Eligibility

The program is open to any small commercial customers with a valid OG&E account meter and no more than 150 kW peak demand at any one facility.

Typical project scenario

To give you an idea of the potential savings available to you through the program, below is an example of some commonly proposed retrofits. The projected savings and costs for these retrofits are on the right.



EXISTING INTERIOR LIGHTING:

32 4ft 4-lamp fluorescent fixtures
16 60W incandescent bulbs
2 exit signs

INTERIOR LIGHTING RETROFIT:

32 4ft 36W LED fixtures
16 10W LEDs
2 LED exit signs

Incentives, actual savings and payback periods vary depending on the equipment installed, building characteristics, energy-use patterns, age of existing equipment, location and other parameters specific to the project.

OG&E

Example project by the numbers

20,671 kWh
total energy savings

2.96 kW
total peak demand savings

\$3,101
estimated incentives

\$1,611
net cost to customer

\$4,712
estimated project cost

9.35 months
project payback

\$2,067
estimated annual savings

Get started today

- 1 Contact a participating contractor to verify your eligibility with your customer account number.
- 2 The participating contractor will provide a no-cost walkthrough assessment of your facility.
- 3 Review your energy-saving proposal and sign the customer proposal to approve the recommended measures.
- 4 The participating contractor will install the approved measures within 60 days of receiving the signed agreement.



Small Business Direct Install Program

CONTRACTOR PARTICIPATION AGREEMENT

COMPANY INFORMATION			
My company is applying to be a participating contractor in the following programs (check all that apply): <input type="checkbox"/> Small Business Direct Install®			
Business Name:	Contact Name:		
Business Address:			Number of Employees:
City:	State:	Zip:	
Email:	Office Phone:	Mobile Phone:	
CERTIFICATION(S) & EXPERIENCE			
I am currently certified and have received training in the following areas (check all that apply):			
<input type="checkbox"/> Appropriate State Licensure <input type="checkbox"/> I have attached a copy of the certification(s) checked above to this application.			
I currently own and use the following tools required to perform air and duct sealing (check all that apply):			
<input type="checkbox"/> iOS Mobile Device (iPad/iPhone)			
I am currently experienced and ready to perform the following services. I acknowledge that some of these program measures require additional training verification (check all that apply):			
<input type="checkbox"/> Lighting Controls and Retrofits	<input type="checkbox"/> HVAC/Chiller Controls and Equipment Replacement	<input type="checkbox"/> VFD and Motor Retrofits and Installation	<input type="checkbox"/> WWTP Upgrades
<input type="checkbox"/> Window Film Installation	<input type="checkbox"/> Data Center Upgrades	<input type="checkbox"/> Industrial Process or Equipment Upgrades	<input type="checkbox"/> Other:
<input type="checkbox"/> Refrigeration Retrofits	<input type="checkbox"/> Kitchen Upgrades and Appliances	<input type="checkbox"/> Air Compressors	
BUSINESS CAPABILITY:			
I confirm that I have the following to demonstrate business capability (not applicable for architectural or engineering firms):			
<input type="checkbox"/> Satisfactory Dun and Bradstreet Rating DUNS ID:			
Or at least <u>TWO</u> of the following:			
<input type="checkbox"/> Banking reference*	<input type="checkbox"/> Three professional/trade references*	<input type="checkbox"/> Principals of Company have satisfactory credit score/no outstanding liens/judgments*	
<i>*Use table below to complete required reference or principal information</i>			
Banking Reference:			
Email:		Phone:	
Address:			
Reference/Principal Name 1:			
Email:		Phone:	
Address:			
Reference/Principal Name 2:			
Email:		Phone:	

Address:	
Reference/Principal Name 3:	
Email:	Phone:
Address:	

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INSURANCE:		
<p>Contractor and any of its subcontractors shall maintain the following types of insurance at the following minimum levels of coverage for the life of this Agreement:</p> <ul style="list-style-type: none"> · Commercial General Liability covering bodily injury and property damage, minimum \$1,000,000 aggregate and per occurrence · Automotive Liability covering owned, non-owned and hired vehicles, minimum \$1,000,000 combined single limit · Workers' Compensation in accordance with statutory minimums, but including no less than Employer's Liability minimum \$500,000 aggregate and \$100,000 per occurrence and per employee <p>Contractor and subcontractors shall maintain any claims-based policy for at least three (3) years after the expiration or termination of this agreement. Each certificate of insurance shall list CLEAResult and Sponsor (as defined below) as additional insured on a primary, non-contributory basis. Contractor and subcontractors shall waive all rights of recovery against CLEAResult, Sponsor, and any of their respective affiliates for any loss or damage covered by the policy. Evidence of this requirement shall be noted on all certificates of insurance provided to CLEAResult.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> Contractor certificate of insurance is attached

Program Overview

From January 1st, 2021, until December 31st, 2021, CLEAResult is implementing the Small Business Direct Install ("SBDI") Program (the "Program") to encourage improvements in the energy efficiency of Lighting, Refrigeration, HVAC and other related measures installed in commercial buildings located within Oklahoma Gas and Electric Company's ("OG&E") service territory.

This Program is funded by the Oklahoma utility ratepayers under the auspices of the Oklahoma Corporation Commission ("OCC") and administered by OG&E. CLEAResult is in the business of implementing energy efficiency programs funded by utility ratepayers such as OG&E's ratepayers. CLEAResult is responsible for recruiting qualified and appropriate licensed contractors to perform services under the Program and manage the implementation of the Program. The Program pays contractors incentives to provide Energy Efficiency Measures ("EEM"), that is, to provide products or services to customers that save energy and reduce energy demand.

Enrollment Instructions

- Step 1:** Complete a Contractor Participation Agreement. **Step 2:** Complete a W-9
- Step 3:** Submit completed Contractor Participation Agreement, W-9, certificate of insurance, and copies of required licenses and/or training certificates (if applicable) via email or mail:

Email: oge.ok.sbdi@clearesult.com

Mail: SBDI
 CLEAResult
 210 Park Ave
 Suite 1000
 Oklahoma City, OK 73102

Step 4: Submit certificates of insurance and copies of required licenses and/or training certificates (if applicable) at least annually, and upon any material revisions or cancellations, to CLEAResult via email or mail listed above.

After your Agreement is received, a Program representative will contact you to confirm receipt and continue the enrollment process. Contractors do not become participating contractors until they complete required administrative and

field trainings and receive confirmation of participation from the Program manager. Contractor eligibility is at the sole discretion of the Program. Participation in the Program and this Contractor Participation Agreement are subject to the CLEAResult Standard Terms and Conditions for Participating Contractors.

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CONTRACTOR AGREED AND ACCEPTED	
I have read and understood the Contractor Participation Agreement and the CLEAResult Standard Terms and Conditions for Participating Contractors and certify that the information I have provided is true and correct.	
Signature:	Date:
Name (printed):	Title:
CLEAResult CONSULTING INC., AND/OR AN AFFILIATE THEREOF AGREED AND ACCEPTED	
Signature:	Date:
Name (<i>printed</i>):	
Title:	

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STANDARD TERMS AND CONDITIONS FOR PARTICIPATING CONTRACTORS

These CLEAResult Standard Terms and Conditions for Participating Contractors and the Contractor Participation Agreement (collectively, the “**Agreement**”) are made and entered into by and between CLEAResult Consulting Inc., a Texas corporation and/or an affiliate thereof (“**CLEAResult**”), and _____ (“**Contractor**”). CLEAResult administers the Small Business Direct Install Program (the “**Program**”) on behalf of Oklahoma Gas and Electric Company (“**Sponsor**”) to provide energy efficiency services to eligible Sponsor customers (each, a “**Customer**”). The parties hereby agree as follows:

1. **TERM.** This Agreement is effective upon the date it is executed by both parties and will continue for the duration of the Program (the “**Program Period**”), unless earlier terminated in accordance with the provisions in this Agreement.
2. **ELIGIBILITY.** The Program determines eligibility of contractors at its sole discretion. CLEAResult may request from Contractor verification of its eligibility requirements at any time during the Program Period. Contractor acknowledges and agrees that participation in the Program shall not constitute an endorsement by CLEAResult of Sponsor of Contractor or Contractor’s services.
3. **PROGRAM MATERIALS.** CLEAResult will provide the Contractor with branded Program materials, as applicable, and Customer data exclusively for use for the Program and during the Program Period. Contractor shall not use the trademarks, logos or other intellectual property of CLEAResult, Sponsor or any of their affiliates without prior written approval by CLEAResult or Sponsor, as applicable.
4. **INSPECTIONS.** CLEAResult or Sponsor may inspect any or all work performed by Contractor, with or without notice to Contractor, and by any means CLEAResult or Sponsor may select, including accompanying Contractor to a Customer’s location. Failure of Contractor to meet quality standards will be grounds for termination of this Agreement. Contractor agrees to cooperate with CLEAResult and Sponsor and use its best efforts to allow CLEAResult or Sponsor access to the Customer’s location for this purpose. Contractor also agrees to remedy any issue(s) arising from auditing and monitoring results at no additional cost within the timeframe provided by the Program.
5. **RECORDKEEPING.** Contractor shall maintain hard copy or digital records of all work performed and products installed under this Agreement for a minimum of three (3) years from the time the work is performed, including records of data collected, visits made, materials furnished

or installed, individual staff providing the services, costs incurred, invoices, and agreements. Copies of these records shall be made available to CLEAResult within five (5) business days upon request.

6. **INCENTIVE PAYMENT.** Contractor acknowledges that incentives will be paid by Sponsor only if: (a) Customer(s) and installed measure(s) or services meet the Program eligibility requirements and the requirements outlined by the Program; (b) measures are installed in eligible project sites; and (c) measures are installed at a project site that has not received incentives from any other of Sponsor's energy efficiency programs for the same measure(s). Contractor understands that Sponsor, in its sole discretion, may withhold incentive payments committed to a Customer and Contractor if a project site is proven ineligible or a project otherwise does not comply with the requirements set forth by the Program. If applicable, Contractor agrees that CLEAResult shall not make any incentive payment to Contractor until CLEAResult receives a corresponding payment from Sponsor. In addition, Contractor agrees that all incentives paid under this Program are available on a first-come, first-served basis until allocated funds are depleted.
7. **SERVICES AND MATERIALS WARRANTY.** Contractor shall warranty services and materials provided by Contractor and installed pursuant to this Agreement against any defect in materials, manufacture, design, or installation for a period of one (1) year for the latter of the date the materials are provided and/or installed.
8. **PERFORMANCE.** Contractor, its employees, agents and subcontractors, agrees that: (a) the services performed for a Customer through the Program shall be performed in a good workmanlike, skilled, and professional manner; (b) the services shall comply in all material respects with the specification and other requirements set forth in each applicable contract with a Customer and in strict accordance with the Program and this Agreement; (c) Contractor's performance of the services shall not violate any applicable law, rule, regulation, contracts with third parties; and (d) Contractor currently has in effect, and will keep in effect throughout the term of this Agreement, insurance in the forms and amounts and with insurance companies acceptable to CLEAResult in no event less than the minimum insurance levels set forth in this Agreement. Contractor is solely responsible for any damage incurred by Customer as a result of Contractor's services under the Program. Neither CLEAResult nor Sponsor is responsible for Customer complaints or damages.
9. **CONFIDENTIALITY.** Contractor will have access to Confidential Information (as defined below) by participating in this Program. Contractor will not use any Confidential Information for any purpose other than as needed to perform Contractor's obligations in connection with this Agreement and the Program.
 - a. Contractor will hold all Confidential Information in strict confidence and will not disclose any Confidential Information to any person other than to its employees and independent contractors who: (a) have a "need to know;" (b) have been advised of the confidential and proprietary nature of the Confidential Information; and (c) are subject to confidentiality obligations at least as protective of the Confidential Information as that set forth in this Section; except as compelled by court order or otherwise required by law. If Contractor is required by law to disclose Confidential Information, Contractor will immediately notify CLEAResult and cooperate with CLEAResult to obtain a protective order or other appropriate remedy to maintain the confidentiality of the information. Contractor agrees to comply with the Data Security Policy, attached and incorporated as Exhibit A.
 - b. The term "**Confidential Information**" means all Customer data and all information and materials relating to CLEAResult's or Sponsor's business, in whatever form or medium, disclosed to or received by Contractor, whether visually, by perception, orally or in writing, whether disclosed before or after the Effective Date, and whether or not specifically marked or otherwise identified as "Confidential" or "Proprietary."

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10. **INSURANCE AND LICENSING.** Contractor shall provide CLEAResult with all applicable certificates of insurance for itself and any of its subcontractors before performing any work for the Program. Contractor will provide CLEAResult with updated insurance certificates as appropriate but no less frequently than every time a policy required under this Agreement is renewed or modified. Contractor shall provide CLEAResult with at least thirty (30) days' prior written notice before an insurance policy required by this Agreement is reduced, cancelled, or expires. At all times during the Program Period, Contractor and its agents and subcontractors shall retain all necessary licensures, certification, training, and other requirements as deemed necessary by law, the Program policies and guidelines, and all relevant documentation pertaining to the installation of the energy efficiency measures, and will provide immediate access to such documentation to CLEAResult and Sponsor upon request.
11. **MECHANICS LIENS.** Contractor shall not file any lien or claim against any Customer's property and shall keep each Customer's property free of liens and claims filed by subcontractors and vendors of subcontractors and others claiming by or through Contractor, and shall defend, indemnify, and hold CLEAResult, Sponsor, and any Customer harmless from all expenses and losses incurred as a result of any such liens of claims. If a lien or claim is filed by a vendor or subcontractor, Contractor shall cause such lien to be discharged or bonded off within fortyeight (48) hours of notice by CLEAResult. If contractor fails to do so, CLEAResult may, without prejudice to any other remedies available at law, pay all sums necessary to obtain a release or discharge of such lien and deduct those sums, including costs, expenses, and reasonable attorney's fees, from amounts due or to become due to Contractor.
12. **INDEPENDENT CONTRACTOR.** Contractor is an independent contractor in relation to CLEAResult and Sponsor and is voluntarily participating in the Program to deliver the services as outlined by the Program directly to Customers. This Agreement shall not create the relationship of employer and employee, a partnership, or a joint venture. CLEAResult and Sponsor shall not control or direct the details or the means by which Contractor performs any services under this Agreement. Contractor will pay all of its administrative, overhead, and other costs, including withholding taxes, social security, unemployment, disability, health, workers' compensation, or other insurance coverage.

Contractor understands that participation in the Program does not constitute an endorsement of any kind on the part of CLEAResult or Sponsor and shall not state or imply any such endorsement, either directly or indirectly, in written or verbal form.

13. **INDEMNITY; LIMITATION ON DAMAGES.** Contractor shall defend, protect, indemnify, and hold harmless Sponsor and CLEAResult, their respective officers, directors, agents, and employees, and each of their parents and affiliates, and each of their respective officers, directors, agents, and employees (collectively, the “**Indemnified Parties**”) from and against any and all claims, losses, expenses, attorneys’ fees, damages, demands, judgments, causes of action, suits, and liability in tort, contract, or any other basis and of every kind and character whatsoever, whether actual or alleged (“**Claims**”), arising out of Contractor’s, or its agents or subcontractors, acts or omissions, including but not limited to any violation of labor or employment laws, incident to or related in any way to, directly or indirectly, the services provided in connection with the Program or this Agreement. Contractor acknowledges and agrees that with respect to any Claims brought against the Indemnified Parties, Contractor will be required to waive as to the Indemnified Parties any defense it may have by virtue of the Workers’ Compensation Laws of any state, to the extent allowed by law. CLEAResult AND SPONSOR SHALL NOT BE LIABLE FOR INDIRECT, SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES ARISING OUT OF OR RELATED TO THIS AGREEMENT OR THE PERFORMANCE OF THIS AGREEMENT, INCLUDING BUT NOT LIMITED TO, LOSS OF ANTICIPATED REVENUE, PROFITS, OR GOODWILL, WHETHER ARISING IN NEGLIGENCE, BREACH OF CONTRACT, OR UNDER STATUTE OR RULE. The parties agree that Sponsor is a third-party beneficiary of this Section. Contractor agrees that CLEAResult shall be entitled to set-off, against the amounts that it is required to pay Contractor, the amount of any indemnification to which it is entitled under this Section 13.
14. **TERMINATION.** Contractor agrees that CLEAResult may terminate this Agreement at any time and for any reason, including, without limitation, for Contractor’s noncompliance with the Program guidelines, any law, or any provision of this Agreement. Upon termination of this Agreement, Contractor shall immediately cease participating in the Program. CLEAResult will not pay Contractor any incentives for posttermination activity. In the event of termination for cause, Contractor shall be liable to the Program for any and all damages sustained by reason of the default that gave rise to termination. In the event either party terminates this Agreement, CLEAResult shall have the right to assign to another contractor the responsibility for completion of any work not completed by Contractor prior to the effective date of termination in compliance with this Agreement prior to the date of termination. Contractor agrees that CLEAResult may withhold payments for work completed by Contractor for a period of up to one (1) year from the effective date of termination, or expiration of this Agreement, to ensure funding is available for any damages, claims, or deficiencies discovered after termination or expiration. If the amount of CLEAResult’s claims or damages against Contractor exceeds the unpaid amount earned by Contractor, CLEAResult shall notify Contractor, and Contractor shall pay CLEAResult the difference within thirty (30) days after receipt of such notification.
15. **NOTICE.** Any notice required to be given under this Agreement shall be deemed given when placed in the mail and mailed by overnight registered mail via a nationally recognized courier (e.g., USPS, FedEx, UPS) and postage prepaid. Notice to CLEAResult shall be to Attn: Legal Department, 100 SW Main St., Suite 1500, Portland, OR 97204. Notice to Contractor shall be to the address provided above.
16. **MISCELLANEOUS.** This Agreement shall be governed by and construed under the laws of the State of Oklahoma, without regard to conflict of law rules. Any dispute or claim that relates to this Agreement shall be resolved by arbitration by the American Arbitration Association in accordance with its Commercial Arbitration Rules and Judgment upon the award rendered pursuant to such arbitration may be entered in any court with jurisdiction. The parties acknowledge that mediation helps parties settle their disputes and any party may propose mediation whenever appropriate through the American Arbitration Association or any mediator selected by the parties. Contractor shall not assign or this Agreement or any of its duties hereunder without the prior written permission of CLEAResult pursuant to the Subcontractor Authorization Form, attached and incorporated as **Exhibit B**. The failure of either party to enforce strict performance by the other of any provision of this Agreement, or to exercise any right available to the party under this Agreement, shall not be construed as a waiver of such party’s right to enforce strict performance in the same or any other instance. This Agreement supersedes all previous signed agreements between the parties and sets forth the entire agreement of the parties with respect to the subject matter hereof and may not be altered, changed abridged or amended other than in writing signed by the parties.

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EXHIBIT A – DATA SECURITY POLICY

1. **Applicability.** This Data Security Policy applies to the use and storage of any “Program Data,” which shall mean:
 - a. All data or information provided, transferred, uploaded, migrated or otherwise sent to Contractor by or on behalf of CLEAResult or Sponsor in connection with this Agreement or a Program; and
 - b. Any account number, forecast, or other similar information of any customer of Sponsor disclosed to or otherwise made available to Contractor by or on behalf of CLEAResult, Sponsor, or any customer of Sponsor.
2. **Use and Storage of Program Data**

- a. Contractor will comply with (i) all applicable international, federal, state, provincial and local laws, rules, regulations, directives and governmental requirements currently in effect and as they become effective relating in any way to the privacy, confidentiality or security of Program Data (“Privacy and Data Security Law”), and (ii) all applicable industry standards concerning privacy, data protection, confidentiality or information security.
 - b. Contractor shall not store, maintain or process any Program Data outside the country.
3. Implementer System Access. Contractor agrees that it may have access to CLEARResult’s network, including but not limited to any server, intranet, or other type of information storing and sharing device or conduit owned or operated by CLEARResult (the “Network”), solely for the purpose of meeting its obligations under the agreement. Contractor agrees that access for other purposes, or the use of the Network to access other networks, is not permitted and that Contractor is responsible and liable for all damages or unauthorized access resulting from these actions. Such activity will result in the discontinuation of any and all connections to the Network and termination of the Agreement. Contractor agrees that any use of the Network will be solely for necessary business purposes. Contractor and its employees shall not introduce any viruses, worms, Trojan horses or other bugs or errors in the network. CLEARResult reserves the right to monitor Contractor’s use of the Network. Contractor further agrees that any information that it obtains from access to the Network is Program Data. CLEARResult and Contractor agree that, in the event of a breach or threatened breach of this section, CLEARResult shall be entitled to specific performance of the provisions of this Data Security Policy and the Agreement, including an injunction prohibiting any such breach. Any such relief will be in addition to and not in lieu of any other appropriate relief in the way of money damages or otherwise. CLEARResult reserves the right, in its sole discretion, to terminate Contractor’s access to and use of the Network at any time, for any reason, and without notice to Contractor.
4. Security Controls
 - a. In addition to any other requirements set forth herein, Contractor will establish and implement appropriate administrative, technical and physical safeguards (i) to ensure the security and confidentiality of Program Data, (ii) to protect against any anticipated threats to the security or integrity of Program Data, and (iii) to ensure that Program Data is not disclosed contrary to the provisions of this section or any applicable Privacy and Data Security Law.
 - b. In addition to the specific requirements of this section, Contractor will develop, implement and maintain a comprehensive data and systems security program (“Security Program”). Such Security Program shall include, but shall not be limited to, reasonable and appropriate technical and organizational security measures, procedures and practices against the destruction, loss, unauthorized access or alteration of Program Data, including but not limited to:
 - i. Written policies regarding information security, disaster recovery, third-party assurance auditing, penetration testing; ii. Password protected workstations at Contractor’s premises, any premises where the Contractor is performing its obligations under the agreement, and any premises of any third party who has access to Program Data;
 - iii. Encryption of Confidential Information (as defined in the Agreement), including but not limited to any personally identifiable information of customers of Sponsor; and
 - iv. Measures to safeguard against the unauthorized access, destruction, use, alteration or disclosure of any Program Data including, but not limited to, restriction of physical access to Program Data, implementation of logical access controls, sanitization or destruction of media.
5. Security Breach. Contractor shall notify Implementer immediately (and, in any case, within twenty-four (24) hours) in writing of any actual, threatened or imminent breach of this Data Security Policy (regardless of whether there is any identified disclosure, compromise, loss, or damage to Program Data) or any other unauthorized use, disclosure or acquisition of or access to, or loss of any Program Data of which Contractor becomes aware. Such notice will summarize in reasonable detail the effect on CLEARResult, Sponsor, and customers of Sponsor, if known, of the breach or unauthorized use, disclosure or acquisition of, or access to, or loss of any Program Data and the corrective action taken or to be taken by Contractor. Contractor will promptly take all necessary corrective actions, and will cooperate fully with CLEARResult in all reasonable and lawful efforts to prevent, mitigate or rectify such breach or unauthorized use, disclosure, acquisition, access or loss, all at Contractor’s sole expense, including developing and distributing notices, in writing, to affected persons as required by applicable law, rule, regulation or order or as Implementer may otherwise deem necessary or advisable.

By signing below, _____ (“Contractor”) requests and CLEARResult Consulting Inc. (“CLEARResult”) consents to Contractor engaging with _____ (“Subcontractor”) to perform services subject to the Contractor Participation Agreement, dated _____, between Contractor and CLEARResult (the “Agreement”), subject to the terms and conditions of this Subcontractor Consent Form (this “Form”). Any capitalized terms not defined in this Form shall have the meaning described in the Agreement.

1. Effective Date. This Form is effective upon signature by both parties.
2. Contractor Warranty. Contractor represents and warrants that Subcontractor shall not perform any Work until Subcontractor has signed a written agreement to meet the obligations of Contractor under the Agreement. Contractor shall remain liable to CLEARResult and Sponsor for any failure of Subcontractor to comply with the Agreement.
3. Subcontractor Insurance. Contractor shall provide to CLEARResult a certificate of insurance for Subcontractor that meets the requirements of the Agreement, including but not limited to each minimum coverage amount specified in the Agreement and including CLEARResult as an additional insured.

CLEARResult

Contractor

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____