

# Continuous optimization program

## Application process & project timeline

1	Your Key Account Manager (KAM) or Regional Energy Manager (REM) will discuss eligible projects for participating.	
2	Customer to discuss their payment option with their service provider as follows: 1. Traditional payment to the customer 2. Direct payment to the <b>service provider</b>	<b>Recommission Offer</b>
3	Customer to choose an approved service provider and request a proposal that indicates the payment option.	
4	Your KAM or REM will complete your application once the required documents indicated below have been received:	
	<input type="radio"/> Completed <b>Continuous Optimization application form.</b>	Required
	<input type="radio"/> A <b>Proposal</b> from an approved Service Provider	Required
5	Receipt of Application submitted for processing	Email will be sent
6	Agreement issued for signature and returning. Project may commence once customer signed agreement returned to BC Hydro	Within 60 days
7	Investigation Phase deliverables to be submitted to your KAM or REM by due date specified in Agreement:	
	<input type="radio"/> <b>Recommissioning Workbook, Recommissioning Report and Savings Calculation Spreadsheet</b>	By date specified in Agreement
	<input type="radio"/> Invoices to be submitted upon BC Hydro approval of the deliverables as follows: Traditional payments: Submit invoices with proof of payment to your KAM or REM. Direct payments: Service Provider to submit invoice(s) to <b>COP.Operations@bchydro.com</b>	Within 90 days
	<input type="radio"/> Payments will be issued upon BC Hydro approval of evidence and invoice(s) as follows: 75% payment	Within 30 days
8	Implementation/Completion Phase deliverables to be submitted to your KAM or REM by due date specified in Agreement:	
	<input type="radio"/> Updated <b>Recommissioning Workbook</b> , updated <b>Recommissioning Report with Training Completion Form</b> , and <b>Schedule B</b>	By date specified in Agreement
	<input type="radio"/> Invoices to be submitted upon BC Hydro approval of the deliverables as follows: Traditional payments: Submit invoices with proof of payment to your KAM or REM. Direct payments: Service Provider to submit invoice(s) to <b>COP.Operations@bchydro.com</b>	Within 90 days
	<input type="radio"/> Payments will be issued upon BC Hydro approval of evidence and invoice(s) as follows: Final 25% payment	Within 30 days

Note: All documents to be submitted to your KAM or REM.

We're working together to help B.C. save energy.