

Scope of Work for Vending Machine Program Development

1. Purpose

The purpose of the project is to develop recommendations and supporting documentation for potential energy-efficient vending machine program or programs which could be implemented on a region-wide basis in the Pacific Northwest. The development of recommendations will be based on the market characterization study completed in a previous phase of the Regional Technical Forum (RTF) vending machine project, and referred to here as the Market Characterization Report.¹

2. Study Kick-Off Meeting and Identification of Initial Alternatives

The contractor will meet with RTF Vending Machine Study Group and present and discuss a proposed project work plan. To develop the work plan the contractor will develop initial program design alternatives which target a significant volume of cost-effective energy savings and avoid high free-ridership.

The initial program alternatives will be based on program ideas identified in the Market Characterization Report and discussed with the RTF Vending Machine Study Group on September 7, 2007. Alternatives should be based on market-ready technologies and measures applicable to the key target stocks of vending machines in the region and on the market structures and potential market channels identified in the Market Characterization Report. Program alternatives can include both pilot and acquisition programs.

Based on comments and discussion during the kick-off meeting a final work plan will be developed that will become part of the contract and will be the basis for all study activities.

Deliverables:

- Initial matrix of promising program alternatives
- Identification of needed market and technology research required to develop refined estimates of programmatic costs, achievable savings, and achievable penetration rates over time for promising program alternatives
- Work plan and budget

¹ “Characterization and Energy Efficiency Opportunities in Vending Machines for the Northwestern US Market” Prepared for: Northwest Power and Conservation Council Regional Technical Forum, July 24, 2007. Prepared by Hossein Haeri and Doug Bruchs of Quantec, LLC and Dave Korn, Shawn Shaw, and John Schott of The Cadmus Group, Inc.

3. Market Research

The contractor will conduct further market research as identified in the revised work plan to refine program approaches and estimate savings potential, penetration rates and program cost. This may include identifying the fraction of machines refurbished annually, the potential for in-field retrofits of certain measures, the willingness of bottlers to participate in early-retirement programs and investigation of program marketing approaches.

Deliverables:

- Market research results

4. Technology Research

The contractor will provide estimates of energy savings potential, costs, and customer acceptance of measures, from independent laboratory tests and in-field testing for the most promising measures.

Deliverables:

- Refined cost and savings estimates for vending machine measures
- Results of customer acceptance tests

5. Test Program Design Alternatives with Potential Partners

The contractor will interview and consult with key bottlers and other potential program partners to find what alternatives are most attractive and how programs would be best structured

Deliverables:

- Results of interviews
- Recommendations based on interviews

6. Analyze Program Alternatives and Develop Recommendations

The contractor will prepare a report for the RTF study manager which summarizes the findings of the research and program design analysis and makes recommendations for program deployment.

The reports must be provided in draft form to the RTF study manager. This draft will be reviewed and commented on by RTF staff, funding utility staff and other parties deemed appropriate by the RTF. Based upon these comments, the contractor will make revisions and deliver to the RTF a final version of the report. Achieving an acceptable final report may take more than one iteration between the Contractor and the RTF. Where applicable, data, phone conversations, non-confidential sources, publications, and other media used in the report must be referenced and cited. (It is anticipated that any respondents or sources can be promised confidentiality in terms of attribution of responses.) Findings and conclusions will

be based on the information collected by the evaluator and referenced in the report. The use of tables and graphs is recommended for material that does not lend itself well to narrative form, as well as for important findings. All evaluation reports must include, at a minimum, an executive summary, methodologies, findings, and recommendations sections.

The contractor will submit monthly Status Reports outlining progress by task and discussing any problems encountered and/or resolved. The status report will include a schedule for planned future activities. These reports are due by the 10th of every month and should accompany the invoice, starting with the first month after the final work plan has been delivered.

Deliverables:

- Final program design report
- Monthly status reports

Budget