

# **Energy Trust of Oregon**

## **Interactive Web Forms Design, Development and Maintenance Request for Qualifications**

**RFQ Submission Deadline:**

**December 15, 2017, 5:00 p.m. (PDT)**

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# 1. Introduction

Energy Trust of Oregon, Inc. (Energy Trust) is issuing this Request for Qualifications (RFQ) as a means of considering selection of a consultant to provide services related to the design, development and maintenance of the organization’s interactive web forms (“Consultant”). Respondents should provide information about their qualifications to provide such services, as well as their approach to the architecture and redevelopment of Energy Trust’s existing interactive web forms. For the purpose of this RFQ, an interactive web form is a form that is presented on-screen within a web browser via HTML and CSS utilizing HTML form functions. Submitting an interactive web form transmits the data from the form to an Energy Trust database via an Energy Trust-maintained web service.

## 1.1 Key Dates

Key dates associated with this RFQ are listed below.

RFQ Posted	November 15, 2017
Questions and requests for clarification due	November 22, 2017, 5:00 p.m.
Question and Answer responses posted	December 1, 2017, 5:00 p.m.
RFQ response submission deadline	December 15, 2017, 5:00 p.m.
Potential respondent interviews	Week of January 8, 2018
Energy Trust vendor decision communicated	January 24, 2018

All times listed are Pacific Standard Time (PST).

## 1.2 About Energy Trust

Energy Trust is an independent nonprofit organization selected and overseen by the Oregon Public Utility Commission (OPUC) to help Oregon utility customers save energy and generate renewable power. Energy Trust’s services, cash incentives and energy solutions have helped participating customers of Portland General Electric, Pacific Power, NW Natural, Cascade Natural Gas and Avista save nearly \$2.3 billion on their energy bills. The cumulative impact of the organization’s leadership since 2002 has been a contributing factor in the region’s low energy costs and in building a sustainable energy future.

Energy Trust operates under a [Five-Year 2015-2019 Strategic Plan](#) that sets aggressive savings and generation goals. The plan includes strategies for continuously improving program designs and services, managing the total cost of delivering energy efficiency, expanding customer participation, and replenishing the energy-efficiency resource through a portfolio of new technologies and product development strategies.

## 2. About Energy Trust's Web Forms and Systems Environment

Energy Trust maintains and uses more than 350 forms to manage transactions in the course of its operations. Of those forms, six have been developed as interactive web forms in a .NET environment with connections to Energy Trust data systems via REST web services maintained by Energy Trust IT staff. An additional nine interactive web forms are used as lead generation or contact management tools or to allow a customer to check the status of an incentive application. The remainder of Energy Trust's forms are used electronically in PDF, DOC or Excel format.

Energy Trust utilizes three primary systems – Microsoft Dynamics Great Plains, Microsoft Dynamics CRM, and a proprietary system called Project Tracking ( a browser-based application utilizing IIS, built on a .Net backend and an AngularJS front-end). Incentive projects are recorded in Project Tracking and connected to customer, contractor, and site information from CRM. Incentive invoices are created in Project Tracking and imported via econnect into Great Plains. All nonincentive payables transactions originate in Great Plains. All payments are generated from Great Plains.

The organization also utilizes SharePoint for sharing documents, as a resource for employees, and to facilitate project team collaboration.

### 2.1 Interactive Web Forms Covered by this RFQ

There are six interactive web forms integrated with Energy Trust systems that will be supported by the Consultant. The following chart provides an overview of each of these web forms with its approximate annual volume of submissions.

Webform Name and Description	Approximate Annual Volume
<a href="#"><u>Energy Saver Kits</u></a> Qualified customers request a box containing energy efficient LEDs and water-saving showerheads and aerators. An administrator version of this form also exists and allows program staff to bypass address and utility verification.	30,000
<a href="#"><u>Existing Single Family Incentives</u></a> Homeowners and contractors request incentive payments for installing energy efficiency improvements in a home. An administrator version of this form also exists and is used by program staff for data entry of forms sent electronically or printed.	17,000
<a href="#"><u>Appliances</u></a> Customers request incentive payments for purchasing and installing qualified energy efficient appliances. This form will be decommissioned by the end of 2018.	4,000
<a href="#"><u>Smart Thermostats</u></a> Homeowners and multifamily property owners/managers request an incentive payment for purchasing and installing a qualified smart thermostat.	4,000
<a href="#"><u>Do Not Contact</u></a> Utility customers request to be removed from Energy Trust marketing and mailing lists.	<1,000

<a href="#">Document Append</a> Customers who have previously submitted a web form may submit additional documentation, such as invoices or receipts, that is appended to their application using a confirmation code.	N/A
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Energy Trust also maintains a number of contact/lead generation interactive web forms in WordPress that are not included in the scope of this RFQ and are maintained by Energy Trust's web team with support from an external website development vendor. Other interactive web tools on the Energy Trust website, such as the Find A Contractor tool and Energy Payback Estimator are also not included in the scope of this RFQ.

## 2.2 Interactive Web Form Architecture

Energy Trust's interactive web forms are built on a code foundation of Web API, ASP.NET with Entity framework and MVC. The webforms consultant is currently responsible for hosting and maintaining forms on an Azure virtual machine.

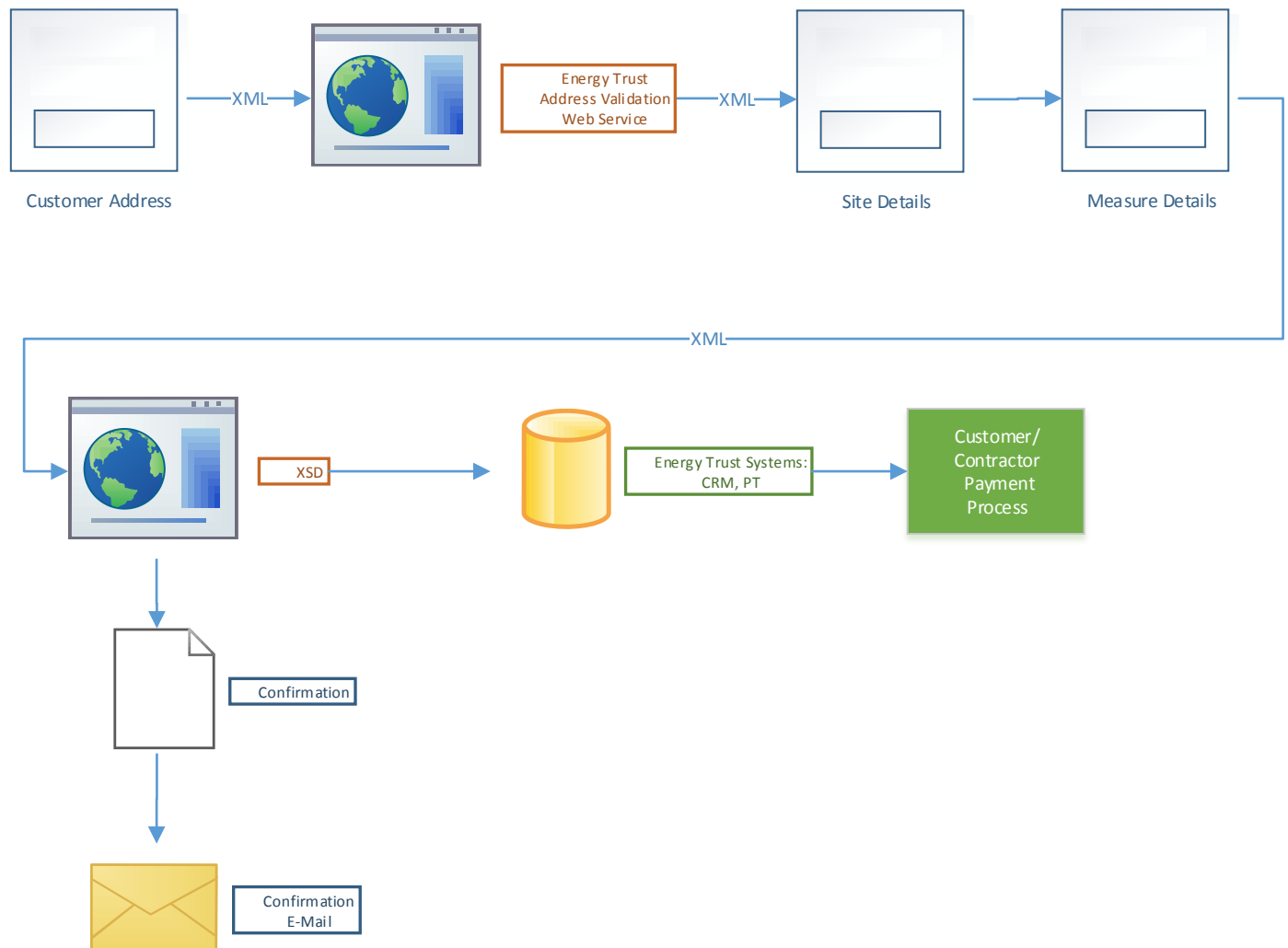
In order to qualify applicants during the application process, Javascript front-end validations are used to verify the customer's service address and utility. All gathered information is also validated on the back end prior to submission of the form.

Interactive web form configuration data is stored using SQL DB. This includes data such as promo codes, measure codes, T&C versions, utility providers, and incentive information relevant to the form being used by a customer.

Upon completion, the web form transmits XSD data to Energy Trust data systems via web services maintained by Energy Trust's IT group. The web form also sends the customer a confirmation e-mail with a summary of the submission as well as confirmation codes for each project generated by Energy Trust web services. Customers may use the confirmation codes to verify payment status using the "Check Status" web form.

Figure 1 depicts the flow of data from the customer through submission.

Figure 1



## 2.3 Scope of Services

Energy Trust seeks information about qualifications of firms and individuals able to provide the specific services summarized below. Energy Trust is considering selecting a single individual or firm to provide these services.

### Technical Qualifications

- Demonstrated understanding of HTML, CSS and JavaScript. Experience with HTML5, CSS3 and JavaScript preferred.
- Previous experience developing with JQuery (including JSON via AJAX) or similar framework.
- Recent experience developing integration with REST services.
- Experience developing interactive web forms that utilize current design best practices (including responsive designs for desktop, mobile, tablet).

- Experience developing web sites that comply with WC3 Priority 1 Accessibility Guideline and Section 508 of the US Rehabilitation Act to provide optimal accessibility to users.
- Experience delivering large scale projects that included collaborating with a hybrid-team consisting of client-side web teams and 3rd party CMS/vendor solutions.

#### Essential Functions

- Designs web interfaces, forms and processes to integrate data from backend systems
- Produces demonstration user interfaces including wireframes and clickable prototypes
- Designs, develops, tests, and deploys user interfaces to meet Energy Trust requirements and utilizes best practices for web form user experience, including responsive design and accessibility
- Proactively focuses on code quality and considers end-user performance and device
- Secures development with best practices per OWASP and other sources in order to protect Energy Trust data
- Maintains production hosting environment on Azure
- Maintain separate testing and development environments to allow Consultant and Energy Trust staff to conduct testing and quality assurance
- Performs extensive QA testing prior to providing beta code for client-side UAT
- Maintains a task ticketing and management system, such as Jira, accessible to Energy Trust web and IT staff
- Utilizes an agile development methodology for the planning, design, development, testing and deployment of new or modified code throughout the year
- Monitors active web forms for errors and XML transmission failures, alerts Energy Trust staff when issues are detected and proactively implements fixes
- Provides customer service function to Energy Trust staff as needed, Monday-Friday 7am-6pm PST, via service level agreement (SLA). In some instances, weekend support may also be required such as during planned systems outages. Most tasks will be assigned via email or the aforementioned ticketing system maintained by the Consultant. In instances of emergency or outage or for tasks requiring more detailed explanation, telephone will be used. We request a standard customer-based SLA and the number of cases per month is expected to be between 10 and 20.

### **3. Submission Outline**

Responses to this RFQ should be organized according to the following guidelines and submitted by the deadline indicated in Section 1 (Key Dates). Responses should be a maximum length of ten pages (see Section 3.2 below).

Respondents should submit all responses electronically via e-mail to Sloan Schang, Sr. Web Manager at [sloan.schang@energytrust.org](mailto:sloan.schang@energytrust.org). The electronic copy should be submitted as a PDF or secure Word file. Please clearly indicate “RFQ Response” in the subject line of the email submission.

Questions or requests for clarification about this RFQ should be submitted in writing. Verbal requests cannot be accommodated. Submit RFQ questions and clarification requests via email



to Sloan Schang at [sloan.schang@energytrust.org](mailto:sloan.schang@energytrust.org) by the due date indicated in Section 1 (Key Dates). Please clearly indicate “RFQ Question/Request for Clarification” in the subject line of the email submission.

Energy Trust will post all written questions and answers to the RFQ website page by the due date indicated in Section 1 (Key Dates).

Respondents may inquire about the status of their response (i.e. verify Energy Trust receipt) via email ([sloan.schang@energytrust.org](mailto:sloan.schang@energytrust.org)). Please clearly indicate “Request to Verify RFQ Submission Receipt” in the subject line of the email submission.

All respondents will receive notification when a Consultant has been selected.

### 3.1. Signature Page and Cover Letter

In order for Energy Trust to consider responses, respondents must submit the Signature page attached to this RFQ as Appendix A as the cover page to its response. The Signature page must be signed by a duly authorized officer or agent of the respondent company submitting the response. In addition, respondents may also include a one page cover letter describing their company’s background, proficiency and approach to providing the services in this RFQ. The signature page and cover letter do not count against the ten page RFQ response limit.

### 3.2. Response Contents and Format

Proposals should be formatted on an 8.5x11 page size and should not be more than 10 pages in length. Proposals should provide information addressing each of the following categories:

#### 3.2.1 Consultant Background

Describe the respondent’s background in providing web form design, development and maintenance services, including company size and office location, the amount of time the respondent has been providing web form design, development and maintenance services and any relevant experience in providing web form design and development services to previous clients.

#### 3.2.2 Team

Provide staff biographies for resource(s) respondent is proposing for this RFQ. Include specific skillsets and experience along with descriptions of engagements successfully completed with other clients.

#### 3.2.3 Scope Approach

Describe respondent’s capabilities and process for providing each of the requirements and functions listed in Section 3 (Scope of Services) above. Using the outline of the existing Energy Saver Kit interactive web form attached to this RFQ as Appendix B, describe in detail how you would develop the architecture and functionality and approximately how many hours would be required if you were asked to rebuild the web form.

#### 3.2.4 Cost Proposal

Disclose all costs associated with services described in this RFQ. Specifically include hourly rates for each team member providing services described in this RFQ and a cost estimate for rebuilding the Energy Saver Kit interactive web form in your own architecture.

### 3.2.5 References

Provide three (3) professional references including company name, contact name and title, contact phone and email and company address along with a short description of the staffing resources provided and the projects completed for each reference.

### 3.2.6 Disclosures

Disclose any direct or indirect, actual or potential conflicts of interest with Energy Trust.

## 4. Selection Process

An Energy Trust RFQ selection team will use the respondents' written proposals and in-person interviews to evaluate responses.

### 4.1 Consultant Selection Criteria

Consultant selection will be the sole responsibility of Energy Trust and will be undertaken at the sole discretion of Energy Trust. Responses may be eliminated from consideration at Energy Trust's sole discretion for any reason, but at a minimum, including but not limited to:

- The response is substantially incomplete or exceeds page limits
- The response does not address the objectives and requirements of this RFQ
- Response is inconsistent with Energy Trust policies or requirements
- A conflict of interest exists

The criteria expected to be used in the team's evaluation are below and some criteria may be given greater weight than others:

- Quality and completeness of consultant approach to the scope of services in Section 3
- Reasonable cost/fees that are competitive and clear
- Relevant experience of individuals, and individuals as a part of a team, assigned to this project
- Consultant's office location\*

*\*All responses are welcome regardless of geography and all responses that demonstrate qualifications outlined in the RFQ will have a fair opportunity to compete. It is Energy Trust policy that if price, fitness, availability and quality are otherwise equal, Energy Trust will give preference to a bidder whose goods or services are produced, acquired, or available in the state of Oregon.*

Energy Trust reserves the right to change the criteria used to evaluate responses.

### 4.2 Interviews

Energy Trust may request that one or more respondents visit Energy Trust's offices to discuss their qualifications with the RFQ selection team.

Energy Trust will not provide compensation for any costs related to presentations or demonstrations made in response to this RFQ. Energy Trust will schedule any presentations at mutually convenient times for Energy Trust and the respondents(s) within the defined period. Respondents should prepare for detailed questions about their company, team, relevant experience and proposed approach to the scope of services.

## 5. RFQ Governing Provisions

All responses to this RFQ are subject to the following provisions:

### 5.1 No Commitment to a Resulting Contract

This RFQ is issued as a means of technical discovery and information gathering. This RFQ is for planning purposes only and should not be construed as a solicitation nor should it be construed as an obligation on the part of Energy Trust to make any purchases. This RFQ should not be construed as a means to pre-qualify vendors. Energy Trust may utilize the results of this RFQ in drafting a competitive solicitation for services, products and/or equipment. Any future contract that may be awarded must comply with Energy Trust procurement requirements.

This RFQ does not constitute an offer by Energy Trust, nor does it commit Energy Trust to enter into a contract or similar undertaking with any of the respondents or any organization associated with any of the respondents. Energy Trust also reserves the right to suspend or modify the RFQ process or to issue a new RFQ for the services described that would supersede and replace this one. No binding obligation for any services will be created unless Energy Trust and concerned parties execute a binding written agreement duly authorized and signed by the parties.

### 5.2 Confidentiality

Except in the case of litigation or other legal disclosure and/or audit requirements, Energy Trust will not disclose information submitted in response to an RFQ to any third party.

### 5.3 Ownership of Responses

All materials submitted in response to this RFQ shall become the property of Energy Trust and will not be returned to the respondent.

### 5.4 No Verbal Addendums

Any clarification or interpretation of the RFQ documents shall be issued in writing by Energy Trust. No verbal agreement or conversation made or had at any time with any officer, agent or employee of Energy Trust, nor any oral representation by such party shall bind Energy Trust nor add to, detract from, affect or modify the terms of this RFQ. Any addendum to this RFQ will be in written form.

### 5.5 Respondent Costs

Any response to this RFQ will be prepared at the sole cost and expense of the respondent and with express understanding that there will be no claims whatsoever for reimbursement from Energy Trust.

## 5.6 Waiver of Claims

Respondents waives any right they might otherwise have to bring any claim, whether in damages or equity, against Energy Trust, Energy Trust Board of Directors or any of Energy Trust's agents, employees or contractors, with respect to any matter arising out of any process associated with this RFQ.

## 5.7 Energy Trust Rights Reserved

Energy Trust reserves the right, in its sole discretion, to reject any or all submissions in whole or in part, to waive any minor irregularities or informalities in a proposal, and to enter into any agreement deemed to be in its best interests. In addition to any other enumerated reserved rights and/or options as stated in this RFQ, Energy Trust may in its sole discretion do any one or more of the following:

- Disqualify responses that do not meet the guidelines;
- Issue additional subsequent solicitations for information or proposals, including withdrawing this RFQ at any time and/or issuing a new RFQ that would supersede and replace this one, or issuing a follow up solicitation;
- Vary any timetable or schedule, add or change any provisions discussed herein;
- Conduct any briefing session or further information gathering or solicitation process on any terms and conditions;
- Suspend or modify the RFQ process at any time.

## 5.8 Conflict of Interest

Respondents should disclose in their submitted response all direct or indirect actual or potential conflicts of interest it or any of its personnel may have with energy Trust. A "direct or indirect conflict" is defined as any situation in which an individual has or may be reasonably construed to have a direct or indirect personal or financial interest in any business affairs of Energy Trust, whether because of a proposed contract or transaction to which Energy Trust may be a party or may be interested or is under consideration, or whether such conflict is purely conceptual, because of similarity of business interests or affairs.

## 5.9 Additional Information

Energy Trust may request additional information.

## Appendix A: RFQ Response Cover Sheet and Signature Page

I, the undersigned declare that;

1. I am an authorized agent of the respondent listed below after "Respondent Firm Name" ("Respondent") and have authority to submit this submission on behalf of the Respondent.
2. The information provided in this response is true and correct to the best of my knowledge.
3. I have read this Request for Information in its entirety and agree unconditionally to all of its conditions and governing provisions.
4. The Respondent has not directly or indirectly induced or solicited any other respondent to submit a false or sham submission.
5. The Respondent has not solicited or induced any other person, firm or corporation to refrain from proposing to this RFQ.
6. The Respondent has not sought by collusion to obtain for itself any advantage over any other respondent or Energy Trust.
7. The Respondent's response is genuine; not made in the interest of, or on behalf of, any undisclosed person, firm or corporation; and is not submitted in conformity with an agreement of rules of any group, association, organization or corporation.
8. I authorize the representatives of Energy Trust to investigate the business history of the Respondent, its affiliates, and all associated partners, principals and management and authorize the release of all said information.
9. I agree that I will report immediately in writing to Energy Trust any changes to the information contained herein at any time while respondent's response is under consideration.

**The information contained in this response and any part thereof, including its exhibits, schedules and other documents and instruments delivered or to be delivered to Energy Trust, is true, accurate and complete. This response includes all information necessary to ensure that the statements therein do not in whole or in part mislead Energy Trust as to any material fact.**

Date: \_\_\_\_\_

Respondent Firm Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

## Appendix B: Example Energy Trust Interactive Web Form Content, Logic and Functionality

The following Appendix describes the current logic and functionality of the Energy Saver Kit interactive web form, which allows customers to order a custom kit of lightbulbs and other energy saving devices after validating their eligibility and choosing from a variety of options. All web services referenced in this description are maintained by Energy Trust's IT group.

### Energy Saver Kit (ESK) Order Form Requirements

The order form must validate the User's address using Energy Trust address validation web services.

- The address must be a valid address according to Google Smarty-Streets.
- The address may not be a PO Box.
- The address must be an Oregon customer of PGE, or Pacific Power or a customer of NW Natural (Oregon or Washington), Cascade Natural Gas, or Avista.

### Kit Configuration

The user is presented with options for lighting and water:

- Lighting Options
  - LEDs for Standard Fixtures and Lamps
  - LEDs for Recessed Can Lightings
- Water Options
  - Showerheads, shower wands, and aerators

The options available are based on the answers to the following preliminary questions about the user's home:

- State
  - OR
  - WA
- The size of their home in square feet
  - <1000
  - 1000-1999
  - >2000
- How many light fixtures in your home are currently using LED bulbs?
  - 0-10
  - 11-15
  - 16-20
  - 21+
- Do you have recessed ceiling lights?
  - Yes
  - No
- How many bathrooms in your home have a shower?
  - 0
  - 1+

## Lighting Options

Only displayed if user is an Oregon customer of PGE or Pacific Power

1. Sq ft= <1000
  - a. How many light fixtures in your home are currently using LED bulbs?
    - i. 0-10
      1. LEDs for Standard Fixtures and Lamps
        - a. 6 (default)
        - b. None
      2. LEDs for Recessed Can Lighting
        - a. 4 (default)
        - b. None
    - ii. 11-15
      1. LEDs for Standard Fixtures and Lamps
        - a. 6 (default)
        - b. None
      2. LEDs for Recessed Can Lighting
        - a. 4
        - b. None (default)
    - iii. 16-20
      1. LEDs for Standard Fixtures and Lamps
        - a. 6
        - b. None (default)
      2. LEDs for Recessed Can Lighting
        - a. 4
        - b. None (default)
    - iv. 21+
      1. LEDs for Standard Fixtures and Lamps
        - a. 6
        - b. None (default)
      2. LEDs for Recessed Can Lighting
        - a. 4
        - b. None (default)
  2. Sq ft = 1000-1999
    - a. How many light fixtures in your home are currently using LED bulbs?
      - i. 0-10
        1. LEDs for Standard Fixtures and Lamps
          - a. 10 (default) (grey out and deselect if 4 LEDs for Recessed Can Lighting are selected)
          - b. 6 (grey out and deselect if 6 LEDs for Recessed Can Lighting are selected)
          - c. None
        2. LEDs for Recessed Can Lighting
          - a. 6 (default)(grey out and deselect if 6 LEDs for Standard Fixtures and Lamps selected)
          - b. 4 (grey out and deselect if 10 LEDs for Standard Fixtures and Lamps are selected)

- c. None
  - ii. 11-15
    - 1. LEDs for Standard Fixtures and Lamps
      - a. 10 (default) (grey out and deselect if 4 LEDs for Recessed Can Lighting are selected)
      - b. 6
      - c. None
    - 2. LEDs for Recessed Can Lighting
      - a. 6 (default)
      - b. 4 (grey out and deselect if 10 LEDs for Standard Fixtures and Lamps are selected)
      - c. None
  - iii. 16-20
    - 1. LEDs for Standard Fixtures and Lamps
      - a. 10 (grey out and deselect if 4 LEDs for Recessed Can Lighting are selected)
      - b. 6 (default) (grey out and deselect if 6 LEDs for Recessed Can Lighting are selected)
      - c. None
    - 2. LEDs for Recessed Can Lighting
      - a. 6
      - b. 4 (grey) (greyed out and deselect if 10 LEDs for Standard Fixtures and Lamps are selected)
      - c. None
  - iv. 21+
    - 1. LEDs for Standard Fixtures and Lamps
      - a. 6 (default)
      - b. None
    - 2. LEDs for Recessed Can Lighting
      - a. 4 (default)
      - b. None
- 3. Sq ft = 2000+
  - a. How many light fixtures in your home are currently using LED bulbs?
    - i. 0-10
      - 1. LEDs for Standard Fixtures and Lamps
        - a. 10 (default) (grey out and deselect if 4 LEDs for Recessed Can Lighting are selected)
        - b. 6 (grey out and deselect if 6 LEDs for Recessed Can Lighting are selected)
        - c. None
      - 2. LEDs for Recessed Can Lighting
        - a. 6 (default) (grey out and deselect if 6 LEDs for Standard Fixtures and Lamps selected)
        - b. 4 (grey out and deselect if 10 LEDs for Standard Fixtures and Lamps are selected)
        - c. None
    - ii. 11-15



1. LEDs for Standard Fixtures and Lamps
    - a. 10 (default) (grey out and deselect if 4 LEDs for Recessed Can Lighting are selected)
    - b. 6 (grey out and deselect if 6 LEDs for Recessed Can Lighting are selected)
    - c. None
  2. LEDs for Recessed Can Lighting
    - a. 6 (default) (grey out and deselect if 6 LEDs for Standard Fixtures and Lamps selected)
    - b. 4 (grey out and deselect if 10 LEDs for Standard Fixtures and Lamps are selected)
    - c. None
- iii. 16-20
1. LEDs for Standard Fixtures and Lamps
    - a. 10 (default) (grey out and deselect if 4 LEDs for Recessed Can Lighting are selected)
    - b. 6 (grey out and deselect if 6 LEDs for Recessed Can Lighting are selected)
    - c. None
  2. LEDs for Recessed Can Lighting
    - a. 6 (default) (grey out and deselect if 6 LEDs for Standard Fixtures and Lamps selected)
    - b. 4 (grey out and deselect if 10 LEDs for Standard Fixtures and Lamps are selected)
    - c. None
- iv. 21+
1. LEDs for Standard Fixtures and Lamps
    - a. 10 (grey out and deselect if 4 LEDs for Recessed Can Lighting are selected)
    - b. 6 (default) (grey out and deselect if 6 LEDs for Recessed Can Lighting are selected)
    - c. None
  2. LEDs for Recessed Can Lighting
    - a. 6 (default) (grey out and deselect if 6 LEDs for Standard Fixtures and Lamps selected)
    - b. 4 (grey out and deselect if 10 LEDs for Standard Fixtures and Lamps are selected)
    - c. None

## Water Options

Only display under the following conditions:

- How many bathrooms in your home have a shower? = 1+
- Water Heat = Electric
  - State = Oregon
    - Customer of Portland General Electric or Pacific Power
- Water Heat = Gas
  - State = Oregon

- Customer of NW Natural, Cascade Natural Gas, or Avista
- State = Washington
  - Customer of NW Natural

### High-performance showerheads

- 2 wall-mount showerheads, plus faucet aerators
- 1 wall-mount showerhead and 1 handheld showerhead, plus faucet aerators
- 1 wall-mount showerhead, plus faucet aerators
- 1 handheld showerhead, plus faucet aerators
- None

### Measure Matrix

The form allows the submission of one of 28 possible kit combinations based on the selections made in kit configuration above:

Configuration	Configuration Code Packages	A-Lamp	Reflector	Showerhead	Shower wand	Bathroom aerator	Kitchen aerator	State
1	ETOLP1WP1	10	6	2	0	2	1	OR
2	ETOLP1WP2	10	6	1	1	2	1	OR
3	ETOLP1WP3	10	6	1	0	1	1	OR
4	ETOLP1WP4	10	6	0	1	1	1	OR
5	ETOLP1	10	6	0	0	0	0	OR
6	ETOLP2WP1	10	0	2	0	2	1	OR
7	ETOLP2WP2	10	0	1	1	2	1	OR
8	ETOLP2WP3	10	0	1	0	1	1	OR
9	ETOLP2WP4	10	0	0	1	1	1	OR
10	ETOLP2	10	0	0	0	0	0	OR
11	ETOLP3WP1	6	4	2	0	2	1	OR
12	ETOLP3WP2	6	4	1	1	2	1	OR
13	ETOLP3WP3	6	4	1	0	1	1	OR
14	ETOLP3WP4	6	4	0	1	1	1	OR
15	ETOLP3	6	4	0	0	0	0	OR
16	ETOLP4WP1	6	0	2	0	2	1	OR
17	ETOLP4WP2	6	0	1	1	2	1	OR
18	ETOLP4WP3	6	0	1	0	1	1	OR
19	ETOLP4WP4	6	0	0	1	1	1	OR
20	ETOLP4	6	0	0	0	0	0	OR
21	ETOWP1	0	0	2	0	2	1	OR
22	ETOWP2	0	0	1	1	2	1	OR
23	ETOWP3	0	0	1	0	1	1	OR
24	ETOWP4	0	0	0	1	1	1	OR
25	ETOWP1WA	0	0	2	0	2	1	WA
26	ETOWP2WA	0	0	1	1	2	1	WA
27	ETOWP3WA	0	0	1	0	1	1	WA
28	ETOWP4WA	0	0	0	1	1	1	WA

### Project Submission

The web form submits XML against the Energy Trust ESK web service. ESK components are defined by productcodes which are submitted in the XML. The configuration code is submitted as a Project Note attribute in the XML

### Coordination with Fulfillment

ESK orders are fulfilled by a third-party vendor (EFI Inc.). Orders must be submitted to Energy Trust data systems where a unique projectID is assigned to the order and unique measureids

are assigned to each component. The orders, including assigned projectIDs and associated measureids and delivery addresses, are made available to EFI via an FTP server. EFI downloads all new orders every day. Customer, order configuration, and order component information are extracted from each order and used for fulfillment.