1. Introductions - ESCOs and VA Dept of Energy (sign in sheet with main point of contact identified for each ESCO)
2. Customer Introductions
3. Welcome and quick agenda review
4. Customer Overview
   1. Expectations
   2. Goals
   3. Known needs/issues etc.
5. Intent of BOE (Facilities to be included in BOE, additional possible facilities for IGA, etc.)
6. “Ground rules”
   1. Contact Info
   2. Scheduling
   3. Sign in procedures
   4. Safety procedures
   5. COVID-19 requirements
7. Distribute utility info
8. Discuss “Request for the BOE” guidelines
   1. Establish BOE proposal due date
   2. How will questions/requests be addressed
   3. Official RFP (email) details
   4. Evaluation
   5. In-person interviews
   6. Notification
9. Discuss Asbestos or other HAZMATs
10. Q&A