



MSI Utilities, Inc. Energy Procurement Procedures

Energy Assessment

Once account information and invoice copies are received, we take the following steps:

- Create a spreadsheet using data from utility invoice copies so we can group the accounts by utility area/region.
- Simple invoice copy review to determine if accounts are being billed at the proper utility tariff rate. Sometimes accounts that are on the wrong rate or should be tax exempt are easy to spot.
- Obtain annual consumption history directly from invoice copies or through the local Natural Gas/Electric utility. This will help us determine your energy consumption profile (IE: an account with heavy winter Natural Gas usage is considered a heat load). Buying strategies and supplier billing options are often dictated by the customer's energy consumption profile.

Scope of RFP

Based on the energy assessment, MSI will prepare and submit bid packages based on client specific account information to our network of approved suppliers to determine supply opportunity and available product offerings. Several items to consider are:

- Billing Type: Dual billing vs Utility Bill Consolidated billing options will be determined by the account type, utility area and supplier options available. MSI presents all options to the client.
- Products: Depending on annual consumption, supplier parameters and utility area, customer may receive various pricing /product options. This could include fixed energy only, partial hedges, fixed trigger options, variable rates, demand response, panoramic, etc.

RFP Strategy Development

After all supplier bid requests have been received, we will contact client to discuss products, pricing options, and term lengths with client. We will take current and future energy market conditions, client energy profile as well as any local utility area factors into consideration.

Supplier Pricing Implementation

MSI will collect, analyze and narrow the quote process down to the top three offers for all commodities in each utility area while considering specific client preferences (IE: billing, term length, etc.). In addition, we will also explore any additional supplier services that may be available. All pricing terms and requested sample agreements will be forwarded for client review.

Negotiate and Award the Contract

During the final pricing stages MSI will negotiate directly the three suppliers presenting the best terms and pricing options. The winning price will be forwarded to the customer as well as executable agreements for signature

Contract Enrollment

Upon execution, all agreements will be forwarded to the supplier(s) for processing. The accounts will be enrolled by the supplier(s) and a countersigned copy of the agreement will be forwarded to the client. MSI will follow-up with supplier to ensure confirmation of utility enrollment confirmation.

Account Management

In order to follow through with the transition, MSI will contact client 30-60 days after the start date to do a courtesy review of the first billing cycle. MSI will continue to monitor market conditions and may introduce pricing options beyond agreement expiration at any time starting 12-months prior. During the contract period MSI will correspond with the client on a timely basis per their request.
