AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

AgendaTitle:
Planet Footprint Annual Subscription Renewal; February 2014 thru January 2015; $4,140

Action Requested: County Manager Signature

Parties to the Agreement: Gunnison County and Planet Footprint

Term Begins: February 2015 **Term Ends:** 1/31/2015 **Grant Contract #:**

Summary:
Please see the included memo.

Fiscal Impact: $4,140

Submitted by: Ben Cowan **Submitter's Email Address:** bcowan@gunnisoncounty.org

Finance Review: (●) Required ( ) Not Required

Comments:

Amount can be covered in the adopted 2014 budget.

Reviewed by: GUNCOUNTY1\lNienhueser Discharge Date: 5/3/2014

County Attorney Review: ( ) Required (●) Not Required

Comments:

Reviewed by: Discharge Date: Certificate of Insurance Required Yes ( ) No ( )

County Manager Review:

Comments:

Reviewed by: GUNCOUNTY1\mbirnie Discharge Date: 5/6/2014

(●) Consent Agenda ( ) Regular Agenda ( ) Worksession Time Allotted:

Agenda Date: 5/20/2014 Follow Up Agenda Date:

Revised April 2013

Memorandum

To: Board of County Commissioners

From: Ben Cowan

CC:

Date: Friday, May 02, 2014

Re: Planet Footprint Subscription Increase

Our subscription for basic scorekeeping service through Planet Footprint is increasing to $4,140 from $2,950 $ (an increase of $1,190). For this subscription, Planet Footprint enters all consumption and price data from utility bills and then posts them to the EPS Energy Star Portfolio Manager. This saves county staff time and allows the County to potentially apply for the Energy Star rating on efficient buildings. The service also provides a quarterly review of anomalies, ideas for energy savings, and grouping of meter data in buildings which allows facility managers to view their own data.

The Green Team is supportive of this increase as it still offers a value of $4,140. Finance and Facilities and Grounds uses the energy inventory heavily for a range of projects. This cost can be absorbed in the existing Energy Efficiency budget.

We recommend approval of the basic scorekeeping service.

PLANET FOOTPRINT ANNUAL SUBSCRIPTION RENEWAL ADVICE

To ensure continuation of your Planet Footprint Service, **please complete and return** this notice by no later than **May 30, 2014** to accounts@planetfootprint.us Upon receipt of your renewal notice you will receive an invoice for payment. Renewal Payment is due by **June 30, 2014**.

For further information about any of the services offered or renewal options for your Organization, please contact your Dedicated Service Manager at support@planetfootprint.us

ORGANIZATION DETAILS	
Organization Name:	Gunnison County
Contact Name:	Ben Cowan
RENEWAL DETAILS	
Annual Subscription Period:	**FEBRUARY 2014 TO JANUARY 2015**
Renewal Advice Return Due Date:	**May 30, 2014**
Payment Due Date:	**June 30, 2014**

STEP 1: Select modules – ***subscribe for this subscription period and receive Planet Footprint's Loyalty Rates:***

PACKAGES & MODULES		Renewal Loyalty Pricing for Annual Subscription	Select Renewal Option
SELECT OUR RECOMMENDED PACKAGE OF SERVICES (includes 33% discount on modules)			
Option 1	Core Scorekeeping Service + • Measures, Offsets & Events Module • Emissions Module	$6760	☐
OR SELECT CORE SCOREKEEPING SERVICE AND INDIVIDUAL MODULES:			
Option 2	Core Scorekeeping and:	$4140	☒
	Measures, Offsets & Events Module	$1970	☐
	Emissions Module	$1970	☐
ADDITIONAL MODULES & SERVICES		Qty	Enter Qty
Meter Minder Learn more		$300*	

* Plus $150 set up charge per meter for first year. The set up charge is not applicable if renewing existing meters. All prices ex GST.

STEP 2: Select subscription term:

SUBSCRIPTION		
1 Year Subscription	☒	Please send me an invoice for the above services for the Subscription period, February 2014 to January 2015
3 Year Subscription	☐	I would like to renew for the above services for 3 years at a fixed rate.

STEP 3: Complete your details below, then return this renewal notice to accounts@planetfootprint.com

Name: Matthew Birnie

Position: County Manager

Signature: _____ Date: _____

Loyalty Rates

Planet Footprint Loyalty Rates will limit the cost increase to 5% for existing customers for the financial year 2014-2015 and onwards.

To receive our Loyalty Rates for your annual subscription, renew your subscription before the due date indicated on your renewal notice. Loyalty Rates are between 5% and 35% below our subscription fees for new customers or customers who let their subscription lapse. We are providing this loyalty pricing to our existing customers, who have all helped develop and improve Planet Footprint's software and services over the years.

Eligibility for future Loyalty Rates is subject to the following conditions:

- Renewal Payment is made by the due date
- The organisation must have been subscribed to one or more Planet Footprint Modules prior to Financial Year 2014-2015
- Applies to all modules an existing clients subscribes to in financial year 2014-2015
- After financial year 2014-2015 existing clients will be charge full rate for new modules they subscribe to
- Loyalty rates for modules in future years are subject to continuous annual renewal. Re-subscription for non-renewed modules in future years will be charged at full market rates

3 Year Subscription

Purchase a 3 year subscription and you will not only receive the loyalty pricing (see above) but you can fix that pricing for 3 years. Payment for this subscription will still be by annual instalments. A 3 year subscription gives you more certainty about pricing. It also allows us to commit to working with your Organization to further integrate energy, water and emissions management across the disciplines of Assets, Finance and Sustainability.

Core Scorekeeping & EDGE Managed Data Service

In 2014-2015, Planet Footprint will be introducing some changes to its EDGE Managed Data Service to further streamline data collection and improve the timeliness, reliability and quality of data. These changes may result in a review of methods currently used to collect data for your Organization. Planet Footprint will discuss any variations in data collection with you to determine the most suitable alternative method to obtaining data. If necessary, your subscription will be adjusted to fit with any new data collection process. Some data collection methods will incur additional charges. Any charges required for alternative data collection methods for your Organization will be discussed with you prior to any changes being made.

CHANGES TO YOUR PLANET FOOTPRINT SERVICE

Below you will find some important information about changes to the Planet Footprint Service including an overview of improvements to existing services as well as some new services you may be interested in. Page 3 includes answers to some frequently asked questions about these changes. If you have any questions, about any of the services or changes outlined below, please contact us at support@planetfootprint.us.

Core Scorekeeping Service and optional add-on modules

Our service is now offered as a Core Scorekeeping Service and a number of optional add-on modules. This is an exciting change that lets you expand your use of our software and services to fit your particular energy/water management and environmental reporting needs. It will also allow us to reduce the time it takes to release new features and services to our clients across the US. We have been using this modular structure for 2 years in Australia and our customers love it.

The **Core Scorekeeping Service** - delivers fundamental monitoring and reporting of energy (and optionally, water) performance. It includes our EDGE Managed Data Service, access to my.planetfootprint.com, a dedicated Service Manager, Quarterly Performance Reviews and Webinars. This is a compulsory module for all Planet Footprint subscribers.

The most popular add-on modules for local government are:

The **Emissions Module** - tracks and reports greenhouse gas emissions from all sources within Council's operations (electricity use, gas use, fleet fuel, waste, street lighting etc) across scopes 1, 2 and 3. This is a vast improvement over our previous emissions reporting capabilities making reporting and auditing easier than ever. Please note that calculation and reporting of emissions is *not* included in the Core Scorekeeping Service.

Emissions Module sample report: http://www.planetfootprint.com.au/GreenhouseCSR

The **Measures, Offsets & Events Module** - records all the things your organization has done or plans to do to reduce cost, consumption and emissions for energy, water, fleet, waste etc. Your personalised Quarterly Performance Reviews will be much more interesting if you have this module as we can tell you about what other organizations are doing to improve their performance. The Measures database has over 3,000 efficiency measures for over 100 local governments worldwide.

Measures, Offsets & Events sample report: http://www.planetfootprint.com.au/Measures

Meter Minder - brings together all of your meter data and ensures that you use it to save energy, water and money. We warehouse and analyse 15 or 30 minute data from utility smart meters and private sub-meters across your organization. Meter Minder is priced from $300 per meter per year, with a setup charge of $150 per meter.

Meter Minder Brochure: http://www.planetfootprint.com.au/MeterMinderBrochure

See the "Local Government Package.pdf" (attached with your renewal notification) for a more description of each module and how it can help your organization. You can also ask your Service Manager, Bridget, for more information at support@planetfootprint.us.

Price Increase (and how to minimize it)

The reasons for this increase are:

- For most clients, our pricing has remained fixed since 2010.
- In that time we have responded to customers' needs with extra services (including our Quarterly Performance Reviews) and a brand new web portal, https://my.planetfootprint.com.

- We have doubled our ratio of Service Managers to customers since 2012, all of whom are degree qualified with at least 5 years of energy or environmental management experience.
- Planet Footprint takes a "people, process and technology" approach that achieves what energy/environmental software can't: guaranteed delivery of actionable energy, water and environmental performance information to the right people in your organization, while minimising the hassles of collecting and managing data.

How to minimise the effects of the price increase:

a) Pay on time and receive special Loyalty Pricing- Simply renew your subscription by your annual due date (30 June 2014) and you will receive our **loyalty pricing** - which is **between 5% and 35% below** our subscription fees for new customers or customers who let their subscription lapse. We are providing this loyalty pricing to our existing customers, who have all helped develop and improve Planet Footprint's software and services over the years.

b) Purchase a 3-year subscription to fix your fees - Purchase a 3 year subscription you will not only receive the loyalty pricing (see above) but you can fix that pricing for 3 years. Payment for this subscription will still be by annual instalments. A 3 year subscription gives you more certainty about pricing. It also allows us to commit to working with your organization to further integrate energy, water and emissions management across the disciplines of Assets, Finance and Sustainability. You are able to add additional modules during the 3 year period.

c) Only subscribe to modules that your organization needs. For example, if your organization doesn't report greenhouse gas emissions, then you don't need the Emissions Module. See the attached "Local Government Package.pdf" for a description of each module and how to choose the best package for your organization.

Subscription Timing Changes

From now on, we'll simply ask you to renew your subscription in the month that your organization first subscribed to Planet Footprint. Payment will be in advance, in line with our Terms & Conditions. In the past, the subscription period was aligned with your organization's Fiscal Year, but wasn't necessarily invoiced and paid at the beginning of that year. In many cases it was pretty confusing, for you, and for us. Of course, your energy and environmental reporting can still be aligned with your Fiscal Year, it's just the subscription renewal that might be based on a different 12 month period.

Don't worry, you won't be 'double charged' for any period of service as part of this changeover. We have examined your subscription history in detail to make sure that no invoices overlap. If anything, there will be a gap of a few months between the old period and new one for which we will waive payment.

Annual Gold, Silver or Bronze Awards

We're pleased to make our annual awards program available to all of our valued US clients.

We introduced these awards in Australia in 2012 to publicly recognize organisations that demonstrate ongoing accountability for energy, water and environmental performance. See this link for more details on the award criteria and the Australian Gold award winners so far. http://www.planetfootprint.com.au/Our-Clients/Gold,-Silver-and-Bronze-Standard-Subscribers

It's easy to participate and there's no paperwork involved. Your Service Manager can review and record your organization's progress throughout the year as part of your Quarterly Performance Reviews.

What's on our development road map?

We think that's enough changes for now! Here's some other improvements we have in the pipeline:

- A new module (code-named Finance Footprint) that will reduce the risk and hassle of your City or County receiving, approving and paying dozens or hundreds of utility bills each month.

- Weather normalized data and charts on my.planetfootprint.com. Although Bridget can whip up a weather normalized analysis for you at any time, many of our clients need to see the normalized performance right there in the charts, especially when sharing performance data with management, building owners and occupants via our new email Performance Summaries. This feature will be released in the second half of 2014 and will be included in the Core Scorekeeping Service.
- The ability to automatically publish some of the Planet Footprint charts and dashboards directly to your intranet or public web site.

FAQ – Frequently Asked Questions

Will I need a new contract with Planet Footprint?

No. Although our service and modules have improved over the years the service we were initially contracted to provide is equivalent to the new Core Scorekeeping Service (and the Emissions Module, for those of you who track greenhouse gas emissions).

Why is Emissions Reporting now a separate module?

Organizations either don't want to measure or report greenhouse gas emissions at all, or they want to do it well. In 2011 we re-engineered our emissions reporting system from the ground up to align with the stringent regulatory reporting requirements in place in Australia and other countries. Offering a separate Emissions Module allows you to:

- Align your reporting with international standards, such as the GHG Protocol. Emissions accounting and reporting requirements for voluntary and (proposed) reporting schemes for the USA are derived from the GHG Protocol.
- Audit emissions, emissions factors and the underlying activity data.
- Specify custom emissions factors, for example, where your electric utility publishes emissions factors that differ from the standard regional e-Grid factors.
- Report emissions separately in scopes 1, 2 and 3. This includes the ability to classify emissions sources (ie. facilities) as being inside or outside your organizational boundary.
- Get more assistance with emissions accounting and reporting from your Planet Footprint Service Manager.

Why has the price of my subscription gone up?

See the section above, "Price Increase (and how to minimize it)"

Why is the timing of my annual subscription changing?
In the past, the subscription period was aligned with your organization's Fiscal Year, but wasn't necessarily invoiced and paid at the beginning of that year. In many cases it was pretty confusing, for you, and for us.

How can I find out more about these changes?

We would encourage you to join us for our upcoming webinar on Thu May 1st at 3pm Eastern Daylight Time where we will be give you more information about these changes and how to get the best value from your Planet Footprint service.

To register for the event go to - https://planetfootprint-webinars.webex.com/planetfootprint-webinars/onstage/g.php?t=a&d=864751725

Alternatively, please contact us at support@planetfootprint.us