



Bulletin: OCFO 14-01

Date: February 6, 2014

To: All USDA Agencies

Subject: Implementation of Ameresco Utility Bill Managed Services

## PURPOSE

This bulletin announces the implementation of Ameresco, Inc. (Ameresco) as the provider of USDA utility bill managed services. This bulletin also provides the responsibilities and procedures for stakeholders, as well as USDA policy.

## BACKGROUND

In accordance with the Secretary's Administrative Strengthening Service Initiative, the Office of Chief Financial Officer (OCFO) has awarded a contract to Ameresco to provide utility bill managed services to USDA. This initiative is sponsored by OCFO, in partnership with the Office of Procurement and Property Management (OPPM).

Ameresco's AXIS payment system will replace USDA's legacy Telephone and Utilities Maintenance System (TUMS) and Utility Vendors System (UTVN), and will improve the way utility bills are processed and paid by eliminating laborious manual entry and cumbersome and costly system administration. AXIS is more automated than our legacy systems, and has a user-friendly, interactive Web site that captures consumption and energy related data in numerous formats that will support required energy conservation and consumption reporting. Additionally, Ameresco can provide Smart Metering capabilities, energy efficiency analysis, and energy procurement services as a means of reducing costs. These features will result in savings across the Department.

The migration of utility bill services will be completed during the 2nd quarter of FY14. UTVN and TUMS are scheduled to be decommissioned in March 2014.

## RESPONSIBILITIES

### Agency Personnel

- Establish annual Funds Commitment Document(s) in the financial system for the payment of USDA utility invoices.
- Provide Funds Commitment Document(s) information to the Controller Operations Division (COD) no later than September 1st for the new fiscal year invoice processing.
- Continue to work with respective utility service providers to add, change, or close utility accounts.

- Complete an AXIS User Request Form (attachment 1) for access to AXIS.
- Complete the AXIS Account Update Request Form (attachment 2) in its entirety when new accounts are added or existing accounts are changed or closed.
- Provide Ameresco’s “remit to” information when new accounts are established with the utility service providers. **Note:** Agencies should not receive invoices directly from the vendor.
- Periodically review and, if applicable, adjust the Funds Commitment Document(s) monetary amounts to ensure adequate funds are available to process payment of utility invoices throughout the fiscal year.
- Notify COD at least 10 business days in advance of need for availability of the Ameresco’s Customer Service Center outside of their standard operating hours of 10 a.m. to 7 p.m. Eastern Standard Time.
- Periodically review consumption and energy related data that will support required energy conservation and consumption reporting. This data should be used to analyze energy performance, which can result in long-term savings.
- Ensure timely responses to COD for the correction of rejected invoices that are primarily due to insufficient funding on the Funds Commitment Document(s).

Associate Chief Financial Officer for Financial Systems (ACFO-FS)

- Maintain the bi-directional interface between AXIS and FMMI since the systems are responsible for payment of all Ameresco invoices.
- Ensure FMMI Drop Box is always available.
- Assist with timely resolution of system-related issues and problems.

OCFO/Controller Operations Division (COD)

- Serve as Contracting Officer Representative/Contracting Officer’s Technical Representative (COR/COTR) on the Ameresco contract.
- Escalate unresolved USDA concerns to Ameresco’s USDA Account Analyst.
- Solicit annual Funds Commitment Document(s) from Agencies for Ameresco services and provide data for upload into AXIS to ensure accurate payment of invoices.
- Provide annual reports on utility costs to the Agencies.
- Ensure timely and accurate payment to Ameresco for all USDA invoices.
- Notify Agencies of Funds Commitment Document(s) shortages, rejections, and invoice anomalies.
- Grant users “read only” access to AXIS once forms are completed and approved.

Office of Procurement and Property Management (OPPM)

OPPM will assist the Agencies with energy consumption reporting and analysis of financial data.

**POLICY**

Pursuant to the Federal Acquisition Regulation (FAR), Part 41 – Acquisition of Utility Services, and letter from Jon M. Holladay, Deputy Chief Financial Officer, Subject: Decommission of Utility Vendors System (UTVN), dated April 18, 2013, USDA will utilize AXIS to review, collect, store, process, and pay USDA utility invoices. Additionally, AXIS will maintain that information in a single repository to improve planning, budgeting, accruals, and estimating functions, as well as enable applicable Agency personnel to accurately report energy conservation and consumption data. TUMS will no longer be utilized to set up utility accounts once Agency accounts have been migrated into AXIS.

**INQUIRIES**

Any questions concerning this bulletin should be directed to the COD Contact Center at 877-243-3072 or 504-426-5695, or via email at [cod.help@usda.gov](mailto:cod.help@usda.gov).

Additional information, including the attached forms, is available on the COD Web site at <https://cod.nfc.usda.gov/UtilityBill/UtilityBill.html>.

**EFFECTIVE DATE**

This bulletin is effective immediately.

/s/

JOHN G. BREWER

Associate Chief Financial Officer for Financial Operations

O  
C  
F  
O  
B  
U  
L  
L  
E  
T  
I  
N



## AXIS User Request Form

**Instructions:** Users requiring access to AXIS must complete this form in its entirety. Once the form has been completed and contains appropriate signatures, please fax to **303-205-3486** or email to **Cod.Security@nfc.usda.gov**.

### USER INFORMATION

Name (*Last, First, MI*):

Agency:

Title:

Email:

Phone:

### ACTION REQUESTED

Access (Check only one):

- Add User
- Delete User
- Modify User Profile (such as updating hierarchy access level)

Access to be modified:

---

### ACCESS LEVEL REQUESTED

*All users will be granted Agency-level access*

### USER ACKNOWLEDGEMENT

**I certify the information provided on this form has been reviewed for accuracy and completeness.**

User Signature:

Date:

### AUTHORIZING OFFICIAL

Name (*Last, First, MI*):

Agency:

Title:

Email:

Phone:

**I approve this user for access to AXIS.**

Supervisor or Authorizing Official Signature:

Date:

PO BOX 9400  
SPOKANE, WA 99201  
PHONE 509-343-5300 □ FAX 509-343-5333

### AXIS ACCOUNT UPDATE REQUEST FORM

NEW ACCOUNT <input type="checkbox"/>		MODIFICATION <input type="checkbox"/>		CLOSURE <input type="checkbox"/>		OTHER <input type="checkbox"/>	
SUBMITTED BY			CURRENT DATE				
REQUESTED / APPROVED BY			DATE OF REQ / APP				
CLIENT			DIVISION / AGENCY				
TAX ID			ACCT OPEN DATE				
SITE / STORE / BLDG NUMBER			LOCATION NAME				
YEAR BLDG BUILT			BLDG SQUARE FEET				
LOCATION ADDRESS			LOC CITY, STATE, ZIP				
LOC. CONTACT NAME			CONTACT EMAIL				
CONTACT PHONE			CONTACT FAX				
<b>AGENCY PAYMENT DATA</b>							
FUNDS COMMITMENT DOC #		FUNDS COMMITMENT LINE ITEM #		%		PAID	
<b>ELECTRIC SERVICE</b>							
UTILITY NAME			METER #				
UTILITY CONTACT			ACCOUNT #				
UTILITY PHONE			VENDOR CODE				
<b>GAS SERVICE</b>							
UTILITY NAME			METER #				
UTILITY CONTACT			ACCOUNT #				
UTILITY PHONE			VENDOR CODE				
<b>WATER SERVICE</b>							
UTILITY NAME			METER #				
UTILITY CONTACT			ACCOUNT #				
UTILITY PHONE			VENDOR CODE				
<b>SEWER SERVICE</b>							
UTILITY NAME			METER #				
UTILITY CONTACT			ACCOUNT #				
UTILITY PHONE			VENDOR CODE				
<b>OTHER SERVICE</b>							
UTILITY NAME			METER #				
UTILITY CONTACT			ACCOUNT #				
UTILITY PHONE			VENDOR CODE				
Special instructions and/or unusual circumstances (multiple meters, no gas available, update location POC information, etc.)							

Instructions to complete the AXIS Account Update Request Form

<b>SUBMITTED BY</b>	Requestor
<b>CURRENT DATE</b>	Date requested
<b>REQUESTED / APPROVED BY</b>	Budget Officer (or approver for such actions based on agency business processes)
<b>DATE OF REQ / APP</b>	Date approved
<b>TAX ID</b>	USDA Tax ID number
<b>ACCT OPEN DATE</b>	Date utility account was opened, if known
<b>CLIENT (HL 1)</b>	USDA
<b>DIVISION / AGENCY (HL 2)</b>	Agency
<b>SITE NAME (HL 3)</b>	This has been a state, region, program name, etc. (Please refer to AXIX's current HL info to ensure this account will be created the same as other like locations)
<b>LOCATION NAME (HL 4)</b>	Name of location (Please refer to AXIX's current HL info to ensure this account will be created the same as other like locations)
<b>YEAR BLDG BUILT</b>	Useful for energy-saving projects, if known
<b>BLDG SQUARE FEET</b>	Required for energy reporting
<b>STORE / BLDG NUMBER</b>	Self-explanatory
<b>COMPLETE LOCATION ADDRESS</b>	To include, city, state, and zip
<b>LOC. CONTACT NAME</b>	Location Utility Coordinator
<b>CONTACT EMAIL</b>	Location POC
<b>CONTACT PHONE</b>	Self-explanatory
<b>CONTACT FAX</b>	Self-explanatory
<b>AGENCY PAYMENT INFORMATION</b>	
<b>Funds Commitment Document Number</b>	Must create a FCD prior to submitting new accounts. FCD # is 10 digits and begins with a '76'. <i>Example: 7600023242</i>
<b>Funds Commitment Document Line Item Number</b>	Annotate line item number that applies to this account. Must be 3 digits. <i>Example: 001, 002</i>
<b>Percent Distribution</b>	Annotate how much this FCD and corresponding line item should pay towards the invoice. <i>Example: 100%</i>
<b>UTILITY INFORMATION</b>	
<b>UTILITY NAME</b>	Same as on invoice
<b>UTILITY CONTACT</b>	Self-explanatory, if known
<b>UTILITY PHONE</b>	Self-explanatory, if known
<b>METER #</b>	Exactly as listed on invoice
<b>ACCOUNT #</b>	Exactly as listed on invoice