

## Application to Provide PDP Services

This application and the attached documents are to be used by applicants for approval as a Performance Data Provider (PDP). Please refer to the checklist to ensure your application includes all applicable documentation.

Company Name: \_\_\_\_\_  
Primary Contact: \_\_\_\_\_  
Address: \_\_\_\_\_ Address 2: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_  
Email: \_\_\_\_\_

### Technical Support Contact

Contact Name: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

### Customer Support Contact

Contact Name: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

## PDP APPLICATION CHECKLIST

### Background

- Listed as an approved PMRS provider on the CEC's eligible list.
- Company background (years in business, number of employees, general description, executive team, etc.)
- Meter data reading and reporting experience and capabilities, capacity, technology overview, IT capabilities, etc.
- Proof of sufficient bond or insurance coverage

### Procedures

- Meter reading and data retrieval procedures
- Data communication (frequency, scalability, types, troubleshooting, etc.)
- Process for retrieving missed reads
- Data validation procedures
- Technical Support (hours of operations, staff levels, procedures, etc.)
- Customer Support (hours of operations, staff levels, etc.)

### IT Systems and Processes

- Data posting (data translation, formatting, firewall access, etc.)
- Data retention plan
- Backup and recovery plans
- Hardware and software scalability plans
- Data confidentiality and security procedures

By signing this document, the applicant agrees to comply with all program requirements including those described in the CSI Handbook (signature must be someone with legal authority at the PDP). Additionally, applicant agrees to keep confidential all data received from the PA for testing. Information in this document will remain confidential.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_