

OCA-HWAP-15-01
Request for Proposal for the

Home Weatherization Assistance Program (HWAP) State of Ohio
Territory: Cuyahoga County (in whole or part)

Issued on February 2, 2015



**Development
Services Agency**

**Office of Community Assistance
Home Weatherization Assistance Program**

Address original proposals and one copy to the following:

Ohio Development Services Agency
Office of Community Assistance
c/o Home Weatherization Assistance Program RFP
77 South High Street, 25th Floor
PO Box 1001
Columbus, Ohio 43216-1001

Late proposals will be rejected. Proposals MUST be date and time stamped by the soliciting office on or before the date and time that the proposal is due. Receipt of a proposal by the mail system does not constitute receipt of a proposal by the purchasing office. Records will be available for public inspection after issuance of the notice of intent to award or the award of the contract.

REQUEST FOR PROPOSAL COVER PAGE

APPLICANT (Name and Address):

Proposals MUST be received no later than 4 p.m. on March 6, 2015

I hereby acknowledge that the information in the attached proposal is true, correct, and complete to the best of my knowledge.

Name of Authorized Representative and Title (**Type or Print**) Title

Authorized Representative Phone and Email

Authorized Representative Signature

Date

This form can be made available in accessible formats upon request to qualified individuals with disabilities.

TABLE OF CONTENTS

| | | |
|-----|--|-------|
| 1.0 | GENERAL INFORMATION | |
| 1.1 | Introduction and background | 3 |
| 1.2 | Scope of the project..... | 3-4 |
| 1.3 | Procuring and contracting agency | 4 |
| 1.4 | Definitions | 4-5 |
| 1.5 | Clarification and/or revisions to the specifications and requirements..... | 5 |
| 1.6 | Reasonable accommodations | 5 |
| 1.7 | Calendar of events | 5 |
| 1.8 | Contract term | 6 |
| 2.0 | PREPARING AND SUBMITTING A PROPOSAL | |
| 2.1 | General instructions..... | 6 |
| 2.2 | Incurring costs | 6 |
| 2.3 | Submitting the proposal | 6 |
| 2.4 | Proposal organization and format..... | 7 |
| 2.5 | Multiple proposals..... | 7 |
| 2.6 | Withdrawal of proposals | 7 |
| 3.0 | PROPOSAL SELECTION AND AWARD PROCESS | |
| 3.1 | Preliminary evaluation and key considerations | 7 |
| 3.2 | Proposal scoring | 8 |
| 3.3 | Evaluation criteria | 8 |
| 3.4 | Right to reject proposals and negotiate contract terms | 8-9 |
| 3.5 | Award and tiebreakers..... | 9 |
| 3.6 | Notification of intent to award | 9 |
| 3.7 | Appeals process | 10 |
| 4.0 | GENERAL PROPOSAL REQUIREMENTS | |
| 4.1 | Applicant qualifiers | 10 |
| 4.2 | Risk analysis..... | 10 |
| 4.3 | Accounting system/indirect costs/shared costs | 10 |
| 4.4 | Organization chart and staff qualifications..... | 10-11 |
| 5.0 | ADMINISTRATIVE AND TECHNICAL REQUIREMENTS | |
| 5.1 | Experience with weatherization/low-income households | 11 |
| 5.2 | Work flow – administrative..... | 11 |
| 5.3 | Work flow – operations | 11 |
| 5.4 | Demonstration of performance | 12 |
| 6.0 | PREFERENCE | |
| 6.1 | Preference for current providers | 12 |
| 7.0 | LEVERAGED FUNDS | |
| 7.1 | Leveraged funds summary | 12 |

1.0 GENERAL INFORMATION

1.1 Introduction and background

The purpose of this document is to provide interested parties with information to prepare and submit a proposal for administering a Low-Income Home Weatherization Assistance Program (HWAP) in Cuyahoga County, Ohio. The State of Ohio, as represented by the Ohio Development Services Agency (ODSA), Office of Community Assistance (OCA) intends to use the results of this Request for Proposal (RFP) to select a qualified grantee(s) to provide weatherization services. Grantee(s) will be selected through the process dictated by state and federal laws and procurement practices, and must be an Ohio-based local public or private non-profit agency, Community Action Agency, or unit of local government. The purpose of the weatherization program is as follows:

- To increase the energy efficiency of dwellings owned or occupied by low-income persons, especially low-income persons who are particularly vulnerable such as the elderly, persons with disabilities, families with young children, high residential energy users, and households with high energy burden;
- Reduce household energy expenditures, and;
- Address identified health and safety concerns within the scope of the program.

For planning purposes for this RFP, funding for Cuyahoga County in total for Program Year (PY) 2014 was \$3,133,590 and a production goal of at least 339 weatherized units. Funding amounts and production goals for PY 2015 are expected to be similar, and actual allocations and production goals will be announced after the State Plan for Ohio is approved in the spring.

1.2 Scope of the project

ODSA is soliciting proposals from which to select provider(s) of weatherization services to low-income households located in Cuyahoga County, Ohio. Said services will be performed in accordance with the regulations set forth by the U.S. Department of Energy (DOE) in 10 CFR 440 and the Uniform Administrative Guidance as outlined in 2 CFR 200, and in accordance with the provisions and procedures contained in the Ohio Weatherization Policy and Procedures Manual and Ohio Standard Work Specifications (SWS).

ODSA intends to select a qualified provider(s) to enter into a contract for one or more years for provision of weatherization services to income eligible households in Cuyahoga County, Ohio. The initial contract period for the chosen qualified provider(s) will be from **July 1, 2015 to June 30, 2016**.

Annual funding for the State of Ohio Home Weatherization Assistance Program (HWAP) is derived from two federal funding sources: U.S. Department of Energy (DOE) and U.S. Department of Health and Human Services (HHS). Budget allocations are made per county using a formula allocation method and are subject to change. Total allocation(s) will be made based on actual grant amount for PY 2015. Grant agreements signed by grantees will reflect actual funding and scope of work. ODSA reserves the right to further negotiate the terms and conditions of the contract with the selected provider(s).

The provision of weatherization services includes all aspects of managing and implementing the HWAP. The selected grantee(s) shall be responsible for client intake and eligibility determinations, determining the weatherization and health and safety needs of each unit, conducting valid energy audits, installation of weatherization measures, conducting quality control final inspections, and fulfilling all necessary reporting requirements. In addition, the initial inspection/energy audit and final inspection must not be completed by the same staff person and final inspections must be completed by a Home Energy Performance Quality Control Inspector. Proposals should allow for

this separation of duties and must show proof that final inspectors meet this credential (see section 4.4).

Activities conducted under the weatherization program include but are not limited to insulation of sidewalls, attics, and foundations; heating system tune-up, repair, or replacement; water heater repair or replacement; air sealing; and other repairs necessary to address identified health and safety concerns, as allowable.

1.3 Procuring and contracting agency

The grant agreements resulting from this RFP will be administered by ODSA. The contact person for the program is **Katrina Metzler, Section Supervisor, Weatherization; Ohio Development Services Agency, Office of Community Assistance; phone number 614-387-2729; email Katrina.Metzler@development.ohio.gov.**

1.4 Definitions

The following definitions are used throughout the RFP.

Applicant – an agency submitting a proposal in response to this RFP to include not-for-profit corporations chartered under Ohio statutes and designated as a charitable organization by the Internal Revenue Service, or designated an Ohio unit of local government, or Ohio Community Action Agency (CAA).

Community Action Agency (CAA) – a private non-profit or public organization in Ohio that was created to combat poverty in geographically designated areas, or has received designation as a Community Action Agency either from the local government under the provisions of the Economic Opportunity Act of 1964, or from the state under the Community Services Block Grant Act of 1981, as amended.

Contractor – a person or business which has a contract (as an "independent contractor" and not an employee) to provide some portion of the work or services on a project which the contractor has agreed to perform. Contractors are private, not public, entities and provide direct services.

DOE – U.S. Department of Energy

Grantee – an entity managing a weatherization program that receives a grant of funds through the Ohio Development Services Agency (ODSA) awarded under U.S. DOE 10CFR PART 440 - WAP Regulations. Local providers are the grantees of ODSA.

HHS – U.S. Department of Health and Human Services

LIHEAP – Low-Income Home Energy Assistance Program (LIHEAP) administered by the U.S. Office of Community Service, Administration for Children and Families, U. S Department of Health and Human Services (HHS). Ohio's program is referred to as HEAP (Home Energy Assistance Program). HEAP provides utility assistance to eligible households and also provides an allocation of funding for weatherization.

MOA – Memorandum of Agreement, for the purposes of this RFP, this is a document that exists between two non-profit organizations to provide weatherization services.

ODSA – Ohio Development Services Agency

QCI – Quality Control Inspector, which is a Home Energy Performance designation that is required in order to perform final inspections after July 1, 2015.

RFP – Request for Proposal

State – State of Ohio

SWS – the Ohio Standard Work Specifications for weatherization

WAP or HWAP – Home Weatherization Assistance Program, the Low-Income Weatherization Assistance Program, which utilizes funding from several sources including the DOE-Weatherization Assistance Program for Low-Income Persons (Title 10, Part 440) and HHS funding through LIHEAP.

1.5 Clarification and/or revisions to the specifications and requirements

Any questions concerning this RFP must be submitted via email on or before **12 p.m. on February 20, 2015**, to the following:

Katrina.Metzler@development.ohio.gov

Applicants are expected to raise any questions, exceptions, or additions they have concerning the RFP document at this point in the RFP process. If an applicant discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFP, the applicant should notify the above named individual of such error immediately and request modification or clarification of the RFP.

In the event that it becomes necessary to provide additional clarifying data or information, or to revise any part of this RFP, revisions/amendments and/or supplements will be shared on the ODSA website.

Any contact with State employees concerning the content or results of this RFP is prohibited during the review period – from March 6, 2015 to April 6, 2015 except through the process stated above.

1.6 Reasonable accommodations

ODSA will provide reasonable accommodations, including the provision of informational material in an alternative format, for qualified individuals with disabilities upon request. If you need accommodations, contact Katrina.Metzler@development.ohio.gov.

1.7 Calendar of events

Listed below are specific and estimated dates and times of actions related to this RFP. The actions with specific dates must be completed as indicated unless otherwise changed by the State. In the event that the State finds it necessary to change any of the specific dates and times in the calendar of events listed below, it will do so by issuing a supplement to this RFP.

| DATE | EVENT |
|----------------------|---------------------------|
| 2/2/2015 | RFP issued |
| 3/6/2015 | Proposals due to ODSA |
| 3/6/2015 to 4/6/2015 | Review period |
| 4/2015 | Notice of Intent to Award |
| 4/29/2015 | Public hearing |

1.8 Contract term

The contract shall be effective from July 1, 2015 to June 30, 2016 and is renewable at the discretion of ODSA annually based on the grantee's ability to meet the requirements and goals of the program.

2.0 PREPARING AND SUBMITTING A PROPOSAL

2.1 General instructions

The evaluation and selection of a grantee and the contract to provide services will be based on the information submitted in the applicant's proposal. Failure to respond to each of the requirements in the RFP may be the basis for rejecting a proposal.

2.2 Incurring costs

The State is not liable for any costs incurred by applicants in replying to this RFP. Current providers may not charge time for preparation of this RFP to their current or future weatherization grants.

2.3 Submitting the proposal

Full proposal submissions are due by **4 p.m. March 6, 2015**, and must include an original, so marked, and one copy of all materials required. Proposals must be mailed to:

Ohio Development Services Agency
Office of Community Assistance
c/o Home Weatherization Assistance Program RFP
77 South High Street, 25th Floor
P.O. Box 1001
Columbus, Ohio 43216-1001

Proposals must be received in the above office by the specified time stated above. **PROPOSALS WILL NOT BE ACCEPTED ELECTRONICALLY**, including by email, fax or other electronic method. Proposals also may be hand-delivered to the Office of Community Assistance on the 26th floor at the address above, where a written receipt will be issued to the person delivering the proposal. All proposals must be time-stamped as delivered by the stated time. Proposals not so stamped will not be accepted.

All proposals must be packaged or bound securely and show the following information:

- Applicant's name and address
- Request for proposal title
- Request for proposal number
- Proposal due date

2.4 Proposal organization and format

Proposals should be typed and submitted on 8.5 x 11 inch paper, bound securely. Font must be 10 point or larger and at least 1.5 spaces are required between lines. Pages must be numbered (not required for attachments). Proposals should be organized and presented in the order and by the number assigned in the RFP starting with Section 4.0. Proposals must be organized in the same order as the RFP. Attachments or documentation requested should be provided in the proposal in the section where it was requested as an attachment. Each heading and subheading should be separated by tabs or otherwise clearly marked. Failure to provide or disclose any requested information in the prescribed format may result in disqualification of the proposal.

2.5 Multiple proposals

Multiple proposals from a single applicant are not permissible.

2.6 Withdrawal of proposals

Proposals shall be irrevocable until contract award unless the proposal is withdrawn. Applicants may withdraw a proposal in writing at any time up to 4 p.m. on March 6, 2015. To accomplish this, the written request must be signed by an authorized representative of the applicant and submitted to Katrina.Metzler@development.ohio.gov. If a previously submitted proposal is withdrawn before the proposal due date and time, the applicant may submit another proposal at any time up to the proposal due date and time.

3.0 PROPOSAL SELECTION AND AWARD PROCESS

3.1 Preliminary evaluation and key considerations

Applications will be reviewed to ensure potential applicants meet the qualifications of 10 CFR 440.15, which states that in order to be an eligible provider of weatherization services, grantees "must be a Community Action Agency or other public or non-profit entity." ODSA reserves the right to disqualify any applicant that is debarred, has a debt of funds to the State of Ohio, or is otherwise prevented from contracting with the State of Ohio for grant funds.

The State reserves the option of awarding more than one contract for a portion of the funding available. In the instance that more than one provider is named, there will be no overlapping territories and areas within Cuyahoga County will be assigned by zip code or other official boundary.

All relationships with non-profit agencies to provide HWAP services of any kind will require a signed Memorandum of Agreement defining the terms of the relationship and a signed letter of support from all non-profit partners must be provided with the RFP (see section 4.4). The quality of all HWAP work funded by this grant and all reporting requirements will be the sole responsibility of the grantee awarded these funds.

Full proposals will be reviewed initially to determine if the requirements of this RFP are met. If no qualified applications are received, the area will then be re-bid for 15 days. Previous applicants would be eligible to re-submit amended proposals during this time and include missing documentation or correct deficiencies.

3.2 Proposal scoring

Eligible proposals will be reviewed by an evaluation committee of three persons that consists of state employees and/or stakeholders for the program, and scored against the stated criteria. An applicant may not contact any member of an evaluation committee except at the State's direction.

In addition, proposals from current providers that meet the requirements of U.S. Department of Energy – Weatherization Assistance Program for Low-Income Persons – Title 10, Part 440, Section 440.15(a)(3) will be provided special consideration and preference (see section 6.0).

3.3 Evaluation criteria

The following criteria will be used to score each county in the proposal:

| Description | Points |
|--|-----------|
| 1. 4.0 General Proposal Requirements | |
| 4.1 Applicant qualifiers | 5 |
| 4.2 Risk analysis | 5 |
| 4.3 Accounting system/indirect costs/shared costs | 5 |
| 4.4 Organization chart and staff qualifications | 5 |
| 2. 5.0 Administrative and Technical Requirements | |
| 5.1 Experience with weatherization/low-income households | 5 |
| 5.2 Work flow - administrative | 5 |
| 5.3 Work flow - operations | 5 |
| 5.4 Demonstration of performance | 5 |
| 3. 6.0 Preference Points | |
| 6.1 Preference for current providers | 5 |
| 4. 7.0 Leveraged Funds | |
| 7.1 Summary of leveraged funds | 5 |
| Total: | 50 |

A proposal that receives less than 30 points will be ineligible for further consideration.

3.4 Right to reject proposals and negotiate contract terms

All proposals are expected to meet the guidelines of this RFP. Proposals not submitted in the format requested will not be scored. Late proposals will not be scored. No supplemental or revised materials will be accepted after the scheduled date for submission except when specifically requested by ODSA.

ODSA reserves the right to:

- Reject any and all proposals that fail to meet the provisions of the RFP;
- Rebid the county or counties requesting new proposals from qualified parties;
- Waive or modify minor irregularities in proposals received;
- Negotiate with applicants, within the requirements of the RFP, to best serve the interests of the State;
- Require the submission of modifications or additions to proposals as a condition of further participation in the selection process;
- Fund any proposal in full or in part; and/or,
- Adjust the dates for any reason it deems appropriate.
- Include an interview as part of the application process for any or all applicants.

In accordance with federal and state statutes and ODSA policy, no person shall be excluded from participation or subject to discrimination in the RFP process on the basis of race, color, age, sex, national origin, military status, religion, or disability.

3.5 Award and tiebreakers

ODSA will compile the final scores for each proposal. The award will be granted to the highest scoring applicant(s). Should several applications receive the same point totals according to the scoring criteria established in section 3.3 of this document, applications will be approved by prioritizing in the following order:

- The application receiving the highest cumulative score in category 5.0.
- The application receiving the highest cumulative score in category 5.4.
- The application receiving the highest cumulative score from the leveraged investment.
- The applicant that has a permanent facility in Cuyahoga County.

Should a tie remain, the territory will be assigned at the discretion of the Director of ODSA.

3.6 Notification of intent to award

All applicants who respond to this RFP will be notified in writing of the State's intent to award the contract(s) as a result of this RFP. A public hearing(s) will be held. Details will be publicized at a later date. Information will be made available on the ODSA website and will be issued through a public notice.

3.7 Appeals process

Appeals to the final decision must be made in writing to ODSA. An appeal be as specific as possible and should identify statutes and Ohio Administrative Code provisions that are alleged to have been violated.

Any appeal must be received in writing within ten (10) working days after the Notice of Intent to Award is issued and must be mailed or hand-delivered to the following address:

Ohio Development Services Agency
Office of Community Assistance
c/o Home Weatherization Assistance Program RFP
77 South High Street, 25th Floor
PO Box 1001
Columbus, Ohio 43216-1001

The Deputy Chief will make a ruling regarding the appeal within ten (10) working days. The decision of the Deputy Chief is final.

4.0 GENERAL PROPOSAL REQUIREMENTS

4.1 Applicant qualifiers

The applicant must be a not-for-profit corporation chartered under Ohio statutes, and designated as charitable organization by the Internal Revenue Service or designated an Ohio unit of local government or Ohio Community Action Agency (CAA). Individuals or for-profit corporations are not eligible to submit a proposal in response to this RFP. Applicants must provide a copy of the IRS determination of a charitable organization, a certified motion by the organization's governing Board or other authority approving the submission of a proposal in response to this RFP, and a Certificate of Good Standing from the Ohio Secretary of State (applicable for all non-profit agencies). If the applicant is not in good financial standing, the proposal shall be determined ineligible.

4.2 Risk analysis

Describe any civil or criminal action brought against your organization or its individual staff members and any sanctions, audit material weaknesses or reportable findings, any disallowed costs, or special contract conditions that have been imposed by any funding source from July 1, 2013 to present. Fully explain how such sanctions or conditions were satisfied, if applicable, and any outstanding sanctions, findings, or special conditions on any grant at the time of this RFP. Additionally, disclose any open investigations, open audits, and/or monitoring by federal or state oversight agencies and any grants willingly or forcefully revoked after July 1, 2010. Please describe any material litigation to which your agency or entity is currently a party. Please describe any material litigation that your agency or entity has been involved since July 1, 2010. Please provide a list and describe litigation brought or threatened against your company by existing or former clients since July 1, 2010. Any current provider who has been in a Continuous Improvement Plan since July 1, 2013, please disclose the details and corrections made by the agency.

4.3 Accounting system/indirect costs/shared costs

Describe and explain the accounting system that will be used to track funding and expenditures related to this award. If you share costs with other programs for space or equipment, please provide the allocation method used to determine HWAP's portion. If applicable, also submit in this section a copy of the indirect cost rate for the applicant, most recent approval for indirect cost rate from the applicant's cognizant funding source, and any pending requests that affect the grant period for the HWAP.

4.4 Organization chart and staff qualifications

Provide the following for this section:

- Provide an organization chart for the HWAP and for the overall agency.
- Provide a spreadsheet or list of all personnel to be paid in full or in part by HWAP, their job titles, total salary, portion paid by HWAP. Identify all Home Energy Performance credentialed Quality Control Inspectors.

- Provide a list and contact information for all proposed private contractors, stating whether they are currently approved by ODSA for weatherization. Please state if any contractors or vendors intended to be used by the applicant are certified MBE or EDGE businesses. A listing of certified businesses, as well as the services and commodities they provide, is available from the Department of Administration. This listing and more information is available at <http://das.ohio.gov/Divisions/EqualOpportunity/MBEEDGECertification/tabid/134/Default.aspx>.
- Provide a copy of any and all MOAs with non-profit entities to perform the work associated with this RFP. A signed letter of support from the non-profit partner(s) also is required in this section.

Also, please answer the following questions:

- Has there been any material change (in locations, administrative staff or key personnel) in your structure within the last 12 months? If yes, please describe.
- Is any material change in leadership, location, or structure currently under review or being contemplated? If yes, please describe.

5.0 ADMINISTRATIVE AND TECHNICAL REQUIREMENTS

5.1 Experience with weatherization/low-income households

Describe the applicant's recent experience and performance in weatherization or housing rehabilitation/renovation or other similar activities supporting low-income households. Provide information describing the applicant's experience in conducting housing rehabilitation/renovation, weatherization, or similar activities in the last five (5) years. This must include a description of the programs operated, time period operated, sources of funding and amounts, number of households served, performance measures, and performance outcomes, including energy savings information for households served.

5.2 Work flow – administrative

Describe the process for work flow on the fiscal and administrative side of the program. Where are the physical locations for service delivery/intake? How do you provide outreach or find eligible customers? Are fiscal and operations offices in the same building? How is communication between fiscal and operations personnel facilitated (monthly meetings, monthly reports, etc.)? What are the work flows for processing inspection information/work orders and fiscal data and using that information to complete Building Weatherization Reports? Describe your experience with OCEAN or other data collections systems, and how these systems are used to manage program reporting and operations.

5.3 Work flow – operations

Describe the approach to dealing with site work. Does the applicant use private subcontractors or perform work with crews? What are the benefits and risks associated with the agency's particular method of service delivery? How does the agency mitigate those risks? Provide a detailed plan that identifies the flow of work for a typical owner-occupied dwelling unit, beginning with customer contact and ending with final inspection and customer sign-off. Provide information that demonstrates how you assure quality control of crew and subcontractor work. Be sure to note each step of the process and how this will be managed for the different geographic regions of the county or territory.

5.4 Demonstration of performance

Include the following as demonstration of program quality and effectiveness (information on weatherization or similar programs for the past two years is acceptable): planned vs. actual units completed; information demonstrating timely and correct reporting for weatherization or related programs; information on air leakage reductions and/or energy savings in homes completed; number of single family homes, mobile homes and multi-family homes completed; aggregate data from customer surveys; and any other pertinent data regarding quality of services provided. New applicants may provide letters of support from community partners and other pertinent data that demonstrates the requirements for this section.

6.0 PREFERENCE

6.1 Preference for current providers

Five (5) preference points will be added to proposals from current providers of weatherization funded by ODSA that are in good standing (low or medium risk on most recent Risk Assessment). Please state in this section the county or counties currently served by the applicant.

7.0 LEVERAGED FUNDS

7.1 Summary of leveraged funds

Please describe all leveraged funds intended to be used by the agency to complete weatherization, the dates of the award, and number of years the agency has been awarded the HWAP contract. Include actual or anticipated amounts to support HWAP activities in PY 2015 and documentation of such leveraged funding or a one-page signed letter of support from the funding agency.