

SERVICE CONTRACTING AGREEMENTS BEST PRACTICE

AREA: Program Management

TITLE: Procurement

SUBJECT: Service Contracting Agreements

ABSTRACT: Procurement is an essential component of the financial management of a weatherization assistance program. Proper procurement and adherence to the government procurement requirements necessitate considerable management time be spent on the procurement activities. Issuing annual **Service Contract Agreements** with qualified contractors maximizes the use of time on procurement activities and increases production capabilities.

ISSUE: The Weatherization Assistance Program is responsible for significant public spending and needs to have systems in place to achieve effective public spending and increased production of units.

ACTION:

1. Always review and/or consult with funding authority to determine if additional procurement guidelines are necessary/required as part of state or local regulations.
2. Give “General Conditions” to everyone but use separate addendums per trade rather than one large packet. Not all contractors are bidding on every component of the RFQ. Have contractors sign and acknowledge adherence to these “general conditions” and incorporate this into contract agreements.
3. Be sure to reference Davis Bacon regulations and expectations in the general conditions and provide the current wage determination paperwork in a separate addendum from the general conditions.
4. Include “Buy American” clause in general conditions for public facilities (just in case you do publically own multi-family facilities).
5. Score contractors on more than just price. Experience can be included in scoring matrix (quality is critical and experience in Weatherization is a plus. Weight score on price and experience)
6. Advertise in the local newspaper at least one to two weeks in advance of the RFQ meeting.
7. Have a pre bid meeting to ensure that all questions are answered. Make it mandatory to participate.
8. Include scoring in RFQ so contractors know exactly what you will use to weight score.
9. Designate one person to be responsible for answering any questions related to the RFQ. Be sure to share answers with everyone who attends the pre bid meeting.

10. Develop mechanism to track pricing (RFQ to contractor invoices) once bids are awarded and work is being done.
11. Keep all RFQ documents and bid result documents together in one or two file boxes CLEARLY LABELED for future referencing. Keep these records as long as you are required to maintain documents as part of your contract with the State or local funding authority.

CONTEXT: The use of Service Contracting Agreements is a method to support the Weatherization Assistance Programs specified level of quality and standard of services.

REFERENCE: Department of Energy Weatherization Assistance Program Procurement Tool Kit.

FOR MORE INFORMATION:

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