



**East Central Illinois Community Action Agency
56 N. Vermilion Street
Danville, IL 61832**

REQUEST FOR PROPOSAL

Weatherization Assistance Program Services

Proposal Due Date: May 25, 2017

Estimated Time of Service: September 1, 2017 – June 30, 2018

Eligibility Requirements

Organizations submitting proposals in response to this Request for Proposal (RFP) must have ten (10) or more years of experience in successfully delivering weatherization services in conformance with Illinois Home Weatherization Assistance Program (IHWAP). Successful RFP candidates will have the capacity to deliver home energy assessment and final inspection services with employees who have completed the IHWAP Training Certification Program and possess the appropriate certifications as required by the Illinois Department of Commerce and Economic Opportunity Weatherization Program.

Scope of Work

- Weatherization and Emergency Furnace Services for residential buildings located in Vermilion, Ford, and Iroquois Counties, per the prevailing policies and procedures of the Illinois Home Weatherization Assistance Program and Low Income Home Energy Assistance Program (LIHEAP) to include the following:
- Work jointly with ECICAA staff to conduct energy audits and assessments for up to 40 jobs per fiscal cycle under the Illinois Home Weatherization Assistance Program and up to 10 homes for the Emergency Furnace Component under the Low Income Home Energy Assistance Program;
- Generate Work Orders utilizing the IHWAP Weatherworks System;
- Procure and contract materials and labor for completion of weatherization measures in conformance with IHWAP and LIHEAP procurement policies;
- Work jointly with ECICAA staff to conduct final inspections and acceptance of work for up to 40 jobs per fiscal cycle for IHWAP and up to 10 jobs for LIHEAP Emergency Furnaces.
- Complete all file documentation and Weatherworks data entry associated with each Weatherization and LIHEAP job.
- Prepare and present timely invoicing to East Central Illinois Community Action Agency for completed work.

- Anticipated weatherization production for the contract period based on existing practices is between 30-40 homes. Anticipated Emergency Furnace work based on existing practices is between 5-10 homes.
- ECICAA will be responsible for participating in and conducting a limited number of assessments, for the purpose of training. ECICAA also will be responsible for outreach, application acquisition, waiting list management, and eligibility determinations. ECICAA will have responsibility for fiscal management of IHWAP grants for Vermilion, Ford, and Iroquois Counties.

Proposal Requirements

1. Describe your organization's experience with providing weatherization services, per the eligibility requirements in this RFP
2. Clearly describe your organization's ability to perform the Scope of Work, as outlined in this RFP.
3. Please describe your organization's capacity to perform timely work during the proposed contract period (September 1, 2017 – June 30, 2018).
4. Provide the Cost and Fees for executing the Scope of Work for 30-40 homes under IHWAP.
5. Provide the Cost and Fees for completing the work on 5-10 homes under the LIHEAP Emergency Furnace Component.
6. Include the name, address, phone number, email, and signature of the authorized representative at your organization.

RFP Process

Proposals in response to this solicitation are due by 4:00 p.m., Thursday, May 25, 2017. Proposals must be submitted electronically to Delia Anderson Farmer at dfarmer@comaction.org.

East Central Illinois Community Action Agency will review proposals from May 26, 2017 to May 31, 2017. The selected candidate must demonstrate capacity for the completion of the Program work, as well as the capability to manage the fiscal activity associated with the contract. Upon determination of the winning candidate, East Central Illinois Community Action Agency will proceed with the negotiation of the contract for work to commence upon execution of an agreement. Unsuccessful applicants will be notified upon completion of the process.

Contacts for Questions:

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