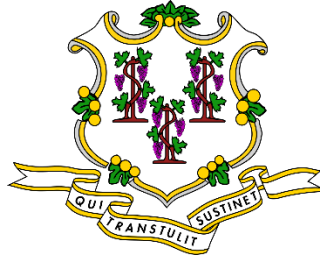


# STATE OF CONNECTICUT PROCUREMENT NOTICE



## Request for Proposals (RFP) For Weatherization Assistance Program Technical Consultant/Monitor(s)

Issued By:

The Department of Energy and Environmental Protection (DEEP)

August 25, 2023

The Request For Proposal is available in electronic format on the State Contracting Portal by filtering by Organization for The Department of Energy and Environmental Protection

<https://portal.ct.gov/DAS/CTSource/BidBoard> or from the Agency's Official Contact:

Name: Katrina Vallett  
Address: 10 Franklin Square, New Britain, CT 06051  
Phone: (860) 827-2640  
E-Mail: [Katrina.Vallett@ct.gov](mailto:Katrina.Vallett@ct.gov)

The RFP is also available on the Agency's website [here](#).

Potential bidders may register for the Bidders Conference [here](#).

**RESPONSES MUST BE RECEIVED NO LATER THAN**

**October 3, 2023 at 4:00 PM**

The Department of Energy and Environmental Protection is an Equal Opportunity/Affirmative Action Employer.

The Department reserves the right to reject any and all submissions or cancel this procurement at any time if deemed in the best interest of the State of Connecticut (State).

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## I. GENERAL INFORMATION

### A. INTRODUCTION

**1. RFP Name and Number.** Weatherization Assistance Program Technical Services RFP. Number: DEEP082523CM

**2. RFP Summary.** The Connecticut Department of Energy and Environmental Protection (DEEP or the Agency) will use the results of this RFP to select qualified Technical Service Providers for the Connecticut Weatherization Assistance Program (Connecticut WAP or CT WAP) to provide Monitoring and Technical Consultant Services.

**3. RFP Purpose.** DEEP will use the results of this RFP to select one or more qualified technical service providers for the CT WAP. The service provider(s) will be selected through the process required by state and federal laws, regulations, and procurement practices. Technical Service Providers may be individuals, entities or firms that meet the technical qualifications specified in this procurement.

DEEP intends to select the most qualified Technical Service Provider(s) for CT WAP for an initial term of three years<sup>1</sup>, with the option to extend the contract(s) for additional Program Years commensurate with exemplary service as determined through periodic service evaluations. Funding for all awards and future annual budget periods after year one is contingent upon the availability of funds appropriated by Congress for the purpose of this program and DEEP's budget authority.

**4. Commodity Codes.** The services that DEEP wishes to procure through this RFP are as follows:

- 80000000: Management and Business Professionals and Administrative Services
- 80101606: Project monitoring and evaluation
- 81141805: Building inspection service
- 83101900: Energy Conservation

### B. INSTRUCTIONS

**1. Official Contact.** The Agency has designated the individual below as the Official Contact for purposes of this RFP. The Official Contact is the **only authorized contact** for this procurement and, as such, handles all related communications on behalf of the Agency. Proposers, prospective proposers, and other interested parties are advised that any communication with any other Agency employee(s) (including appointed officials) or personnel under contract to the Agency about this RFP

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<sup>1</sup> Pursuant to C.G.S. § 4a-7a, contracts with an **individual** will be for an initial term of one (1) year, Program Year 2023 (July 1, 2023 – June 30, 2024).

is strictly prohibited. Proposers or prospective proposers who violate this instruction may risk disqualification from further consideration.

Name: Katrina Vallett  
Address: 10 Franklin Square, New Britain, CT 06051  
Phone: (860) 827-2668  
E-Mail: [Katrina.Vallett@ct.gov](mailto:Katrina.Vallett@ct.gov)

Please ensure that e-mail screening software (if used) recognizes and accepts e-mails from the Official Contact.

**2. Registering with State Contracting Portal.** All those submitting proposals in response to this RFP (Respondents or Proposers) must register with the State of CT contracting portal at <https://portal.ct.gov/DAS/CTSource/Registration> if not already registered. Respondents shall submit the following information pertaining to this application to this portal (on their supplier profile), which will be checked by the Agency contact.

- Secretary of State recognition – Click on appropriate response
- Non-profit status, if applicable
- Notification to Bidders, Parts I-V
- Campaign Contribution Certification (OPM Ethics Form 1): <https://portal.ct.gov/OPM/Fin-PSA/Forms/Ethics-Forms>

**3. RFP Information.** The RFP, amendments to the RFP, and other information associated with this procurement are available in electronic format from the Official Contact or from the Internet at the following locations:

- [Connecticut Department of Energy and Environmental Protection RFP Web Page](#)
- [State Contracting Portal](#) (go to CTsource Bid Board, filter by “Connecticut Department of Energy and Environmental Protection”)

It is strongly recommended that any proposer or prospective proposer interested in this procurement check the Bid Board for any solicitation changes. Interested proposers may receive additional e-mails from CTsource announcing addendums that are posted on the portal. This service is provided as a courtesy to assist in monitoring activities associated with State procurements, including this RFP.

**4. Procurement Schedule.** See below. Dates after the due date for proposals (“Proposals Due”) are non-binding target dates only (\*). The Agency may amend the schedule as needed. Any change to non-target dates will be made by means of an amendment to this RFP and will be posted on the State Contracting Portal and, if available, the [DEEP WAP Web Page](#).

- RFP Released: August 25, 2023
- RFP Conference: September 5, 2023 at 11:00 AM
- Deadline for Questions: September 12, 2023 at 4:00 PM

- Answers Released: September 19, 2023 at 4:00 PM
- Proposals Due: October 3, 2023 at 4:00 PM
- Proposer Selection: October 18, 2023\*
- Start of Contract: December 20, 2023\*

**5. Contract Awards.** The award of any contract pursuant to this RFP is dependent upon the availability of funding to the Agency. The Agency anticipates the following:

- Number of Awards: Up to Four (4)
- Contract Cost: Confidential
- Contract Term: 3 years<sup>2</sup> (extendable at Agency discretion)
- Funding Source: US Department of Energy

**6. Eligibility.** Any public or private firm or individual with the requisite experience listed in the scope of services in Section II below may respond to this RFP.

**8. Inquiry Procedures.** All questions regarding this RFP or the Agency's procurement process must be directed, in writing, electronically, (e-mail) to the Official Contact before the deadline specified in the Procurement Schedule. The early submission of questions is encouraged. Questions will not be accepted or answered verbally –either in person or over the telephone. All questions received before the deadline(s) will be answered in writing pursuant to a written amendment of the RFP as described below. However, the Agency will not answer questions when the source is unknown (i.e., nuisance or anonymous questions). Questions deemed unrelated to the RFP or the procurement process will not be answered. At its discretion, the Agency may or may not respond to questions received after the deadline. The Agency may combine similar questions and give only one answer. All questions and answers will be compiled into a written amendment to this RFP. If any answer to any question constitutes a material change to the RFP, the question and answer will be placed at the beginning of the amendment and duly noted as such.

The Agency will release the answers to questions on the date(s) established in the Procurement Schedule. The Agency will publish any and all amendments to this RFP on the State Contracting Portal and, on the [DEEP WAP Web Page](#).

**9. RFP Conference.** An RFP conference will be held to answer questions from prospective proposers. Attendance at the conference is optional.

Register for the RFP Conference HERE: <https://ctdeep.zoom.us/meeting/register/tZEqd-uuqT4pH9enHZacEL8PjgNf7WRqMmAY#/registration>

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<sup>2</sup> Pursuant to C.G.S. §4a-7a, contracts with an **individual** will be for an initial term of one (1) year, Program Year 2023 (July 1, 2023 – June 30, 2024).

**10. Proposal Due Date and Time.** The Official Contact is the **only authorized recipient** of proposals submitted in response to this RFP. Proposals must be received by the Official Contact on or before the due date and time:

Proposals received after the due date and time will be ineligible and will not be evaluated. The Agency will notify late respondents of ineligibility in writing.

An acceptable submission must include the following:

- One (1) conforming electronic copy of the original proposal.

The proposal must be complete, properly formatted and outlined, and ready for evaluation by the Screening Committee.

The electronic copy of the proposal must be emailed to the official agency contact for this procurement. The subject line of the email must read: Weatherization Assistance Program Technical Services Provider. Required forms and appendices may be scanned and submitted as PDFs at the end of the main proposal document. Please ensure the entire email submission is less than 25MB as this reflects the Agency's server limitations. Respondents should work to ensure there are no additional IT limitations from the provider side.

**11. Multiple Proposals.** The submission of multiple proposals is an option for this procurement.

## II. PURPOSE OF RFP AND SCOPE OF SERVICES

### A. AGENCY OVERVIEW

The Connecticut DEEP is charged with conserving, improving, and protecting the natural resources and the environment of the state of Connecticut as well as making cheaper, cleaner, and more reliable energy available for the people and businesses of the state.

DEEP's Bureau of Energy and Technology Policy develops forward-looking energy efficiency, infrastructure, and alternative power programs.

The U.S. Department of Energy's (DOE's) Low-Income Weatherization Assistance Program (WAP or the Program) was implemented to increase the energy efficiency of dwellings owned or occupied by low-income persons or to provide such persons renewable energy systems or technologies, reduce their total residential expenditures, and improve their health and safety, especially low-income persons who are particularly vulnerable such as the elderly, persons with disabilities, families with children, high residential energy users, and households with high energy burden (6% or more of annual income spent on energy utilities).

DEEP is the WAP Grantee for Connecticut. DEEP is committed to ensuring an equitable delivery of CT WAP services to environmental justice communities, communities of color, disadvantaged communities as defined by the Justice40 Initiative, and census tract communities with high average energy burdens. DEEP seeks to contract with selected Respondent(s) to assist in successful program delivery and in accomplishing the above-stated program goals.

### B. SERVICE OVERVIEW

The DOE funds WAP and assists low-income persons in minimizing energy-related costs and fuel use in their homes through retrofits and home improvement measures such as insulation and air sealing, as well as providing limited health & safety measures such as installing bath fans and minor roof repairs.

CT WAP will be serving both single-family and multi-family units beginning with the 2023-2024 Program Year.

- **Single-family:** Services will be delivered to single-family housing within two service territories (see Exhibit A for a map of these two service territories). Single-family housing means a residence consisting of one to four dwelling units in a building. For purposes of this RFP, manufactured housing may be considered part of the single-family program. The single-family program will be funded through the state's formula fund allocation as determined by DOE. Connecticut WAP is currently conditionally approved by DOE to weatherize manufactured homes and single-family housing.

- **Multi-family:** The multi-family service territory will be state-wide and is defined as five (5) or more dwelling units in a building or property. The multi-family program will be funded by the Bipartisan Infrastructure Law (BIL) grant funds allocation. Connecticut WAP will utilize BIL grant funding to acquire accreditations and specialized staff to weatherize multi-family housing. Multi-family weatherization will be conducted in accordance with DOE program notices.

DEEP seeks to contract with one or more selected Respondent(s) to provide (A) technical consulting services (**Technical Consultant - Desk**), and (B) technical monitoring services (**Technical Monitor - Field**), to DEEP, working with the Program Operators (Subgrantees) that receive funding to provide weatherization services as a part of CT WAP for both the single-family and multi-family programs. Services being sought are described more fully in the **Scope of Service Description** set forth in **Section II-C** of this RFP. DEEP anticipates entering into a Personal Services Agreement (PSA) with the Respondent(s) that is/are selected pursuant to this RFP. The term of the contract is expected to be for 36 months<sup>3</sup>, and the contract may be renewed before the expiration of the initial term.

Proposals will be accepted from Respondents (individuals or firms) qualified to provide the requested services. Any submitted proposal must propose to provide services for the entire state (for both Regions 1 and 2) (see map in Exhibit A on pg. 48). Preference will be given to proposals that provide all requested services (Technical Consultant-desk reviews and Technical Monitor-field monitoring). Preference will also be given to Respondents that apply to provide services for both the single-family and multi-family programs. However, DEEP will accept proposals from Respondents for one of the two service categories described in this RFP (Technical Consultant-desk reviews or Technical Monitor-field monitoring), and proposals from Respondents for one of the two programs (single-family or multi-family).

Contracted services:

- **Technical Consultant – Desk** services, pricing per **Fee Submission Table**
- **Technical Monitor – Field** services, unit pricing per **Fee Submission Table**
- Compensation Source: Work under an awarded contract will be paid 100% from CT WAP Grantee Training and Technical Assistance funding (Respondents must have access to a Privately-Owned Vehicle (POV) if offered services require one. Any allowable cost for insurance, maintenance, and travel expenses incurred when using a POV in providing contracted services may not be billed separately but may be incorporated into hourly or per unit pricing – see the Fee Submission Tables in this RFP)

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<sup>3</sup> Pursuant to C.G.S. § 4a-7a, contracts with an individual will be for an initial term of one (1) year, Program Year 2023 (July 1, 2023 – June 30, 2024).



The table below summarizes CT WAP's Technical Consultant and Technical Monitor minimum monitoring units for **Program Year 2023 (PY23)**. Monitoring minimums are set each program year based on DOE funding, guidance, and requirements:

<b>Total Units Served – Goals for Subgrantees</b>	
PY23 Formula Funds (Single Family Program)	PY23 BIL Funds (Multifamily Program)
260	884

<b>Technical Consultant - Desk</b>			
<b>Funding Source/Program</b>	<b>Task</b>	<b>Monitoring Rate (minimum)</b>	<b>Minimum # of Units Monitored in PY23</b>
Formula funds - Single Family Program	File Review of Completed Units	10%	26
	Review of Waiver Packets	-	50
BIL funds - Multifamily Program	File Review of Completed Units	10%	88
	Review of Waiver Packets	-	50

<b>Technical Monitor - Field</b>			
<b>Funding Source/Program</b>	<b>Task</b>	<b>Monitoring Rate (minimum)</b>	<b>Minimum # of Units Monitored in PY23</b>
Formula funds - Single Family Program	Quality Control Inspector (QCI) Final Inspection	10%	26
	In-process Quality Assurance (QA) monitoring	10%	26
BIL funds - Multifamily Program	QCI Final Inspection	10%	88
	In-process QA monitoring	10%	88

## C. SCOPE OF SERVICE DESCRIPTION

### 1. Overview

This RFP is soliciting two (2) types of services:

1. Technical Consultant - desk
2. Technical Monitor – field

Technical Consultant – desk services include conducting desk reviews of completed CT WAP jobs; reviewing waiver requests; reviewing Subgrantee production reports, monthly reports, and database system entries; drafting and revising technical writing; assisting with designing and implementing training plans for Subgrantees and DEEP staff; and other related duties as assigned by DEEP.

Technical Monitor – field services include monitoring, through site-visits and case file reviews, completed and in-process CT WAP jobs; monitoring of and reporting on Subgrantee performance and compliance; responding to technical questions and providing technical assistance to DEEP and Subgrantees; updating CT WAP procedures and protocols; assessing CT WAP's equipment and tools; and other related duties as assigned by DEEP.

More detail on both requested service types is provided below.

## 2. Regulatory Requirements

DEEP will utilize contracted Quality Control Inspector (QCI) services (conducted by the Technical Monitor(s) – Field) in CT WAP to conduct onsite inspections of at least 10% of completed units, and in-process monitoring of a minimum of 10% of all production units. In addition, the selected desk consultant(s) will perform comprehensive desk reviews on at least 10% of completed units throughout the program year. The in-process monitoring and desk review units may overlap, but preference will be given to proposals that have in-process monitoring, final/completed unit monitoring, and desk reviews occurring in different units.

All monitoring activities will be conducted in compliance with the DOE Weatherization Program Guidance and the Connecticut Weatherization Assistance Program Quality Work Plan, Connecticut Weatherization Assistance Program Weatherization Field Guide Standard Work Specifications Aligned Edition, and the current year State Plan/Master File. (For further information refer to the [2022 CT WAP Operations Manual](#) sections 300, 400, 500, 600, and 700).

Technical monitoring of CT WAP units under a contract established pursuant to this RFP shall not be completed by the same QCI certified individual that completed the unit's energy audit or Final Inspection for a CT WAP subgrantee. DEEP has specified its policy in the Monitoring Activities Section (Section V.8.3) of the annual [DOE Application](#).

**3. Technical Guides and Materials:** These [documents](#) on DEEP's CT WAP webpage provide the information needed to successfully administer the DOE's Weatherization Assistance Program in Connecticut.

The selected Respondent(s) shall ensure that all work performed and reported as completed, is in compliance with:

- DOE [WPN 22-4](#)
- DOE [WPN 20-4](#)
- CT WAP [Quality Work Plan requirements](#)
- CT WAP Weatherization Field Guide [Standard Work Specifications](#) (SWS) Aligned Edition Version (083021), copyright 2021
- CT WAP [Operations Manual](#) (Revised 2022)
- The current Year [State Plan/Master File](#)

#### 4. Cooperation and Coordination

The selected Respondent(s) shall coordinate with other contracted DEEP Technical Consultants and Field Monitor/Quality Control Inspectors and provide support to assist them in the fulfillment of their duties and responsibilities to the extent such support is needed for the effective operation of the Program. The selected Respondent(s) shall agree to coordinate, share data and other information with other contracted DEEP Technical Consultants and Field Monitor/Quality Control Inspectors and Subgrantees as directed by DEEP.

#### 5. DEEP will provide the following administrative and technical services:

- State-owned laptops for Program use;
- State-issued email addresses for Program use;
- Access to CT WAP SharePoint folder and Microsoft Teams;
- Access to training courses for Continuing Education Units (CEUs);
- Training on any new software required by DEEP; and
- Access to energy auditing tool(s).

#### 6. Technical Consultant – desk

##### A. Organizational Expectations

Proposals must include an organization chart including names and titles of individuals that will provide technical consultant - desk services. Preference will be given to proposals that identify one point of contact through which communications to and with DEEP will flow. Proposals must also include proposed verbal and/or written update frequencies that will enable DEEP to stay up-to-date on technical consultant desk work and findings.

##### B. Service Expectations

###### Service Expectations – Desk reviews

Desk Review: ongoing review of production reports, Subgrantee claims, and other regular Subgrantee submissions as required. All of the tasks defined below include the related reporting and data entry.

- A. Desk reviews of completed audits: Complete desk reviews of at least 10% of the completed jobs (re-reviews may be necessary to ensure that the 10% pass inspection); approximately 26 per year for the single-family program and approximately 88 per year for the multifamily program, selected at random. Review to confirm authorized and installed weatherization measures, as recommended in the Recommended Measures Report (RMR), and original work order. (See 2022 Operations Manual 601.4.2 Field File Review).
- B. Review of Waiver Requests: Expedient review and processing of Subgrantee waiver request packets, 5-10 per month, approximately 100 per year, per program

(single-family program or multifamily program) (See [2022 Operations Manual](#) 301.12 Waiver and Standard Quote Form [pg. 84]).

- C. Review of Subgrantee production reports and database system entries utilizing CT's current, DOE-approved energy audit/modelling software and program management software (CT WAP currently uses DOE Weatherization Assistant Software NEAT and MHEA for single-family housing and MultEA for multifamily housing. In the near future we intend to switch over to TREAT for multifamily housing and Hancock Software including HEAT and MINT for single family housing).
- D. Review monthly reports submitted by program Subgrantees.

#### **Service Expectations – Technical writing**

- A. Revise the Health and Safety Plan annually, in collaboration with and as directed by DEEP staff, to reflect program priorities and current implementation practices (there is one Health and Safety Plan per program that is revised at least annually);
- B. Develop a training and technical assistance plan in collaboration with and as directed by DEEP staff (once per year, and one plan per program);
- C. Prepare periodic reporting to DOE in collaboration with and as directed by DEEP staff (quarterly and once annually, per program);
- D. Maintain and update in a timely manner existing field guides, technical manuals, and the Connecticut WAP Operations Manual, as required by DOE Weatherization Program Notices (WPNs), new program rollouts, DEEP requests, and statutory changes in collaboration with and as directed by DEEP staff (generally, there will be different manuals and field guides for each program), and;
- E. Provide quarterly reports to Subgrantees and to DEEP identifying trends, irregularities, opportunities for improvement, and other relevant information, findings, and recommendations based on desk monitoring results and other available information and data (individual reports per Subgrantee, there may be multiple Subgrantees per program).

#### **Service Expectations – Training**

- A. Onboarding new Subgrantee auditors: Assist DEEP with Subgrantee management, if requested. Requests may include conducting an orientation for new Subgrantee auditors, including introducing them to their responsibilities and program requirements;
- B. Training design and implementation: Assess the technical training needs of DEEP program staff, Subgrantees, and Subcontractor staff, and develop a training plan identifying appropriate trainings that targets the specific issues or knowledge gaps identified (one training plan per program), and;
- C. Evaluate, in consultation with DEEP, the effectiveness of trainings and re-tool trainings to meet the current objectives of CT WAP.

#### **Service Expectations - Other duties**

Other related responsibilities as DEEP may assign consistent with the Respondent's responsibilities.

### C. Staffing Expectations

- A. Preference will be given to proposals that include individuals with five (5) or more years of experience in the DOE Weatherization Assistance Program,
- B. Exceptional communication and interpersonal skills, especially with Subgrantees, DEEP, and DOE,
- C. Ability to work cooperatively with other team members,
- D. Exceptional writing and editing skills, including technical writing,
- E. Experience with desk reviews and waiver packet approvals,
- F. Experience with Operations Manual and Health & Safety Plan revisions,
- G. Possess business-related computer skills including Microsoft Word, Excel, PowerPoint, email, and internet usage,
- H. **Required: Building Performance Institute (BPI) Home Energy Professional (HEP) Energy Auditor (EA):** Any individual conducting desk reviews must hold a BPI Energy Auditor (EA) certification. An EA is an experienced professional who evaluates the health and safety issues, durability, comfort, and energy use of a residential building. The Energy Auditor (EA) conducts advanced diagnostic tests, gathers and analyzes data, and creates energy models to draw conclusions and make recommendations to the client for improvements. An overview of EA certification requirements may be found [here](#). A respondent may obtain the EA credential within the first 90 days of contract execution – such a commitment must be explicitly stated in a proposal. The EA credential, once past the initial 90 days, must be maintained throughout the contract period. DEEP reserves the right to terminate a contract should the necessary EA credentialing not be maintained.
- I. **Preferred: Quality Control Inspector (QCI):** Proposals that ensure that individual(s) conducting desk reviews hold an existing QCI credential will be preferred. A QCI is a certified residential energy-efficiency expert who ensures the completion, appropriateness, and quality of energy upgrade work by conducting a methodical inspection of the building and performing safety and diagnostic tests. An overview of QCI certification requirements may be found [here](#). In the scoring of submitted proposals, preference will be given to those with an existing QCI credential, or who demonstrate a plan to acquire a QCI certification within 90 days of contract execution. QCI credentialing is not required for individual(s) conducting desk reviews, but is preferred by DEEP.

### D. Data and Technology Expectations

- A. Must maintain reliable internet access.
- B. Must be willing to become familiar with and learn how to utilize Hancock, CT WAP's data management system, and any other software or systems required by DEEP.

## **E. Financial Expectations**

### **Insurance Requirements**

- A. Liability: General liability insurance coverage in the minimum amount of one million dollars (\$1,000,000) for bodily injury and property damage, with a minimum amount of \$500,000 for each. Upon request, must provide the State with Certificates of Insurance that document the required coverage, the limits of liability and coverage dates of policies. All documents and coverage must be current.
- B. Workers' Compensation as required by state law.
- C. Cancellation: Respondent must immediately notify DEEP if any required insurance is canceled or modified in amount. In the event of a cancellation of Respondent's coverage, DEEP will make no further funding disbursements to Respondent until certification is provided by an insurance company that the coverage has been restored. In the event such verification is not received by DEEP within ten (10) days of the Notice of Cancellation, DEEP may terminate the Contract, and Respondent must agree to return the balance of all monies paid to Respondent under its contractual agreement.

## **F. Budget Expectations**

- A. Contract(s) will be funded from the Training and Technical Assistance funding portion of the DOE grant award to DEEP.
- B. Period of Award: anticipated three-year contract<sup>4</sup>, with the option to extend the contract(s) for additional Program Years commensurate with exemplary service as determined through periodic service evaluations.
- C. Respondent to submit a fee schedule for all costs associated with these services, which fees will remain in place for the term of the contract. Respondents must use the fee schedule provided in this RFP.
- D. All costs (travel, time, supplies etc.) must be rolled into and reflected in the Respondent's fees. The Fee Schedule Submission Template on page 41 should be used for the Fee Schedule submission.

## **7. Technical Monitor - field**

### **A. Organizational Expectations**

Proposals must include an organization chart including names and titles of individuals that will provide technical consultant - field services. Preference will be given to proposals that identify one point of contact through which communications to and with DEEP will flow. Proposals must

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<sup>4</sup> Pursuant to C.G.S. §4a-7a, contracts with an individual will be for an initial term of one (1) year, Program Year 2023 (July 1, 2023 – June 30, 2024).

also include proposed verbal and/or written update frequencies that will enable DEEP to stay up-to-date on technical consultant - field work and findings.

## **B. Service Expectations**

### **Service Expectations - Compliance Monitoring**

- A. Completed Unit Compliance monitoring: Inspect a **minimum** of 10% of all completed units that have been reported to DOE per program; both in-person site visits and case file reviews are required for completed unit compliance monitoring.
  - The technical monitor will utilize inspection forms prescribed by DEEP.
  - The technical monitor will review reports from the software utilized by DEEP including DOE Weatherization Assistant NEAT and MHEA for single family housing and MultEA for multifamily housing. In the future CT WAP will utilize Hancock HEAT and MINT for Single-Family housing and TREAT for Multifamily housing.
- B. In-Process monitoring: Review a **minimum** of 10% of all in-process production units per program. Note: In-process monitoring units and completed unit monitoring units may overlap, but preference will be given to proposals that have in-process and completed unit monitoring occurring in different units.
- C. Monitor and report, in conjunction with DEEP, CT WAP Subgrantee performance and compliance with the CT State Plan/Master File Worksheets for:
  - Quality and compliance,
  - Appropriate and allowable materials,
  - Appropriateness and accuracy of energy audits (no missed opportunities or unallowable measures),
  - Comprehensive final inspections,
  - Safe work practices, such as lead safe weatherization protocols and OSHA compliance, and
  - Other factors that are relevant to onsite work.
- D. Track and monitor the resolution of issues/findings identified in corrective action plans.

### **Service Expectations - Technical Assistance**

- A. Respond to technical questions and provide technical assistance, including test results, observations and recommendations for Subgrantees' weatherization technicians or managers, either at the job site or in subsequent meetings with Subgrantees.
- B. Respond to technical questions and provide technical assistance to DEEP's CT WAP staff as appropriate.
- C. Issue updates for procedures and protocols in accordance with WAP and state regulations and guidance: Review and update, as needed, technical monitoring procedures and protocols and any other requested standard operating procedures, in accordance with WAP and state regulations and guidance, including a monitoring tool/checklist focused on technical elements of the CT WAP.

**Service Expectations - Other duties**

- A. Assess CT WAP Subgrantee(s) inventory of equipment and tools, ensuring proper maintenance, inventory, and applicability to the current program goals.
- B. Evaluate and verify Subgrantee training in and provision of client education in:
  - Energy Savings Strategies,
  - Program-Specific Information
  - Health and Safety Issues, and
  - Any other topics required by DEEP or WAP.
- C. Other related responsibilities as DEEP may assign consistent with the selected Respondent's responsibilities.

**C. Staffing Expectations (training, credentials, license)**

- A. It is required that individuals who will conduct completed unit and in-progress monitoring have an active QCI certification ([BPI\\_QCI](#)) and possess skills outlined in the National Renewable Energy Laboratory (NREL) Job Task Analysis (JTA) for QCIs [NREL JTA.pdf](#). These skills include the ability to:
  - Verify worker compliance with safety regulations,
  - Evaluate in-process work quality,
  - Verify on-site documentation,
  - Verify installed measures and initial assessment details,
  - Evaluate installed measures for compliance with standards, and
  - Confirm whether policy requirements have been satisfied.
- B. **Required: BPI Energy Auditor (EA) certification:** Any individual conducting compliance monitoring activities described under the "Service Expectations - Compliance Monitoring" section above, must hold a BPI Energy Auditor (EA) certification. An EA is an experienced professional who evaluates the health and safety issues, durability, comfort, and energy use of a residential building. The Energy Auditor (EA) conducts advanced diagnostic tests, gathers and analyzes data, and creates energy models to draw conclusions and make recommendations to the client for improvements. A proposal to provide Technical Monitor – field services, must have a BPI EA certified individual on staff or under contract at the time of contract execution with DEEP, and throughout the contract term. DEEP reserves the right to terminate a contract should the necessary EA credentialing not be maintained.
- C. **Required: Quality Control Inspector (QCI) certification:** Any individual conducting compliance monitoring activities described under the "Service Expectations - Compliance Monitoring" section above, must hold a BPI QCI certification. A QCI is a certified residential energy-efficiency expert who ensures the completion, appropriateness, and quality of energy upgrade work by conducting a methodical inspection of the building and performing safety and diagnostic tests. A Respondent may obtain the QCI credential within the first 90 days of contract execution – such a



commitment must be explicitly stated in a proposal. The QCI credential must be maintained throughout the contract period.

- D. Preference will be given to proposals that include individuals with experience with WAP program QCI work.
- E. EPA Renovation Repair and Painting (RRP) renovator training (preferred but optional).
- F. Exceptional technical writing and editing skills.
- G. Exceptional communication and interpersonal skills.
- H. Must have a valid driver's license.
- I. Must have access to a proper vehicle to complete required duties and responsibilities.
- J. Staff must possess business related computer skills including Microsoft Word, Excel, PowerPoint, and Internet usage (e-mail).

#### **D. Data and Technology Expectations**

- A. Must maintain reliable internet access.
- B. Must be willing to become familiar with and learn how to utilize Hancock, CT WAP's data management system, and any other software or systems required by DEEP.
- C. Field Equipment:
  - Selected Respondent(s) shall be provided with an equipment allowance within their contract (up to \$10,000) to purchase the requisite equipment for the Respondent(s) assigned tasks. A list of required equipment will be provided by DEEP.
  - The Respondent shall be responsible for purchasing the equipment and shall be reimbursed by DEEP in the following month's invoice. A Respondent must receive written pre-approval by DEEP for any equipment purchase.
  - Equipment maintenance, repair, or replacement expenses are all reimbursable under CT WAP.
  - The equipment purchased shall be the property of DEEP. Upon contract expiration, the Respondent shall return to DEEP all equipment purchased with DOE funds. Payment of final invoice is contingent upon DEEP's successful retrieval of all equipment.  
Respondent shall be responsible for the purchase of any consumables (fasteners, tape, glue, etc.) that will be used during performance of services.

#### **E. Financial Expectations**

##### **Insurance Requirements:**

- A. Liability: General liability insurance coverage in the minimum amount of one million dollars (\$1,000,000) for bodily injury and property damage, with a minimum amount of \$500,000 for each. Upon request, must provide the State with Certificates of Insurance that document the required coverage, the limits of liability and coverage dates of policies. All documents and coverage must be current.
- B. Workers' Compensation as required by state law.

- C. Cancellation: Respondent must immediately notify DEEP if any required insurance is canceled or modified in amount. In the event of a cancellation of Respondent's coverage, DEEP will make no further financial disbursements to Respondent until certification is provided by an insurance company that the coverage has been restored. In the event such verification is not received by DEEP within ten (10) days of the Notice of Cancellation, DEEP may terminate the Contract, and Respondent must agree to return the balance of all monies paid to Respondent under its contractual agreement.

**F. Budget Expectations**

- A. Contract(s) will be funded from the Training and Technical Assistance funding portion of the DOE grant award to DEEP.
- B. Period of Award: anticipated three-year contract<sup>5</sup>, with the option to extend the contract(s) for additional Program Years commensurate with exemplary service as determined through periodic service evaluations
- C. Respondent to submit a one-year fee schedule for all costs associated with these services. Respondent must use the fee schedule provided in this RFP. All costs (travel, time, supplies etc.) must be rolled into and reflected in the Respondent's fees. The Fee Schedule Submission Template on page 41 should be used for the Fee Schedule submission.

**8. Performance Measures**

The following performance metrics highlight key priorities that will be analyzed with any technical service provider (Technical consultant - desk or Technical monitor - field) collaboratively during the life of the contract. This is not an exhaustive list, but rather an indication of significant performance metrics of interest to DEEP. DEEP looks forward to working with selected technical service providers to define additional performance metrics.

- Monitoring will be performed in real-time, assuring that monitoring will keep pace with Subgrantee production during the course of the contract.
- Key performance indicator (KPI) reporting metrics on the progress of work scoped will be required, including:
  - Monthly and Quarterly progress reports and tracking on desk reviews,
  - Audit reviews,
  - QCI Inspections, and
  - In-Progress Inspections.

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<sup>5</sup> Pursuant to C.G.S. § 4a-7a, contracts with an individual will be for an initial term of one (1) year, Program Year 2023 (July 1, 2023 – June 30, 2024).

## D. CONTRACT MANAGEMENT/DATA REPORTING

DEEP will hold regular meetings with the selected technical service provider(s) during the contract term to track progress and assist as needed.

As part of the State's commitment to becoming more outcomes-oriented, DEEP seeks to actively and regularly collaborate with contractors to enhance contract management, improve results, and adjust service delivery and policy based on learning what works. Reliable and relevant data is necessary to ensure compliance, inform trends to be monitored, evaluate results and performance, and drive service improvements. As such, DEEP reserves the right to request/collect other key data and metrics from the contractor.

## III. PROPOSAL SUBMISSION OVERVIEW

### A. SUBMISSION FORMAT INFORMATION

**1. Required Outline.** All proposals must follow the required outline presented in Section IV – Proposal Outline. Proposals that fail to follow the required outline will be deemed non-responsive and not evaluated.

**2. Cover Sheet.** The Cover Sheet is Page 1 of the proposal. The proposer must develop a Cover Sheet that includes the information below. *Legal Name* is defined as the name of the provider, vendor, CT State agency, or municipality submitting the proposal. *Contact Person* is defined as the individual who can provide additional information about the proposal or who has immediate responsibility for the proposal. *Authorized Official* is defined as the individual empowered to submit a binding offer on behalf of the proposer to provide services in accordance with the terms and provisions described in this RFP and any amendments or attachments hereto.

- RFP Name or Number:
- Legal Name:
- FEIN:
- Street Address:
- Town/City/State/Zip:
- Contact Person:
- Title:
- Phone Number:
- E-Mail Address:
- Authorized Official:
- Title:
- Signature:

**3. Table of Contents.** All proposals must include a Table of Contents that conforms with the required proposal outline.

**4. Executive Summary.** Proposals must include a high-level summary, not exceeding (2) pages, of the main proposal. The summary must also include the organization's eligibility and qualifications to respond to this RFP.

**5. Attachments.** Attachments other than the required Appendices or Forms identified in the RFP are not permitted and will not be evaluated. Further, the required Appendices or Forms must not be altered or used to extend, enhance, or replace any component required by this RFP. Failure to abide by these instructions will result in disqualification.

**6. Style Requirements.** This is an electronic submission. Submitted proposals must conform to the following specifications:

- Page Limit: 50
- Font Size: 12 pt.
- Font Type: Times New Roman
- Margins: 1"
- Line Spacing: 1.5

**7. Pagination.** The proposer's name must be displayed in the header of each page. All pages, including the required Appendices and Forms, must be numbered in the footer.

**8. Declaration of Confidential Information.** Proposers are advised that all materials associated with this procurement are subject to the terms of the Connecticut Freedom of Information Act (FOIA), the Privacy Act, and all rules, regulations and interpretations resulting from them. If a proposer deems that certain information required by this RFP is confidential, the proposer must label such information as CONFIDENTIAL prior to submission. The proposer must reference where the information labeled CONFIDENTIAL is located in the proposal. *EXAMPLE: Section G.1.a.* For each subsection so referenced, the proposer must provide a convincing explanation and rationale sufficient to justify an exemption of the information from release under the FOIA. The explanation and rationale must be stated in terms of (a) the prospective harm to the competitive position of the proposer that would result if the identified information were to be released and (b) the reasons why the information is legally exempt from release pursuant to C.G.S. § 1-210(b).

**9. Conflict of Interest - Disclosure Statement.** Proposers must include a disclosure statement concerning any current business relationships (within the last three (3) years) that pose a conflict of interest, as defined by C.G.S. § 1-85. A conflict of interest exists when a relationship exists between the proposer and a public official (including an elected official) or State employee that may interfere with fair competition or may be adverse to the interests of the State. The existence of a conflict of interest is not, in and of itself, evidence of wrongdoing. A conflict of interest may, however, become a legal matter if a proposer tries to influence, or succeeds in influencing, the outcome of an official decision for their

personal or corporate benefit. The Agency will determine whether any disclosed conflict of interest poses a substantial advantage to the proposer over the competition, decreases the overall competitiveness of this procurement, or is not in the best interests of the State. In the absence of any conflict of interest, a proposer must affirm such in the disclosure statement. *Example: “[name of proposer] has no current business relationship (within the last three (3) years) that poses a conflict of interest, as defined by C.G.S. § 1-85.”*

## B. EVALUATION OF PROPOSALS

**1. Evaluation Process.** It is the intent of the Agency to conduct a comprehensive, fair, and impartial evaluation of proposals received in response to this RFP. When evaluating proposals, negotiating with successful proposers, and awarding contracts, the Agency will conform with its written procedures for PSA procurements (pursuant to C.G.S. § 4-217) and the State’s Code of Ethics (pursuant to C.G.S. §§ 1-84 and 1-85). Final funding allocation decisions will be determined during contract negotiation.

**2. Evaluation Review Committee.** The Agency will designate a Review Committee to evaluate proposals submitted in response to this RFP. The Review Committee will be composed of individuals, Agency staff or other designees as deemed appropriate. The contents of all submitted proposals, including any confidential information, will be shared with the Review Committee. Only proposals found to be responsive (that is, complying with all instructions and requirements described herein) will be reviewed, rated, and scored. Proposals that fail to comply with all instructions will be rejected without further consideration. The Review Committee shall evaluate all proposals that meet the Minimum Submission Requirements by score and rank ordered and make recommendations for awards. The Agency Head will make the final selection. Attempts by any proposer (or representative of any proposer) to contact or influence any member of the Review Committee may result in disqualification of the proposer.

**3. Minimum Submission Requirements.** To be eligible for evaluation, proposals must (1) be received on or before the due date and time; (2) meet the Proposal Format requirements; (3) meet the Eligibility and Qualification requirements to respond to the procurement, (4) follow the required Proposal Outline; and (5) be complete. Proposals that fail to follow instructions or satisfy these minimum submission requirements will not be reviewed further. The Agency will reject any proposal that deviates significantly from the requirements of this RFP.

**4. Evaluation Criteria (and Weights).** Proposals meeting the Minimum Submission Requirements will be evaluated according to the established criteria. The criteria are the objective standards that the Review Committee will use to evaluate the technical merits of the proposals. The criteria and weights set forth below will be used to evaluate proposals.

**Note: Proposals will be scored qualitatively, not solely based on whether each line item is submitted.**

<b>Technical Consultant – desk Scoring Template</b>		
<b>Evaluation Criterion Title</b>	<b>% of Total</b>	<b>What would a top score look like?</b>
Abilities, relevant experience, and organizational competence	<b>55%</b>	<p>Submit a narrative and any relevant documentation demonstrating the following:</p> <ul style="list-style-type: none"> <li>• 5 or more years working in WAP (preference) or other weatherization program</li> <li>• Ability to provide services to the entire state</li> <li>• Experience with desk reviews and waiver packet approvals</li> <li>• Experience with Operations Manual and Health &amp; Safety plan revisions and drafting</li> <li>• Experience with Training &amp; Technical Assistance (T&amp;TA) plan development, including:                             <ul style="list-style-type: none"> <li>○ Ensuring Grantee and Subgrantee staff attend appropriate and relevant trainings</li> <li>○ Providing evaluation reports identifying areas of improvement for both Grantees and Subgrantees</li> </ul> </li> <li>• Experience reviewing Subgrantee production reports and database system entries in energy audit software</li> <li>• Experience preparing periodic reporting to the DOE</li> <li>• Experience with onboarding new Subgrantee auditors</li> <li>• Communication and interpersonal skills</li> <li>• Experience coordinating between multiple entities</li> </ul>

		<ul style="list-style-type: none"> <li>• Anything else demonstrating ability to perform the full scope of services in this RFP</li> </ul> <p>Submit references, including references from other WAP program(s) the Respondent has previously worked in, that can speak to the Respondent’s ability to meet the expectations of the scope of services required</p> <p>Submit a narrative and any relevant documentation describing the Respondent’s Organizational Profile, including the following:</p> <ul style="list-style-type: none"> <li>• Purpose, Mission, Vision, Values</li> <li>• Entity Type / Parent Organization / Years of Operation</li> <li>• Location of Offices / Facilities</li> <li>• Current Range of Services / Clients</li> <li>• Relevant Experience / Qualifications</li> <li>• Accreditation / Certification / Licensure</li> </ul> <p>Submit a staffing plan including the following (as applicable):</p> <ul style="list-style-type: none"> <li>• Key Personnel / Managers</li> <li>• Staffing Levels &amp; Qualifications</li> <li>• Job Descriptions</li> <li>• Personnel Organization Chart</li> <li>• Recruitment, Hiring &amp; Retention Plan</li> <li>• Staff Training / Education / Development</li> <li>• Commitment to affirmative action</li> </ul>
<p>Accreditations</p>	<p><b>5%</b></p>	<p>Submit documentation showing Respondent holds the following certifications:</p> <ul style="list-style-type: none"> <li>• BPI HEP EA             <ul style="list-style-type: none"> <li>○ If Respondent does not yet hold a BPI accreditation, Respondent will receive partial points if able to provide a logical plan for acquiring a QCI within 90 days of the start of the contract.</li> </ul> </li> <li>• QCI (preference)             <ul style="list-style-type: none"> <li>○ If Respondent does not yet hold a QCI accreditation, Respondent will receive full points if able to provide a logical plan for acquiring a QCI within 90 days of the start of the contract.</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>Any other relevant certifications (with strong justification for why these additional certifications are relevant and valuable to this position)</li> </ul>
Writing and editing skills	<b>10%</b>	Submit exceptional writing samples (combination of technical writing and miscellaneous samples)
Data & Technology Expectations	<b>2.5%</b>	Provide a narrative description of experience with or willingness to learn required technology specifically Microsoft Office Products, Weatherization Assistant Tools (NEAT and MHEA for single family households and/or MultEA for multifamily households), Hancock Software (MINT and/or HEAT for single-family households), and TREAT (Multifamily Households) and, to adhere to CT WAP rules regarding field equipment purchases, maintenance, repair, and replacement.
Financial Expectations	<b>2.5%</b>	Provide documentation demonstrating Respondent possesses relevant liability insurance and workers compensation insurance
Budget	<b>10%</b>	Fill out the fee table on pg. 41 and offer competitive hourly pricing and estimated hours per task
Quality of proposal	<b>5%</b>	Proposal quality, such as having correct spelling and grammar
Other	<b>10%</b>	<ul style="list-style-type: none"> <li>Preference for a proposal that will provide both requested services (Technical Consultant – desk and Technical Monitor – field)</li> <li>Preference for an entity who can perform services for both the single-family and multi-family programs</li> <li>Preference for one point of contact for communications with DEEP</li> </ul>

<b>Technical Monitor – field Scoring Template</b>		
<b>Evaluation Criterion Title</b>	<b>% of Total</b>	<b>What would a top score look like?</b>
Abilities and relevant experience	<b>55%</b>	Submit a narrative and relevant documentation demonstrating the following:



		<ul style="list-style-type: none"> <li>• Ability to provide services to the entire state</li> <li>• Experience with WAP compliance monitoring (completed unit and in-process monitoring)</li> <li>• Experience monitoring subgrantee performance and compliance with the WAP State Plan and Master File worksheets</li> <li>• Experience as a Quality Control Inspector (QCI) in WAP</li> <li>• Experience updating program procedures and protocols</li> <li>• Experience providing technical assistances to WAP Grantees and Subgrantees</li> <li>• Anything else demonstrating ability to perform the full scope of services in this RFP</li> </ul> <p>Submit references from other weatherization programs the Respondent has worked in, with preference from other WAP programs, that can speak to the Respondent’s ability to meet the expectations of the scope of work required.</p> <p>Submit a narrative and any relevant documentation describing the Respondent’s Organizational Profile, including the following:</p> <ul style="list-style-type: none"> <li>• Purpose, Mission, Vision, Values</li> <li>• Entity Type / Parent Organization / Years of Operation</li> <li>• Location of Offices / Facilities</li> <li>• Current Range of Services / Clients</li> <li>• Relevant Experience / Qualifications</li> <li>• Accreditation / Certification / Licensure</li> </ul> <p>Submit a staffing plan including the following (as applicable):</p> <ul style="list-style-type: none"> <li>• Key Personnel / Managers</li> <li>• Staffing Levels &amp; Qualifications</li> <li>• Job Descriptions</li> <li>• Personnel Organization Chart</li> <li>• Recruitment, Hiring &amp; Retention Plan</li> <li>• Staff Training / Education / Development</li> <li>• Commitment to affirmative action</li> </ul>
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Accreditations and licensing	<b>10%</b>	<p>Submit documentation showing Respondent holds the following certifications:</p> <ul style="list-style-type: none"> <li>• BPI EA</li> <li>• BPI QCI <ul style="list-style-type: none"> <li>○ If Respondent does not yet hold a QCI accreditation, Respondent will receive partial points if able to provide a logical plan for acquiring a QCI within 90 days of the start of the contract.</li> </ul> </li> <li>• Valid driver's license and access to a proper vehicle to complete required duties and responsibilities</li> <li>• Preference: EPA RRP renovator training</li> <li>• Any other relevant certifications (with strong justification for why these additional certifications are relevant and valuable to this position)</li> </ul>
Writing and editing skills	<b>5%</b>	Submit exceptional writing samples (combination of technical writing and miscellaneous samples)
Data & Technology Expectations	<b>2.5%</b>	Provide a narrative description of experience with or willingness to learn required technology specifically Microsoft Office Products, Weatherization Assistant Tools (NEAT and MHEA for single family households and/or MultEA for multifamily households), Hancock Software (MINT and/or HEAT for single-family households), and TREAT (Multifamily Households) and, to adhere to CT WAP rules regarding field equipment purchases, maintenance, repair, and replacement.
Financial Expectations	<b>2.5%</b>	Provide documentation demonstrating Respondent possesses relevant liability insurance and workers compensation insurance
Budget	<b>10%</b>	Fill out the fee table on pg. 41 and offer competitive hourly pricing and estimated hours per task
Quality of Proposal	<b>5%</b>	Proposal quality, such as having correct spelling and grammar
Other	<b>10%</b>	<ul style="list-style-type: none"> <li>• Preference for a proposal, that will provide both requested services (Technical Consultant – desk and Technical Monitor - field)</li> <li>• Preference for an entity who can perform services for both the single-family and multi-family programs</li> </ul>

		<ul style="list-style-type: none"> <li>• Preference for one point of contact for communications with DEEP</li> </ul>
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Note: As part of its evaluation of the Staffing Plan, the Review Committee will review the proposer's demonstrated commitment to affirmative action, as required by the Regulations of CT State Agencies § [46A-68j-30\(10\)](#).

**5. Proposer Selection.** Upon completing its evaluation of proposals, the Review Committee will submit the rankings of the top three proposals to the Commissioner or Agency Head. The final selection of a successful proposer is at the discretion of the Commissioner or Agency Head. Any proposer selected will be so notified and awarded an opportunity to negotiate a contract with the Agency. Such negotiations may, but will not automatically, result in a contract. All unsuccessful proposers will be notified by e-mail or U.S. mail, at the Agency's discretion, about the outcome of the evaluation and proposer selection process. The Agency reserves the right to decline to award contracts for activities in which the Commissioner or Agency Head considers there are not adequate respondents.

**6. Contract Execution.** Any contract developed and executed as a result of this RFP is subject to the Agency's contracting procedures, which may include approval by the Office of the Attorney General.

#### IV. REQUIRED PROPOSAL SUBMISSION OUTLINE AND REQUIREMENTS

- A. Cover Sheet
- B. Table of Contents
- C. Executive Summary
- D. Main Proposal
- E. Attachments (clearly referenced to summary and main proposal where applicable)
- F. Declaration of Confidential Information
- G. Conflict of Interest - Disclosure Statement
- H. Statement of Assurances

##### A: Cover Sheet

The Respondent must use a Cover Sheet capturing the following information:

- RFP Name or Number:
- Legal Name:
- FEIN (not required for currently contracted providers/vendors):
- Street Address:
- Town/City/State/Zip:
- Contact Person:
- Title:
- Phone Number:
- E-Mail Address:

- Authorized Official:
- Title:
- Signature:

*Legal Name* is defined as the name of provider, vendor, CT State agency, or municipality submitting the proposal. *Contact Person* is defined as the individual who can provide additional information about the proposal or who has immediate responsibility for the proposal. *Authorized Official* is defined as the individual empowered to submit a binding offer on behalf of the proposer to provide services in accordance with the terms and provisions described in this RFP and any amendments or attachments hereto.

### **B: Table of Contents**

Respondents must include a Table of Contents that lists sections and subsections with page numbers that follow the organization outline and sequence for this proposal.

### **C: Proposer Executive Summary**

The page limitation for this section is **2** pages briefly describing how the Respondent meets the eligibility and qualification criteria outlined in the Proposal Overview and a brief overview of why the Respondent should be selected for the activities highlighted in the scope of services.

### **D: Main Proposal Submission Requirements To Submit a Responsive Proposal:**

**\*\*\*Please note the maximum total page length for this section is 20 pages** (all appendices and other attachments should be referred to in section D and then placed in section E.) The Agency Review Committee will not read answers longer than **20** pages in this section.

#### **4.1 Organization, Experience, and Service Delivery**

##### **4.1.1 Scope of Services**

- Narrative description demonstrating ability to perform scope of services requested (This description must include explicit statements about the respondent's ability to provide state-wide services, which services (technical consultant – desk and/or technical monitor – field) the respondent is proposing to provide, and for which program (single family and/or multifamily) services are being proposed.)*
- List of required certifications (and/or a plan to acquire them within the provided time limits)*
- Description of additional certifications not specifically requested in this RFP and justification for their relevancy (optional)*
- Proposed workplan (including a process and/or timeline) for completing requested services, reporting on key performance indicators, and communicating with DEEP*

##### **4.1.2 Organizational Profile**

- Purpose, Mission, Vision, Values*
- Entity Type / Parent Organization / Years of Operation*
- Location of Offices / Facilities*
- Current Range of Services / Clients*

- e. *Relevant Experience / Qualifications*
- f. *Accreditation / Certification / Licensure*

#### **4.2 Team Qualifications and Cultural Competency**

##### **4.2.1 Staffing Plan**

- a. *Key Personnel / Managers*
- b. *Staffing Levels & Qualifications*
- c. *Job Descriptions*
- d. *Personnel Organization Chart*
- e. *Recruitment, Hiring & Retention Plan*
- f. *Staff Training / Education / Development*

*Note: As part of its evaluation of the Staffing Plan, the Review Committee will review the proposer's demonstrated commitment to affirmative action, as required by the Regulations of CT State Agencies §46A-68j-30(10), as well as the proposer's commitment to diversity, equity, and inclusion (DEI) in staffing and customer service.*

#### **4.3 Data & Technology**

- a. *Narrative description of experience with or willingness to learn required technology*
- b. *For respondents offering field services, include a description of appropriate vehicle(s) that will be available for the offered services and a field equipment maintenance and security plan*

#### **4.4 Budgeting and Cost Competitiveness**

- a. *Fee table(s)*

#### **E: Attachments**

Attachments other than the required attachments identified are not permitted and will not be evaluated. See the Proposal Checklist in the Appendix for a list of relevant attachments. Further, the required attachments must not be altered or used to extend, enhance, or replace any component required by this RFP. Failure to abide by these instructions may result in disqualification.

- a. Resumes
- b. Supplemental relevant documentation demonstrating Respondent's abilities and relevant experience (optional)
- c. Training certificates, certifications, credentials, and licenses
- d. Writing samples (technical writing and miscellaneous samples)
- e. Insurance documentation and/or plan for obtaining the required insurance(s) prior to contract execution
- f. Grant Awards / Grant Manager or Client References (min. 3)

*Note: In section f. of Attachments, please list any federal grants over \$100,000 in award that have been managed over the last three years along with any relevant audit findings for each grant description. When providing references please prioritize previous grant managers or*

clients that can speak to the proposer's ability to appropriately manage a budget, deliverables, and quality customer service. Include an email address, phone number, and brief relationship summary for each of the three references.

#### **F: Declaration of Confidential Information**

If a proposer deems that certain information required by this RFP is confidential, the proposer must label such information as CONFIDENTIAL prior to submission. The proposer must reference where the information labeled CONFIDENTIAL is located in the proposal. *EXAMPLE: Section G.1.a.* For each subsection so referenced, the proposer must provide a convincing explanation and rationale sufficient to justify an exemption of the information from release under the FOIA. The explanation and rationale must be stated in terms of (a) the prospective harm to the competitive position of the proposer that would result if the identified information were to be released and (b) the reasons why the information is legally exempt from release pursuant to C.G.S. § 1-210(b).

#### **G: Conflict of Interest – Disclosure Statement**

Proposers must include a disclosure statement concerning any current business relationships (within the last three (3) years) that pose a conflict of interest, as defined by C.G.S. § 1-85. A conflict of interest exists when a relationship exists between the proposer and a public official (including an elected official) or State employee that may interfere with fair competition or may be adverse to the interests of the State. The existence of a conflict of interest is not, in and of itself, evidence of wrongdoing. A conflict of interest may, however, become a legal matter if a proposer tries to influence, or succeeds in influencing, the outcome of an official decision for their personal or corporate benefit. In the absence of any conflict of interest, a proposer must affirm such in the disclosure statement. *Example: “[name of proposer] has no current business relationship (within the last three (3) years) that poses a conflict of interest, as defined by C.G.S. § 1-85.”*

#### **H: Statement of Assurances**

Sign and return Appendix D.

## V. MANDATORY PROVISIONS

### A. STANDARD CONTRACT PROVISIONS

At the time of selection, the successful Respondent(s) will be required to enter into a contract for services consistent with the sample agreement shown in Attachment 1 or Attachment 2, depending on whether the resulting contract includes BIL funding. If applicable, the selected contractor(s) shall comply with the Build America Buy America (BABAA), including providing the BABAA self-certification (Attachment 3), and shall comply with any Davis Bacon requirements. The selected contractor(s) will be required to obtain a federal Unique Entity ID (UEI) number and provide said number to DEEP.

Information about obtaining a UEI number and registration procedures may be found at the SAM Internet site (currently at <https://www.sam.gov>).

## B. ASSURANCES

By submitting a proposal in response to this RFP, a proposer implicitly gives the following assurances:

- 1. Collusion.** The proposer represents and warrants that the proposer did not participate in any part of the RFP development process and had no knowledge of the specific contents of the RFP prior to its issuance. The proposer further represents and warrants that no agent, representative, or employee of the State participated directly in the preparation of the proposer's proposal. The proposer also represents and warrants that the submitted proposal is in all respects fair and is made without collusion or fraud.
- 2. State Officials and Employees.** The proposer certifies that no elected or appointed official or employee of the State has or will benefit financially or materially from any contract resulting from this RFP. The Agency may terminate a resulting contract if it is determined that gratuities of any kind were either offered or received by any of the aforementioned officials or employees from the proposer, contractor, or its agents or employees.
- 3. Competitors.** The proposer assures that the submitted proposal is not made in connection with any competing organization or competitor submitting a separate proposal in response to this RFP. No attempt has been made, or will be made, by the proposer to induce any other organization or competitor to submit, or not submit, a proposal for the purpose of restricting competition. The proposer further assures that the proposed costs have been arrived at independently, without consultation, communication, or agreement with any other organization or competitor for the purpose of restricting competition. Nor has the proposer knowingly disclosed the proposed costs on a prior basis, either directly or indirectly, to any other organization or competitor.
- 4. Validity of Proposal.** The proposer certifies that the proposal represents a valid and binding offer to provide services in accordance with the terms and provisions described in this RFP and any amendments or attachments hereto. The proposal shall remain valid for a period of 180 days after the submission due date and may be extended beyond that time by mutual agreement. At its sole discretion, the Agency may include the proposal, by reference or otherwise, into any contract with the successful proposer.
- 5. Press Releases.** The proposer agrees to obtain prior written consent and approval of the Agency for press releases that relate in any manner to this RFP or any resultant contract.

## C. TERMS AND CONDITIONS

By submitting a proposal in response to this RFP, a proposer implicitly agrees to comply with the following terms and conditions:

- 1. Equal Opportunity and Affirmative Action.** The State is an Equal Opportunity and Affirmative Action employer and does not discriminate in its hiring, employment, or business practices. The State is committed to complying with the Americans with Disabilities Act of 1990 (ADA) and does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services, or activities.
- 2. Preparation Expenses.** Neither the State nor the Agency shall assume any liability for expenses incurred by a proposer in preparing, submitting, or clarifying any proposal submitted in response to this RFP.
- 3. Exclusion of Taxes.** The Agency is exempt from the payment of excise and sales taxes imposed by the federal government and the State. Proposers are liable for any other applicable taxes.
- 4. Proposed Costs.** No cost submissions that are contingent upon a State action will be accepted. All proposed costs must be fixed through the entire term of the contract.
- 5. Changes to Proposal.** No additions or changes to the original proposal will be allowed after submission. While changes are not permitted, the Agency may request and authorize proposers to submit written clarification of their proposals, in a manner or format prescribed by the Agency, and at the proposer's expense.
- 6. Supplemental Information.** Supplemental information will not be considered after the deadline submission of proposals, unless specifically requested by the Agency. The Agency may ask a proposer to give demonstrations, interviews, oral presentations or further explanations to clarify information contained in a proposal. Any such demonstration, interview, or oral presentation will be at a time selected and in a place provided by the Agency. At its sole discretion, the Agency may limit the number of proposers invited to make such a demonstration, interview, or oral presentation and may limit the number of attendees per proposer.
- 7. Presentation of Supporting Evidence.** If requested by the Agency, a proposer must be prepared to present evidence of experience, ability, data reporting capabilities, financial standing, or other information necessary to satisfactorily meet the requirements set forth or implied in this RFP. The Agency may make onsite visits to an operational facility or facilities of a proposer to evaluate further the proposer's capability to perform the duties required by this RFP. At its discretion, the Agency may also check or contact any reference provided by the proposer.
- 8. RFP Is Not An Offer.** Neither this RFP nor any subsequent discussions shall give rise to any commitment on the part of the State or the Agency or confer any rights on any proposer unless and until a contract is fully executed by the necessary parties. The contract document will represent the entire agreement between the proposer and the Agency and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. The State shall assume no liability for costs incurred by the proposer or for payment of services under the terms of the contract



until the successful proposer is notified that the contract has been accepted and approved by the Agency and, if required, by the Attorney General's Office.

#### D. RIGHTS RESERVED TO THE STATE

By submitting a proposal in response to this RFP, a proposer implicitly accepts that the following rights are reserved to the State:

- 1. Timing and Sequence.** The timing and sequence of events associated with this RFP shall ultimately be determined by the Agency.
- 2. Amending or Canceling RFP.** The Agency reserves the right to amend or cancel this RFP on any date and at any time, if the Agency deems it to be necessary, appropriate, or otherwise in the best interests of the State.
- 3. No Acceptable Proposals.** In the event that no acceptable proposals are submitted in response to this RFP, the Agency may reopen the procurement process, if it is determined to be in the best interests of the State.
- 4. Award and Rejection of Proposals.** The Agency reserves the right to award in part, to reject any and all proposals in whole or in part, for misrepresentation or if the proposal limits or modifies any of the terms, conditions, or specifications of this RFP. The Agency may waive minor technical defects, irregularities, or omissions, if in its judgment the best interests of the State will be served. The Agency reserves the right to reject the proposal of any proposer who submits a proposal after the submission date and time.
- 5. Sole Property of the State.** All proposals submitted in response to this RFP are to be the sole property of the State. Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP shall be the sole property of the State, unless stated otherwise in this RFP or subsequent contract. The right to publish, distribute, or disseminate any and all information or reports, or part thereof, shall accrue to the State without recourse.
- 6. Contract Negotiation.** The Agency reserves the right to negotiate or contract for all or any portion of the services contained in this RFP. The Agency further reserves the right to contract with one or more proposer for such services. After reviewing the scored criteria, the Agency may seek Best and Final Offers (BFO) on cost from proposers. The Agency may set parameters on any BFOs received.
- 7. Clerical Errors in Award.** The Agency reserves the right to correct inaccurate awards resulting from its clerical errors. This may include, in extreme circumstances, revoking the awarding of a contract already made to a proposer and subsequently awarding the contract to another proposer. Such action on the part of the State shall not constitute a breach of contract on the part of the State since the contract with the initial proposer is deemed to be void *ab initio* and of no effect as if no contract ever existed between the State and the proposer.

**8. Key Personnel.** When the Agency is the sole funder of a purchased service, the Agency reserves the right to approve any additions, deletions, or changes in key personnel, with the exception of key personnel who have terminated employment. The Agency also reserves the right to approve replacements for key personnel who have terminated employment. The Agency further reserves the right to require the removal and replacement of any of the proposer's key personnel who do not perform adequately, regardless of whether they were previously approved by the Agency.

**9. Sovereign Immunity.** Nothing in this RFP is to be construed as a modification, compromise or waiver by the State of any rights or defenses of any immunities provided by Federal law or the laws of the State to the State or any of its officers and employees, which they may have had, now have or will have with respect to all matters arising out of the RFP or a contract award.

**10. Termination of Contract.** Any contract resulting from this RFP may be terminated whenever the Agency makes a written determination that such determination is in the best interests of the State. This includes, but is not limited to, failure of the Contractor to meet the performance metrics set forth in the resulting contract.

## E. STATUTORY AND REGULATORY COMPLIANCE

By submitting a proposal in response to this RFP, the proposer implicitly agrees to comply with all applicable State and federal laws and regulations, including, but not limited to, the following:

**1. Freedom of Information, C.G.S. § 1-210(b).** The Freedom of Information Act (FOIA) generally requires the disclosure of documents in the possession of the State upon request of any citizen, unless the content of the document falls within certain categories of exemption, as defined by C.G.S. § 1-210(b). Proposers are generally advised not to include in their proposals any confidential information. If the proposer indicates that certain documentation, as required by this RFP, is submitted in confidence, the State will endeavor to keep said information confidential to the extent permitted by law. The State has no obligation to initiate, prosecute, or defend any legal proceeding or to seek a protective order or other similar relief to prevent disclosure of any information pursuant to a FOIA request. The proposer has the burden of establishing the availability of any FOIA exemption in any proceeding where it is an issue. While a proposer may claim an exemption to the State's FOIA, the final administrative authority to release or exempt any or all material so identified rests with the State. In no event shall the State or any of its employees have any liability for disclosure of documents or information in the possession of the State and which the State or its employees believe(s) to be required pursuant to the FOIA or other requirements of law.

**2. Contract Compliance, C.G.S. § 4a-60 and Regulations of CT State Agencies § 46a-68j-21 thru 43, inclusive.** CT statute and regulations impose certain obligations on State agencies (as well as contractors and subcontractors doing business with the State) to ensure that State agencies do not enter into contracts with organizations or businesses that discriminate against protected class persons.

**3. Consulting Agreements Representation, C.G.S. § 4a-81.** Pursuant to C.G.S. §§ 4a-81 the successful contracting party shall certify that it has not entered into any consulting agreements in connection with the Contract, except for the agreements listed in the contract. "Consulting agreement" means any written or oral agreement to retain the services, for a fee, of a consultant for the purposes of (A) providing counsel to a contractor, vendor, consultant or other entity seeking to conduct, or conducting, business with the State, (B) contacting, whether in writing or orally, any executive, judicial, or administrative office of the State, including any department, institution, bureau, board, commission, authority, official or employee for the purpose of solicitation, dispute resolution, introduction, requests for information, or (C) any other similar activity related to such contracts. "Consulting agreement" does not include any agreements entered into with a consultant who is registered under the provisions of chapter 10 of the Connecticut General Statutes as of the date such contract is executed in accordance with the provisions of section 4a-81 of the Connecticut General Statutes. Such representation shall be sworn as true to the best knowledge and belief of the person signing the resulting contract and shall be subject to the penalties of false statement.

**4. Campaign Contribution Restriction, C.G.S. § 9-612.** For all State contracts, defined in section 9-612 of the Connecticut General Statutes as having a value in a calendar year of \$50,000 or more, or a combination or series of such agreements or contracts having a value of \$100,000 or more, the authorized signatory to the resulting contract must represent that they have received the State Elections Enforcement Commission's notice advising state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the notice, as set forth in "Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations." Such notice is available at [https://seec.ct.gov/Portal/data/forms/ContrForms/seec\\_form\\_11\\_notice\\_only.pdf](https://seec.ct.gov/Portal/data/forms/ContrForms/seec_form_11_notice_only.pdf)

**5. Gifts, C.G.S. § 4-252.** Pursuant to section 4-252 of the Connecticut General Statutes and Acting Governor Susan Bysiewicz's Executive Order No. 21-2, the Contractor, for itself and on behalf of all of its principals or key personnel who submitted a bid or proposal, represents:

- (1) That no gifts were made by (A) the Contractor, (B) any principals and key personnel of the Contractor, who participate substantially in preparing bids, proposals or negotiating State contracts, or (C) any agent of the Contractor or principals and key personnel, who participates substantially in preparing bids, proposals or negotiating State contracts, to (i) any public official or State employee of the State agency or quasi- public agency soliciting bids or proposals for State contracts, who participates substantially in the preparation of bid solicitations or requests for proposals for State contracts or the negotiation or award of State contracts, or (ii) any public official or State employee of any other State agency, who has supervisory or appointing authority over such State agency or quasi-public agency;
- (2) That no such principals and key personnel of the Contractor, or agent of the Contractor or of such principals and key personnel, knows of any action by the Contractor to circumvent such prohibition on gifts by providing for any other principals and key personnel, official, employee or agent of the Contractor to provide a gift to any such public official or State employee; and

(3) That the Contractor is submitting bids or proposals without fraud or collusion with any person.

Any bidder or proposer that does not agree to the representations required under this section shall be rejected and the State agency or quasi-public agency shall award the contract to the next highest ranked proposer or the next lowest responsible qualified bidder or seek new bids or proposals.

**6. Iran Energy Investment Certification C.G.S. § 4-252(a).**

Pursuant to C.G.S. § 4-252(a), the successful contracting party shall certify the following: (a) that it has not made a direct investment of twenty million dollars or more in the energy sector of Iran on or after October 1, 2013, as described in Section 202 of the Comprehensive Iran Sanctions, Accountability and Divestment Act of 2010, and has not increased or renewed such investment on or after said date. (b) If the Contractor makes a good faith effort to determine whether it has made an investment described in subsection (a) of this section it shall not be subject to the penalties of false statement pursuant to section 4-252a of the Connecticut General Statutes. A "good faith effort" for purposes of this subsection includes a determination that the Contractor is not on the list of persons who engage in certain investment activities in Iran created by the Department of General Services of the State of California pursuant to Division 2, Chapter 2.7 of the California Public Contract Code. Nothing in this subsection shall be construed to impair the ability of the State agency or quasi-public agency to pursue a breach of contract action for any violation of the provisions of the resulting contract.

**7. Nondiscrimination Certification, C.G.S. § 4a-60 and 4a-60a.** If a proposer is awarded an opportunity to negotiate a contract, the proposer must provide the State agency with *written representation* in the resulting contract that certifies the proposer complies with the State's nondiscrimination agreements and warranties. This nondiscrimination certification is required for all State contracts – regardless of type, term, cost, or value. Municipalities and CT State agencies are exempt from this requirement. The authorized signatory of the contract shall demonstrate his or her understanding of this obligation by either (A) initialing the nondiscrimination affirmation provision in the body of the resulting contract, or (B) providing an affirmative response in the required online proposal or response to a proposal question, if applicable, which asks if the contractor understands its obligations. If a proposer refuses to agree to this representation, such proposer shall be rejected and the State agency or quasi-public agency shall award the contract to the next highest ranked proposer or seek new proposals.

**8. Access to Data for State Auditors.** The Contractor shall provide to OPM access to any data, as defined in C.G.S. § 4e-1, concerning the resulting contract that are in the possession or control of the Contractor upon demand and shall provide the data to OPM, in a format prescribed by OPM or DEEP, and to the State Auditors of Public Accounts at no additional cost.

**9. Federal terms.** The resulting contract will be funded by DOE, and consequently will contain applicable federal terms and conditions. The contract will be subject to controlling federal statutes and regulations, including but not limited to, the Weatherization Assistance for Low-Income Persons 42 U.S.C. Sec. 6861 et seq., the Energy Policy Act, Public Law 109-58, and applicable program regulations,

including 10 CFR Part 440 – Weatherization Assistance for Low-Income Persons at <http://www.eCFR.gov>, DOE Assistance Regulations, 2 CFR part 200, as amended by 2 CFR part 910 at <http://www.eCFR.gov>, National Policy Assurances in effect on date of award at <http://www.nsf.gov/awards/managing/rtc.jsp>, and the Special Terms and Conditions applicable to the current DOE Award to DEEP.

10. Bipartisan Infrastructure Law. The resulting Contract for the multi-family program shall be subject to the requirements of the Bipartisan Infrastructure Law (BIL), Pub. Law 117-58.

## VI. APPENDIX

### A. ABBREVIATIONS / ACRONYMS / DEFINITIONS

BFO	Best and Final Offer
BPI	Building Performance Institute
CEU	Continuing Education Unit(s)
C.G.S.	Connecticut General Statutes
CHRO	Commission on Human Rights and Opportunity (CT)
CT	State of Connecticut
DAS	Department of Administrative Services (CT)
DEEP	Department of Energy and Environmental Protection (CT)
DOE	Department of Energy (US)
EA	Energy Auditor
EPA	Environmental Protection Agency (US)
FOIA	Freedom of Information Act (CT)
HEP	Home Energy Professional
IRS	Internal Revenue Service (US)
JTA	Job Task Analysis
KPI	Key Performance Indicator(s)
LOI	Letter of Intent
LRRP	EPA Lead Renovation Repair and Painting
NREL	National Renewable Energy Laboratory (US)

OAG	Office of the Attorney General (CT)
QCI	Quality Control Inspector
OPM	Office of Policy and Management (CT)
OSC	Office of the State Comptroller (CT)
POV	Privately Owned Vehicle
POS	Proposition of Service
PSA	Personal Service Agreement
P.A.	Public Act (CT)
PY	Program Year (US)
RFP	Request For Proposal
SEEC	State Elections Enforcement Commission (CT)
State	State of Connecticut
U.S.	The United States of America
WAP	Weatherization Assistance Program (The Program)
WAP-BIL	Weatherization Assistance Program – Bipartisan Infrastructure Law

- *contractor*: a private provider organization, CT State agency, or municipality that enters into a PSA contract with the Agency as a result of this RFP.
- *proposer*: a private provider organization, CT State agency, or municipality that has submitted a proposal to the Agency in response to this RFP. This term may be used interchangeably with respondent throughout the RFP.
- *prospective proposer*: a private provider organization, CT State agency, or municipality that may submit a proposal to the Agency in response to this RFP, but has not yet done so
- *subcontractor*: an individual (other than an employee of the contractor) or business entity hired by a contractor to provide a specific service as part of a PSA with the Agency as a result of this RFP

## B. DOCUMENTS/REFERENCES

- DOE [WPN 22-4](#)
- DOE [WPN 20-4](#)
- CT WAP [Quality Work Plan requirements](#)
- CT WAP Weatherization Field Guide [Standard Work Specifications](#) (SWS) Aligned Edition Version (083021), copyright 2021
- CT WAP [Operations Manual](#) (Revised 2022)
- The current year [State Plan/Master File](#)

- BPI Energy auditor requirements overview may be found [here](#)
- BPI QCI requirements overview may be found [here](#)
- National Renewable Energy Laboratory (NREL) Job Task Analysis (JTA) for QCIs: [NREL JTA](#)
- Regulations of CT State Agencies § [46A-68j-30\(10\)](#)

C. FEE SCHEDULE

**Fee Schedule Submission Table:**  
**Technical Consultant - Desk**

Refer to Section C, Scope of Services Description, for details related to each of the Tasks listed below. Completion of each item includes all related reporting as required by DEEP and DOE.

<b>Technical Consultant - desk</b>						
<b>Fee Submission</b>						
		(A)	(B)	(C)	(D)	(E)
#	Task	Respondent Proposed Hourly Cost (\$/Hr.)	Respondent Estimated Time (hrs.) Allocated per single task unit	DEEP Estimated Quantity & Frequency of task	Proposed Cost per single task unit (\$) (Column A x Column B)	Total Estimated Cost (\$) in a Program Year (Column D x Column C)
1	Desk reviews of completed audits			Per. Req  A minimum of 88 for the multifamily program (MF) and a min. of 26 for the single family program (SF)		
2	Review of Waiver Requests			Per. Req.		

				Estimate 10 per month per program		
3	Review Subgrantee production reports and database system entries			Monthly per Subgrantee (estimate 1 Subgrantee for MF and 2 Subgrantees for SF)		
4	Review monthly reports submitted by program subcontractors			Quarterly per subcontractor (estimate 5 subcontractors per program)		
5	Assist DEEP staff with revisions to the Health and Safety Plan			Annually 1 for MF and 1 for SF		
6	Assist DEEP staff with technical assistance plan development			Annually 1 for MF and 1 for SF		
7	Assist the program staff in preparing periodic reporting to DOE			Per. Req. Approx. Quarterly per program		
8	Maintenance of existing field guides, and technical manuals, and the Connecticut WAP Operations Manual			Per. Req. Approx. Quarterly per program		
9	Provide quarterly reports to Subgrantees and to DEEP			Per Req. Approx. Quarterly per program		
10	Conduct an orientation for new auditors			Per. Req.		



				Approx. 9/Yr. per program		
11	Assess the technical training needs and develop a training plan			Annually, 1 for MF and 1 for SF		
12	Evaluate and revise trainings			Per. Req.  Approx. Quarterly per program		
13	Provide a training to Subgrantee staff on the operation of the program’s auditing software.			Per. Req.  Approx.8/yr. per program		
14	Misc. Technical Consulting services		N/A	Per. Req.  Approx. 12/yr. per program		N/A

Abbreviations:

Per. Hr. = Hourly Rate

Per. Req. = Upon Request from DEEP

**Fee Schedule Submission Table:**

**Technical Monitor - Field**

Refer to Section C, Scope of Services Description, for details related to each of the Tasks listed below. Completion of each item includes all related reporting as required by CT WAP and DOE.

<b>Technical Monitor - field</b>						
<b>Fee Submission</b>						
		(A)	(B)	(C)	(D)	(E)
#	Task	Respondent Proposed Hourly Cost (\$/Hr.)	Respondent Estimated Time (hrs.) Allocated per single task unit	DEEP Estimated Quantity/ Frequency of task	Proposed Cost per single task unit (\$) (Column A x Column B)	Total Estimated Cost (\$) in a Program Year (Column

						D x Column C)
1	Review a minimum 10% of all completed units that have been reported to DOE			Annually a minimum of 88 for the multifamily (MF) program and 26 for the single family (SF) program		
2	Review a minimum 10% of in-process units that have been reported to DOE			Annually a minimum of 88 for MF and 26 for SF		
3	Monitor and report, in conjunction with DEEP, Subgrantee performance and compliance			Monthly per Subgrantee (estimate 1 Subgrantee for MF and 2 Subgrantees for SF)		
4	Track and monitor Subgrantee compliance with corrective action plans			Quarterly per subgrantee (estimate 1 Subgrantee for the MF program and 2 Subgrantees for SF)		
5	Conduct compliance oversight reviews of subcontractor in-progress work			Quarterly per Subcontractor (estimate 5 subcontractors per program)		
6	Respond to technical questions and provide technical assistance			Per Request  Approx. 300/Yr. per program		
7	Issue updates for audit procedures and protocols			Per Request  Approx.5/Quarter or 20/Yr. per program		
8	Assess Subgrantees' inventory of equipment and tools			Quarterly per Subgrantee (estimate 2 Subgrantees for the SF and 1 Subgrantee for the MF)		

9	Evaluate and verify Subgrantee training in and provision of client education			Quarterly per Subgrantee (estimate 2 Subgrantees for SF and 1 Subgrantee for MF)		
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Abbreviations:

Per. Hr. = Hourly Rate

Per. Req. = Upon Request from DEEP

**D. STATEMENT OF ASSURANCES**

The undersigned Respondent affirms and declares that:

- 1) General
  - a. This proposal is executed and signed with full knowledge and acceptance of the RFP CONDITIONS stated in the RFP.
  - b. The Respondent will deliver services to the Agency the cost proposed in the RFP and within the timeframes therein.
  - c. The Respondent will seek prior approval from the Agency before making any changes to the location of services.
  - d. Neither the Respondent of any official of the organization nor any subcontractor the Respondent of any official of the subcontractor organization has received any notices of debarment or suspension from contracting with the State of CT or the Federal Government.
  - e. Neither the Respondent of any official of the organization nor any subcontractor to the Respondent of any official of the subcontractor’s organization has received any notices of debarment or suspension from contracting with other states within the United States.

Legal Name of Organization:

\_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Date

## E. PROPOSAL CHECKLIST

To assist respondents in managing proposal planning and document collation processes, this document summarizes key dates and proposal requirements for this RFP. Please note that this document does not supersede what is stated in the RFP. Please refer to the Proposal Submission Overview, Required Proposal Submission Outline, and Mandatory Provisions (Sections II, III, and IV of this RFP) for more comprehensive detail **This is a tool for proposers to use.** It is the responsibility of each respondent to ensure that all required documents, forms, and attachments, are submitted in a timely manner.

### Key Dates

Procurement Timetable		
The Agency reserves the right to modify these dates at its sole discretion.		
Item	Action	Date
1	RFP Released	August 25, 2023
2	RFP Conference	September 5, 2023 at 11:00 AM
3	Deadline for Questions	September 12, 2023 at 4:00 PM
4	Answers Released	September 19, 2023 at 4:00 PM
5	Proposals Due	October 3, 2023 at 4:00 PM
6	Proposer Selection	October 18, 2023
7	Start of Contract	December 20, 2023

Registration Link for Pre-bid Conference:

<https://ctdeep.zoom.us/meeting/register/tZEqd-uuqT4pH9enHZacEL8PjgNf7WRqMmAY>

Registration with State Contracting Portal (if not already registered):

- Register at: <https://portal.ct.gov/DAS/CTSource/Registration>
- Submit required forms:

- Campaign Contribution Certification (OPM Ethics Form 1):  
<https://portal.ct.gov/OPM/Fin-PSA/Forms/Ethics-Forms>

#### Proposal Content Checklist

- Cover Sheet** including required information:
  - RFP Name or Number
  - Legal Name
  - FEIN
  - Street Address
  - Town/City/State/Zip
  - Contact Person
  - Title
  - Phone Number
  - E-Mail Address
  - Authorized Official
  - Title
  - Signature
- Table of Contents**
- Executive Summary:** high-level summary of proposal and cost
- Main proposal body answering all questions with relevant attachments.** Proposers should use their discretion to determine whether certain required information is sufficiently captured in the body of their proposal or requires additional attachments for clarification.
- IRS Determination Letter** (for nonprofit proposers)
- Fee Table(s)**
- Conflict of Interest Disclosure Statement**
- Statement of Assurances**

#### Formatting Checklist

- Is the proposal formatted to fit 8 ½ x 11 (letter-sized) paper?
- Is the main body of the proposal within the page limit?
- Is the proposal in 12 point, Times New Roman font?
- Does the proposal format follow normal (1 inch) margins and 1 ½ line spacing?
- Does the proposer's name appear in the header of each page?
- Does the proposal include page numbers in the footer?

Are confidential labels applied to sensitive information (if applicable)?

**Exhibit A: CT WAP Service Territories**

Legend:

- Blue: Region 1
- Red: Region 2

