Template: Request for Qualifications for Weatherization Assistance Program Contractors

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# Front Material

## Table of Acronyms

[Table of Acronyms]

## Glossary of Terms

[Glossary of Terms]

# Introduction

## RFQ Purpose

The purpose of this Request for Qualification (RFQ) is to identify and prequalify contractors who can provide residential energy efficiency retrofit services for the Weatherization Assistance Program (WAP). The selected contractors will be pre-qualified to work with WAP.

## WAP Background

WAP provides energy efficiency services to eligible low-income households. The main objectives of WAP are to reduce energy consumption, lower utility bills for low-income households, reduce energy burden, improve indoor air quality, and home comfort. These services include energy audits, insulation, lighting, heating and cooling system upgrades, and other energy-saving measures. The program is funded by the US Department of Energy (DOE).

## WAP Background Material

The following will provide additional information about WAP at both the federal level and within the state for which you are applying to serve.

* [DOE WAP Website](https://www.energy.gov/scep/wap/weatherization-assistance-program)
* [DOE Weatherization Program Notices (WPNs) and Memos](https://www.energy.gov/scep/wap/weatherization-program-notices-and-memorandums)
* [10 CFR 440: Code of Federal Regulation for WAP](https://www.ecfr.gov/current/title-10/chapter-II/subchapter-D/part-440/section-440.18)
* [WAP Standard Work Specifications (SWS)](https://sws.nrel.gov/)
* *[Link to grantee’s DOE WAP State Plan]*
* *[Link to grantee’s Policy and Procedure Manual]*
* *[Link to grantee’s SWS Field Guide]*
* *[Additional materials from the grantee and subgrantees as necessary]*

## RFQ Issuer Contact Information

* Primary Contact: *[Name, Title, Email, Phone]*
* Submission Address: *[Physical or Email Address]*

# RFQ Submission Components and Timeline

## Submission Components

The following table lists the required components for the RFQ submission. The RFQ must be submitted in PDF format, ideally as one single PDF. Incomplete RFQ submissions will be disqualified.

[Submission Components table]

## RFQ Timeline

The following table details the timeline for RFQ submission and selection.

[Timeline table]

# Project Overview

## Scope of Work

Contractors will be responsible for the following specific tasks.

[Services table]

## Qualifications

The following are the required and preferred qualifications for respondents. To qualify for the RFQ, you must meet all required qualifications. Your responses to the questions in the following section will demonstrate your level of qualification.

[Qualifications table]

## Questions

Your responses to the following questions will demonstrate your level of qualification as a WAP contractor for this RFQ. Please answer these questions to the best of your ability with the intent of demonstrating your experience in order to meet the qualifications detailed in the section above. Write out the question above each response. Make your responses as concise as possible while still demonstrating your expertise and experience related to the question.

[Questions table]

# Evaluation Criteria

Submissions will be evaluated by the RFQ Issuer based on the following rubric. The rubric provides weighting for each section of the RFQ to indicate areas of greatest importance.

[Scoring rubric]

# Terms and Conditions

[Include your organization’s terms and conditions here]