Request for Proposal (RFP) of Weatherization Technical Monitoring and Quality Control Inspections (QCI) *Outline*

A Resource for Weatherization Assistance Program Grantees

**Critical Dates:**

**Issue Date:** Click or tap to enter a date.

**Pre-Bid Conference:** Click or tap to enter a date.

**Pre-Bid Questions Due:** Click or tap to enter a date.

**RFP Responses Due:** Click or tap to enter a date.

**RFP Evaluations:** Click or tap to enter a date.

**Anticipated Work Start Date:** Click or tap to enter a date.

**1. Overview**

* **1.1. Background Information**
  + Brief overview of the grantee organization
  + Purpose and scope of the project funded by federal grants
  + Explanation of how the project aligns with federal objectives
* **1.2. Purpose of the RFP**
  + Explanation of the need for proposals
  + Objectives to be achieved through the contracting process

**2. RFP Details**

* **2.1. Project Description**
  + Detailed description of the project or services required
  + Expected outcomes and deliverables
  + Timeline for project completion
* **2.2. Scope of Work**
  + Specific tasks and responsibilities
  + Requirements and standards to be met
  + Deliverables and milestones
* **2.3. Eligibility Criteria**
  + Qualifications required for bidders
  + Relevant experience and expertise
  + Compliance with federal regulations and standards

**3. Proposal Submission Requirements**

* **3.1. Proposal Format**
  + Instructions on proposal format and structure
  + Required sections (e.g., Executive Summary, Technical Proposal, Cost Proposal)
* **3.2. Submission Deadline**
  + Date and time by which proposals must be received
  + Submission method (e.g., email, physical delivery)
* **3.3. Contact Information**
  + Point of contact for questions and clarifications
  + Contact details (phone, email)

**4. Evaluation Criteria**

* **4.1. Evaluation Process**
  + Description of how proposals will be evaluated
  + Overview of evaluation committee or process
* **4.2. Criteria for Selection**
  + Technical approach and methodology
  + Experience and qualifications of the bidder
  + Cost and budget considerations
  + Compliance with federal regulations and requirements

**5. Federal Compliance Requirements**

* **5.1. Federal Regulations**
  + Compliance with applicable federal regulations (e.g., Uniform Guidance)
  + Requirements for federal reporting and documentation
* **5.2. Terms and Conditions**
  + Federal grant terms and conditions
  + Non-discrimination and equal opportunity clauses
  + Data management and privacy requirements
* **5.3. Insurance and Bonding**
  + Required insurance coverage
  + Bonding requirements, if applicable

**6. Proposal Submission Instructions**

* **6.1. Proposal Submission Instructions**
  + Detailed instructions for submitting proposals
  + Required documents and forms
* **6.2. Clarification Requests**
  + Process for requesting clarification or additional information

**7. Additional Information**

* **7.1. FAQs**
  + Frequently asked questions and answers
* **7.2. Attachments and Appendices**
  + Relevant documents, forms, and templates
  + Maps, charts, or other support materials
* **7.3. Pre-Proposal Meeting**
  + Details of any pre-proposal conference or meeting
  + Date, time, and location

**8. Terms and Conditions**

* **8.1. Award Process**
  + Explanation of the award process and timeline
  + Notification of award and debriefing
* **8.2. Contractual Obligations**
  + Overview of contract terms and conditions
  + Performance metrics and reporting requirements
* **8.3. Rights and Responsibilities**
  + Rights of the grantee and responsibilities of the contractor
  + Intellectual property and confidentiality clauses