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