

**State of Hawaii
Department of Labor & Industrial Relations
Office of Community Services**

Request for Proposals

RFP No.: OCS LBR 903–19

**Weatherization Assistance Program Services for
Low-Income Persons
The American Recovery and Reinvestment Act of 2009**

April 9, 2009

Note: If this RFP was downloaded from the State Procurement Office RFP Website each applicant must provide contact information to the RFP contact person for this RFP to be notified of any changes. For your convenience, you may download the RFP Interest Form, complete and e-mail or mail to the RFP contact person. The State shall not be responsible for any missing addenda, attachments or other information regarding the RFP if a proposal is submitted from an incomplete RFP.



State of Hawaii
Department of Labor and Industrial Relations
Office of Community Services

Weatherization Assistance Program Services for
Low-Income Persons
The American Recovery and Reinvestment Act of 2009

RFP Number: OCS LBR 903-19



LINDA LINGLE
GOVERNOR



DARWIN L. D. CHING
DIRECTOR

COLLEEN Y. LaCLAIR
DEPUTY DIRECTOR

SAM AIONA
EXECUTIVE DIRECTOR

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS
OFFICE OF COMMUNITY SERVICES
830 PUNCHBOWL STREET, ROOM 420
HONOLULU, HAWAII 96813
<http://hawaii.gov/labor/>
Phone: (808) 586-8675 / Fax: (808) 586-8685
Email: dlir.ocs@hawaii.gov

April 9, 2009

Dear Applicant:

**SUBJECT: REQUEST FOR PROPOSAL (RFP) FOR LBR 903-19
WEATHERIZATION ASSISTANCE PROGRAM SERVICES
FOR LOW-INCOME PERSONS – THE AMERICAN
RECOVERY AND REINVESTMENT ACT OF 2009**

The Department of Labor and Industrial Relations (DLIR), Office of Community Services (OCS), is soliciting proposals from qualified applicants to procure subgrantees of the Weatherization Assistance Program (WAP) Services for Low-Income Persons in relation to Public Law 111-5, the American Recovery and Reinvestment Act (ARRA) of 2009. The Act gives preferences to activities that can be started and completed expeditiously with special consideration to projects promoting and enhancing job creation, preservation, and economic recovery.

The WAP program enables low-income households to reduce their energy cost by making their homes more energy efficient. Benefits include but are not limited to, reducing our nation's energy dependency, protecting the environment, and stimulating economic development in low-income communities. The goal of the program is to use ARRA funds administered through the U.S. Department of Energy to contract for the installation of energy devices and energy conservation education. Installation services include home Compact Fluorescent Light (CFL) fixtures and solar water heater systems for the following categories: (1) single family and multi-family residences, (2) elderly persons' residences, (3) handicapped persons' residences, and (4) renter's residences.

All prospective applicants are hereby notified that this RFP for competitive purchase of services is issued under the provisions of the Hawaii Revised Statutes, Chapter 103F and its administrative rules.

The enclosed materials outline the application requirements of these RFPs. Included for your use are the administrative requirements, service specifications, proposal applications, budget instructions, as well as other reference materials. Prior to application submittal, it is imperative that the applicants closely review all information and follow detailed instructions provided.

Hand deliveries will be accepted at DLIR-OCS until May 7, 2009, 4:30 p.m., Hawaii Standard Time (HST). Mail-ins must be postmarked by the United States Postal Service (USPS) no later than May 7, 2009, and received by DLIR-OCS no later than ten days from the submittal deadline. Hand deliveries as well as mail-ins will be accepted at the following address:

Office of Community Services
830 Punchbowl Street, Room 420
Honolulu, Hawaii 96813

Proposals postmarked after May 7, 2009, or hand delivered after 4:30 p.m. H.S.T. on May 7, 2009, **shall be considered late and rejected**. There are no exceptions to this requirement. Proposals delivered by facsimile transmission or e-mail will not be accepted. One original and four copies of the proposal are required.

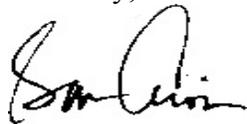
DLIR-OCS will conduct an orientation session on April 14, 2009, from 10:00 a.m. to 12:00 noon, at 830 Punchbowl Street, Room 420, Honolulu, Hawaii. All prospective applicants are strongly encouraged to attend the session.

The deadline for submission of written questions is 4:30 p.m. H.S.T. on Friday, April 24, 2009. DLIR-OCS will address all written questions with a written response by Thursday, April 30, 2009. Written questions may be submitted to DLIR-OCS by facsimile or e-mail. However, all applicants who submit written questions by facsimile or e-mail bears the full and exclusive responsibility for assuring the complete, correctly formatted, and timely transmission of their questions.

All applicants will be notified in writing regarding OCS' decision on his/her proposal(s) in mid- to late- May 2009. Contracts are expected to be in effect from June 15, 2009 to September 30, 2010. Any questions or inquiries regarding these RFPs should be directed to the RFP Contact Person, Keith Yabusaki, by mail at 830 Punchbowl Street, Room 420, Honolulu, Hawaii 96813, or e-mail at keith.y.yabusaki@hawaii.gov or by telephone to (808) 586-8675.

Thank you for your interest in applying and for working with us to provide quality services.

Sincerely,



SAM AIONA
Executive Director

AN EQUAL OPPORTUNITY AGENCY

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

**NUMBER OF COPIES TO BE SUBMITTED: ONE ORIGINAL & FOUR COPIES
ADDITIONAL COPIES MAY BE REQUESTED**

ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN **May 7, 2009**, and received by the state purchasing agency no later than **10 days from the submittal deadline**.

All Mail-ins

*Department of Labor & Industrial
Relations (DLIR)*
Office of Community Services
Ke'elikolani Building
830 Punchbowl Street, Room 420
Honolulu, Hawaii 96813

DLIR-OCS RFP COORDINATOR

Keith Yabusaki, Planning Administrator
Phone: (808) 586-8675
Facsimile: (808) 586-8685
E-mail: keith.y.yabusaki@hawaii.gov

ALL HAND DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITE UNTIL **4:30 P.M., Hawaii Standard Time (HST), May 7, 2009**. Deliveries by private mail services such as FEDEX shall be considered hand deliveries. Hand deliveries shall not be accepted if received after 4:30 p.m., May 7, 2009.

Drop-off Site

*Department of Labor & Industrial
Relations (DLIR)*
Office of Community Services
Ke'elikolani Building
830 Punchbowl Street, Room 420
Honolulu, Hawaii 96813

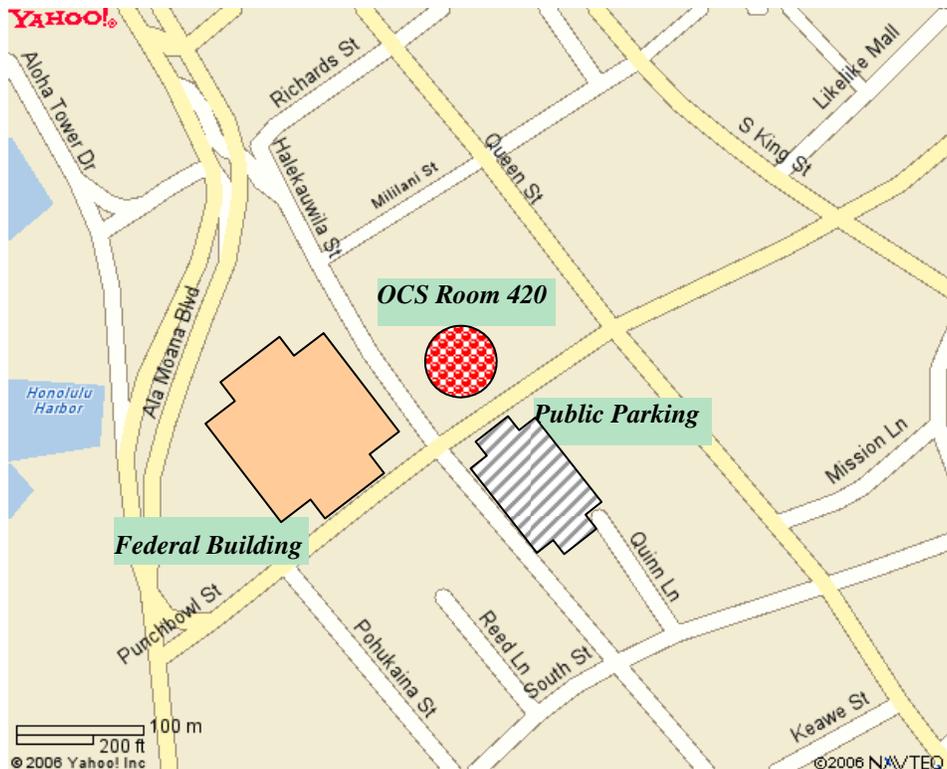
RFP ORIENTATION SESSION

All prospective applicants are invited and encouraged to attend the following scheduled informational session. At this meeting, DLIR-OCS staff will present the proposal application requirements, service specifications and be available to respond to questions.

PLACE: KE'ELIKOLANI BUILDING, OCS CONFERENCE ROOM,
830 PUNCHBOWL STREET, ROOM 420, HONOLULU

DATE: TUESDAY, APRIL 14, 2009

TIME: 10:00 A.M. - 12:00 NOON



If you are unable to attend these sessions, alternative arrangements may be requested. Should you have any questions contact Keith Yabusaki at (808) 586-8675.

DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS
OFFICE OF COMMUNITY SERVICES

**Weatherization Assistance Program Services
for Low-Income Persons
The American Recovery and Reinvestment Act of 2009**

REQUEST FOR PROPOSAL NUMBER: OCS LBR 903-19

IMPORTANT DATES*

Public Notice Announcing Request for Proposals	April 9, 2009
Distribution of Request for Proposals	April 9, 2009
Orientation Session (Honolulu)	April 14, 2009
Deadline for Submission of Written Questions	April 24, 2009
Response to Written Questions	April 30, 2009
Proposal Submittal Deadline	May 7, 2009
Proposal Evaluation Period	May 8 – May 19, 2009
Provider Selection and Notice of Award Notice of Statement of Findings and Decisions	On or About May 20, 2009
Contract Terms Finalized	Approx. June 1, 2009
Contract Start Date**	June 15, 2009

* This schedule of activities is provided for planning purposes only. DLIR-OCS reserves the right to cancel any activity or modify the schedule at any time.

** Contract start date for WAP is on or about June 15, 2009, but funds must be obligated no later than June 17, 2009.

TABLE OF CONTENTS

INTRODUCTION

Letter Announcing Request for Proposals	i
Proposal Mail-In and Delivery Information Sheet.....	iii
RFP Orientation Session	iv
Important Dates*.....	v
Table of Contents.....	vi

SECTION 1 – ADMINISTRATIVE OVERVIEW

I. Procurement Timetable*	1-1
II. Website Reference	1-2
III. Authority	
IV. RFP Organization	
V. Contracting Office	1-3
VI. Orientation	
VII. Submission of Questions	
VIII. Submission of Proposals.....	1-4
IX. Discussions with Applicants	1-6
X. Opening of Proposals	
XI. Additional Materials and Documentation.....	1-7
XII. RFP Amendments	
XIII. Final Revised Proposals	
XIV. Cancellation of Request for Proposal	
XV. Cost for Proposal Preparation	
XVI. Provider Participation in Planning	
XVII. Rejection of Proposals	1-8
XVIII. Notice of Award	
XIX. Protests	
XX. Availability of Funds	1-9
XXI. General and Special Conditions of Contract	
XXII. Cost Principles	

SECTION 2 – SERVICE SPECIFICATIONS

<u>Program Title</u>	<u>RFP I.D. No.</u>
Weatherization Assistance Program Services for Low-Income Persons, The American Recovery and Reinvestment Act of 2009	OCS LBR 903-19
I. Introduction	
A. Overview, Purpose or Need	2-1
B. Planning Activities Conducted in Preparation for this RFP	
C. Description of the Goal of the Services	2-2
D. Description of the Target Population	
E. Geographic Coverage of Service	
F. Probable Funding Amounts, Source and Period of Availability	
II. General Requirements	
A. Specific Qualifications or Requirements, Including but Not Limited to Licensure or Accreditation	2-3
B. Secondary Purchaser Participation	2-4
C. Multiple or Alternate Proposal	
D. Single or Multiple Contracts to Be Awarded	
E. Single or Multi-term Contracts to Be Awarded	2-5
F. RFP Contact Person	
III. Scope of Work	
A. Service Activities (Minimum and/or Mandatory Tasks and Responsibilities).....	2-6
B. Management Requirements (Minimum and/or Mandatory Requirements)	
1. Personnel.....	2-7
2. Administrative	
3. Quality Assurance and Evaluation Specifications	
4. Performance Output and Outcome Measurements	2-8
5. Experience	
6. Coordination of Services	
7. Reporting Requirements for Program and Fiscal Data	2-9
8. Pricing Structure or Methodology	
9. Units of Service and Unit Rate	
10. Method of Compensation and Payment.....	2-10
IV. Facilities	

SECTION 3 – PROPOSAL APPLICATION INSTRUCTIONS

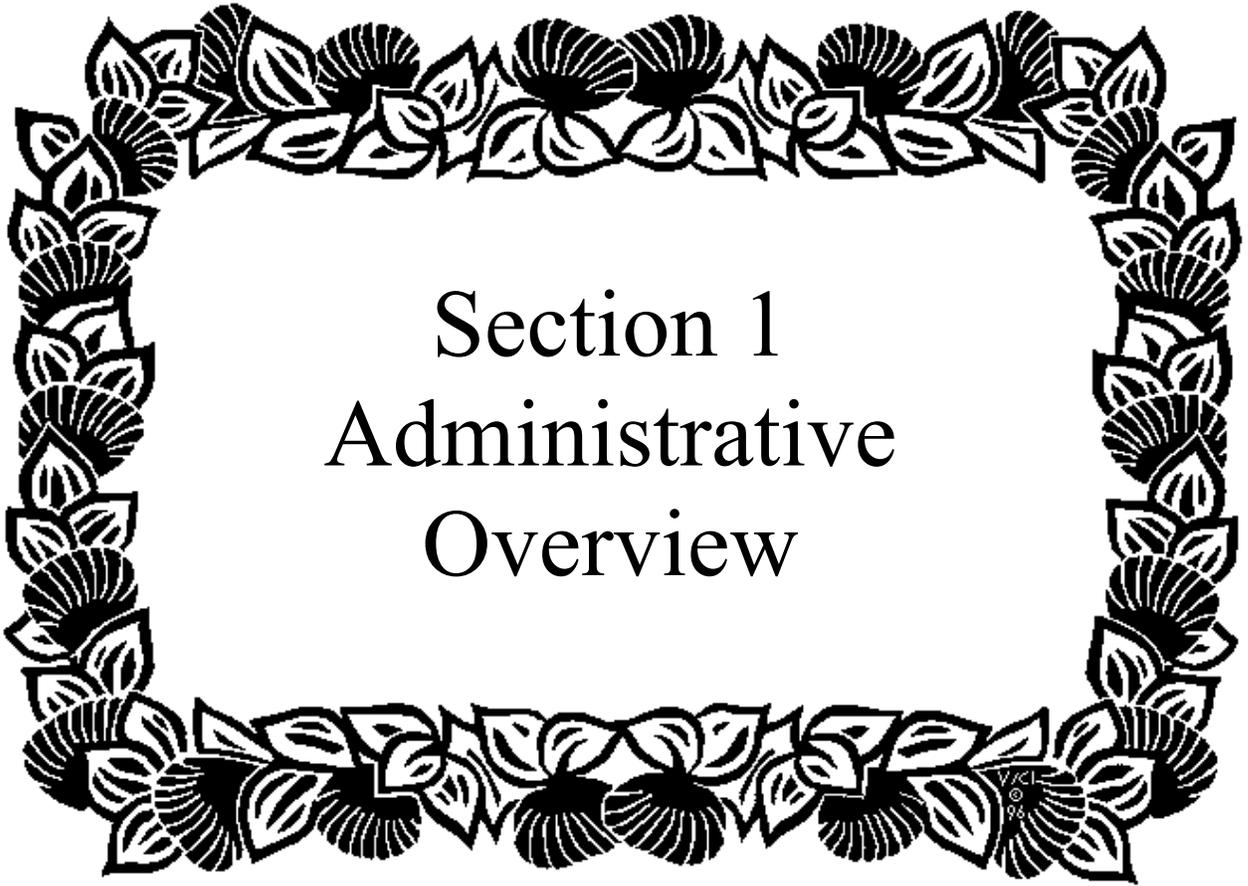
General Instructions for Completing Application.....	3-1
I. Program Overview	3-2
II. Experience and Capability	
A. Necessary Skills	
B. Experience	
C. Quality Assurance and Evaluation	
D. Coordination of Services.....	3-3
E. Facilities	
III. Project Organization and Staffing	
A. Project Organization	
B. Staffing.....	3-4
IV. Service Delivery	
V. Financial.....	3-5
A. Pricing Structure	
B. Other Financial Related Materials	3-8
VI. Other	
A. Litigation	
VII. Appendix (Optional)	

SECTION 4 – PROPOSAL EVALUATION

- I. Introduction..... 4-1
- II. Evaluation Process
- III. Evaluation Criteria
 - A. Phase 1 – Evaluation of Proposal Requirements 4-2
 - 1. Administrative Requirements
 - 2. Proposal Application Requirements
 - B. Phase 2 – Evaluation of Proposal Application
 - 1. Program Overview
 - 2. Experience and Capability
 - 3. Project Organization and Staffing..... 4-3
 - 4. Service Delivery..... 4-4
 - 5. Financial
- IV. Phase 3 – Recommendation for Award 4-5

SECTION 5 – ATTACHMENTS

- A. Proposal Application Checklist
- B. Proposal Application – Sample Table of Contents
- C. Output and Performance/Outcome Measurements Table



Section 1
Administrative
Overview

Section 1 Administrative Overview

Each applicant is encouraged to thoroughly read all sections of this RFP. While sections such as the administrative overview may appear similar among RFPs, state purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.

I. Procurement Timetable*

Note that the procurement timetable represents the State’s best estimated schedule. Contract start dates may be subject to the issuance of a notice to proceed.

<u>Activity</u>	<u>Scheduled Date</u>
Public notice announcing RFP	April 9, 2009
Distribution of RFP	April 9, 2009
RFP orientation session (Honolulu)	April 14, 2009
Deadline for submission of written questions for written responses	April 24, 2009
State purchasing agency's response to applicants' written questions	April 30, 2009
Discussions with applicant prior to proposal submittal deadline (optional)	April 9 – May 7, 2009, as needed
Proposal submittal deadline	May 7, 2009
Discussions with applicant after proposal submittal deadline (optional)	May 8 - May 19, 2009, as needed
Final revised proposals (optional)	May 11 - May 15, 2009, as needed
Proposal evaluation period	May 8 – May 19, 2009 as needed
Provider selection/Notice of statement of findings and decision	On or about May 20, 2009
Contract terms finalized	Approx. June 1, 2009
Contract start date**	June 15, 2009

* This timetable of activities is provided for planning purposes only. OCS reserves the right to cancel any activity or modify the timetable at any time.

** Contract execution date for WAP is on or about June 15, 2009, but funds must be obligated no later than June 17, 2009.

II. Website Reference

The State Procurement Office (SPO) website is <http://hawaii.gov/spo/>

	For	Click
1	Procurement of Health and Human Services	“Health and Human Services, Chapter 103F, HRS...”
2	RFP website	“Health and Human Services, Ch. 103F...” and “The RFP Website” (located under Quicklinks)
3	Hawaii Administrative Rules (HAR) for Procurement of Health and Human Services	“Statutes and Rules” and “Procurement of Health and Human Services”
4	Forms	“Health and Human Services, Ch. 103F...” and “For Private Providers” and “Forms”
5	Cost Principles	“Health and Human Services, Ch. 103F...” and “For Private Providers” and “Cost Principles”
6	Standard Contract - General Conditions	“Health and Human Services, Ch. 103F...” “For Private Providers” and “Contract Template – General Conditions”
7	Protest Forms/Procedures	“Health and Human Services, Ch. 103F...” and “For Private Providers” and “Protests”

Non-SPO websites

(Please note: website addresses may change from time to time. If a link is not active, try the State of Hawaii website at <http://hawaii.gov>)

	For	Go to
8	Tax Clearance Forms (Department of Taxation Website)	http://www.hawaii.gov/tax/ click “Forms”
9	Wages and Labor Law Compliance, Section 103-055, HRS, (Hawaii State Legislature website)	http://www.capitol.hawaii.gov/ click “Bill Status and Documents” and “Browse the HRS Sections.”
10	Department of Commerce and Consumer Affairs, Business Registration	http://www.hawaii.gov/dcca click “Business Registration”
11	Campaign Spending Commission	http://hawaii.gov.campaign

III. Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS), Chapter 103F and its administrative rules. Each prospective applicant is charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

IV. RFP Organization

This RFP is organized into five sections:

Section 1, Administrative Overview--Provides applicant with an overview of the procurement process.

Section 2, Service Specifications--Provides applicant with a general description of the tasks to be performed, delineates applicant responsibilities, and defines deliverables (as applicable).

Section 3, Proposal Application Instructions--Describes the required format and content for the proposal application.

Section 4, Proposal Evaluation--Describes how proposals will be evaluated by the state purchasing agency.

Section 5, Attachments--Provides applicant with information and forms necessary to complete the application.

V. Contracting Office

The Contracting Office is responsible for overseeing the contracts resulting from this RFP, including system operations, fiscal agent operations, monitoring and assessing provider performance. The Contracting Office is:

Office of Community Services
Department of Labor and Industrial Relations, State of Hawaii
830 Punchbowl Street, Room 420
Honolulu, Hawaii 96813
Phone: (808) 586-8675 Fax: (808) 586-8685

VI. Orientation

An orientation session for applicants in reference to the RFP will be held as follows:

Date: April 14, 2009 **Time:** 10:00 a.m. to 12:00 Noon
Location: Keelikolani Building – OCS Conference Room
830 Punchbowl Street, Room 420, Honolulu, Hawaii

Each applicant is encouraged to submit written questions to OCS prior to the orientation session. Impromptu questions will be permitted and spontaneous answers provided at the orientation session at the state purchasing agency's discretion. Verbal answers provided during the orientation session are only intended as general direction and may not represent the State purchasing agency's position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the orientation, but no later than the submittal deadline for written questions indicated in the next paragraph (VII. Submission of Questions).

VII. Submission of Questions

The applicant may submit written questions to the RFP Contact Person identified in Section 2 of this RFP. All written questions will receive a written response from the state purchasing agency.

Deadline for submission of written questions:

Date: April 24, 2009. **Time:** 4:30 p.m. HST

State agency responses to applicant written questions will be provided by:

Date: April 30, 2009.

VIII. Submission of Proposals

A. Forms/Formats

Forms, with the exception of program specific requirements, may be found on the State Procurement Office website (See page 1-2, Website Reference). Refer to the Proposal Application Checklist for the location of program specific forms.

1. Proposal Application Identification (Form SPO-H-200) – Provides identification of the proposal.

2. Proposal Application Checklist – Provides applicants with information on where to obtain the required forms; information on program specific requirements; which forms are required and the order in which all components should be assembled and submitted to the state purchasing agency.

3. Table of Contents – A sample table of contents for proposals is located in Section 5, Attachments. This is a sample and meant as a guide. The table of contents may vary depending on the RFP.

4. Proposal Application (Form SPO-H-200A) – Applicant shall submit comprehensive narratives that addresses all of the proposal requirements contained in Section 3 of this RFP, including a cost proposal/budget if required.

B. Program Specific Requirements

Program specific requirements are included in Sections 2, Service Specifications and Section 3, Proposal Application Instructions, as applicable. If required, Federal and/or State certifications are listed on the Proposal Application Checklist located in Section 5.

C. Multiple or Alternate Proposals

Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2 of this RFP. In the event alternate proposals are not accepted and an applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.

D. Tax Clearance

Pursuant to HRS Section 103-53, as a prerequisite to entering into contracts of \$25,000 or more, providers shall be required to submit a tax clearance certificate issued by the Hawaii State Department of Taxation (DOTAX) and the Internal Revenue Service (IRS). The certificate shall have an original green certified copy stamp and shall be valid for six (6) months from the most recent approval stamp date on the certificate. Tax clearance applications may be obtained from the Department of Taxation website. (Refer to this section's part II. Website Reference.)

E. Wages and Labor Law Compliance

If applicable, by submitting a proposal, the applicant certifies that the applicant is in compliance with HRS Section 103-55, Wages, hours, and working conditions of employees of contractors performing services. Refer to HRS Section 103-55, at the Hawaii State Legislature website. (See part II, Website Reference.) Applicant shall comply with HRS Chapter 104. WAP statute contains no Davis-Bacon wage rate requirements and is, therefore, exempt from any provision of the Davis-Bacon Act (WAP Notice 08-1), but ARRA guidelines may overrule.

1. Compliance with all Applicable State Business and Employment Laws – All providers shall comply with all laws governing entities doing business in the State. Prior to contracting, owners of all forms of business doing business in the state except sole proprietorships, charitable organizations unincorporated associations and foreign insurance companies be registered and in good standing with the Department of Commerce and Consumer Affairs (DCCA), Business Registration Division. Foreign insurance companies must register with DCCA, Insurance Division. More information is on the DCCA website. (See part II, Website Reference.)

F. Hawaii Compliance Express (HCE)

Providers may register with HCE for online proof of DOTAX and IRS tax clearance Department of Labor and Industrial Relations (DLIR) labor law compliance, and DCCA good standing compliance. There is a nominal annual fee for the service. The "Certificate of Vendor Compliance" issued online through HCE provides the registered provider's current compliance status as of the issuance date, and is accepted for both contracting and final payment purposes. Refer to this section's part II. Website Reference for HCE's website address.

G. Campaign Contributions by State and County Contractors

Contractors are hereby notified of the applicability of Section 11-205.5, HRS, which states that campaign contributions are prohibited from specified State or county government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body. For more information, FAQs are available at the Campaign Spending Commission website (See part II, Website Reference).

H. Confidential Information

If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany

the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.

Note that price is not considered confidential and will not be withheld.

I. Proposal Submittal

All mail-ins shall be postmarked by the United States Postal System (USPS) and received by the State purchasing agency no later than the submittal deadline indicated on the attached Proposal Mail-in and Delivery Information Sheet. All hand deliveries shall be received by the State purchasing agency by the date and time designated on the Proposal Mail-In and Delivery Information Sheet. Proposals shall be rejected when:

1. Postmarked after the designated date; or
2. Postmarked by the designated date but not received within 10 days from the submittal deadline; or
3. If hand delivered, received after the designated date and time.

The number of copies required is indicated on the Proposal Mail-In and Delivery Information Sheet. Deliveries by private mail services such as FEDEX shall be considered hand deliveries and shall be rejected if received after the submittal deadline. Dated USPS shipping labels are not considered postmarks.

Faxed proposals and/or submission of proposals on diskette/compact disc or transmission by e-mail, website or other electronic means are not permitted.

IX. Discussions with Applicants

A. Prior to Submittal Deadline

Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements.

B. After Proposal Submittal Deadline

Discussions may be conducted with applicants whose proposals are determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance section 3-143-403, HAR.

X. Opening of Proposals

Upon receipt of proposal by a state purchasing agency at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped. All documents so received shall be held in a secure place by the state purchasing agency and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

XI. Additional Materials and Documentation

Upon request from the state purchasing agency, each applicant shall submit any additional materials and documentation reasonably required by the state purchasing agency in its evaluation of the proposals.

XII. RFP Amendments

The State reserves the right to amend this RFP at any time prior to the closing date for the final revised proposals.

XIII. Final Revised Proposals

If requested, final revised proposals shall be submitted in the manner, and by the date and time specified by the state purchasing agency. If a final revised proposal is not submitted, the previous submittal shall be construed as the applicant's best and final offer/proposal. *The applicant shall submit **only** the section(s) of the proposal that are amended, along with the Proposal Application Identification Form (SPO-H-200).* After final revised proposals are received, final evaluations will be conducted for an award.

XIV. Cancellation of Request for Proposal

The RFP may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interest of the State.

XV. Costs for Proposal Preparation

Any costs incurred by an applicant in preparing or submitting a proposal are the applicant's sole responsibility.

XVI. Provider Participation in Planning

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the state purchasing agency's release of a RFP, including the sharing of information on community needs, best practices, and provider's resources, shall not disqualify providers from submitting proposals if conducted in accordance with sections 3-142-202, and 3-142-203.

XVII. Rejection of Proposals

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons:

- A.** Rejection for failure to cooperate or deal in good faith (HAR Section 3-141-201)
- B.** Rejection for inadequate accounting system (HAR Section 3-141-202)
- C.** Late proposals (HAR Section 3-143-603)
- D.** Inadequate response to request for proposals (HAR Section 3-143-609)
- E.** Proposal not responsive (HAR Section 3-143-610(a)(1))
- F.** Applicant not responsible (Section 3-143-610(a)(2))

XVIII. Notice of Award

A statement of findings and decision shall be provided to all applicants by mail upon completion of the evaluation of competitive purchase of service proposals.

Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive.

No work is to be undertaken by the awardee prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

XIX. Protests

Any applicant may file a protest against the awarding of the contract. The Notice of Protest form, SPO-H-801, is available on the SPO website (See paragraph II, Website Reference). Only the following matters may be protested:

- A.** A state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes.
- B.** A state purchasing agency's failure to follow any rule pursuant to Chapter 103F of the Hawaii Revised Statutes.

C. A state purchasing agency’s failure to follow any procedure, requirement, or evaluation criterion in a request for proposal issued by the state purchasing agency.

The Notice of Protest shall be postmarked by USPS or hand delivered to 1) the head of the state purchasing agency conducting the protested procurement and 2) the procurement officer who is conducting the procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state purchasing agency.

Head of State Purchasing Agency	Procurement Officer
Name: <i>Mr. Darwin Ching</i>	Name: <i>Mr. Patrick Fukuki</i>
Title: <i>Director</i>	Title: <i>Business Management Officer</i>
Business and Mailing Address: <i>830 Punchbowl Street, Room 321 Honolulu, Hawaii 96813</i>	Business and Mailing Address: <i>830 Punchbowl Street, Room 309 Honolulu, Hawaii 96813</i>

XX. Availability of Funds

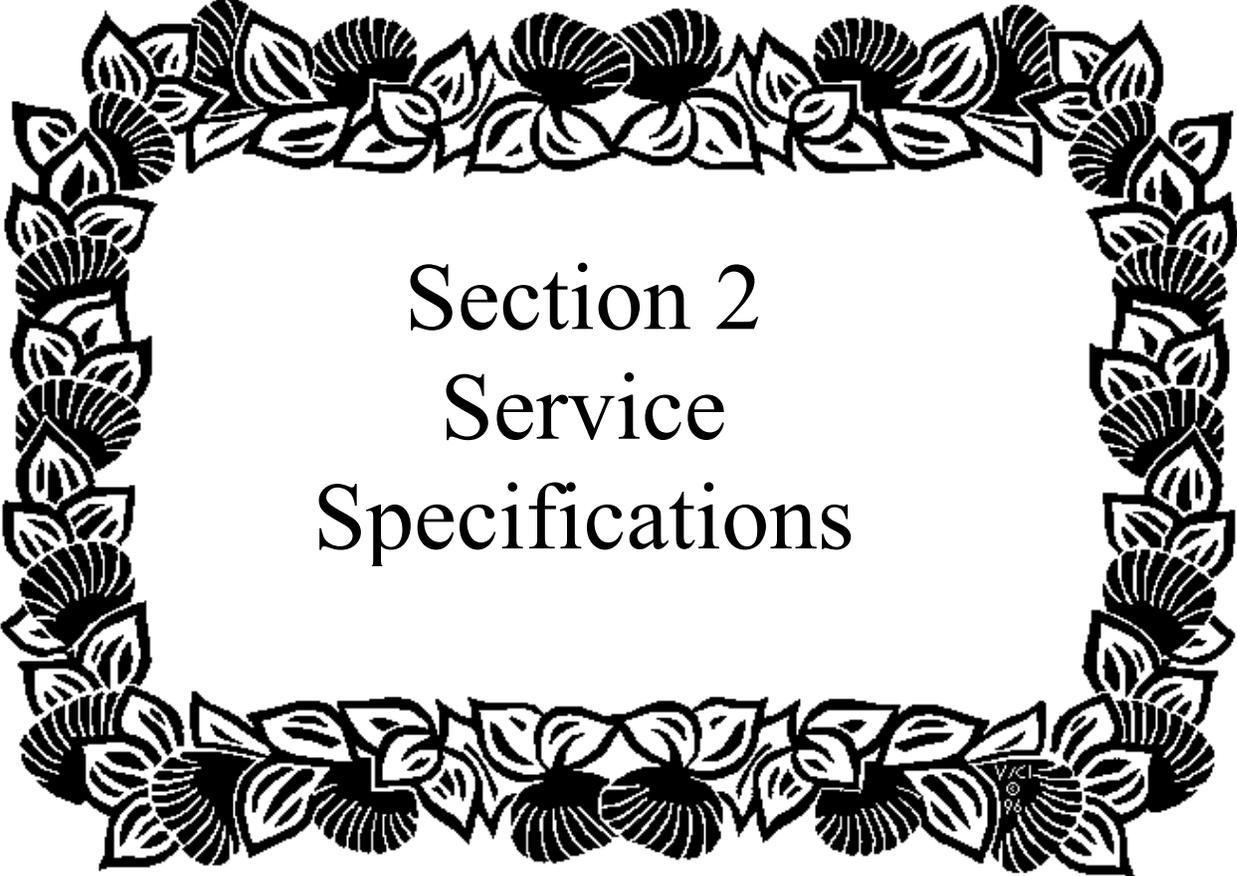
The award of a contract and any allowed renewal or extension thereof, is subject to allotments to be made by the Director of Budget and Finance, State of Hawaii, pursuant to Chapter 37, Hawaii Revised Statutes, and subject to the availability of State and/or Federal funds.

XXI. General and Special Conditions of Contract

The general conditions that will be imposed contractually are on the SPO website (see paragraph II, Website Reference). Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

XXII. Cost Principles

To promote uniform purchasing practices among state purchasing agencies procuring health and human services under Chapter 103F, HRS, state purchasing agencies will utilize standard cost principles outlined in Form SPO-H-201 which is available on the SPO website (see paragraph II, Website Reference). Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.



Section 2
Service
Specifications

Section 2

Service Specifications

Program Title: Weatherization Assistance Program Services
for Low-Income Persons, The American
Recovery and Reinvestment Act of 2009

I. Introduction

A. Overview, Purpose or Need

The Weatherization Assistance Program (WAP) Services is to increase the energy efficiency of dwellings owned or occupied by low-income persons, reduce their total residential expenditures, and improve their health and safety. The priority population for WAP is 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. Funding is issued/awarded through formula-based grants by the U.S. Department of Energy (DOE).

Public Law 111-5, the American Recovery and Reinvestment Act of 2009 (ARRA), was signed into law by President Obama on February 17, 2009. ARRA provides additional WAP funding to the State of Hawaii. These funds are available for obligation until September 30, 2010. The ARRA's purposes are, "to preserve and create jobs and promote economic recovery; to assist those most impacted by the recession; to provide investments needed to increase economic efficiency by spurring technological advances in science and health; to invest in transportation, environmental protection, and other infrastructure that will provide long-term economic benefits; and, to stabilize State and local government budgets, in order to minimize and avoid reductions in essential services and counterproductive state and local tax increases."

The purpose of this RFP is to use ARRA funds to contract for the installation of energy saving devices and energy conservation education. Installation services include solar water heater systems and compact fluorescent light (CFL) fixtures/retrofitting for the following categories: (1) single family and multi-family residences, (2) elderly persons' residences, (3) handicapped persons' residences, and (4) renter's residences.

B. Planning Activities Conducted in Preparation for this RFP

Pursuant to the Hawaii Administrative Rules § 3-142-301 State Agency Planning Activities, OCS conducted planning activities, including but not limited to the following:

1. Took into account the views of provider organizations on how to improve service specifications to better achieve mandated goals. A request for information was utilized as provided in Section § 3-142-202;
2. Analyzed information from program monitoring and evaluation reports of current provider organizations;

3. Analyzed socio-economic and health data for trends to determine demand factors;
4. Considered the views of service recipients and community advocacy organizations on conditions affecting the achievement of mandated goals; and
5. Requested information from other state agencies on services to the same target population or on cooperative strategies to progress toward achieving a shared goal.

C. Description of the Goal of the Services

The goal of these services is to enable low-income individuals, families, elderly and handicapped persons to obtain cost savings through a reduction in their home energy consumption.

D. Description of the Target Population

A dwelling unit shall be eligible for weatherization assistance if household income is at or below 200 percent of the Federal poverty guidelines for Hawaii established by the Department of Health and Human Services, or if it contains a member who has received cash assistance payments under Title IV or XVI of the Social Security Act during the 12-month period preceding the determination of eligibility. The ARRA amended the eligibility criterion for DOE Weatherization from 150 percent of poverty to 200 percent of poverty.

For weatherization of multi-family buildings, at least 66 percent of the units must be occupied by income eligible persons.

The State and local agencies may re-weatherize homes previously weatherized from September 30, 1994, and earlier.

Priority is given to identifying and providing weatherization assistance to elderly persons, persons with disabilities, families with children, high residential energy users, and households with a high energy burden.

E. Geographic Coverage of Service

Service areas include the counties of Honolulu, Hawaii, Maui and Kauai.

The applicant shall demonstrate capability to provide the required services in the areas for which it applies.

The applicant is responsible for identifying clearly the geographic areas that it proposes to serve.

F. Probable Funding Amounts, Source, and Period of Availability

Approximately \$3,780,461 of ARRA funds will be awarded through this RFP. The contract period is expected to be June 15, 2009 to September 30, 2010, with possibility of two nine-month extension(s) until March 31, 2012 subject to availability of funds and subgrantee performance.

II. General Requirements

A. Specific Qualifications of Requirements, Including but Not Limited to, Licensure or Accreditation

1. The applicant must be a community action agency or other public or nonprofit entity. Preference shall be given to community action agencies or other public or nonprofit entities, which have or are currently administering an effective WAP program and/or programs funded under Title II of the Economic Opportunity Act of 1964, with program effectiveness evaluated by consideration of factors including, but not necessarily limited to, the following:

- a. The extent to which the past or current program achieved or is achieving weatherization goals in a timely fashion;
- b. The quality of work performed by the subgrantee (The State receives federal funds from U.S. DOE and is thus the grantee. The State then awards funds competitively to subgrantees);
- c. The number, qualifications, and experience of the staff members of the subgrantee; and
- d. The ability of the subgrantee to secure volunteers, training participants, public service employment workers, and other Federal or State training programs.

2. The applicant shall hold all licenses, permits, and accreditations, and meet all standards required by applicable federal, state and county laws, ordinances, codes and rules to provide services. The applicant shall also be in good standing with required licensing bodies, and in compliance with professional standards and requirements.

3. A minimum of one year of weatherization experience in Hawaii is preferred.

4. The applicant shall have the WAP for low-income persons in operation and begin providing services beginning June 15, 2009 and, if feasible, complete all program activities by September 30, 2010.

5. The applicant shall comply with Chapter 103F, HRS Cost Principles for Purchases of Health and Human Services identified in SPO-H-201 (Effective 10/1/98), which can be found on the SPO website (See Section 1, page 1-2, Website Reference). Costs must be allowable in accordance with the applicable Federal cost principles referenced in 10 CFR Part 600.

6. The applicant must provide reasonable accommodations to assure capacity to deliver services to those clients with limited physical limitations.

7. The applicant must assure and be responsible for the continuity of service activities in the event of staff illness, medical emergencies, vacancies, or other situations that result in program resources that are less than proposed and contracted for. The provider must not require nor depend on the State agency's staff to provide service activities in the event that program resources are not available due to the above situations.

8. The applicant must use credible and tested measurement tools to evaluate program effectiveness in achieving outcomes.

9. The applicant shall develop and implement procedures to document clients' income eligibility for these services.

10. All laborers and mechanics employed by contractors and subcontractors on projects funded directly by or assisted in whole or in part by and through the Federal Government pursuant to the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5, shall be paid prevailing wages at rates not less than those on projects of a character similar in the locality as determined by the Secretary of Labor in accordance with subchapter IV of chapter 31 of title 40, United States Code and shall comply with Chapter 104.

11. The applicant shall ensure that iron, steel and manufactured goods are produced in the United States.

12. Applicant shall protect whistleblowers and require prompt referral of evidence of a false claim to the State.

13. In keeping with the ARRA, "[n]one of the funds appropriated or otherwise made available in this Act may be used by any State or local government, or any private entity, for any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool."

14. When a disagreement arises between the Provider and the State in regards to the performance of specific service activities within contracted specifications, the wishes of the State shall prevail. Failure on the part of the Provider to comply shall be deemed cause for corrective action and subject to contractual remedies.

B. Secondary Purchaser Participation

(Refer to § 3-143-608, HAR)

After-the-fact secondary purchases will be allowed. Planned secondary purchases – None.

C. Multiple or Alternate Proposal

(Refer to § 3-143-605, HAR)

Allowed Unallowed

D. Single or Multiple Contracts to Be Awarded

(Refer to § 3-143-206, HAR)

Single Multiple Single & Multiple

A single contract may be awarded to an individual proposal that demonstrates a more efficient and comprehensive administration and program services for multiple counties within the state.

Conversely, multiple contracts may be awarded to each individual proposal that demonstrates a more efficient and comprehensive administration and program services in the county where services will be provided.

Multiple contracts may be awarded to a proposal if the state purchasing agency determines that it is in the best interest of the State for a number of providers as an aggregate, to provide the services required in this RFP, considering the needs, geographical area, population, and services proposed.

E. Single or Multi-Term Contracts to Be Awarded
(Refer to § 3-149-302, HAR)

Single Term (\leq 2 years) Multi-Term ($>$ 2 years)

Initial term of contract: June 15, 2009 - September 30, 2010

Length of each extension: 9 months

Number of possible extensions: 2

Maximum length of contract: Up to March 31, 2012

Conditions for extension: WAP contract(s) will terminate on or about September 30, 2010, unless the awardees and OCS agree in writing to execute the option(s) of extending the contract prior to the expiration date. The awardees shall include in such notification any price adjustments or provisions to be negotiated. OCS shall notify awardees of availability of appropriation at time of negotiation.

The initial period shall commence on the contract start date or Notice to Proceed, whichever is later.

F. RFP Contact Person

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the winning provider or providers. Written questions should be submitted to the RFP contact person and received on or before the day and time specified in Section I, Paragraph I (Procurement Timetable) of this RFP. Oral questions will be addressed through the deadline for submission proposals.

Sole Point of Contact: Keith Yabusaki, Planning Administrator

Phone: (808) 586-8680

E-mail: keith.y.yabusaki@hawaii.gov

III. Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities (Minimum and/or Mandatory Tasks and Responsibilities)

The applicant shall describe the targeted areas and how it will provide the required services. Services will include, but are not limited to:

1. Outreach, screening, and application assistance;
2. Dwelling unit assessments and energy audits;
3. Installation of energy saving devices. Installation services are limited to the following:
 - a. Solar water heating systems – to be installed in homeowner or rental units having a family size of four (4) or more, using an electric hot water heater with a total dwelling consumption of 6,000 kilowatt hours or more per year.
 - b. Compact Fluorescent Light (CFL) fixtures/retrofitting – to be installed in homeowner or rental units. Multiple fixtures may be required for each dwelling;
4. Energy conservation education; and
5. Tracking of energy usage and savings.

The increased adjusted average expenditure limit for each weatherized unit is \$6,500. This includes all program costs, materials and labor.

Up to 20 percent of the funding amount is available for Training and Technical Assistance (T&TA). T&TA activities are intended to maintain or increase the efficiency, quality and effectiveness of the program. Such activities should be designed to maximize energy savings, minimize production costs, improve program management and crew/contractor “quality of work,” and/or reduce the potential for waste, fraud, abuse and mismanagement. T&TA expenses are not included in the adjusted average expenditure limit. Otherwise, all other aspects of T & TA allowable expenditures remain the same.

Administrative funds are generally limited to 5% of the requested funding. Administrative expenses are not included in the adjusted average expenditure limit. No changes were made to the administrative purposes section.

Collaboration and partnerships shall be sought with local utility agencies and other organizations to assist the target population to conserve energy. Applicants are reminded that leveraging remains an important component for WAP Services.

The applicant shall provide a detailed start-up plan. The plan shall include tasks, activities, personnel, and timeframe. The plan will clearly show how the applicant will have the program established with necessary staffing to meet the anticipated caseload and provide the required services in the applicable geographic areas by June 15, 2009.

B. Management Requirements (Minimum and/or Mandatory Requirements)

1. Personnel – The applicant shall have standards and procedures to ensure that all employees are fully qualified to engage in activities and perform the services required.

The applicant shall have written position descriptions, requirements and qualifications, policies and procedures to ensure that all employees are fully qualified to engage in activities and perform the services required.

2. Administrative – The applicant shall refer to the WAP State Plan, specifically relating to ARRA funds, for guidance. Grant awards made under this RFP shall be in compliance with applicable law, including regulations contained in 10 CFR Part 440 (issued February 1, 2002), the Energy Policy Act of 2005, the Energy Independence and Security Act of 2007, and the American Recovery and Reinvestment Act of 2009.

Grant guidance and management information provisions for the Low-Income WAP for PY 2008 and 2009 shall apply to all grantees for accessing funding under the ARRA 2009. Grant Guidance to Administer the ARRA 2009 Funding (Weatherization Program Notice [WPN] 09-1B; Effective Date – March 12, 2009) should be used in conjunction with WPNs 08-1 issued November 8, 2007, and WPN 09-1 issued November 17, 2008, Grant Guidance for Program years 2008 and 2009 respectively.

Written policies and procedures are required for all of the services including personnel standards, operating procedures, determination of client eligibility, documentation, record keeping, data gathering, reporting, financial administration, quality assurance, monitoring and evaluation.

The applicant is required to have a written outcome-based program plan, and an on-going planning and evaluation process for these services.

3. Quality Assurance and Evaluation Specifications – The applicant shall have a written quality assurance plan, including procedures to assure that its services are provided in conformance with all federal, state and county requirements, the requirements of this RFP and POS contracts. The plan shall include procedures to monitor administrative, program and fiscal operations for compliance with all requirements. It shall also provide for procedures to determine whether clients receive consistent, high quality services. The quality assurance plan shall identify roles and responsibilities for on-going implementation.

The applicant shall have a written plan for evaluation of performance in providing the required services, including procedures and methodology to measure, monitor and collect data on outputs and outcomes, and to evaluate the outcomes and other results of its services. The evaluation plan

should also include procedures to identify and resolve problems, and make improvements to the program as needed. The evaluation plan should identify staff roles and responsibilities for assuring on-going implementation.

The applicant must also indicate the specific measurement tool(s) and/or procedures that will be utilized to document and verify that each proposed program output and outcome was accomplished.

DLIR-OCS must conduct a comprehensive monitoring of each subgrantee at least once a year. Annual contract monitoring by DLIR-OCS may include on-site visits with comprehensive evaluation of several areas of performance. The comprehensive monitoring must include review of client files and subgrantee records, as well as actual inspection of at least 5% of the completed units. By close of the program year, the State is expected to have completed a comprehensive review of each subgrantee, including review of its latest financial audit.

The applicant must maintain throughout the term of the contract a system of self-appraisal and program evaluation to track and validate effectiveness of the activities provided. The evaluation process must include tools or instruments to identify client indicators of change, which are relevant to client outcomes and include a process for making improvements or taking corrective action based upon the evaluation findings.

4. Performance Output and Outcome Measurements – The applicant shall set forth, using the attached table in Section 5, the amount of the following output and performance/outcomes that it expects to achieve. Program outputs and outcomes reported to OCS for each specific activity must be a direct result of OCS’ funding for this program.

a. Dwelling Units

- Number of dwelling units and households assessed for program eligibility.
- Number of dwelling units and households qualifying for installation.
- Number of dwelling units reducing energy costs.
- Number of households receiving energy conservation education.

b. Energy Saving Devices

- Number of energy saving devices installed, by device.

The applicant may propose other measures of effectiveness.

Please use the Output and Performance/Outcome Measurements Table located at the end of this RFP in Section 5 and include it in the Service Delivery section of your proposal application.

5. Experience – A minimum of one year of weatherization experience in Hawaii is preferred.

6. Coordination of Services – The applicant shall describe the agencies that it will coordinate its services with and indicate those which it already has established partnerships.

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

7. Reporting Requirements for Program and Fiscal Data – The applicant shall adhere to all Federal and State reporting requirements and program measures. Financial and progress reports will be used to adhere to the transparency and oversight requirements detailed in the ARRA.

Monthly program progress and fiscal reports are required within fifteen (15) calendar days after the last day of each month. The final report on the total contract period is required within forty-five (45) calendar days after the last day of the contract period.

The applicant shall describe its ability to provide monthly and final reports on program performance, particularly on units completed, people assisted, and energy savings.

The applicant shall describe its ability to provide monthly and final reports on fiscal performance, particularly comparing its budgeted expenditures to actual expenditures, and identifying and explaining the reasons for variances.

Additional ARRA Reporting Requirements

- a. Jobs created at the local agency level
- b. Jobs created using local agency contractors
- c. Jobs retained at the local agency level
- d. Jobs retained with local agency contractors
- e. Hours trained at the local agency

Other reports as may be required by ARRA, DOE, or DLIR-OCS.

8. Pricing Structure or Methodology – Pricing shall be based on cost reimbursement (See Section 3.V., Financial). The amount paid for administrative costs and program support will be determined by a unit rate, while the cost reimbursement pricing structure will be used for material and labor.

The applicant shall submit a cost proposal on the appropriate budget forms listed in Section 3.V. that are provided on the SPO website (See Section 1, page 1-2, Website Reference) and other financial requirements as stated in Section 3.V. The cost proposal shall be in accordance with Chapter 103F, HRS, Cost Principles for Purchases of Health and Human Services in form, SPO-H-201 provided on the SPO website.

9 Units of Service and Unit Rate – The amount paid for administrative costs and program support will be determined by a unit rate based on the number of energy saving devices installed.

10. Method of Compensation and Payment – As stated above, the amount paid for administrative costs and program support will be determined by a unit rate, while the cost reimbursement pricing structure will be used to pay for material and labor. The cost reimbursement portion of the contract will provide for payment of allowable incurred costs, to the extent prescribed in the contract.

Reimbursement shall be made on a monthly basis, upon submission by the applicant of written request for payment. The State may retain some or all of each payment requested by the applicant. Payment of the retained amount shall be made based upon acceptance of: (1) written

monthly fiscal and program progress reports, and (2) written final fiscal and program progress reports. The reports shall be reviewed by the State and shall be subject to the State's preliminary determination of appropriateness and allowability of the reported expenditures. The State's preliminary determination of appropriateness and allowability of the reported expenditures shall be subject to verification and subsequent audit.

IV. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the proposed services. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet the Americans with Disabilities Act (ADA) requirements, as applicable, and special equipment that may be required for the services.



Section 3
Proposal
Application
Instructions

Section 3

Proposal Application Instructions

General instructions for completing application(s):

- *Proposal Application shall be submitted to state purchasing agency using the prescribed format outlined in this section. The proposal shall be organized and presented in the sections and subsections designated in the RFP and with prescribed content for each section.*
- *The numerical outline for the application, the titles/subtitles, applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section may be omitted.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one (1) and continuing through the complete proposal.*
- *Document binding is optional.*
- *Tabbing of sections is recommended.*
- *Applicant must also include a Table of Contents with the Proposal Application. A sample format is reflected in Section 5, Attachment B.*
- *Applicant is encouraged to use single spacing, 12 point Times New Roman font with 1” margins on all sides.*
- *A written response is required for each item. Failure to answer any of the items will impact upon an applicant’s score.*
- *Other supporting documents may be submitted in an Appendix, including visual aids to further explain specific points in the proposal; if used, they should be referenced.*
- *Applicant may submit either one-sided or two-sided proposal application(s).*
- *Proposal Application should not exceed 50 pages of main text, not including appendices, attachments, identification form (and/or title page), required forms, and table of contents. Appendices, attachments, identification form (and/or title page), required forms, and table of contents should not exceed 100 pages.*
- *Form SPO-H-200A is available on the SPO website (see Section 1, page 1-2, Website Reference). However, the form will not include items specific to each RFP. If using the website form, the applicant must include all items listed in this section.*
- *One (1) original and four (4) copies of each proposal are required.*
- *Applicant is strongly encouraged to review evaluation criteria in Section 4, Proposal Evaluation, when completing the proposal.*

The proposal application comprises of the following sections:

- Proposal Application Identification Form
- Table of Contents
- Program Overview
- Experience and Capability
- Project Organization and Staffing
- Service Delivery
- Financial
- Other
- Appendix (optional)

I. Program Overview

The applicant shall clearly and concisely summarize and highlight the contents of the proposal to orient and provide evaluators with a broad understanding as to the program/services being offered.

II. Experience and Capability

A. Necessary Skills

The applicant shall identify the key skills, abilities, and knowledge necessary to effectively deliver the requested services. Identify the specific staff in your organization who possess these skills, abilities and knowledge.

B. Experience

The applicant shall provide a brief description and listing of past and current programs and/or contracts pertinent to providing employment assistance to low-income that includes **all of the following information**: the contracting agency, contact person, address, telephone number and/or e-mail address, contract/program title, contract period, funding amount, and performance outcomes. In addition, the applicant shall provide a copy of relevant reports or information relating to contract/program performance.

The applicant shall identify key staff members who will be involved in the management, administrative, and program functions needed to provide and support the services being requested. The applicant shall also provide resumes, employment history, responsibilities, program experience, and significant accomplishments for each staff member.

The State reserves the right to contact references to verify experience.

C. Quality Assurance and Evaluation

The applicant shall also demonstrate that it has a written evaluation plan that effectively measures, monitors and evaluates program performance and detects and addresses issues/problems in a timely manner. (Refer to the quality assurance and evaluation requirements in Section 2, Service Specifications.)

Specifically, the applicant must provide: (1) a written quality assurance plan sufficient to assure consistent and high quality of administration and services, and (2) a written evaluation plan to effectively measure, monitor, and evaluate program performance and timely detect and resolve program problems. The applicant shall describe what evidence or documentation will be used to verify program accomplishments.

D. Coordination of Services

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community. The applicant will describe proposed partnerships or cooperative agreements with other public or private agencies that will assist the applicant in providing high quality WAP services.

If letters of support are submitted, include only letters that establish genuine support and actually make a commitment of time, money, personnel, space, or resources to the program. Include letters that are absolutely necessary to support your proposal or that will enhance the program.

E. Facilities

The applicant shall provide a description of its facilities (i.e. location(s), layout, available technology and resources, etc.) and demonstrate its adequacy in relation to the proposed services. If facilities are not presently available, describe plans to secure them. Also describe how the facilities meet the Americans with Disabilities Act (ADA) requirements, as applicable, and special equipment that may be required for the services.

III. Project Organization and Staffing

A. Project Organization

1. Supervision and Training – The applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services.

The applicant shall explain how the program organization and assignment of personnel are sufficient for the effective administration, management, supervision, and provision of services to meet the projected requirements of this RFP.

The applicant shall describe the training that would be provided for the staff and sub-recipient agencies to strengthen their capability to effectively provide the program services.

The applicant shall propose a clear plan for reviewing the qualifications and effectiveness of existing qualified staff, and qualified sub-recipient agencies.

2. Organization Chart – The applicant shall reflect the position of each staff and line of responsibility/supervision. (Include position title, name, and full-time equivalency.) Both the “Organization-wide” and “Program” organization charts shall be attached to the Proposal Application.

The applicant shall provide an “Organization-wide” chart that shows the program placement of the required services within the overall agency, and a “Program” organization chart that shows the lines of communication between program administration and staff. Written explanations of both organization charts shall be included.

Demonstrate that the applicant’s proposed organization would be sufficient to effectively administer, manage and provide the required services.

B. Staffing

1. Proposed Staffing – The applicant shall demonstrate that applicant’s assignment of staff would be sufficient to effectively administer, manage, supervise, and provide the required services.

The applicant shall fully explain, justify, and demonstrate any proposed use of a subcontractor to be as effective as in-house staff for the provision of the required services; Demonstrate that a proposed subcontractor is fully qualified for the specific work that would be subcontracted, by including description of the proposed subcontractor’s experience, capability, project organization, staffing, and proposed services as set forth for applicants in these RFPs; Explain how it would assure quality and effectiveness of the subcontractor, monitor and evaluate the subcontractor, and assure compliance with all of the requirements of the RFP.

The applicant shall fully explain, justify, and demonstrate any proposed use of a volunteer to be as effective as in-house staff for the provision of the required services; Demonstrate that proposed volunteers are or would be fully qualified for the specific work assigned, could be relied on, and would be available when and where needed to provide the required services; Explain how it would provide sufficient management, supervision, oversight, and evaluation of volunteers, and otherwise assure their work quality and effectiveness; Explain how it will assure that volunteers perform in compliance with the requirements of the RFP.

2. Staffing Qualification – The applicant shall provide (1) the minimum qualifications for staff assigned to the program; (2) include position descriptions and (3) explain how the minimum qualifications and/or actual qualifications would assure delivery of quality services.

IV. Service Delivery

The applicant shall clearly identify and describe the geographic area(s) and the targeted population groups that it proposes to serve. The applicant shall demonstrate, with demographic data and other documentation, that the geographic area(s) it proposes to serve contains significant numbers of the target population of this RFP; there is a determined need for the services; the services available to the area are insufficient to fill the need; and the extent of services proposed for each area will effectively address the needs.

The applicant shall describe its program in sufficient detail to provide a complete and comprehensive picture of its total program design. The applicant shall explain how it would provide all of the services required in Section 2, Item III – Scope of Work, addressing all service locations, tasks, activities, time lines, milestones, and other pertinent information. Time lines should include goals and objectives with start and completion dates, major milestones or special events, important deadlines, scheduled reports and evaluations, as well as special requirements by the funding source.

The applicant shall provide a detailed start-up plan. The plan shall include tasks, activities, personnel, and timeframe. The plan shall clearly show how the applicant would have the program established with necessary staffing to meet the anticipated caseload and provide the required services in all applicable geographic areas by June 15, 2009.

The applicant shall describe and justify its overall approach and methodology in addressing the need identified in this RFP, including a logical step-by-step progression of proposed program services from start to finish.

The applicant shall state the amounts of the required outputs that it proposes to provide, outcomes that it expects to achieve or that will result from its services, and why these outputs and outcomes are feasible and demonstrate the effectiveness of services.

Projected outputs and outcomes shall be submitted on the performance output and outcome measurements tables provided at the end of each Section 5, Attachments for each RFP. Where the applicant proposes different or additional outputs and outcomes than those provided by OCS, a justification should be provided.

V. Financial

A. Pricing Structure

The applicant shall submit a cost proposal utilizing the pricing structure designated by the state purchasing agency. The cost proposal shall be attached to the Proposal Application.

1. Pricing Structure Based on Cost Reimbursement – The cost reimbursement pricing structure reflects a purchase arrangement in which the State pays the contractor for budgeted costs that are actually incurred in delivering the services specified in the contract, up to a stated maximum obligation.

2. Budget Forms – As applicable, provide a budget with line-item detail and detailed calculations for each budget object class identified in the budget forms below. Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated.

All budget forms, instructions and samples are located on the SPO website (see Section 1, page 1-2, Website Reference). The following budget form(s) shall be submitted with the Proposal Application:

- a. SPO-H-205 Proposal Budget for FY 2010-2011
- b. SPO-H-206A Budget Justification – Personnel: Salaries and Wages
- c. SPO-H-206B Budget Justification – Personnel: Payroll Taxes, Assessment and Fringe Benefits
- d. SPO-H-206C Budget Justification – Travel: Inter-Island
- e. SPO-H-206D Budget Justification – Travel: Out-of-State
- f. SPO-H-206E Budget Justification – Contractual Services: Administrative
- g. SPO-H-206F Budget Justification – Contractual Services: Subcontracts
- h. SPO-H-206H Budget Justification – Program Activities
- i. SPO-H-206I Budget Justification – Equipment Purchases

The applicant shall also utilize form SPO-H-201, Chapter 103F, HRS, Cost Principles in Purchases of Health and Human Services, in preparing its cost proposal.

In completing the required budget forms, the applicant should consider the evaluation criteria contained in Section 4, whereby the comprehensiveness of the information presented and the justification of all cost items are particularly important factors. If more space is needed to fully explain and justify the proposed cost items, the applicant should attach additional sheets as necessary.

3. Budget Justification – The budget justification should be in a narrative form. It evaluates the appropriateness and reasonableness of project costs in relation to anticipated program activities and planned outcomes.

a. Personnel

- *Description:* Costs of employee salaries and wages.
- *Justification:* Identify key project staff if known at the time of application. For each staff person, provide: title, time commitment to the project as a percentage or full-time equivalent, and annual salary.

b. Fringe

- *Description:* Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.
- *Justification:* Provide a breakdown of the amounts and percentages that comprise fringe benefits, payroll taxes and assessment costs such as health insurance, FICA, retirement, unemployment insurance, social security, etc.

c. Travel

- *Description:* Cost of project-related travel by applicant employees.
- *Justification:* For each trip show: the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used; and other transportation costs as well as subsistence allowances.

d. Equipment

- *Description:* “Equipment” means an article including items of personal property, as distinguished from real property, having a useful life of more than one year and an acquisition cost of \$250 or more.
- *Justification:* For each type of equipment requested provide: a description of the equipment, cost per unit, number of units, the total cost, and a plan for use on the project.

e. Supplies

- *Description:* Cost of all tangible personal property other than that included under the Equipment category.
- *Justification:* Specify general categories of supplies and their costs. Show computation and provide other information that supports the amount requested.

f. Contractual

- *Description:* Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.
- *Justification:* Demonstrate that all procurement transactions will be conducted in a manner provided, to the maximum extent practical, open and free competition.
- Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the required supporting information.

g. Other

Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: insurance; food; medical costs; professional services costs; space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

- *Justification:* Provide computations, a narrative description and a justification for each cost under this category.

h. Indirect Charges

- *Description:* Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (DHHS) or another cognizant Federal agency. In general, OCS does not allow indirect cost rates. Indirect costs will be approved only on a case-by-case basis and at OCS' discretion.
- *Justification:* An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

B. Other Financial Related Materials

1. Accounting System – The applicant shall provide, as part of its cost proposal, its most recent independent financial audit, with the accompanying management letter, to demonstrate the adequacy of its accounting system. The requirements for an adequate accounting system may include, but not limited to, keeping accurate procurement and financial records required by law, the state purchasing agency, or the State Procurement Office (SPO); providing required cost data in acceptable form and in a timely manner; and compliance with generally accepted accounting principles.

2. Need for Funding – If the services proposed by applicant are to be part of a larger project supported by other funding sources, the applicant shall identify the other funding amounts and sources, provide the planned or anticipated total project budget on form SPO-H-205 in columns (b), (c), (d), and explain its need for these POS funds.

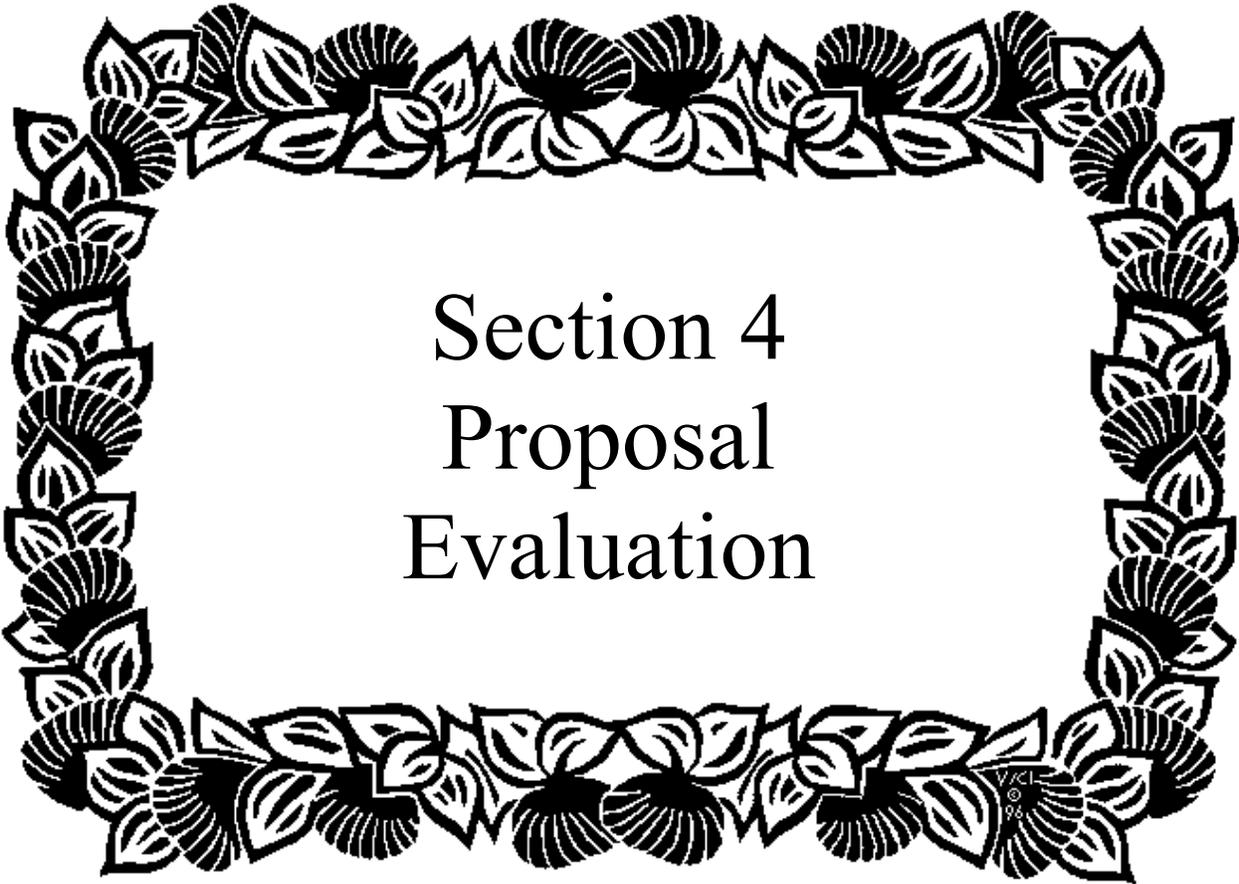
3. Cost Effectiveness – The applicant shall explain why it considers its proposed services to be cost effective for the area and target population group that it would serve.

VI. Other

A. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

VII. Appendix (Optional)



Section 4
Proposal
Evaluation

Section 4 Proposal Evaluation

I. Introduction

The evaluation of proposals received in response to the RFPs will be conducted comprehensively, fairly, and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

II. Evaluation Process

The procurement officer, or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer, shall review and evaluate proposals. When an evaluation committee is utilized, the head of the purchasing agency or the procurement officer shall select for each RFP a minimum of two employees from a state agency or agencies with sufficient education and training to evaluate the proposals received. Non-state employees may serve as advisors in the evaluation of the proposals but shall not represent or act on behalf of a purchasing agency in any selection or award.

Unless stated otherwise, the evaluation of the proposal shall be based solely upon the criteria and their relative priorities as established in this RFP. A written evaluation shall be made for each proposal based on a numerical rating system.

The evaluation will be conducted in three phases as follows:

- Phase 1 – Evaluation of Proposal Requirements
- Phase 2 – Evaluation of Proposal Application
- Phase 3 – Recommendation for Award

Evaluation Categories and Threshold

<u>Evaluation Categories</u>		<u>Possible Points</u>
Administrative Requirements		
<i>Proposal Application</i>		100 Points
Program Overview	0 points	
Experience and Capability	25 points	
Project Organization and Staffing	15 points	
Service Delivery	45 points	
Financial	15 points	
TOTAL POSSIBLE POINTS		100 Points

III. Evaluation Criteria

A. Phase 1 – Evaluation of Proposal Requirements

- 1. Administrative Requirements – Application Checklist.**
- 2. Proposal Application Requirements**
 - a. Proposal Application Identification Form (Form SPO-H-200)
 - b. Table of Contents
 - c. Program Overview
 - d. Experience and Capability
 - e. Project Organization and Staffing
 - f. Service Delivery
 - g. Financial (all required forms and documents)
 - h. Program Specific Requirements (as applicable)

B. Phase 2 – Evaluation of Proposal Application (100 Points)

- 1. Program Overview (0 Points) – Not applicable.**

Note: No points are assigned to Program Overview. The intent is to give the applicant an opportunity to orient evaluators as to the services being offered.

2. Experience and Capability (25 Points) – OCS will evaluate the experience and capability to provide the services as follows:

a. Necessary Skills

Identify key skills, abilities, and knowledge necessary to effectively deliver the requested services. Identify the specific staff in your organization who possess these skills, abilities, and knowledge. (4 points)

b. Experience

Provide the following information for past and current programs and contracts pertinent providing employment assistance to low-income persons: (5 points)

- Contracting Agency
- Contact person
- Contact Information (address, telephone number, email address)
- Contract/Program Title
- Contract Period
- Funding Amount
- Performance Outcomes (budgeted and actual)
- Copy of Reports or Information Relating to Contract/Program Performance

c. Staff Experience

Identify key staff members who will be involved in the management, administrative, and program functions needed to provide and support the services being requested. Provide resumes, employment history, responsibilities, program experience, and significant accomplishments for each staff member. (5 points)

d. Quality Assurance and Evaluation

Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology. Demonstrates that applicant has (1) a written quality assurance plan sufficient to assure consistent and high quality of administration and services, and (2) a written evaluation plan to effectively measure, monitor, and evaluate program performance, and timely detect and resolve program problems. (5 points)

e. Coordination of Services

Demonstrates applicant's capability to coordinate proposed services with relevant agencies and resources in the community. Provides examples of how relationship/agreements with other agencies, community groups, employers, etc., assist in achieving program goals and objectives. (3 points)

f. Facilities

Demonstrates that applicant would provide adequate facilities (i.e., location(s), description of facilities, available technology and resources, etc.) for the services proposed that are in compliance with Americans with Disabilities Act and other applicable laws and regulations. (3 points)

3. Project Organization and Staffing (15 Points) – OCS will evaluate the project organization and staffing as follows:

a. Project Organization (7 points)

- *Supervision and Training*: Demonstrates ability that applicant would supervise, train and provide administrative direction to staff relative to the delivery of the proposed services. Extent to which applicant proposes a clear plan for reviewing the qualifications and effectiveness of existing qualified staff. (4 points)
- *Organization Chart*: Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks. Demonstrates that applicant's proposed organization would be sufficient to effectively administer, manage, and provide the required services. (3 points)

b. Staffing (8 points)

- *Proposed Staffing*: Demonstrates that applicant's assignment of staff would be sufficient to effectively administer, manage, supervise, and provide the required services. (4 points)

- Staff Qualifications: Minimum qualifications for staff assigned to the program. Please include position descriptions. Explain how the minimum qualifications and/or actual qualifications would assure delivery of quality services. (4 points)

4. Service Delivery (45 Points) – OCS will evaluate the service delivery as follows:

- a. Demonstrates via data, evidence-based knowledge, and experience that the: (a) geographic area the applicant proposes to serve contains significant numbers of the target population, (b) targeted population group in this area has a need for the required services, and (c) services already provided to this area are insufficient to meet this need. (10 points)
- b. Demonstrates that applicant’s program design is comprehensive and complete, by explaining in sufficient detail all services and information required including, but not limited to, descriptions of service locations, program tasks, activities, time lines, and other pertinent information. Demonstrates that applicant can meet the proposed caseload and provide the proposed services in all applicable geographic areas in a timely manner. (15 points)
- c. Demonstrates that applicant’s proposed approach and methodology are sound by showing a reasonable step-by-step progression of clients through services to desired outcomes. (10 points)
- d. Demonstrates that applicant proposes feasible, effective amounts of program outputs and outcomes. Demonstrates applicant’s ability to propose the proper instruments, measuring tools, and documentation that it will use to verify each of the program outputs and outcomes. Explains in sufficient detail how outputs/outcomes will be tracked and documented in client’s files and/or agency records. (10 points)

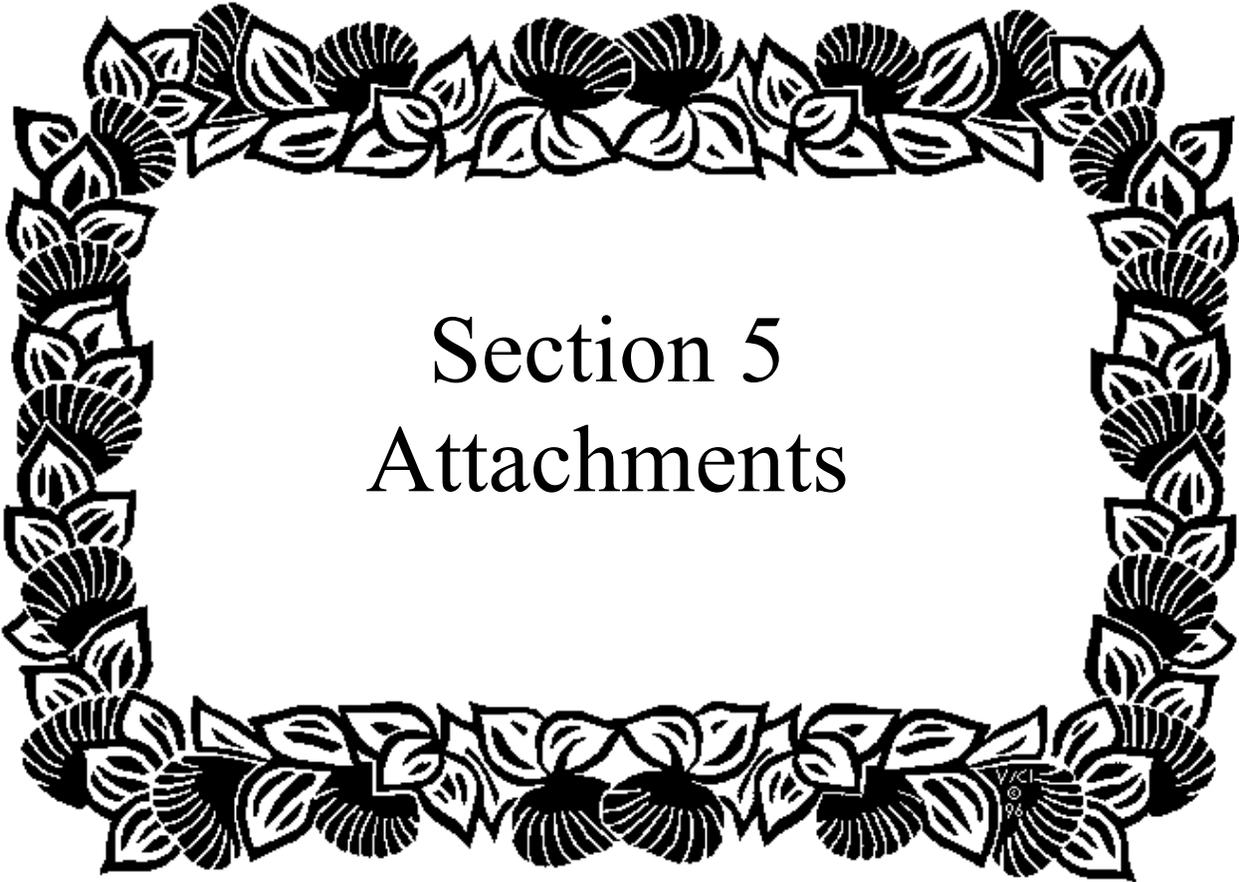
5. Financial (15 Points) – OCS will evaluate the financial proposal as follows:

- a. Demonstrates that applicant’s proposed costs are reasonable and necessary by providing adequate information and justification for all cost items, and explanation of applicant’s method of allocation of indirect costs. Demonstrates that the applicant has a need for the amount requested for the proposed services. (10 points)
- b. Demonstrates the adequacy of applicant’s accounting system and procedures to assure proper and sound fiscal administration of funding. Explains in sufficient detail applicant’s ability to provide complete, accurate and timely fiscal reports. (5 points)

IV. Phase 3 – Recommendation for Award

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

OCS reserves the right not to select and award the lowest price proposal application. In fact, OCS may decide at its discretion not to select and award any of the submitted applications.



Section 5
Attachments

Section 5

Attachments

- A. Proposal Application Checklist**
- B. Sample Table of Contents**
- C. Output and Performance/Outcome Measurements Table**

Proposal Application Checklist

Applicant: _____ RFP No.: _____

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the purchasing agency as part of the Proposal Application. SPOH forms are on the SPO website. See Section 1, paragraph II Website Reference.*

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
General:				
Proposal Application Identification Form (SPO-H-200)	Section 1, RFP	SPO Website*	X	
Proposal Application Checklist	Section 1, RFP	Attachment A	X	
Table of Contents	Section 5, RFP	Section 5, RFP	X	
Proposal Application (SPO-H-200A)	Section 3, RFP	SPO Website*	X	
Tax Clearance Certificate (Form A-6)	Section 1, RFP	Dept. of Taxation Website (Link on SPO website)*		
Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*	X	
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions are in Section 5		
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions are in Section 5		
SPO-H-206A	Section 3, RFP	SPO Website*	X	
SPO-H-206B	Section 3, RFP	SPO Website*	X	
SPO-H-206C	Section 3, RFP	SPO Website*	X	
SPO-H-206D	Section 3, RFP	SPO Website*	X	
SPO-H-206E	Section 3, RFP	SPO Website*	X	
SPO-H-206F	Section 3, RFP	SPO Website*	X	
SPO-H-206G	Section 3, RFP	SPO Website*		
SPO-H-206H	Section 3, RFP	SPO Website*	X	
SPO-H-206I	Section 3, RFP	SPO Website*	X	
SPO-H-206J	Section 3, RFP	SPO Website*		
Certifications:				
<i>Federal Certifications</i>		Section 5, RFP		
Debarment & Suspension		Section 5, RFP		
Drug Free Workplace		Section 5, RFP		
Lobbying		Section 5, RFP		
Program Fraud Civil Remedies Act		Section 5, RFP		
Environmental Tobacco Smoke		Section 5, RFP		
Program Specific Requirements:			X	
			X	
			X	

Authorized Signature

Date

Sample

Proposal Application Table of Contents

I. Program Overview 1

II. Experience and Capability 1

A. Necessary Skills 2

B. Experience..... 4

C. Quality Assurance and Evaluation..... 5

D. Coordination of Services..... 6

E. Facilities..... 6

III. Project Staffing and Organization 7

A. Staffing..... 7

 1. Proposed Staffing 7

 2. Staff Qualifications 9

B. Project Organization 10

 1. Supervision and Training 10

 2. Organization Chart (Program & Organization-wide)
(See Attachments for Organization Charts)

IV. Service Delivery 12

V. Financial..... 20

 See Attachments for Cost Proposal

VI. Litigation..... 20

VII. Attachments

A. Cost Proposal

 SPO-H-205 Proposal Budget

 SPO-H-206A Budget Justification - Personnel: Salaries & Wages

 SPO-H-206B Budget Justification - Personnel: Payroll Taxes and Assessments, and Fringe Benefits

 SPO-H-206C Budget Justification - Travel: Inter-Island

 SPO-H-206D Budget Justification - Travel: Out-of-State

 SPO-H-206E Budget Justification - Contractual Services – Administrative

 SPO-H-206F Budget Justification - Contractual Services – Subcontracts

 SPO-H-206H Budget Justification - Program Activities

 SPO-H-206I Budget Justification – Equipment Purchases

B. Other Financial Related Materials

 Financial Audit for fiscal year ended June 30, 2008

C. Organization Charts

 Program

 Organization-wide

D. Output and Performance/Outcome Measurements Table

E. Program Specific Requirements

OUTPUT AND PERFORMANCE/OUTCOME MEASUREMENTS TABLE

1. Dwelling Units

	June 2009 – September 2010
Number of dwelling units and households assessed for program eligibility	
Number of dwelling units and households qualifying for installation	
Number of dwelling units reducing energy costs	
Number of households receiving energy conservation education	

2. Energy Saving Devices

	CFL FIXTURES *	SOLAR HEATERS
JUNE 2009		
JULY 2009		
AUGUST 2009		
SEPTEMBER 2009		
OCTOBER 2009		
NOVEMBER 2009		
DECEMBER 2009		
JANUARY 2010		
FEBRUARY 2010		
MARCH 2010		
APRIL 2010		
MAY 2010		
JUNE 2010		
JULY 2010		
AUGUST 2010		
SEPTEMBER 2010		

* Number of dwelling units assisted