

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

**In Partner With The
Department of Business, Economic Development
and Tourism**

Request for Proposals

RFP No.: OCS LBR 903-21

**Supplemental State Energy Program for the Weatherization
Program Services for Low-Income Persons**

The American Recovery and Reinvestment Act of 2009

April 1, 2010

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 (<http://www4.hawaii.gov/spoh/frpinterest.doc>), 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

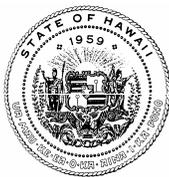
In Partner with the
Department of Business, Economic Development
and Tourism

Supplemental State Energy Program for the Weatherization
Program Services for Low-Income Persons
The American Recovery and Reinvestment Act of 2009

RFP Number: OCS LBR 903-21



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**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 1, 2010

Dear Applicant:

**SUBJECT: REQUEST FOR PROPOSAL (RFP) FOR LBR 903-21
SUPPLEMENTAL STATE ENERGY PROGRAM FOR
THE WEATHERIZATION 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), in partnership with the Department of Business, Economic Development, and Tourism (DBEDT), is procuring sub-grantees for the State Energy Program (SEP) approved and funded by the U. S. Department of Energy (USDOE) 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 SEP provides grants to states to assist in designing, developing, and implementing renewable energy and energy efficiency programs. Funding from the SEP is directed to state energy offices, and each state's energy office manages all SEP-funded projects. The four goals established for SEP are: 1) Increase energy efficiency to reduce energy costs and consumption for consumers, businesses and government; 2) Reduce reliance on imported energy; 3) Improve the reliability of electricity and fuel supply and the delivery of energy services; and 4) Reduce the impacts of energy production and use on the environment.

The purpose of this program is to contract USDOE SEP ARRA funds for the installation of energy saving devices and conservation education. After implementing a USDOE approved priority list and conducting a limited home audit, contractor installation services will include, but not be limited to: 1) low-flow shower heads, 2) smart power strips (demonstration projects), 3) refrigerator replacements, 4) replacement room air conditioners and 5) electric heat pump water heater. Other measures of effectiveness may be considered, but will require prior USDOE approval. These services will complement two on-going USDOE programs, namely the Weatherization Assistance Program (WAP) and WAP ARRA Services that are already installing Compact Fluorescent Lights (CFLs) and solar water heater systems in low-income and Department of Hawaiian Home Lands homes for the following categories: (1) single family and multi-family residences, (2) elderly persons' residences, (3) handicapped persons' residences, and (4) renter's residences.

Hand deliveries will be accepted at DLIR-OCS until May 3, 2010, 4:30 p.m., Hawaii Standard Time (HST). Mail-ins must be postmarked by the United States Postal Service (USPS) no later than May 3, 2010, 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 3, 2010, or hand delivered after 4:30 p.m. H.S.T. on May 3, 2010, **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 five copies of the proposal are required.

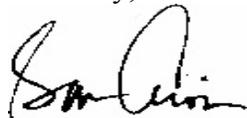
DLIR-OCS will conduct an orientation session on April 12, 2010, from 10:00 a.m. to 12:00 noon, at 830 Punchbowl Street, Room 420, Honolulu, Hawaii. All prospective applicants are strongly encouraged to attend the session.

The deadline for submission of written questions is 4:30 p.m. H.S.T. on Monday, April 19, 2010. DLIR-OCS will address all written questions with a written response by Monday, April 26, 2010. 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 DLIR-OCS' decision on his/her proposal(s) in late May or early June 2010. Primary contracts are expected to be in effect from July 16, 2010 to September 30, 2010. Any questions or inquiries regarding this RFP should be directed to the RFP Contact Person, Keith Yabusaki, by mail at 830 Punchbowl Street, Room 420, Honolulu, Hawaii 96813, e-mail: keith.y.yabusaki@hawaii.gov, telephone: (808) 586-8675, or facsimile: (808) 586-8685 .

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 & FIVE COPIES
ADDITIONAL COPIES MAY BE REQUESTED**

ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN **May 3, 2010**, 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 3, 2010**. 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 3, 2010.

Drop-off Site

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

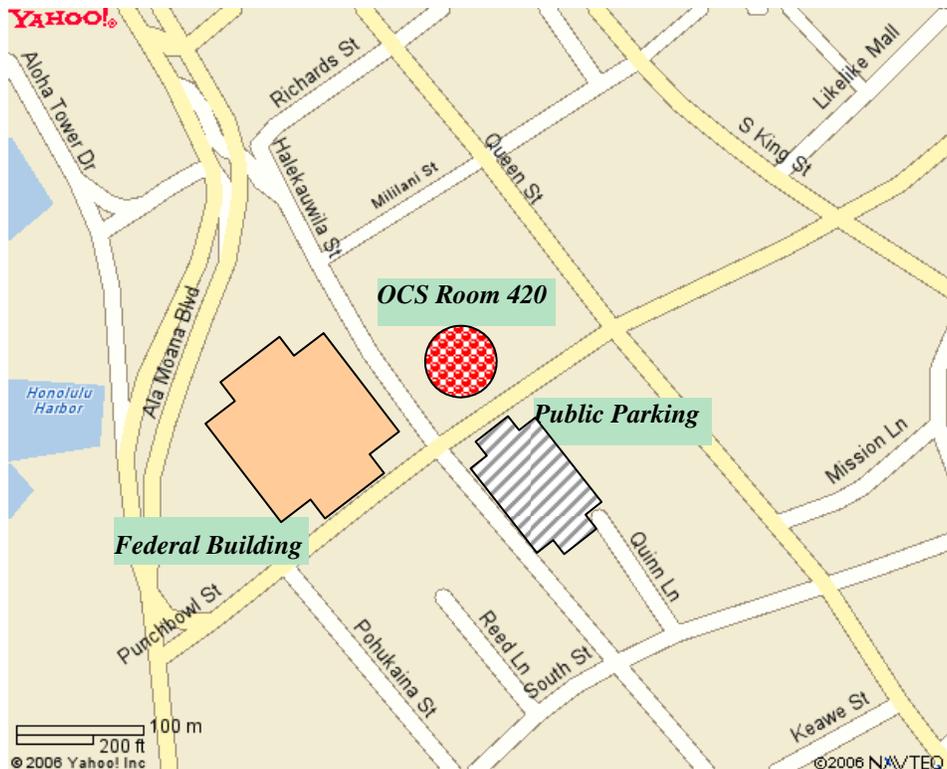
RFP ORIENTATION SESSION

All prospective applicants are invited and encouraged to attend the following scheduled informational session. At this meeting, DLIR-OCS and DBEDT 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: MONDAY, APRIL 12, 2010

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
In Partner with the
Department of Business, Economic Development and Tourism

**Supplemental State Energy Program for the Weatherization
Program Services for Low-Income Persons
The American Recovery and Reinvestment Act of 2009**

REQUEST FOR PROPOSAL NUMBER: OCS LBR 903-21

IMPORTANT DATES*

Public Notice Announcing Request for Proposals	April 1, 2010
Distribution of Request for Proposals	April 1, 2010
Orientation Session (Honolulu)	April 12, 2010
Deadline for Submission of Written Questions	April 19, 2010
Response to Written Questions	April 26, 2010
Proposal Submittal Deadline	May 3, 2010
Final Revised Proposals (optional)	May 10 – May 17, 2010
Proposal Evaluation Period	May 4 – May 25, 2010
Provider Selection and Notice of Award Notice of Statement of Findings and Decisions	On or About May 28, 2010
Contract Terms Finalized	Approx. June 14, 2010
Contract Start Date	July 16, 2010

* 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.

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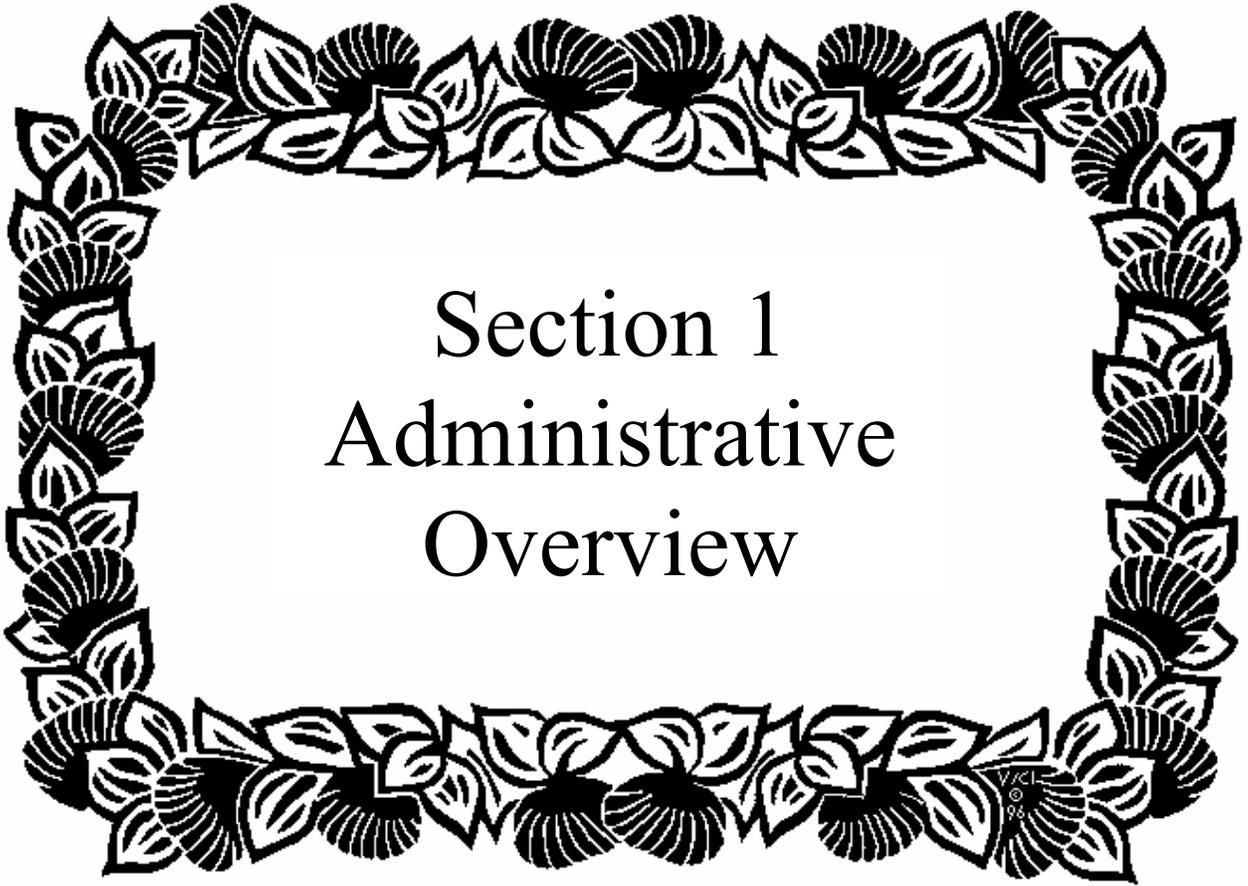
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Section 1
Administrative
Overview

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 1, 2010
Distribution of RFP	April 1, 2010
RFP orientation session (Honolulu)	April 12, 2010
Deadline for submission of written questions for written responses	April 19, 2010
State purchasing agency's response to applicants' written questions	April 26, 2010
Discussions with applicant prior to proposal submittal deadline (optional)	April 1, 2010 – May 3, 2010, as needed
Proposal submittal deadline	May 3, 2010
Discussions with applicant after proposal submittal deadline (optional)	May 4 – May 25, 2010, as needed
Final revised proposals (optional)	May 10 - 17, 2010, as needed
Proposal evaluation period	May 4 – May 25, 2010 as needed
Provider selection/Notice of statement of findings and decision	On or about May 28, 2010
Contract terms finalized	Approx. June 14, 2010
Contract start date	On or about July 16, 2010

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

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 12, 2010 **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 DLIR-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. However, 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 19, 2010 **Time:** 4:30 p.m. HST

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

Date: April 26, 2010

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 applicant proposal identification.

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 also comply with HRS Chapter 104 (thus making applicant compliant with Davis-Bacon wage rate requirements.

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. Confidentiality of Personal Information.

Act 10 relating to personal information was enacted in the 2008 special legislative session. As a result, the Attorney General's General Conditions of Form AG Form 103F, *Confidentiality of Personal Information*, has been amended to include Section 8 regarding protection of the use and disclosure of personal information administered by the agencies and given to third parties.

J. 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 interests of the State.

XV. Costs for Proposal Preparation

Any costs incurred in preparing or submitting a proposal remains 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 L. D. Ching</i>	Name: <i>Mr. Francis Kagawa</i>
Title: <i>Director</i>	Title: <i>Accounting Supervisor</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

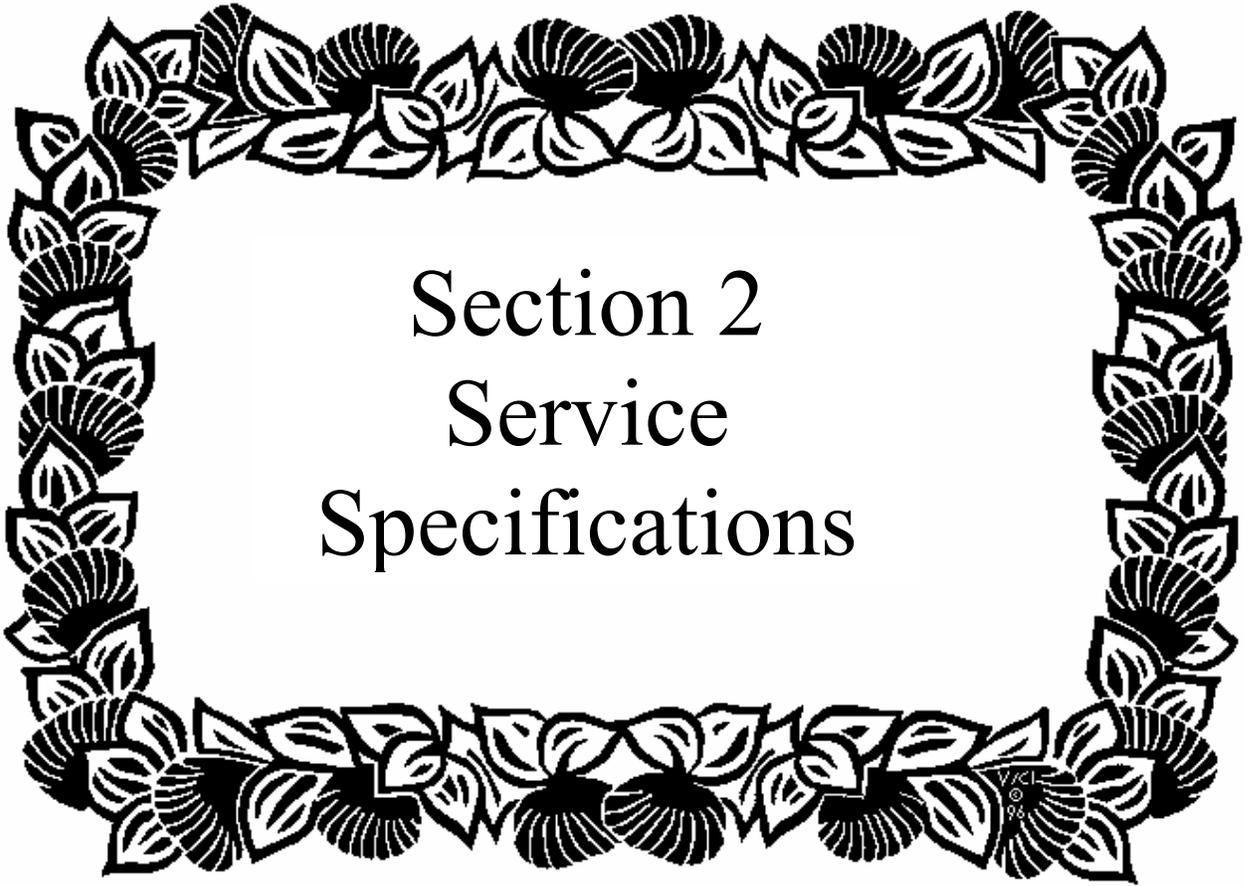
The award of a contract and any allowed renewal or extension thereof, is subject to allotments to be made by the Director of Budget and Finance, State of Hawaii, pursuant to Chapter 37, Hawaii Revised Statutes, and subject to the availability of State and/or Federal funds.

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: Supplemental State Energy Program for the
Weatherization Program Services for Low-Income Persons
The American Recovery and Reinvestment Act of 2009

I. Introduction

A. Overview, Purposes or Need

Hawaii, the most oil-dependent of the 50 states, relies on imported petroleum for about 90 percent of its primary energy. Most of this oil is from foreign nations, with a growing percentage from the Middle East. Hawaii residents pay among the nation's highest prices for electricity and fuel. It's up to us to improve energy efficiency; make better use of our renewable resources; and plan now for increased energy security and preparedness.

Hawaii's energy policy seeks to ensure dependable, efficient, and economical energy; increased energy self-sufficiency; greater energy security; and reduction of greenhouse gas emissions. Public Law 111-5, the American Recovery and Reinvestment Act of 2009 (ARRA), was signed into law by President Obama on February 17, 2009. 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 U. S. Department of Energy (USDOE) in relation to Public Law 111-5, ARRA of 2009 issued/awarded State Energy Program (SEP) formula-based grants to the State of Hawaii, Department of Business, Economic Development and Tourism (DBEDT) – Strategic Industries Division which serves as the Hawaii State Energy Office. The SEP provides grants to states to assist in designing, developing, and implementing renewable energy and energy efficiency programs. Funding from the SEP is directed to state energy offices, and each state's energy office manages all SEP-funded projects. The objectives established for SEP are as follows: 1) Increase energy efficiency to reduce energy costs and consumption for consumers, businesses and government; 2) Reduce reliance on imported energy; 3) Improve the reliability of electricity and fuel supply and the delivery of energy services; and 4) Reduce the impacts of energy production and use on the environment. The goal of this program is to use SEP-ARRA funds administered through the USDOE to contract for the supplemental installation of energy saving devices and energy conservation education to complement homes receiving WAP and/or WAP-ARRA services.

Under WAP and/or WAP-ARRA, service providers implement a USDOE approved priority list by conducting a limited home audit that includes, but are not limited to: 1) low-flow shower heads and faucet aerators, 2) smart power strips, 3) refrigerator replacements, 4) replacement room air conditioners, 5) solar water heater systems/hybrid heat pump water heater systems, and 6) Compact Fluorescent Lights (CFLs). However, only CFLs and solar water heater systems are actually currently installed by the WAP-ARRA program. A few refrigerators are installed under the regular WAP services. Other measures of effectiveness may be considered, but will require prior USDOE approval. The remaining measures, low-flow shower heads and faucet aerators, smart power strips, refrigerator replacements, replacement room air conditioners, and hybrid water heaters using heat pump technology are to be installed under this SEP-ARRA RFP.

B. Planning Activities Conducted in Preparation for this RFP

Pursuant to the Hawaii Administrative Rules § 3-142-301 State Agency Planning Activities, DLIR-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 provider organizations from similar programs;
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 Goals of the Services

Proposals submitted in response to this RFP should, to the maximum extent possible, incorporate goals and objectives of WAP, SEP, and ARRA. Proposals should be carefully developed with thoughtful consideration given to the applicable weekly, monthly, and especially quarterly and annual reporting output/outcome requirements.

The goals of these services are to enable eligible low-income persons who are receiving Weatherization Assistance Program (WAP) services and/or WAP ARRA services additional: weatherization measures, energy conservation education and cost savings through a reduction in their home energy consumption.

As stated above, the specific goal of this program remains to use SEP-ARRA funds administered through the USDOE to contract for the supplemental installation of energy saving devices and energy conservation education to complement homes receiving WAP and/or WAP-ARRA services.

Under WAP and/or WAP-ARRA, service providers implement a USDOE approved priority list by conducting a limited home audit that includes, but are not limited to: 1) low-flow shower heads and faucet aerators, 2) smart power strips, 3) refrigerator replacements, 4) replacement room air conditioners, 5) solar /hybrid heat pump water heater systems systems, and 6) Compact Fluorescent Lights (CFLs). However, only CFLs and solar /hybrid heat pump water heater systems are actually installed by the WAP-ARRA program. Other measures of effectiveness may be considered, but will require prior USDOE approval. The remaining measures, low-flow shower heads and faucet aerators, smart power strips, refrigerator replacements, replacement room air conditioners, and hybrid water heaters using heat pump technology are to be installed under this SEP-ARRA RFP.

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 USDOE 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 only re-weatherize homes previously weatherized from September 30, 1994, and earlier. The homes qualifying for this program are homes: just entering weatherization services, receiving on-going weatherization services or are continuing weatherization services. Homes that are continuing weatherization services are defined as homes audited and weatherized starting on and after March 1, 2009.

Providers must maintain proper documentation to demonstrate that program participants meet this income eligibility requirement. Further details regarding documentation are provided in Section 2, III. A. To measure family household income, the pre-tax money receipts of all family household members over the age of 15 are combined for a stated calendar year.

Priority is given to identifying and providing energy assistance to low-income 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

Subject to the availability of funds, \$500,000 of Federal SEP ARRA funds is suggested to be awarded through this RFP. The contract period is expected to be July 16, 2010 to September 30, 2010, with the possibility of two nine-month extension(s) until March 31, 2012 subject to sub-grantee performance. Funding is anticipated to be from Federal sources, though the source of funding may be subject to change prior to the effective date and over the life of the contract(s).

Hawaii SEP Allocation:

- 10% of total allocation at time of initial award of Recovery Act Funds.
- 40% of total allocation upon USDOE approval of State Plan. This will be done through an amendment of the grant award.
- 10 – 20 % of total allocation upon demonstration of Grantee that funds was allocated appropriately and jobs are being created, based on USDOE review of progress reports and monitoring.
- 30 – 40% of total allocation upon Provider demonstrating continued progress based on USDOE review of the progress reports and monitoring.

Funding will be allocated based on proposals submitted.

For the duration of the contract period, the suggested funding amounts for services are:

- | | |
|-------------------------------|------------|
| ➤ City and County of Honolulu | \$ 210,000 |
| ➤ Hawaii County | \$ 100,000 |
| ➤ Maui County | \$ 100,000 |
| ➤ Kauai County | \$ 90,000 |

The actual funding amounts by county may differ from the suggested funding amounts above. The applicant is encouraged to apply for the funding amount it determines is needed to provide the required services in the area(s) for which it applies.

Initial contracts awarded as a result of this solicitation will be effective up to September 30, 2010. Subsequent supplemental agreements may be subject to renegotiation based upon the availability of funds, the continued need for services, and the State's determination of provider's first year program performance.

II. General Requirements

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

1. The applicant must be a public, private or nonprofit entity.
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 experience of working with low-income persons and providing weatherization services in Hawaii is preferred.
- 4.** The removal and installation of hybrid heat pump water heater systems and any other weatherization measures under this program should comply with all local building codes and permit requirements. Work may need to be performed by a licensed Contractor. Replacement hybrid heat pump water heater systems must comply with residential standards and specifications given for each county.
- 5.** The applicant shall have this Supplemental State Energy Program for the Weatherization Program Services for Low-Income Persons Services in operation and begin providing services beginning July 16, 2010. The program may be extended for 18 months, as needed.
- 6.** 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.
- 7.** The applicant must provide reasonable accommodations to assure capacity to deliver services to those clients with limited physical limitations.
- 8.** 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.
- 9.** The applicant must use credible and tested measurement tools to evaluate program effectiveness in achieving outcomes.
- 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, HRS.
- 11.** The applicant shall ensure that none of the funds appropriated or otherwise made available by the ARRA may be used for a project for the construction, alteration, maintenance, or repair of a public building or public work unless all of the iron, steel and manufactured goods used in the project are produced in the United States. See ARRA Section 1605 – Buy American Requirements.

12. Applicant shall protect whistleblowers and require prompt referral of evidence of a false claim under the False Claims Act or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct to Grantor Office of the Inspector General;

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. Prior to the expenditure of Federal funds to alter any structure or site, the Provider is required to comply with the requirements of Section 106 of the National Historic Preservation Act (NHPA).

15. Providers shall segregate the obligations and expenditures related to ARRA funding. No part of ARRA funds shall be commingled with any other funds or used for a purpose other than making payments for costs allowable for ARRA projects. The ARRA funds can be used in conjunction with other sources of funding as necessary to complete projects, but tracking and reporting must be separate to meet the reporting requirements of the Recovery Act and related guidance. For projects funded by sources other than ARRA, Providers must keep separate records for Recovery Act funds and to ensure those records comply with the requirements of ARRA.

16. Allowing USDOE other Federal agencies or entities, and the State or its respective representative full access to inspect and monitor any subcontractor, their records, files, other documents and participant information as necessary.

17. 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.

18. All projects including this project receiving financial assistance from USDOE SEP must be reviewed under the National Environmental Policy Act (NEPA) of 1969 – 42 U.S.C. Section 4321 et seq. The NEPA process could delay the award process; applicants may be restricted to use of funds for planning purposes only until the NEPA process is complete.

19. The Provider shall have sub-contractors re-execute any work that fails to conform to the requirements of the contract and shall immediately remedy any defects due to faulty workmanship by the sub-contractor(s). Should the Provider fail to have the sub-contractor(s) to comply, the Provider reserves the right to engage the services of another company to perform the services and to deduct such costs from monies due to the PROVIDER.

20. The Provider shall be familiar with the provisions of 103F, Procurement code of State of Hawaii. Unless otherwise stated, each provision of 103F shall be applicable to the contract.

21. The Provider shall have at a minimum a simple waste stream plan (not more than one to two pages) that includes:

- Type(s) and estimated volume(s) of waste that the project proponent anticipates will be generated.
- The disposal path for each waste stream (e.g., landfill disposal, recycling, reuse).

Waste types will vary by project. Examples of types of waste are asphalt debris, glass, mercury-containing fluorescent lights, scrap metal, paper, asbestos, and lead paint chips.

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 (≤ 2 years) Multi-Term (> 2 years)

Initial term of contract: July 16, 2010 – September 30, 2010

Length of each extension: 12 months

Number of possible extensions: 2

Maximum length of contract: Up to March 31, 2012

Conditions for extension: Supplemental State Energy Program for the Weatherization Program Services for Low-Income Persons contract(s) will terminate on or about September 30, 2010,

unless the awardees and DLIR-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. DLIR-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, Senior Planner

Phone: (808) 586-8680

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

III. Scope of Work

Hawaii procurement rules require that these federal State Energy Program funds be awarded competitively. This prevents DLIR-OCS from directly awarding these monies to an existing WAP and/or WAP ARRA provider(s). These funds shall supplement existing WAP and WAP ARRA funds to help the State of Hawaii to comply with existing USDOE program requirements. Any new Provider selected as a result of this process who is not a WAP and/or WAP ARRA service provider is responsible for partnering with an existing WAP and/or WAP ARRA service provider(s) and obtaining the list of eligible clients and homes to install additional weatherization measures.

The scope of work encompasses the following tasks and responsibilities:

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

This Supplemental State Energy Program for the Weatherization Program Services for Low-Income Persons assures that the State of Hawaii WAP and/or WAP ARRA are in compliance with mandated USDOE requirements. The WAP and WAP ARRA required services are provided prior to installing any additional weatherization measures funded under the Supplemental State Energy Program for WAP that include but are not limited to Numbers 1. Outreach, Screening, Intake, and Individual Action Plan; 2. Energy Audit Process, Savings-to-Investment Ratio (SIR), and Estimated Savings; 4. Energy Conservation Education; and 5. Tracking Energy Usage and Savings listed below. The Supplemental State Energy Program for WAP required services that are provided after WAP and WAP ARRA required services include, but are not limited to Number 3. Supplemental State Energy Program for the Weatherization Program Services for Low-Income Persons Additional Weatherization Measures Installation Process listed below.

If a new Provider is selected who is not a WAP and/or WAP ARRA service provider, the new Provider is responsible for obtaining the eligible client and homes list and installation of the additional weatherization measures funded under this program. The WAP and/or WAP ARRA service provider would then be responsible for completing the tracking of energy use and savings.

1. Outreach, Screening, Intake, and Individual Action Plan

Outcome: The target population is informed of the services, only income eligible persons are enrolled, and necessary information is obtained on each person enrolled. Benefits of program are clearly explained as well as what is expected from the client and case manager. A tentative individual action plan is developed for and approved by the client.

Services: At a minimum, identifies participant's needs, determines income eligibility, creates an individual action plan, case manager explains program benefits and clarifies case manager's and client's roles.

Minimum Requirements:

- Verification of Income Eligibility (signed by client) (i.e., confirming that client's household is at or below 200 percent of the applicable Federal Poverty Guidelines for Hawaii).
- Individual action plan that also certifies that program benefits and case manager's and client's roles were explained by the case manager (signed by client).

2. Energy Audit Process, Savings-to-Investment Ratio (SIR), and Estimated Savings

Outcome: Energy audit of home done by a trained inspector. SIRs and estimated savings for CFLs and solar water heater systems calculated from data collected from home energy audit.

Services: Have a trained inspector conduct an energy audit of the home. The energy audit assesses a homes energy use and analyzes which energy conservation measures are best for the home. Inspector will assist client with questionnaire/survey for CFLs and the solar water heater system.

SIR can be used to compare savings to costs of one energy system relative to an alternative energy system. For positive net savings, SIR must be greater than one. The larger the ratio, the greater the savings realized relative to the investment. Data collected during the energy audit will be used to calculate the SIRs for CFLs and the solar water heater system.

Energy savings calculators can then be used to determine specific dollar and energy savings.

Minimum Requirements:

- Copy of home audit signed by the inspector detailing exactly what services were provided, the dates of when the services were provided, and the amount of time spent providing the services.
- Copy of calculated SIRs and estimated energy savings in dollars dated and signed by case manager.

a. Additional Weatherization Measures Installation Process

Outcome: Installation of additional energy saving devices. Installation services are limited to the following:

- low-flow shower heads and faucet aerators;
- smart power strips;
- refrigerator replacements;
- replacement room air conditioners; and
- hybrid water heaters using heat pump technology

Monitoring and quality control of installed energy saving device will be required.

Services: A professional Contractor will install the various energy saving measures. When this is complete, the Provider will return to the home to make certain that everything is satisfactory.

Minimum Requirements: Copy signed by client and Provider verifying receipt and installation of additional weatherization measures detailing exactly what services were provided, the dates of when the services were provided, and the amount of time spent providing the services.

4. Energy Conservation Education

Outcome: People-driven energy conservation education and client/consumer satisfaction.

Services: Client education on simple energy saving tips and no-cost to low cost alterations you can do to save energy, via handouts, brochures, individual consultation, and/or videos. Follow-up on client/consumer satisfaction (simple quick survey if not previously done).

Minimum Requirements:

- Client/consumer satisfaction survey.
- Verification form signed by client certifying receipt of energy education training/materials.

Tracking of energy usage and savings. As feasible, energy usage and savings should be tracked 12 months before and 12 months after installing energy saving measures.

5. Tracking Energy Usage and Savings

Outcome: Tracking household energy usage and savings for period 0 – 12 months after installation of CFLs and solar water heater system.

Services: If you can measure it, you can manage it. Obtain client electric billing 12 months prior and 12 months after installation of CFLs and /or solar water heater system.

Minimum Requirements:

- Client electric billing 12 months prior and 12 months after installation of CFLs and/or solar water heater system.

Administrative funds shall be limited to ten percent of the requested funding.

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 SEP 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 July 16, 2010.

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 State Energy Program, for guidance. As stated, priorities for implementing this program shall encompass speed of implementation, reasonable, fair and comparable administrative costs, economic stimulus such as energy savings and job creation, maximum consumer financial benefit, and fraud prevention.

The Office of Management and Budget (OMB) and other federal agencies have issued Implementing Guidance for the Recovery Act. Guidance resources available included, but were not limited to:

- M-09-10, Initial Implementing Guidance for the American Recovery and Reinvestment Act of 2009.
- Federal Acquisition Regulation: FAR Case 2009-009, American Recovery and Reinvestment Act of 2009 (the Recovery Act)—Reporting Requirements issued on March, 12, 2009.
- White House, Office of the Press Secretary issued on March 20, 2009, a memorandum titled, Ensuring Responsible Spending of Recovery Act Funds. OMB issued on April 3, 2009.
- M-09-15 Updated Implementing Guidance for ARRA of 2009, the second government-wide guidance that supplements, amends and clarifies the initial guidance issued on February 18, 2009.
- CFR Part 176 Requirements for Implementing Sections 1512, 1605, and 1606 of the ARRA of 2009 for Financial Assistance Awards issued by OMB on April 23, 2009.
- M-09-21 Implementing Guidance for Reports on Use of Funds Pursuant to the ARRA of 2009, issued by Executive Office of the President, OMB on June 22, 2009.
- Recipient Reporting Data Model v2.0.1; Department of Energy Acquisition and Financial Assistance Guide for the American Recovery and Reinvestment Act of 2009 (as of May 31, 2009).

- Monitoring Plan for WAP, SEP and EECBG; and [Department of Energy Acquisition Regulation \(DEAR\)](#), issued by USDOE on August 14, 2009.

Fiscal Year 2010 guidance memos can be found at the <http://www.waptac.org/sp.asp?id=6878>. Some of the more important memos include:

- Guidance on the Buy American Provisions as applied to energy efficiency and renewable energy projects funded by the ARRA 2009 and administered by the Office of Energy Efficiency and Renewable Energy effective December 18, 2009;
- WPN 10-04 Davis Bacon Commercial Labor Rates in Large Multi-Family Buildings Impact on Savings-to-Investment Ratios effective November 10, 2009;
- WPN 10-12 Historic Preservation Implementation effective February 11, 2010;
- WPN 10-13 ARRA Reporting Requirements: OMB Quarterly and DOE Monthly Reporting Requirements Under the ARRA 2009 for the WAP effective March 1, 2010;
- WPN 10-14 Calculation of Job Creation Through DOE Recovery Act Funding effective March 11, 2010; and
- WPN 10-15 Final Rule on Amending Eligibility Provisions to Multi-Family Buildings for WAP effective March 2, 2010.

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 State 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 sub-grantee 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 by the State or its representative must include review of client files and sub-grantee records, as well as actual inspection of at least 10 percent of the completed units. By close of the program year, the State is expected to have completed a comprehensive review of each sub-grantee, 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.

b. 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 DLIR-OCS for each specific activity must be a direct result of DLIR-OCS’ funding for this program.

a. Dwelling Units

- Number of dwelling units receiving additional weatherization measures
- Number of dwelling units monitored

b. Jobs Data

- Jobs created using local agency Contractors/subcontractors
- Jobs retained at the local agency level
- Jobs retained with local agency Contractors/subcontractors
- Hours trained at the local agency

c. 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 experience of working with the target clientele and providing weatherization services 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. Information from these reports will be made available to the public.

Quarterly and monthly program progress and fiscal reports are required within four (4) calendar days after the last day of each month in which the Provider receives the assistance award funded in whole or in part by ARRA. The final report on the total contract period is required within forty-five (45) calendar days after the last day of the contract period unless otherwise specified.

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.

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

This RFP is funded with money from ARRA. Because the United States issued ARRA funds to the State expeditiously, it may still be formulating its requirements and may impose further performance, reporting, and/or other requirements regarding the use of ARRA funds on the State after award of ARRA funds for this RFP and an Agreement is executed. If that should occur, the Contractor shall also be responsible to follow those requirements. In addition, should the Governor impose further performance, reporting, or other requirements on the use of the ARRA funds after award of ARRA funds for this RFP and an Agreement executed, the Contractor agrees to comply with those additional requirements, too.

8. Pricing Structure and 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 – Cost Reimbursement – 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.

Payments shall be made directly to the Contractor by the Department of Business, Economic development, and Tourism (DBEDT) in monthly installments, upon submission to the Office of Community Services (OCS) written request for cash payments. Each written request for payment to OCS shall be submitted to the STATE within ten (10) calendar days after the last day of each calendar month of the Contract to ensure timely payment.

OCS will process and approve monthly cash requests and expenditure reports. To expedite the payment process, signed and approved monthly cash requests and expenditure reports in Portable Document Format (PDF) will be e-mailed to DBEDT fiscal personnel. DBEDT fiscal personnel are responsible for making timely payments to the Contractor. The STATE shall have thirty (30) calendar days after receipt of invoice or satisfactory completion of contract to make payment.

Recognizing potential cash-flow issues, the State will do an initial advance payment of up to one-twelfth of the total contract amount upon contract execution, commencement of the program period and receipt of a written cash request, with subsequent payments made upon submission of required requests for payment and review by the State. At the end of the program period, any funds advanced for unmet reimbursements shall be returned to DLIR-OCS within 30 days from end of or termination of the contract.

No work is to be undertaken by the Contractor prior to the official commencement date on the Notice to Proceed. The STATE is not liable for any work, contract, costs, expenses, loss of profits, or any damage whatsoever incurred by the Contractor prior to the work start date.

If the United States or the State determines that the Contractor did not comply with or use ARRA funds appropriately in accordance with ARRA and its implementing regulations, guidelines, rules and/or other requirements (collectively referred to as ARRA) or that the Contractor failed to provide the services as set forth after award of ARRA funds for this RFP and an Agreement executed, and the United States requires the State to complete the services under this Agreement using State money, requires the State to repay the United States, and/or imposes any other penalty, the Contractor agrees to reimburse the State for the cost of completing the services and/or amount of the repayment or penalty.

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, 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 120 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 five (5) 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.

Summary should be limited to one page, no more than two pages. It should briefly answer the questions who, what, when, where, how, why and for how much.

II. Experience and Capability

A. Program Experience

Applicants are expected to provide a brief description of their relevant experiences that qualify them as contenders to perform the program services.

The applicant shall provide a brief description and relevant listing of past and current programs and/or contracts pertinent to providing weatherization assistance program services to low-income persons i.e. solar water heater system/CFL installations, refrigerator replacements and other weatherization measures 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 State reserves the right to contact references to verify experience.

B. Quality Assurance and Evaluation

The applicant shall describe its plans for quality assurance and evaluation for the proposed services, including methodology.

The applicant shall explain how applicant intends to determine whether or not the program was a success.

The applicant shall describe what evidence or documentation will be used to verify program accomplishments.

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

The applicant shall 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.

C. 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 installations of accepted supplemental weatherization services (hybrid water heater with heat pump technology, refrigerator replacements, room air conditioner replacements, low-flow showerheads and faucet aerators, and smart strips).

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.

D. 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. Both the “Organization-wide” and “Program” organization charts shall be attached to the Proposal Application. For “Program” organization chart include position title, name, and full-time equivalency for key staff positions.

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 describe and demonstrate that (1) the proposed staffing pattern, client/staff ratio and caseload capacity are appropriate for the viability of the services (Refer to the personnel requirements in Section 2, Service Specifications, as applicable.) and (2) 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 and Experience – 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.

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.

IV. Service Delivery

The applicant shall describe its program in sufficient detail to provide a complete and comprehensive picture of its total program design. Total program design encompasses installation of additional weatherization measures as required in Section 2, Item III – Scope of Work, which addresses all service locations, tasks, activities, time lines, milestones, and other pertinent information.

A. The applicant shall describe and justify its overall approach and methodology in addressing the installation of additional weatherization measures identified in this RFP, including a start-up plan that logically describes a step-by-step progression of proposed program services from start to finish. The plan shall include and clearly: 1) identify and describe the geographic area(s) and the targeted population groups that it proposes to serve and 2) show how the applicant would have the program established in all applicable geographic areas by July 16, 2010.

B. The applicant shall demonstrate and detail how it will select homes to install additional weatherization measures. Include how the previously completed energy audit and Saving Investment Ratios (SIRs) are utilized to verify potential energy savings and to determine which additional weatherization measures are to be installed. Explain in detail the process of how the applicant will work with the client and weatherization measure contractor to install the selected energy saving devices in the home. The applicant will describe how it will check that measures were installed and are working properly. Client follow-up should include whether the client was satisfied with additional weatherization measures and services received.

C. The applicant shall state the amounts of the required outputs and outcomes that it proposes to provide, including but not limited to energy measures installed 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 in Section 5 (Attachments). Time line shall include number and type of weatherization measures to be installed monthly. Where the applicant proposes different or additional outputs and outcomes than those provided by DLIR-OCS, a justification should be provided.

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 documented in client's files and/or agency records. The applicant shall describe its ability to provide complete, accurate and timely reports on program performance.

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
- 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 \$500 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 Costs

- **Description:** Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the U.S. Department of Energy or another cognizant Federal agency. In general, DLIR-OCS does not allow indirect cost rates. Indirect costs will be approved only on a case-by-case basis and at DLIR-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.

Are expenditures broken out properly by project activity, administrative expenditures, evaluation, monitoring and leveraged funds? Has the applicant remained within statutory limits on administrative expenses? Does the line-item budget show that the applicant is familiar with which labor and wage requirements apply to this program?

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 funds.

B. Other Financial Related Materials

1. Financial Audit – 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. Does the applicant have a regular audit performed by a qualified firm? Please explain any findings, if any. Is there a system in place that tracks audit findings, projections, recommendations and corrective actions?

2. 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.

a. Accounting System

- Does the applicant possess a written operations manual which contains adequate information addressing: segregation of duties; accounting standards and practices, payment procedures, approval authority, and record keeping requirements?
- Has the applicant developed a process that generates timely and accurate reporting?
- Has the applicant developed a process to prevent fraudulent spending?
- Does the applicant use periodic financial reports as a management tool?
- Has the system been developed to track the progress of each funded project or activity? Is the accounting system capable of keeping and reporting ARRA and non-ARRA funds separately?
- Does the applicant have an adequate system for comparing expenditures to budgeted amounts? How does the applicant compare expenditures to budgeted amounts?

b. Personnel

- Are applicant's personnel paid from a single source of funds? If not, explain. Does the applicant check to make sure that staff time is properly recorded against the funding source they are working on? Are processes in place to ensure that no more than 100 percent of time is charged per employee?
- Is there an established process for determining whether costs incurred by staff are allowable?
- Does the applicant have a master inventory list of equipment and vehicles? Has a physical inventory of equipment been taken within the last two years and the results reconciled with the property records?

c. Procurement

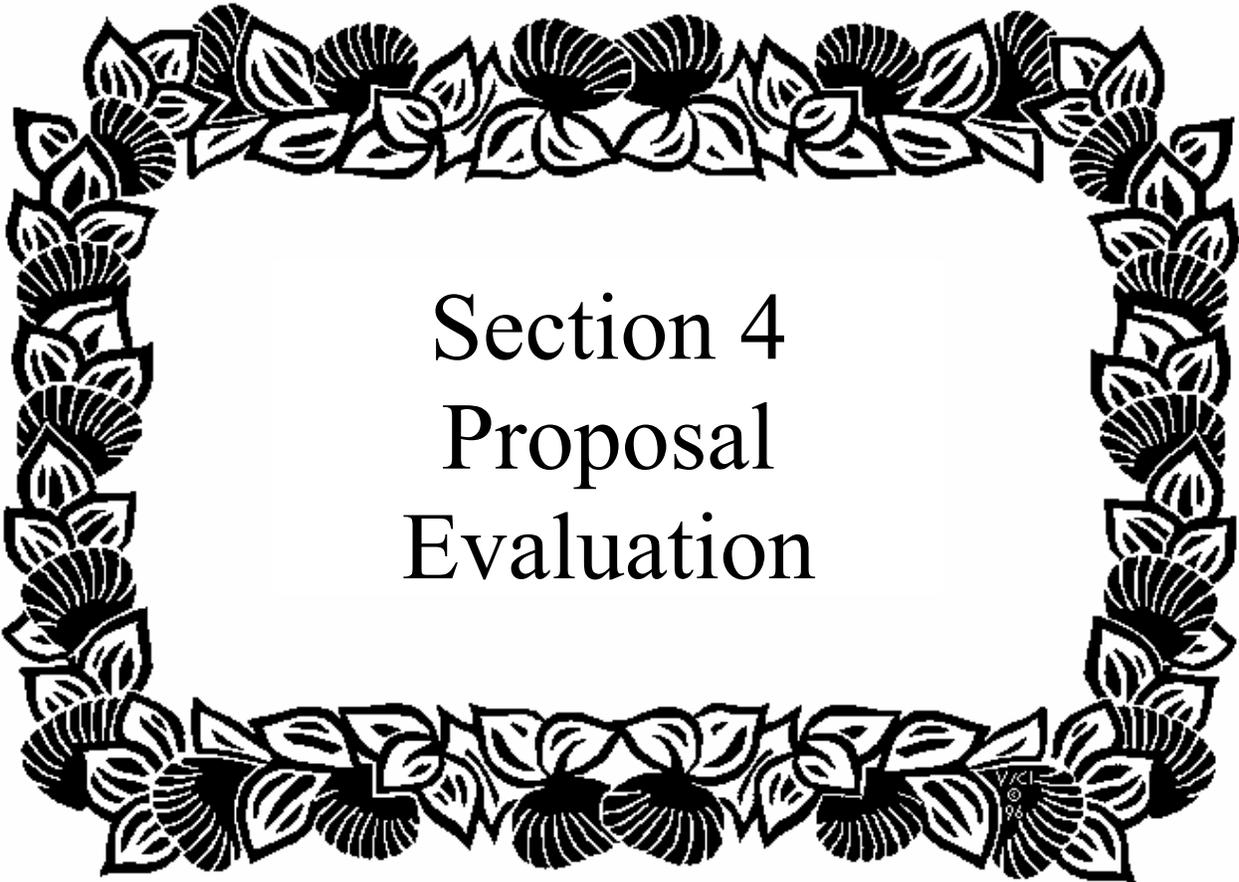
- Does the applicant follow the State's or its own procurement policy? Is the procurement process established in writing and distributed to employees?
- Does the applicant have a clear, open, fair and competitive process for selecting subcontractors and/or the procurement of goods? In brief terms, what is the policy?
- Is there a documented process and timeframe for issuing solicitations and making awards?

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 RFP[s] 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>		210 Points
Program Overview	0 points	
Experience and Capability	40 points	
Project Organization and Staffing	30 points	
Service Delivery	90 points	
Financial	50 points	
TOTAL POSSIBLE POINTS		210 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.

Summary should be limited to one page. It should briefly answer the questions who, what, when, where, how, why and for how much.

2. Program Experience and Capability (40 Points) – DLIR-OCS will evaluate the experience and capability to provide the services as follows:

a. Program Experience

Provide the following information for past and current programs and contracts pertinent to working with low-income persons and providing energy assistance especially but not limited to installation of weatherization measures (i.e. solar water heater systems and CFLs): (20 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

b. 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. (8 points)

c. Coordination of Services

Demonstrates applicant's capability to coordinate proposed services with relevant agencies and resources in the community. Provides examples and tell us how (don't just list partners) relationship/agreements with other agencies, community groups, employers, etc., assist in achieving program goals and objectives. (6 points)

d. Facilities

Demonstrates that applicant would provide adequate facilities (i.e., location(s); description of facilities; available technology and resources, etc.) for the services proposed. Facilities should be in compliance with Americans with Disabilities Act and other applicable laws and regulations. (6 points)

3. Project Organization and Staffing (30 Points) – DLIR-OCS will evaluate the project organization and staffing as follows:

a. Project Organization (14 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. (8 points)
- Organization Charts: 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. For "Program" organization chart include position title, name, and full-time equivalency for key staff positions. Written explanations of both organization charts "Organization-wide" and "Program" shall be included. (6 points)

b. Staffing (16 points)

- Proposed Staffing: Demonstrates that applicant's assignment of staff would be sufficient to effectively administer, manage, supervise, and provide the required services. Proposed use of sub-contractors and volunteers are fully explained and justified. (8 points)

- Staff Qualifications and Experience. Identify the specific staff in your organization who possess these skills, abilities, and knowledge. 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. Extent to which applicant proposes a clear plan for reviewing the qualifications and effectiveness of existing qualified staff. (8 points)

4. Service Delivery (90 Points) – DLIR-OCS will evaluate the service delivery as follows:

- a. The applicant shall describe and justify its overall approach and methodology in addressing the installation of additional weatherization measures identified in this RFP, including a start-up plan that logically describes a step-by-step progression of proposed program services from start to finish. The plan shall include and clearly: 1) identify and describe the geographic area(s) and the targeted population groups that it proposes to serve and 2) show how the applicant would have the program established in all applicable geographic areas by July 16, 2010. (15 points)
- b. The applicant shall demonstrate and detail how it will select homes to install additional weatherization service measures. Include how the previously completed energy audit and Saving Investment Ratios (SIRs) are utilized to verify potential energy savings and which weatherization measures are to be installed. Explain in detail the process of how the applicant will work with the client and weatherization measure contractor to install the selected energy saving devices in the home. The applicant will describe how it will check that measures were installed and are working properly including its process to conduct the mandatory 10% on-site monitoring. Client follow-up should include whether the client was satisfied with additional weatherization measures and services received. (25 points)
- c. The applicant shall state the amounts of the required outputs and outcomes that it proposes to provide, including but not limited to energy measures installed 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 in Section 5, Attachments C. Time line shall include number and type of weatherization measures installed monthly. (25 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 documented in client's files and/or agency records. The applicant shall describe its ability to provide complete, accurate and timely reports on program performance. (25 points)

5. Financial (50 Points) – DLIR-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. The applicant is responsible for stating clearly amounts and percentages of administrative and program costs. All required budget forms, financial audit and management letter shall be attached. (26 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.

1) Accounting System (12 points)

- Does the applicant possess a written operations manual which contains adequate information addressing: segregation of duties; accounting standards and practices, payment procedures, approval authority, and record keeping requirements?
- Has the applicant developed a process that generates timely and accurate reporting?
- Has the applicant developed a process to prevent fraudulent spending?
- Does the applicant use periodic financial reports as a management tool?
- Has the system been developed to track the progress of each funded project or activity? Is the accounting system capable of keeping and reporting ARRA and non-ARRA funds separately?
- Does the applicant have an adequate system for comparing expenditures to budgeted amounts? How does the applicant compare expenditures to budgeted amounts?

2) Personnel (6 points)

- Are applicant’s personnel paid from a single source of funds? If not, explain. Does the applicant check to make sure that staff time is properly recorded against the funding source they are working on? Are processes in place to ensure that no more than 100 percent of time is charged per employee?
- Is there an established process for determining whether costs incurred by staff are allowable?
- Does the applicant have a master inventory list of equipment and vehicles? Has a physical inventory of equipment been taken within the last two years and the results reconciled with the property records?

3) Procurement (6 points)

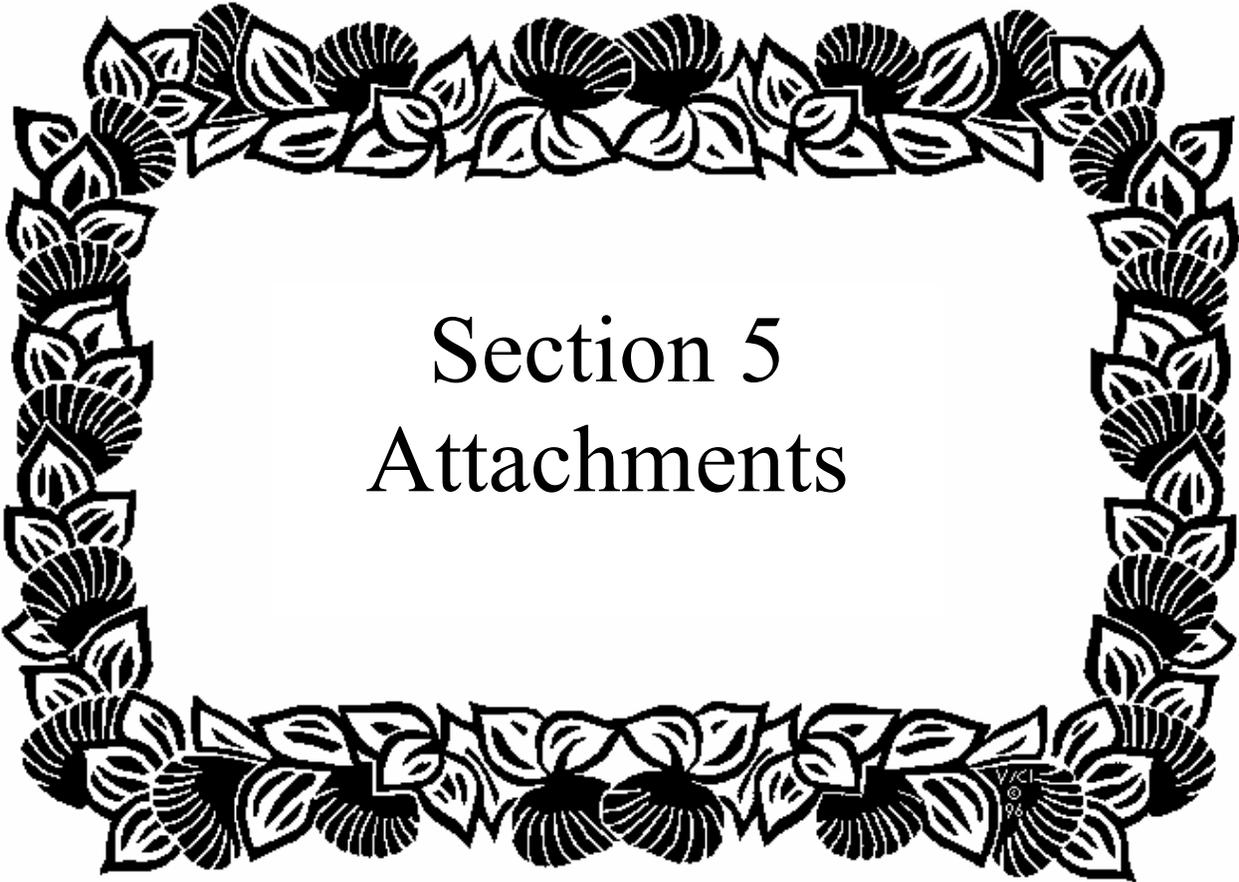
- Does the applicant follow the State’s or its own procurement policy? Is the procurement process established in writing and distributed to employees?

- Does the applicant have a clear, open, fair and competitive process for selecting subcontractors and/or the procurement of goods? In brief terms, what is the policy?
- Is there a documented process and timeframe for issuing solicitations and making awards?

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.

DLIR-OCS reserves the right not to select and award the lowest price proposal application. In fact, DLIR-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 Measurement Tables

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	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:				
Federal Certifications		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:				
Audit Management Letter	Section 3, RFP		X	
Organization Charts	Section 3, RFP		X	
Output/Outcome Measurements Table	Section 3, RFP	Section 5, RFP	X	

Authorized Signature

Date

Sample

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OUTPUT AND PERFORMANCE/OUTCOME MEASUREMENTS TABLES

1. Dwelling Units

	July 2010 - September 2010*
Number of dwelling units receiving additional weatherization measures	
Number of dwelling units monitored	

*change date, as appropriate to match program

2. Jobs Data

	July 2010 - September 2010*
Jobs created using local agency Contractors/Subcontractors	
Jobs retained at the local agency level	
Jobs retained with local agency Contractors/Subcontractors	
Hours trained at local agency level	

*change date, as appropriate to match program

3. Number of Additional Weatherization Measures Time Line

	July 2010	Aug. 2010	Sept. 2010	Oct. 2010	Nov. 2010	Dec. 2010	Jan. 2011	Feb. 2011	Mar. 2011	Apr. 2011	May 2011	June 2011	July 2011	Aug. 2011	Sept. 2011	Oct. 2011	Nov. 2011	Dec. 2011	Jan. 2012	Feb. 2012	Mar. 2012	Total	
Low-Flow Showerheads & Faucet Aerators																							
Smart Power Strips																							
Replacement Refrigerators																							
Replacement Room Air Conditioners																							
Hybrid Heat Pump Water Heaters																							