

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

Request for Proposal

RFP No. OCS LBR 903-09

**Weatherization Assistance Program**  
**for Low-Income Persons**

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, an RFP interest form may be downloaded to your computer, completed and e-mailed or mailed 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.

September 13, 2006



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

September 13, 2006

Dear Applicant:

**SUBJECT: REQUEST FOR PROPOSALS (RFPs) FOR  
STATE FISCAL BIENNIUM 2008-2009**

The Department of Labor and Industrial Relations, Office of Community Services (OCS), is soliciting proposals from qualified applicants to provide the following human services for State Fiscal Year 2008-2009:

<u>RFP No.</u>	<u>Service Activity Title</u>
LBR 903-01	Employment Core Services for Low-Income Persons
LBR 903-02	Employment Core Services for Immigrants
LBR 903-03	Employment Core and Support Services for Refugees
LBR 903-04	Employment Creation for Low-Income Persons, Immigrants and Refugees
LBR 903-05	Child Care Services for Head Start Parents
LBR 903-06	Transportation Services for Low-Income Persons
LBR 903-07	Food Collection and Distribution Services for Low-Income Persons
LBR 903-08	Youth Services for Immigrants
LBR 903-09	Weatherization Assistance Program Services for Low-Income Persons

The indigent poor can no longer rely indefinitely on public assistance and must find a way to earn a living. Many welfare recipients and low-income persons possess multiple barriers to employment and lack the necessary experience and skills to find and maintain a job. Many low-

income persons, including disadvantaged immigrants and refugees, in Hawaii struggle to attain and sustain financial and social stability. Thus, there exists a need for comprehensive training and services to prepare these low-income persons for employment and to assist them to *“get a job and keep the job.”*

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

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

Hand deliveries will be accepted at OCS until 4:30 p.m., Hawaii Standard Time (HST), December 15, 2006. Mail-ins must be postmarked by the United States Postal Service (USPS) no later than December 15, 2006, and received by 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 December 15, 2006, or hand delivered after 4:30 p.m. H.S.T. on December 15, 2006, **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 three copies of the proposal are required.

OCS will conduct an orientation session on September 27, 2006, from 10:30 a.m. to 12:00 noon, at 830 Punchbowl Street, Room 420, Honolulu, Hawaii. All prospective applicants are strongly encouraged to attend the session.

An additional orientation covering only LBR 903-06, Transportation Services for Low-Income Persons, will be held on Thursday, September 28, 2006, from 10:00 a.m. to 12:00 noon, at 180 Kinoole Street, Workforce Development Division Video Conference Room 204, Hilo, Hawaii.

A software orientation covering only LBR 903-01, Employment Core Services for Low-Income Persons, and LBR 903-02, Employment Core Services for Immigrants, will be held on Friday, October 20, 2006, from 10:00 a.m. to 12:00 noon, at 830 Punchbowl Street, Kekumu Room 111, Honolulu, Hawaii.

Page 3  
September 13, 2006

The deadline for submission of written questions is 4:30 p.m. H.S.T. on Thursday, November 30, 2006. OCS will address all written questions with a written response by Friday, December 8, 2006. Written questions may be submitted to 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.

OCS reserves the right to amend the terms of this RFP, to issue addenda, or to withdraw this RFP at any time.

All applicants will be notified in writing regarding OCS' decision on his/her proposal(s) in mid- to late- March 2007. Contracts are expected to be in effect from July 1, 2007 to June 30, 2009. Any questions or inquiries regarding these RFPs should be directed to the RFP Contact Person, Keith Yabusaki, by mail at 830 Punchbowl Street, Room 420, Honolulu, Hawaii 96813, or e-mail at [keith.y.yabusaki@hawaii.gov](mailto:keith.y.yabusaki@hawaii.gov) or by telephone to (808) 586-8680.

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

Sincerely,

*Michael Hane*

MICHAEL HANE  
Acting Executive Director

**AN EQUAL OPPORTUNITY AGENCY**

## **PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET**

### **OCS RFP COORDINATOR**

Keith Yabusaki, Planning Administrator  
For Information or Inquiries:

Phone: (808) 586-8680  
Facsimile: (808) 586-8685  
E-mail: [keith.y.yabusaki@hawaii.gov](mailto:keith.y.yabusaki@hawaii.gov)

**ONE ORIGINAL PLUS THREE COPIES OF THE PROPOSAL APPLICATION  
ARE REQUIRED.**

**ADDITIONAL COPIES MAY BE REQUESTED.**

### **PROPOSAL APPLICATION DEADLINE**

**MAIL-INS MUST BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN DECEMBER 15, 2006 AND RECEIVED BY OCS NO LATER THAN TEN DAYS FROM THE SUBMITTAL DEADLINE.**

**HAND DELIVERIES WILL BE ACCEPTED AT OCS UNTIL 4:30 P.M., HAWAII STANDARD TIME (HST), DECEMBER 15, 2006.**

### **DROP-OFF SITE AND ALL MAIL-INS**

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

**NOTE: ALL MAIL-INS POSTMARKED BY USPS AFTER 12:00 MIDNIGHT, H.S.T., DECEMBER 15, 2006, WILL NOT BE ACCEPTED AND WILL BE RETURNED.**

**HAND DELIVERIES OR DELIVERIES BY PRIVATE MAIL SERVICES SUCH AS FEDEX WILL NOT BE ACCEPTED AFTER 4:30 P.M., H.S.T., DECEMBER 15, 2006.**

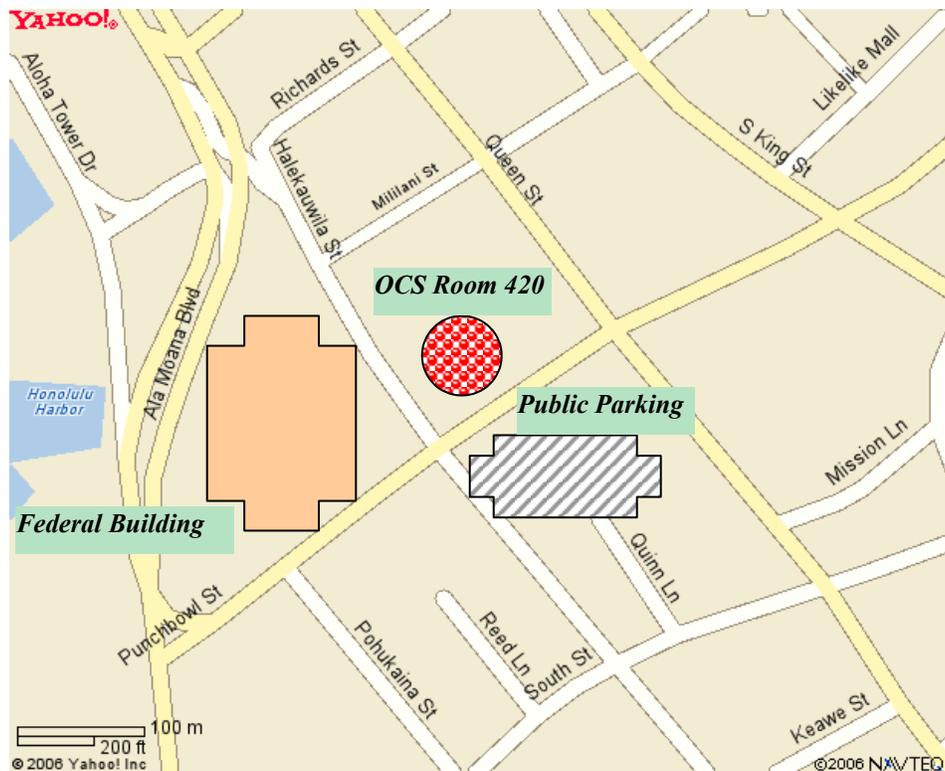
## RFP ORIENTATION SESSIONS

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

PLACE: KEELIKOLANI BUILDING, OCS CONFERENCE ROOM  
830 PUNCHBOWL STREET, ROOM 420, HONOLULU

DATE: WEDNESDAY, SEPTEMBER 27, 2006

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



An additional orientation session will cover only LBR 903-06, Transportation Services for Low-Income Persons. This orientation session will be held on Thursday, September 28, 2006 from 10:00 a.m. to 12:00 Noon at 180 Kinoole Street, Workforce Development Division Video Conference Room 204, Hilo, Hawaii.

An additional orientation session will cover potential client-track data software use only for LBR 903-01, Employment Core Services for Low-Income Persons and LBR 903-02, Employment Core Services for Immigrants. This orientation session will be held on Friday, October 20, 2006 from 10:00 a.m. to 12:00 Noon at the Kekumu Room 111, 830 Punchbowl Street, Honolulu, Hawaii.

If you are unable to attend these sessions, alternative arrangements may be requested. Should you have any questions contact Keith Yabusaki at (808) 586-8680.

DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS  
OFFICE OF COMMUNITY SERVICES

WEATHERIZATION ASSISTANCE PROGRAM  
FOR LOW-INCOME PERSONS

REQUEST FOR PROPOSAL NUMBER: OCS LBR 903-03

IMPORTANT DATES\*

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Public Notice Announcing Request for Proposals	September 13, 2006
Distribution of Request for Proposals	September 13, 2006
Orientation Session (Honolulu)	September 27, 2006
Orientation Session in Hilo only for LBR 903-06, Transportation Services for Low-Income Persons	September 28, 2006
Software Orientation for LBR 903-01 and 02 only (Honolulu) Employment Core Services for Low-Income Persons Employment Core Services for Immigrants	October 20, 2006
Deadline for Submission of Written Questions	November 30, 2006
Response to Written Questions	December 8, 2006
Proposal Submittal Deadline	December 15, 2006
Proposal Evaluation Period	Late December 2006 – March 2007
Provider Selection and Notice of Award	Late March – Early April 2007
Contract Terms Finalized	May 7, 2007
Contract Start Date	July 1, 2007

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

DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS  
OFFICE OF COMMUNITY SERVICES

**REQUEST FOR PROPOSALS (RFPs)\*  
FISCAL BIENNIUM 2008 – 2009**

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<u>RFP NO.</u>	<u>Service Activity Title</u>	<u>FY 2008</u>	<u>FY 2009</u>
LBR 903-01	Employment Core Services for Low-Income Persons	\$1,284,494	\$1284,494
LBR 903-02	Employment Core Services for Immigrants	560,000	560,000
LBR 903-03	Employment Core and Support Services for Refugees**	75,000	75,000
LBR 903-04	Employment Creation for Low-Income Persons, Immigrants and Refugees	355,500	355,500
LBR 903-05	Child Care Services for Head Start Parents	313,000	313,000
LBR 903-06	Transportation Services for Low-Income Persons	275,000	275,000
LBR 903-07	Food Collection and Distribution Services for Low-Income Persons	61,000	61,000
LBR 903-08	Youth Services for Immigrants	50,000	50,000
LBR 903-09	Weatherization Assistance Program Services for Low-Income Persons**	240,000	240,000

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\* OCS reserves the right to move funding within or between RFPs or to reallocate suggested funding of each RFP.

\*\* Federal Funds.

# TABLE OF CONTENTS

## INTRODUCTION

Letter Announcing Request for Proposals .....	i
Proposal Mail-In and Delivery Information Sheet.....	iv
RFP Orientation Session .....	v
Important Dates.....	vi
RFPs Purchase of Services for Fiscal Biennium 2008 – 2009.....	vii
Table of Contents.....	viii

## SECTION 1 – ADMINISTRATIVE OVERVIEW

I. Procurement Timetable* .....	1-1
II. Website Reference .....	1-2
III. Authority	
IV. RFP Organization	
V. Contracting Office .....	1-3
VI. Orientation	
VII. Submission of Questions .....	1-4
VIII. Submission of Proposals	
A. Forms/Formats	
B. Program Specific Requirements .....	1-5
C. Multiple or Alternate Proposals	
D. Wage s and Labor Law Compliance	
E. Compliance with All Applicable State Business and Employment Laws	
F. Campaign Contributions by State and County Contractors	
G. Confidential Information	
H. Proposal Submittal	
IX. Discussions with Applicants .....	1-6
X. Opening of Proposals	
XI. Additional Materials and Documentation	
XII. RFP Amendments	
XIII. Final Revised Proposals.....	1-7
XIV. Cancellation of Request for Proposal	
XV. Costs for Proposal Preparation	
XVI. Provider Participation in Planning	
XVII. Rejection of Proposals	
XVIII. Notice of Award.....	1-8
XIX. Protests	
XX. Availability of Funds	
XXI. Monitoring and Evaluation .....	1-9
XXII. General and Special Conditions of Contract	
XXIII. Cost Principles	

**SECTION 2 – SERVICE SPECIFICATIONS**

<u>Program Title</u>	<u>RFP I.D. No.</u>
Weatherization Assistance Program for Low-Income Persons .....	OCS LBR 903-09
I. Introduction.....	2-1
A. Overview, Purpose or Need	
B. Planning Activities Conducted in Preparation for this RFP	
C. Description of the Goal of the Service	
D. Description of the Target Population.....	2-2
E. Geographic Coverage of Service	
F. Probable Funding Amounts, Source and Period of Availability	
II. General Requirements	
A. Specific Qualifications or Requirements, Including but Not Limited to Licensure or Accreditation	
B. Secondary Purchaser Participation .....	2-3
C. Multiple or Alternate Proposals	
D. Single or Multiple Contracts to Be Awarded	
E. Single or Multi-term Contracts to Be Awarded.....	2-4
F. RFP Contact Person	
III. Scope of Work	
A. Service Activities (Minimum and/or Mandatory Tasks and Responsibilities)	
B. Management Requirements (Minimum and/or Mandatory Requirements).....	2-5
1. Personnel	
2. Administrative	
3. Quality Assurance and Evaluation Specifications .....	2-10
4. Performance Output and Outcome Measurements .....	2-11
5. Experience	
6. Coordination of Services.....	2-12
7. Reporting Requirements for Program and Fiscal Data	
8. Pricing Structure and Methodology	
9. Units of Service and Unit Rate	
10. Method of Compensation and Payment	
IV. Facilities.....	2-13

## SECTION 3 – PROPOSAL APPLICATION INSTRUCTIONS

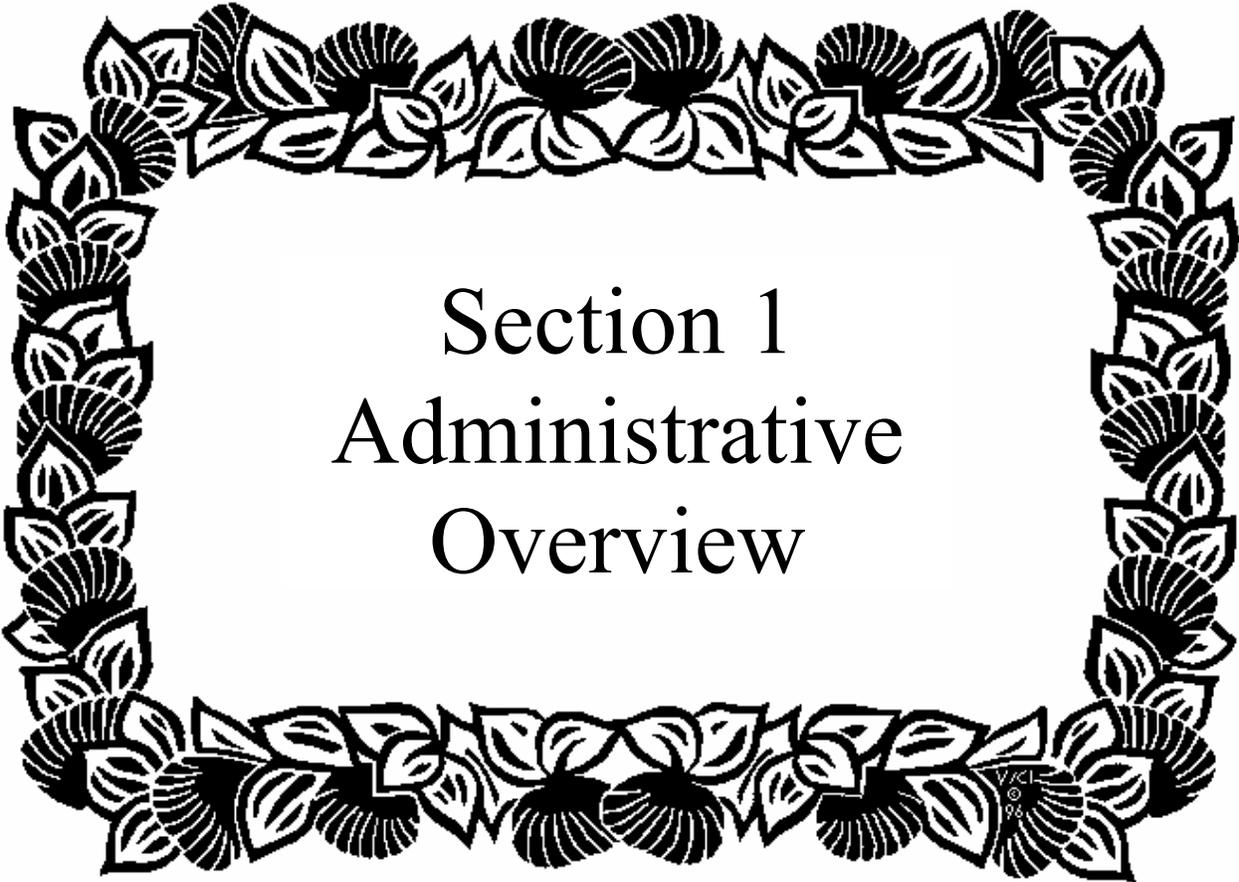
General Instructions for Completing Application.....	3-1
I. Program Overview .....	3-2
II. Experience and Capability	
A. Necessary Skills	
B. Experience	
C. Quality Assurance and Evaluation	
D. Coordination of Services.....	3-3
E. Facilities	
III. Staffing and Project Organization	
A. Staffing	
1. Proposed Staffing	
2. Staff Qualifications .....	3-4
B. Project Organization	
1. Supervision and Training	
2. Organization Chart	
IV. Service Delivery.....	3-5
V. Financial	
A. Pricing Structure	
1. Pricing Structure Based on Cost Reimbursement.....	3-6
2. Budget Forms	
3. Budget Justification	
B. Other Financial Related Materials .....	3-8
1. Accounting System	
2. Need for Funding	
3. Cost Effectiveness	
VI. Other .....	3-9
A. Litigation	
VII. Appendix (Optional)	

**SECTION 4 – PROPOSAL EVALUATION**

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

**SECTION 5 - ATTACHMENTS**

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



Section 1  
Administrative  
Overview

## Section 1 Administrative Overview

Each applicant is encouraged to thoroughly read all sections of the 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	September 13, 2006
Distribution of RFP	September 13, 2006
RFP orientation session (Honolulu)	September 27, 2006
RFP orientation session for LBR 903-05 only (Hilo)	September 28, 2006
Deadline for submission of written questions for written responses	November 30, 2006
State purchasing agency's response to applicants' written questions	December 8, 2006
Discussions with applicant prior to proposal submittal deadline (optional)	Sept. 12 – Dec. 14, 2006, as needed
Proposal submittal deadline	December 15, 2006
Discussions with applicant after proposal submittal deadline (optional)	Dec. 16, 2006 - March 9, 2007, as needed
Final revised proposals (optional)	Dec. 16, 2006 - March 9, 2007, as needed
Proposal evaluation period	Late Dec. 2006 – March 2007, as needed
Provider selection and notice of award	Late March – Early April 2007
Contract terms finalized	May 7, 2007
Contract start date	July 1, 2007

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

## II. Website Reference

The State Procurement Office (SPO) website is [www.spo.hawaii.gov](http://www.spo.hawaii.gov)

	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 ”RFPs”
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 [www.hawaii.gov](http://www.hawaii.gov))

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

## 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:** September 27, 2006 **Time:** 10:00 a.m. to 12:00 Noon  
**Location:** Keelikolani Building – OCS Conference Room  
830 Punchbowl Street, Room 420, Honolulu

An additional orientation session will cover only LBR 903-06, Transportation Services for Low-Income Persons. This orientation session will be held on:

**Date:** September 28, 2006 **Time:** 10:30 a.m. to 12:00 Noon  
**Location:** Workforce Development Division Video Conference  
180 Kinoole Street, Room 204, Hilo

**Date:** October 20, 2006 **Time:** 10:00 a.m. to 12:00 Noon  
**Location:** Keelikolani Building – WDD Conference Room  
830 Punchbowl Street, Kekumu Room 111, Honolulu

Each applicant is encouraged to submit written questions to OCS prior to the orientation session. Impromptu questions will be permitted and spontaneous answers provided at the orientation session at the state purchasing agency's discretion. Verbal answers provided during the orientation session are only intended as general direction and may not represent the state

purchasing agency's position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the orientation, but no later than the submittal deadline for written questions indicated in the next paragraph (VII. Submission of Questions).

## **VII. Submission of Questions**

The applicant may submit written questions to the RFP Contact Person identified in Section 2 of this RFP. The deadline for submission of written questions is 4:30 p.m., H.S.T., on November 30, 2006. All written questions will receive a written response from the state purchasing agency. State purchasing agency responses to applicant written questions will be sent by December 8, 2006.

## **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).

- 1. Proposal Application Identification (Form SPO-H-200)** – Provides identification of the proposal.
- 2. Proposal Application Checklist** – Provides applicants with information on where to obtain the required forms; information on program specific requirements; which forms are required and the order in which all components should be assembled and submitted to the state purchasing agency.
- 3. Table of Contents** – A sample table of contents for proposals is located in Section 5, Attachments. This is a sample and meant as a guide. The table of contents may vary depending on the RFP.
- 4. Proposal Application (Form SPO-H-200A)** – Applicant shall submit comprehensive narratives that addresses all of the issues contained in the Proposal Application Instructions, including a cost proposal/budget if required (Refer to Section 3 of this RFP).
- 5. Tax Clearance** – A certified copy of a current valid tax clearance certificate issued by the State of Hawaii, Department of Taxation (DOTAX) and the Internal Revenue Service (IRS) will be required either at the time of proposal submittal or upon notice of award at the discretion of the purchasing agency.

Refer to Section 4, item III.A.1, Administrative Requirements, and the Proposal Application Checklist (located in Section 5) to determine if the tax clearance is required at time of proposal submittal. The tax clearance application may be obtained from the Department of Taxation website (See page 1-2, Website Reference).

**B. Program Specific Requirements** – Additional program specific requirements are included in Sections 2 and/or 3, Service Specifications and the Proposal Application Instructions, as applicable. If Federal and/or State certifications are required, they are listed on the Proposal Application Checklist.

**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. Wages and Labor Law Compliance** – Before a provider enters into a service contract in excess of \$25,000, the provider shall certify that it complies with Section 103-55, HRS, wages, hours, and working conditions of employees of contractor performing services. Section 103-55, HRS may be obtained from the Hawaii State Legislature website (See page 1-2, Website Reference).

**E. 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 businesses in the state except sole proprietorships, charitable organizations, unincorporated associations and foreign insurance companies must 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 page 1-2, Website Reference).

**F. 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, Act 203/2005 FAQs is available at the Campaign Spending Commission website (See page 1-2, Website Reference).

**G. 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.**

**H. 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:

- i. Postmarked after the designated date; or
- ii. Postmarked by the designated date but not received within 10 days from the submittal deadline; or
- iii. 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**

**1. Prior to Submittal Deadline.** Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements.

**2. 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 request for proposal may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interest of the State.

### **XV. Costs for Proposal Preparation**

Any costs incurred by an applicant in preparing or submitting a proposal is 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 request for proposals, 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, 3-142-203 and 3-143-618 of the Hawaii Administrative Rules for Chapter 103F, HRS.

### **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 (relevant sections of the Hawaii Administrative Rules for Chapter 103F, HRS are parenthesized):

- (1) Rejection for failure to cooperate or deal in good faith (Section 3-141-201)
- (2) Rejection for inadequate accounting system (Section 3-141-202)
- (3) Late proposals (Section 3-143-603)
- (4) Inadequate response to request for proposals (Section 3-143-609)
- (5) Proposal not responsive (Section 3-143-610(a)(1))
- (6) 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 the Proposal Application Checklist in Section 5 of this RFP). Only the following matters may be protested:

- (1) A state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes.
- (2) A state purchasing agency's failure to follow any rule pursuant to Chapter 103F of the Hawaii Revised Statutes.
- (3) 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.

<b>Head of State Purchasing Agency</b>	<b>Procurement Officer</b>
<b>Name:</b> <i>Michael Hane</i>	<b>Name:</b> <i>Keith Yabusaki</i>
<b>Title:</b> <i>Acting Executive Director</i>	<b>Title:</b> <i>Planning Administrator</i>
<b>Business and Mailing Address:</b> <i>830 Punchbowl Street, Room 420 Honolulu, Hawaii 96813</i>	<b>Business and Mailing Address:</b> <i>830 Punchbowl Street, Room 420 Honolulu, Hawaii 96813</i>

## XX. Availability of Funds

The award of a contract and any allowed renewal or extension thereof, are 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. Monitoring and Evaluation**

The criteria by which the performance of the contract will be monitored and evaluated are:

- (1) Performance/Outcome Measures
- (2) Output Measures
- (3) Quality of Services
- (4) Financial Management
- (5) Administrative/Management Requirements
- (6) Program and Fiscal Data Reporting Requirements

## **XXII. General and Special Conditions of Contract**

The general conditions that will be imposed contractually are on the SPO website (see page 1-2, Website Reference). Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

## **XXIII. 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 page 1-2, Website Reference). Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.



Section 2  
Service  
Specifications

## **Section 2**

### **Service Specifications**

**Program Title:** Weatherization Assistance Program for Low-Income Persons

#### **I. Introduction**

##### **A. Overview, Purpose or Need**

The Weatherization Assistance Program enables low-income households reduce their energy by making their homes more energy efficient. Since 1976, the U. S. Department of Energy's (DOE) Weatherization Assistance Program (WAP) has provided weatherization services to more than 5.5 million low-income families. Benefits include, but are not limited to, reducing our nation's energy dependency, protecting the environment, and stimulating economic development in low-income communities.

The purpose of this Request for Proposal (RFP) is to use DOE funds to contract for the installation of energy saving devices (i.e., water heater jackets, timers, and solar water heater systems) in the dwelling units of low-income individuals, elderly or handicapped persons, and families; and to provide energy conservation education.

##### **B. Planning Activities Conducted in Preparation for this RFP**

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

1. Took into account the views of provider organizations on how to improve service specifications to better achieve mandated goals. A request for information was utilized as provided in Section § 3-142-202;
2. Analyzed information from program monitoring and evaluation reports of current provider organizations;
3. Analyzed socio-economic and health data for trends to determine demand factors;
4. Considered the views of service recipients and community advocacy organizations on conditions affecting the achievement of mandated goals; and
5. Requested information from other state agencies on services to the same target population or on cooperative strategies to progress toward achieving a shared goal.

##### **1. Description of the Goal of the Services**

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

#### **D. Description of the Target Population**

The target population for these services is individual and family households, elderly, and handicapped, who are at or below 150 percent of the Federal Poverty Guidelines for Hawaii. Preference shall be given to proposals that address the needs of areas of high unemployment, low-income, and economic depression.

#### **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 U. S. Department of Energy funds, \$240,000 funds is suggested for each year contract from April 1<sup>st</sup> through March 31<sup>st</sup>. Yearly funding allocations will be awarded following a public hearing on the annual WAP State Plan. A public notice announcing the date, time and place will be published.

Funding will be allocated based on the proposals submitted.

## **II. General Requirements**

#### **A. Specific Qualifications of Requirements, Including but not Limited to, Licensure or Accreditation**

1. Preference shall be given to community action agencies or other public or nonprofit entities, which have or are currently administering an effective WAP program(s) and/or programs funded under Title II of the Economic Opportunity Act of 1964. "Community Action Agency" means a private corporation or public agency established pursuant to the Economic Opportunity Act of 1964, P. L. 88-452, which is authorized to administer funds received from federal, state, local, or private funding entities to assess, design, operate, finance, and oversee anti-poverty programs.

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

3. The applicant shall have a minimum of one-year experience in Hawaii directly providing refugee resettlement services for the benefit of low-income children.

4. The applicant shall have the employment core services for refugees in operation and be able to provide services beginning October 1, 2007 through September 30, 2009.

5. The applicant shall comply with Chapter 103F, HRS Cost Principles for Purchases of Health and Human Services identified in SPO-H-201 (Effective 10/1/98), which can be found on the SPO website (See Section 1, page 1-2, Website Reference).

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

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

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

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

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

**B. Secondary Purchaser Participation**  
(Refer to § 3-143-608, HAR)

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

**C. Multiple or Alternate Proposal**  
(Refer to § 3-143-605, HAR)

Allowed                       Unallowed

**D. Single or Multiple Contracts to Be Awarded**  
(Refer to § 3-143-206, HAR)

Single                       Multiple                       Single & Multiple

A single contract may be awarded to a proposal that demonstrates the ability to provide comprehensive and efficient administrative capacity and food commodity, handling, storage, and distribution services for multiple counties within the state.

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

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

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

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

Initial term of contract: 1 Year  
Length of each extension: 1 Year  
Number of possible extensions: 1  
Maximum length of contract: 2 Years

Conditions for extension: The WAP contract(s) will terminate on or about March 31, 2008, unless the awardees and OCS agree in writing to execute the option of extending the contract prior to the expiration date. The awardees shall include in such notification any price adjustments or provisions to be negotiated. OCS shall notify awardees of availability of appropriation at time of negotiation.

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

**F. RFP Contact Person**

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

Sole Point of Contact: Keith Yabusaki, Planning Administrator  
Phone: (808) 586-8680  
E-mail: [keith.y.yabusaki@hawaii.gov](mailto:keith.y.yabusaki@hawaii.gov)

**III. Scope of Work**

The scope of work encompasses the following tasks and responsibilities:

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

The applicant shall describe the targeted areas and how it will provide the required services. Services will include, but not limited to: outreach, screening, application assistance, installation of energy saving devices and energy conservation education. Installation services include water heater jackets, timers, and solar water heater systems for the following categories: (1) single family and multi-family residences, (2) elderly person's residences, (3) handicapped persons' residences, and (4) renter's residences.

Proposals must include services to persons in all of these categories for each county being addressed. Collaboration and partnerships shall be sought with local utility agencies and other organizations to assist the target population to conserve energy. It is estimated that 95 eligible dwelling units statewide will be weatherized during the budget period. The estimated average amount of \$2,500 is to be applied toward each dwelling unit.

Energy conservation education shall be provided to those households receiving energy saving devices. The applicant shall allocate approximately forty percent (40%) of its time to energy education. The remaining sixty percent (60%) of its time shall be allocated to outreach, completion of applications, installation of energy saving devices and filing of appropriate WAP statistical reports.

If applicant is proposing a new program, 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 would have the program established with necessary staffing to meet the anticipated caseload and provide the required services in the applicable geographic areas by July 1, 2007.

## **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**

Compliance with applicable federal requirements including 10 CFR Part 440 is required.

#### **Title 10, Part 440 – WAP Regulations, Section 440.15 Subgrantees**

**a.** The grantee shall ensure that:

- Each subgrantee is a CAA or other public or nonprofit entity;
- Each subgrantee is selected on the basis of public comment received during a public hearing conducted pursuant to Section 440.14(a) and other appropriate findings regarding:
  - i.** The subgrantee's experience and performance in weatherization or housing renovation activities;
  - ii.** The subgrantee's experience in assisting low-income persons in the area to be served; and
  - iii.** The subgrantee's capacity to undertake a timely and effective weatherization program.

- In selecting a subgrantee, preference is given to any CAA or other public or nonprofit entity which has, or is currently administering, an effective program under this part or under title II of the Economic Opportunity Act of 1964, with program effectiveness evaluated by consideration of factors including, but not necessarily limited to, the following:
  - i. The extent to which the past or current program achieved or is achieving weatherization goals in a timely fashion;
  - ii. The quality of work performed by the subgrantee;
  - iii. The number, qualifications, and experience of the staff members of the subgrantee; and
  - iv. The ability of the subgrantee to secure volunteers, training participants, public service employment workers, and other Federal or State training programs.
- b. The grantee shall ensure that the funds received under this part will be allocated to the entities selected in accordance with paragraph (a) of this section, such that funds will be allocated to areas on the basis of the relative need for a weatherization project by low-income persons.
- c. If DOE finds that a subgrantee selected to undertake weatherization activities under this part has failed to comply substantially with the provisions of the Act or this part and should be replaced, such finding shall be treated as a finding under Section 440.30(i) for purposes of '440.30.
- d. Any new or additional subgrantee shall be selected at a hearing in accordance with Section 440.14(a) and upon the basis of the criteria in paragraph (a) of this section.
- e. A State may terminate financial assistance under a subgrant agreement for a grant period only in accordance with established State procedures that provide to the subgrantee appropriate notice of the State's reasons for termination and afford the subgrantee an adequate opportunity to be heard.

[49 FR 3629, Jan. 27, 1984, as amended at 55 FR 41326, Oct. 10, 1990; 58 FR 12526, Mar. 4, 1993; 65 FR 77218, Dec. 8, 2000]

#### **Title 10, Part 440 – WAP Regulations, Section 440.16 Minimum Program Requirements**

Prior to the expenditure of any grant funds each grantee shall develop, publish, and implement procedures to ensure that:

- a. No dwelling unit may be weatherized without documentation that the dwelling unit is an eligible dwelling unit as provided in Section 440.22;
- b. Priority is given to identifying and providing weatherization assistance to:
  - Elderly persons;
  - Persons with disabilities;
  - Families with children;
  - High residential energy users; and
  - Households with a high energy burden.

- c. Financial assistance provided under this part will be used to supplement, and not supplant, State or local funds, and, to the maximum extent practicable as determined by DOE, to increase the amounts of these funds that would be made available in the absence of Federal funds provided under this part;
- d. To the maximum extent practicable, the grantee will secure the services of volunteers when such personnel are generally available, training participants and public service employment workers, other Federal or State training program workers, to work under the supervision of qualified supervisors and foremen;
- e. To the maximum extent practicable, the use of weatherization assistance shall be coordinated with other Federal, State, local, or privately funded programs in order to improve energy efficiency and to conserve energy;
- f. The low-income members of an Indian tribe shall receive benefits equivalent to the assistance provided to other low-income persons within a State unless the grantee has made the recommendation provided in Section 440.12(b)(5);
- g. No dwelling unit may be reported to DOE as completed until all weatherization materials have been installed and the subgrantee, or its authorized representative, has performed a final inspection(s) including any mechanical work performed and certified that the work has been completed in a workmanlike manner and in accordance with the priority determined by the audit procedures required by Section 440.21; and
- h. Subgrantees limit expenditure of funds under this part for installation of materials (other than weatherization materials) to abate energy-related health and safety hazards, to a list of types of such hazards, permissible abatement materials and their costs which is submitted, and updated as necessary at the same time as an annual application under Section 440.12 of this part and which DOE shall approve if --
  - Elimination of such hazards are necessary before, or as a result of, installation of weatherization materials; and
  - The grantee sets forth a limitation on the percent of average dwelling unit costs which may be used to abate such hazards which is reasonable in light of the primary energy conservation purpose of this part;
  - The benefits of weatherization to occupants of rental units are protected in accordance with Section 440.22(b)(3) of this part.

(Approved by the Office of Management and Budget under control number 1904-0047)

[49 FR 3629, Jan. 27, 1984, as amended at 58 FR 12526, Mar. 4, 1993; 65 FR 77218, Dec. 8, 2000]

## Section 440.18 Allowable Expenditures

- a. Except as adjusted, the expenditure of financial assistance provided under this part for labor, weatherization materials, and related matters included in paragraphs (c)(1) through (9) of this section shall not exceed an average of \$2,500 per dwelling unit weatherized in the State, except as adjusted in paragraph (b) of this section.
- b. The \$2,500 average will be adjusted annually by DOE beginning in calendar year 2000 by increasing the limitation by an amount equal to:
  - The limitation amount for the previous year, multiplied by
  - The lesser of:
    - i. The percentage increase in the Consumer Price Index (all items, United States city average) for the most recent calendar year completed before the beginning of the year for which the determination is being made, or
    - ii. Three percent.
  - For the purposes of determining the average cost per dwelling limitation, costs for the purchase of vehicles or other certain types of equipment as defined in 10 CFR part 600 may be amortized over the useful life of the vehicle or equipment.
- c. Allowable expenditures under this part include only:
  - The cost of purchase and delivery of weatherization materials;
  - Labor costs, in accordance with Section 440.19;
  - Transportation of weatherization materials, tools, equipment, and work crews to a storage site and to the site of weatherization work;
  - Maintenance, operation, and insurance of vehicles used to transport weatherization materials;
  - Maintenance of tools and equipment;
  - The cost of purchasing vehicles, except that any purchase of vehicles must be referred to DOE for prior approval in every instance.
  - Employment of on-site supervisory personnel;
  - Storage of weatherization materials, tools, and equipment;
  - The cost of incidental repairs if such repairs are necessary to make the installation of weatherization materials effective;
  - The cost of liability insurance for weatherization projects for personal injury and for property damage;
  - The cost of carrying out low-cost/no-cost weatherization activities in accordance with Section 440.20;
  - The cost of weatherization program financial audits as required by Section 440.23(d);
  - Allowable administrative expenses under paragraph (d) of this section; and
  - Funds used for leveraging activities in accordance with Section 440.14(b)(9)(xiv); and
  - The cost of eliminating health and safety hazards elimination of which is necessary before, or because of, installation of weatherization materials.

- d. Not more than 10 percent of any grant made to a State may be used by the grantee and subgrantees for administrative purposes in carrying out duties under this part, except that not more than 5 percent may be used by the State for such purposes, and not less than 5 percent must be made available to subgrantees by States. A State may provide in its annual plan for recipients of grants of less than \$350,000 to use up to an additional 5 percent of such grants for administration if the State has determined that such recipient requires such additional amount to implement effectively the administrative requirements established by DOE pursuant to this part.
- e. No grant funds awarded under this part shall be used for any of the following purposes:
  - To weatherize a dwelling unit which is designated for acquisition or clearance by a Federal, State, or local program within 12 months from the date weatherization of the dwelling unit would be scheduled to be completed; or
  - To install or otherwise provide weatherization materials for a dwelling unit weatherized previously with grant funds under this part, except:
    - i. As provided under Section 440.20;
    - ii. If such dwelling unit has been damaged by fire, flood, or act of God and repair of the damage to weatherization materials is not paid for by insurance; or
    - iii. That dwelling units partially weatherized under this part or under other Federal programs during the period September 30, 1975, through September 30, 1993, may receive further financial assistance for weatherization under this part. While DOE will continue to require these homes to be reported separately, States may count these homes as completions for the purposes of compliance with the per-home expenditure limit in Section 440.18. Each dwelling unit must receive a new energy audit which takes into account any previous energy conservation improvements to the dwelling.

[58 FR 12526, Mar. 4, 1993, as amended at 65 FR 77218, Dec. 8, 2000; 66 FR 58366, Nov. 21, 2001]

#### **Section 440.19 Labor**

Payments for labor costs under Section 440.18(c)(2) must consist of:

- a. Payments permitted by the Department of Labor to supplement wages paid to training participants, public service employment workers, or other Federal or State training programs; and
- b. Payments to employ labor or to engage a contractor (particularly a nonprofit organization or a business owned by disadvantaged individuals which performs weatherization services), provided a grantee has determined an adequate number of volunteers, training participants, public service employment workers, or other Federal or State training programs are not available to weatherize dwelling units for a subgrantee under the supervision of qualified supervisors.

[65 FR 77218, February 1, 2002]

## **Section 440.21 Weatherization Materials Standards**

- a. Paragraph (b) of this section describes the required standards for weatherization materials. Paragraphs (c) and (d) of this section describe the cost-effectiveness tests that weatherization materials must pass before they may be installed in an eligible dwelling unit. Paragraph (e) of this section lists the other energy audit requirements that do not pertain to cost-effectiveness tests of weatherization materials. Paragraphs (f) and (g) of this section describe the use of priority lists and presumptively cost-effective general heat waste reduction materials as part of a State's energy audit procedures. Paragraph (h) of this section explains that a State's energy audit procedures and priority lists must be re-approved by DOE every 5 years.
- b. Only weatherization materials which are listed in Appendix A to this part and which meet or exceed standards prescribed in Appendix A to this part may be purchased with funds provided under this part. However, DOE may approve an unlisted material upon application from any State.
- c. Except for materials to eliminate health and safety hazards allowable under Section 440.18(c)(15), each individual weatherization material and package of weatherization materials installed in an eligible dwelling unit must be cost-effective. These materials must result in energy cost savings over the lifetime of the measure(s), discounted to present value, that equal or exceed the cost of materials, installation, and on-site supervisory personnel as defined by the Department. States have the option of requiring additional related costs to be included in the determination of cost-effectiveness. The cost of incidental repairs must be included in the cost of the package of measures installed in a dwelling.

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

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

### **3. Quality Assurance and Evaluation Specifications**

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

The applicant shall have a written plan for evaluation of performance in providing the required services, including procedures and methodology to measure, monitor and collect data on outputs and outcomes, and to evaluate the outcomes and other results of its services. The evaluation plan should also include procedures to identify and resolve problems, and make improvements to the program as needed. The evaluation plan should identify staff roles and responsibilities for assuring on-going implementation.

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

Annual contract monitoring by the State may include on-site visits with comprehensive evaluation of several areas of performance. These may include review of conformance with standard contractual requirements, agency files, accounting practices, and case record keeping. In addition, on-going contract monitoring shall include a review of required reports and periodic assessment of program effectiveness.

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

#### **4. Performance Output and Outcome Measurements**

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

##### **Dwelling Units**

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

##### **Energy Saving Devices**

Number of energy saving devices (i.e., water heater jackets, timers, solar water heater systems) 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 No. LBR 903-11 in Section 5 and include it in the Service Delivery section of your proposal application.

#### **5. Experience**

The applicant shall have a minimum of one-year experience here in Hawaii in the installation of weatherization devices.

## **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**

Monthly program progress and fiscal reports are required within twelve (12) calendar days after the last day of each month. The final report on the total contract period is required within forty-five (45) calendar days after the last day of the contract period.

The applicant shall describe its ability to provide quarterly and final reports on program performance, particularly on the outputs and outcomes of services, and on the results of its program evaluations and needs assessment.

The applicant shall describe its ability to provide quarterly 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.

## **8. Pricing Structure or Methodology**

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

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

## **9. Units of Service and Unit Rate**

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

## **10. Method of Compensation and Payment**

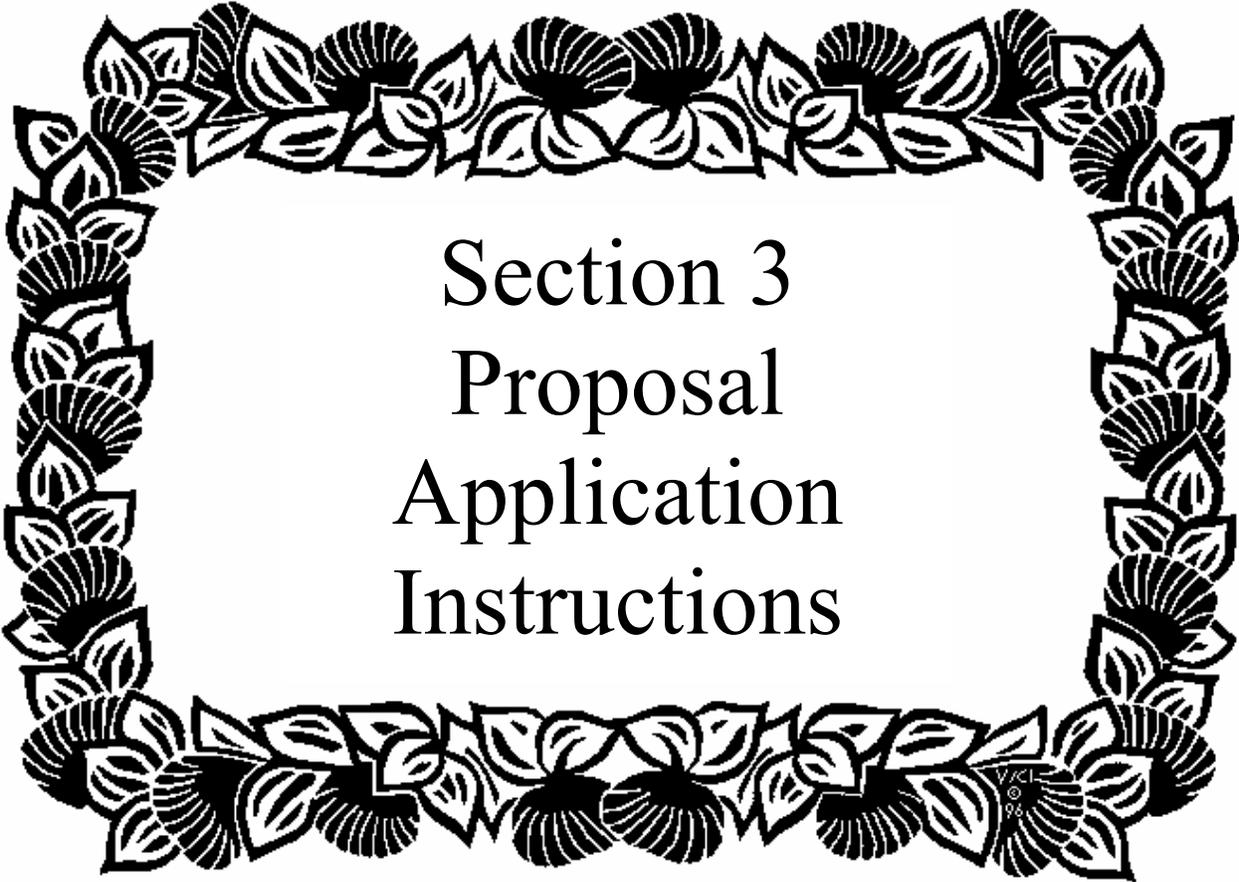
As stated earlier, the amount paid for administrative costs and program support will be determined by a unit rate, while the cost reimbursement pricing structure will be used to pay for material and labor. The cost reimbursement position of the contract will provide for payment of

allowable incurred costs, to the extent prescribed in the contract. Cost reimbursement contracts establish an estimate of total cost for the purpose of obliging funds establishing a ceiling that the contractor may not exceed without the approval of the procurement officer.

Reimbursement shall be made to the applicant on a monthly basis, upon submission by the applicant of written requests 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) the written monthly fiscal and program progress reports, and (2) acceptance of final written 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 subject to later verification and subsequent audit.

#### **IV. Facilities**

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



Section 3  
Proposal  
Application  
Instructions

## Section 3

# Proposal Application Instructions

### General instructions for completing application(s):

- *Proposal Application shall be submitted to state purchasing agency using the prescribed format outlined in this section. The proposal shall be organized and presented in the sections and subsections designated in the RFP and with prescribed content for each section.*
- *The numerical outline for the application, the titles/subtitles, applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section may be omitted.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one (1) and continuing through the complete proposal.*
- *Document binding is optional.*
- *Tabbing of sections is recommended.*
- *Applicant must also include a Table of Contents with the Proposal Application. A sample format is reflected in Section 5, Attachment B.*
- *Applicant is encouraged to use single spacing, 12 point Times New Roman font with 1” margins on all sides.*
- *A written response is required for each item. Failure to answer any of the items will impact upon an applicant’s score.*
- *Other supporting documents may be submitted in an Appendix, including visual aids to further explain specific points in the proposal; if used, they should be referenced.*
- *Applicant may submit either one-sided or two-sided proposal application(s).*
- *Proposal Application should not exceed 50 pages of main text, not including appendices, attachments, identification form (and/or title page), required forms, and table of contents. Appendices, attachments, identification form (and/or title page), required forms, and table of contents should not exceed 100 pages.*
- *Form SPO-H-200A is available on the SPO website (see Section 1, page 1-2, Website Reference). However, the form will not include items specific to each RFP. If using the website form, the applicant must include all items listed in this section.*
- *One (1) original and three (3) 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 Staffing and Organization*
- *Service Delivery*
- *Financial*
- *Other*
- *Appendix (optional).*

**I. Program Overview**

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

**II. Experience and Capability**

**A. Necessary Skills**

The applicant shall demonstrate that it has the necessary skills, abilities, and knowledge that would enable it to effectively deliver the proposed services.

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

**B. Experience**

The applicant shall demonstrate a description of the projects/contracts pertinent to the proposed services.

The applicant shall also provide a brief description and listing of past pertinent contract experience that includes the contracting agency, address, current telephone number(s) and/or email address, contract period, funding amount, contact, contract/program title, and performance outcomes and ratings. The State reserves the right to contact references to verify experience.

**C. Quality Assurance and Evaluation**

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

Specifically, the applicant must provide: (1) a written quality assurance plan sufficient to assure consistent and high quality of administration and services, and (2) a written evaluation plan to effectively measure, monitor, and evaluate program performance and timely detect and resolve program problems.

#### **D. Coordination of Services**

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

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

#### **E. Facilities**

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

### **III. Project Staffing and Organization**

#### **A. Staffing**

##### **(1) Proposed Staffing**

The applicant shall describe and demonstrate that the proposed staffing pattern, client/staff caseload capacity appropriate for the viability of the services, and that applicant's assignment of staff would be sufficient to effectively administer, manage, supervise and provide required 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.

Any proposed use of subcontractor shall be fully explained, justified, and demonstrated to be effective as in-house staff for the provision of required services. The applicant shall demonstrate that a proposed subcontractor is fully qualified for the specific work that is subcontracted, by including description of the proposed subcontractor's experience, capability, project organization, staffing, and proposed services as set forth for applicants in the RFP. The applicant shall also explain how it will assure quality and effectiveness of the subcontractor, and assure compliance with all requirements of the RFP.

Any proposed use of volunteer(s) shall be fully explained, justified, and demonstrated to be effective as in-house staff for the provision of required services. The applicant shall demonstrate that a proposed volunteer(s) 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. The applicant shall also explain how it would provide sufficient management, supervision, oversight, and evaluation of volunteers, and otherwise assure that their work quality and effectiveness. The applicant shall also explain how it will assure that volunteers perform in compliance with all requirements of the RFP.

## **(2) Staffing Qualification**

The applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. (Refer to the personnel qualifications in Section 2, Service Specifications, as applicable.)

The applicant shall provide job descriptions of proposed administrative and program staff that include the minimum qualifications necessary for the positions. If available, the applicant shall provide resumes of persons proposed for this RFP. The applicant shall also explain how the minimum qualifications and/or actual qualifications would assure that qualified persons would administer and provide the required services.

## **B. Project Organization**

### **(1) Supervision and Training**

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

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

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

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

### **(2) Organization Chart**

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

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

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

#### **IV. Service Delivery**

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

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

If applicant is proposing a new program, applicant shall provide a detailed start-up plan. The plan shall include tasks, activities, personnel, and timeframe. The plan shall clearly show how the applicant would have the program established with necessary staffing to meet the anticipated caseload and provide the required services in all applicable geographic areas by July 1, 2007.

The applicant shall describe and justify its overall approach and methodology in addressing the need identified in this RFP, including a logical step-by-step progression of proposed program services from start to finish and how it would effectively serve clients with multiple barriers to obtain successful outcomes.

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

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

#### **V. Financial**

##### **A. Pricing Structure**

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

### **(1) Pricing Structure Based on Cost Reimbursement**

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

### **(2) Budget Forms**

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

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

- SPO-H-205 Proposal Budget for FY 2008-2009
- SPO-H-206A Budget Justification – Personnel: Salaries and Wages
- SPO-H-206B Budget Justification – Personnel: Payroll Taxes, Assessment and Fringe Benefits
- SPO-H-206C Budget Justification – Travel: Inter-Island
- SPO-H-206D Budget Justification – Travel: Out-of-State
- SPO-H-206E Budget Justification – Contractual Services: Administrative
- SPO-H-206F Budget Justification – Contractual Services: Subcontracts
- SPO-H-206H Budget Justification - Program Activities
- SPO-H-206I Budget Justification – Equipment Purchases

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.

### **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.

### **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.

### **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.

### **Equipment**

Description: "Equipment" means an article including items of personal property, as distinguished from real property, having a useful life of more than one year and an acquisition cost of \$250 or more.

Justification: For each type of equipment requested provide: a description of the equipment, cost per unit, number of units, the total cost, and a plan for use on the project.

### **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.

### **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.

### **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.

### **Indirect Charges**

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (DHHS) or another cognizant Federal agency. In general, OCS does not allow indirect cost rates. Indirect costs will be approved only on a case-by-case basis and at OCS' discretion.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

## **B. Other Financial Related Materials**

### **(1) Accounting System**

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

### **(2) Need for Funding**

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

### **(3) Cost Effectiveness**

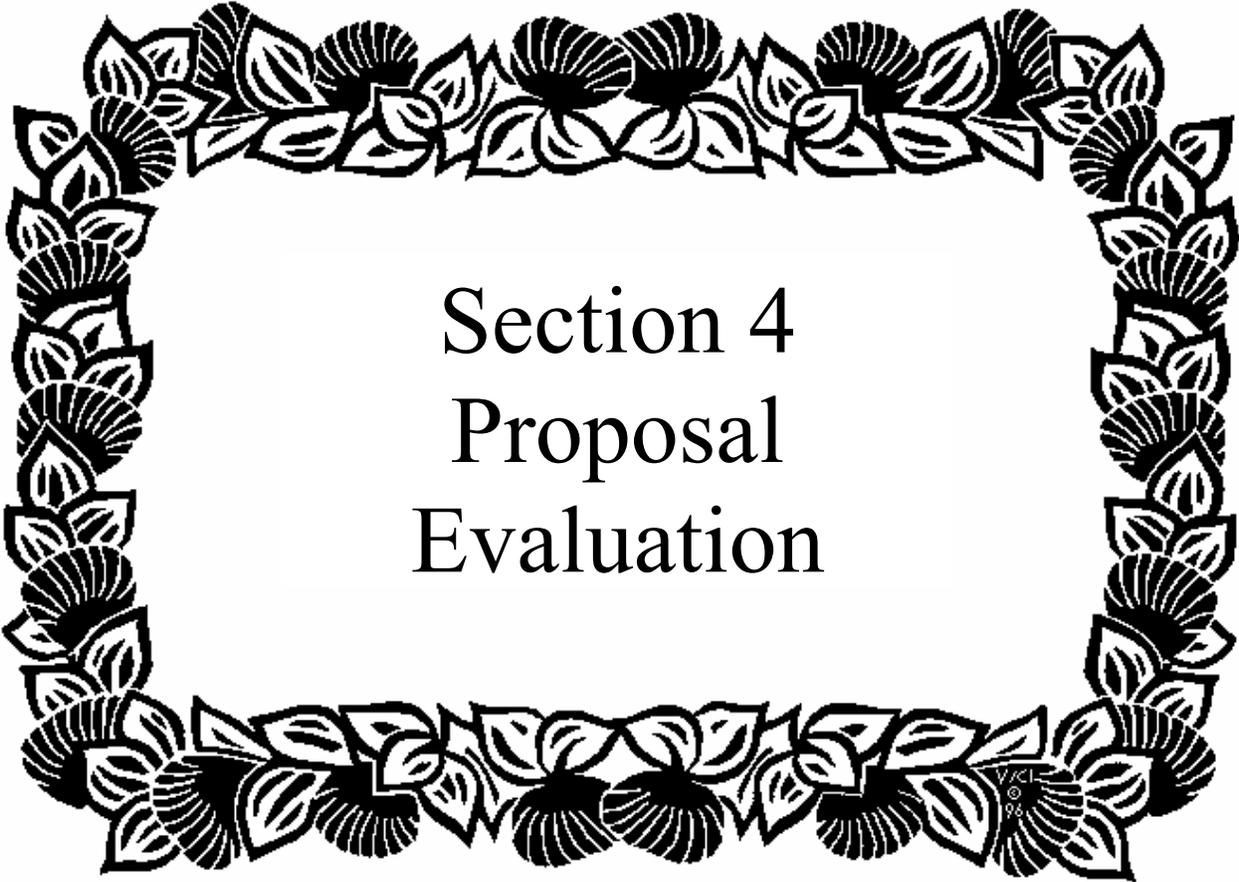
The applicant shall explain why it considers its proposed services to be cost effective for the area and target population group that it would serve.

## **VI. Other**

### **A. Litigation**

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

## **VII. Appendix (Optional)**



Section 4  
Proposal  
Evaluation

## Section 4 Proposal Evaluation

### I. Introduction

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

### II. Evaluation Process

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

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

The evaluation will be conducted in three phases as follows:

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

#### Evaluation Categories and Threshold

<u>Evaluation Categories</u>	<u>Possible Points</u>
<b>Administrative Requirements</b>	
<b><i>Proposal Application</i></b>	<b>100 Points</b>
Program Overview	0 points
Experience and Capability	20 points
Project Staffing and Organization	15 points
Service Delivery	47 points
Financial	18 points
<b>TOTAL POSSIBLE POINTS</b>	<b>100 Points</b>

### III. Evaluation Criteria

#### A. Phase 1 – Evaluation of Proposal Requirements

##### (1) Administrative Requirements

Application Checklist

##### (2) Proposal Application Requirements

- Proposal Application Identification Form (Form SPO-H-200)
- Table of Contents
- Program Overview
- Experience and Capability
- Project Staffing and Organization
- Service Delivery
- Financial (all required forms and documents)
- Program Specific Requirements (as applicable)

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

##### (1) Program Overview (0 Points)

Not applicable.

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

##### (2) Experience and Capability (20 Points)

OCS will evaluate the experience and capability to provide the services as follows:

###### a. Necessary Skills

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

###### b. Experience

Demonstrates that applicant has substantial experience in effectively providing the required services through pertinent past and current contract accomplishments. (4 points)

- Contracting Agency
- Contact person
- Contact Information (address, telephone number, email address)
- Contract/Program Title
- Contract Period
- Funding Amount
- Performance Outcomes

c. 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. (4 points)

d. Coordination of Services

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

e. Facilities

Demonstrates that applicant would provide adequate facilities (i.e., location(s), description of facilities, available technology and resources, etc.) for the services proposed that are in compliance with Americans with Disabilities Act and other applicable laws and regulations. (5 points)

**(3) Project Staffing and Organization (15 Points)**

OCS will evaluate the project organization and staffing as follows:

a. Staffing (8 points)

- Proposed Staffing: That the staffing pattern, client/staff ratio, and caseload capacity is reasonable to insure viability of the services. Demonstrates that applicant's assignment of staff would be sufficient to effectively administer, manage, supervise, and provide the required services.
- Staff Qualifications: Minimum qualifications (including experience) for staff assigned to the program. Extent to which the applicant demonstrates the proposed program director and key staff are qualified and knowledgeable about food collection, storage, and distribution regulations and standards.

b. Project Organization (7 points)

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

#### **(4) Service Delivery (47 Points)**

OCS will evaluate the service delivery as follows:

Demonstrates via data, evidence-based knowledge, and experience that the: a) geographic area the applicant proposes to serve contains significant numbers of the target population, (b) targeted population group in this area has a need for the required services, and (c) services already provided to this area are insufficient to meet this need. (8 points)

Demonstrates that applicant's program design is comprehensive and complete, by explaining in sufficient detail all services and information required including, but not limited to, descriptions of service locations, program tasks, activities, time lines, and other pertinent information.. (13 points)

Demonstrates that applicant's proposed approach and methodology are sound by showing (a) a reasonable step-by-step progression of clients through services to desired outcomes, and (b) how applicant would effectively serve clients with multiple barriers to obtain successful outcomes through these services. (13 points)

Demonstrates that applicant proposes feasible, effective amounts of program outputs and outcomes. Demonstrates applicant's ability to propose the proper instruments, measuring tools, and documentation that it will use to verify each of the program outputs and outcomes. Explains in sufficient detail how outputs/outcomes will be tracked and documented in client's files and/or agency records. (13 points)

#### **(5) Financial (18 Points)**

OCS will evaluate the financial proposal as follows:

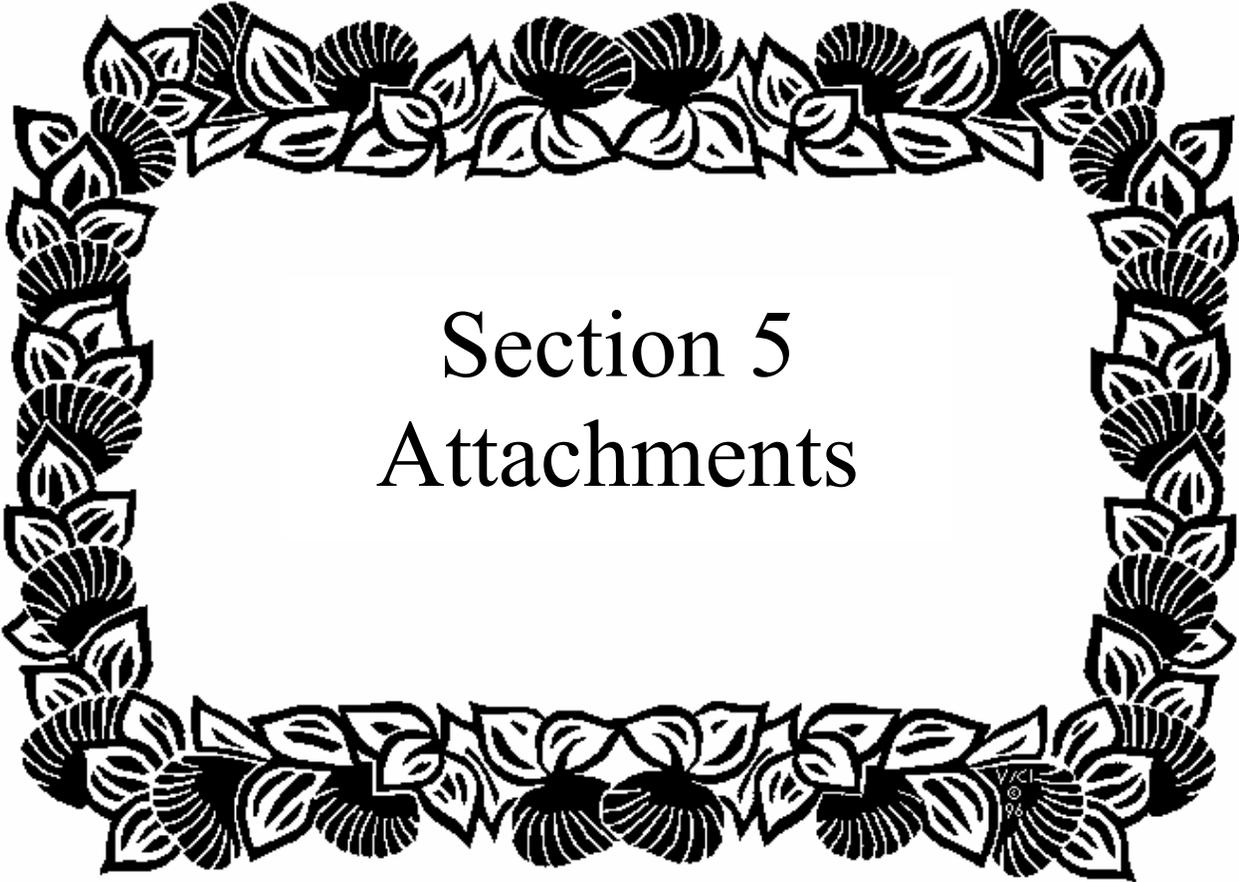
Demonstrates that applicant's proposed costs are reasonable and necessary by providing adequate information and justification for all cost items, and explanation of applicant's method of allocation of indirect costs. Demonstrates that the applicant has a need for the amount requested for the proposed services. (13 points)

Demonstrates the adequacy of applicant's accounting system and procedures to assure proper and sound fiscal administration of funding. Explains in sufficient detail applicant's ability to provide complete, accurate and timely fiscal reports. (5 points)

#### **IV. Phase 3 – Recommendation for Award**

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

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



Section 5  
Attachments

# **Section 5**

## **Attachments**

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

## Proposal Application Checklist

Applicant: \_\_\_\_\_ RFP No.: \_\_\_\_\_

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

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
<b>General:</b>				
Proposal Application Identification Form (SPO-H-200)	Section 1, RFP	SPO Website*	<b>X</b>	
Proposal Application Checklist	Section 1, RFP	Attachment A	<b>X</b>	
Table of Contents	Section 5, RFP	Section 5, RFP	<b>X</b>	
Proposal Application (SPO-H-200A)	Section 3, RFP	SPO Website*	<b>X</b>	
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*	<b>X</b>	
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*	<b>X</b>	
SPO-H-206B	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206C	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206D	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206E	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206F	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206G	Section 3, RFP	SPO Website*		
SPO-H-206H	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206I	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206J	Section 3, RFP	SPO Website*		
<b>Certifications:</b>				
<i>Federal Certifications</i>		Section 5, RFP		
Debarment & Suspension		Section 5, RFP		
Drug Free Workplace		Section 5, RFP		
Lobbying		Section 5, RFP		
Program Fraud Civil Remedies Act		Section 5, RFP		
Environmental Tobacco Smoke		Section 5, RFP		
<b>Program Specific Requirements:</b>				
Organization Management Letter	Section 3, RFP		<b>X</b>	
Organization Charts	Section 3, RFP		<b>X</b>	
Output and Performance/Outcome Measurements Table	Section 3, RFP	Section 5, RFP	<b>X</b>	

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

## Proposal Application Table of Contents

<b>I.</b>	<b>Program Overview.....</b>	<b>1</b>
<b>II.</b>	<b>Experience and Capability .....</b>	<b>1</b>
	<b>A.</b> Necessary Skills .....	2
	<b>B.</b> Experience.....	4
	<b>C.</b> Quality Assurance and Evaluation.....	5
	<b>D.</b> Coordination of Services.....	6
	<b>E.</b> Facilities.....	6
<b>III.</b>	<b>Project Staffing and Organization .....</b>	<b>7</b>
	<b>A.</b> Staffing.....	7
	1. Proposed Staffing.....	7
	2. Staff Qualifications .....	9
	<b>B.</b> Project Organization .....	10
	1. Supervision and Training.....	10
	2. Organization Chart (Program & Organization-wide) (See Attachments for Organization Charts)	
<b>IV.</b>	<b>Service Delivery.....</b>	<b>12</b>
<b>V.</b>	<b>Financial.....</b>	<b>20</b>
	See Attachments for Cost Proposal	
<b>VI.</b>	<b>Litigation.....</b>	<b>20</b>
<b>VII.</b>	<b>Attachments</b>	
	<b>A.</b> Cost Proposal	
	SPO-H-205 Proposal Budget	
	SPO-H-206A Budget Justification - Personnel: Salaries & Wages	
	SPO-H-206B Budget Justification - Personnel: Payroll Taxes and Assessments, and Fringe Benefits	
	SPO-H-206C Budget Justification - Travel: Inter-Island	
	SPO-H-206D Budget Justification - Travel: Out-of-State	
	SPO-H-206E Budget Justification - Contractual Services – Administrative	
	SPO-H-206F Budget Justification - Contractual Services – Subcontracts	
	SPO-H-206H Budget Justification - Program Activities	
	SPO-H-206I Budget Justification – Equipment Purchases	
	<b>B.</b> Other Financial Related Materials	
	Financial Audit for fiscal year ended June 30, 2005	
	<b>C.</b> Organization Charts	
	Program	
	Organization-wide	
	<b>D.</b> Output and Performance/Outcome Measurements Table	
	<b>E.</b> Program Specific Requirements	

**OUTPUT AND PERFORMANCE/OUTCOME MEASUREMENTS TABLE**

**1. Dwelling Units**

	<b>FY 2008</b>	<b>FY 2009</b>
Number of dwelling units and households assessed for program eligibility		
Number of dwelling units and households qualifying for installation		
Number of dwelling units reducing energy costs		
Number of households receiving energy conservation education		

**2. Energy Saving Devices**

	<b>JACKETS</b>	<b>TIMERS</b>	<b>SOLAR HEATERS</b>
April, 2007			
May, 2007			
June, 2007			
July, 2007			
August, 2007			
September, 2007			
October, 2007			
November, 2007			
December, 2007			
January, 2008			
February, 2008			
March, 2008			
<b>TOTAL</b>			