



Development  
Services Agency

# **Bidder's Conference/Program Updates**

## **Home Weatherization**

### **Assistance Program - Program Year 2013**

Katrina Metzler  
Section Supervisor, Weatherization  
Scott Prowse  
Community Development Analyst

# Agenda

- Opening Remarks - Randall Hunt – Deputy Chief, Community Services Division
- Review of RFP Sections 2-4
- Lunch
- Review of RFP Sections 5-8
- Program Updates for PY 2013
- Questions

# Sections 2-4

- Preparing and Submitting a Proposal
  - The how, where, and when
    - Costs associated
    - Format
- Proposal Selection and Award Process
  - What happens next?
    - Evaluation
    - Award selection
- General Proposal Requirements
  - The actual written document you will submit to the OCA
    - Mandatory documentation

# Preparing and Submitting a Proposal

- General instructions
  - Failure to respond to any of the requirements in the RFP may be the basis for rejecting a response
- Incurring costs
  - ODSA is not responsible for any costs incurred by applicants during this process
- Submitting the proposal
  - **NO PROPOSALS WILL BE ACCEPTED ELECTRONICALLY**
  - Ohio Development Services Agency
    - Office of Community Assistance
    - c/o Home Weatherization Program RFP
    - 77 South High Street, 25<sup>th</sup> Floor
    - P.O. Box 1001
    - Columbus, OH 43216-1001

# Preparing and Submitting (Cont.)

- Proposal organization and format
  - Typed on 8.5 x 11 inch paper
  - Securely bound
  - At least 10 point font
  - Organized in the same way as the RFP document with regard to headings and subheadings
  - Required attachments shall be clearly marked
  - **FAILURE TO PROVIDE ANY REQUEST INFORMATION MAY RESULT IN PROPSAL DISQUALIFICATION**
- Multiple proposals
- Withdrawal of proposals
  - [hwaprfp@development.ohio.gov](mailto:hwaprfp@development.ohio.gov)

# Proposal Selection and Award Process

- Preliminary evaluation and key considerations
  - Intent to apply has been reviewed by OCA staff
  - At OCA discretion, larger counties may be split between two applicants to ensure the eligible population is served in the most efficient manner
  - Work quality and **ALL** reporting requirements will be the responsibility of the sub-grantee
  - **All requirements of this RFP shall be met by applicants in order to be considered for funding**

# Selection and Award (cont.)

- Proposal scoring
  - Evaluation committee
  - Current providers receive 50 points preference
- Evaluation criteria
  - Proposals scored out of 1,500 possible points
  - General requirements – 625 possible
  - Technical requirements – 500 possible
  - Preference – 50 possible
  - Budget and Leverage – 325 possible

# Selection and Award (cont.)

- Right to reject proposals and negotiate contract terms
  - OCA reserves the right to:
    - Accept or reject any and all proposals that fail to meet the provisions of the RFP and re-bid the county or counties requesting new proposals from qualified parties;
    - Waive or modify minor irregularities in proposals received;
    - Negotiate with applicants, within the requirements of the RFP, to best serve the interests of the State of Ohio
    - Require the submission of modifications or additions to proposals as a condition of further participation in the selection process;
    - Fund any proposal in full or in part; and/or,
    - Adjust the dates for whatever reason it deems appropriate.

# Selection and Award (cont.)

- Award and tiebreakers
  - Award will be granted to highest scoring proposal by county
  - Deputy Chief of OCA will break any ties
- Notification of intent to award
  - All applicants will be notified in writing of the result
  - Public hearing will be held in March 2013
- Appeals process
  - Any appeal must be made in writing and within ten working days of the intent to award issuance

# General Proposal Requirements

- Mandatory requirement
  - Applicant must either be considered a non-profit, community action agency, or government entity
- Outstanding sanctions and/or investigations
  - Describe any civil or criminal action, open investigations by federal or state oversight agencies, material litigation, etc.
  - Describe and explain accounting system used
  - Provide an organizational chart

# General Requirements (cont.)

- Single agency audit
  - A-133 and ODSA audits shall be submitted, where applicable
  - The following shall also be submitted:
    - Not-for-Profit Organizations
      - Statement of Financial Position
      - Statement of Activities
      - Statement of Functional Expenses
      - Statement of Cash Flows
    - Governmental Entities
      - Statement of Assets
      - Statement of Activities
      - Balance Sheet
      - Statement of Revenues, Expenses, and Changes in Fund Balances
      - Statement of Cash Flows

# General Requirements (cont.)

- Key staff
  - Resumes of key staff members
- Procurement policy
  - Provide agency procurement policy
  - Grant owned inventory will not be allowed
  - Sub-contractors must be approved by OCA
- Experience assisting low-to-moderate income households
  - Include information on different programs and income levels served

# General Requirements (cont.)

- Memorandums of Agreement
  - All MOAs must be attached and signed by the Executive Director and Board of Directors of each agency
- Contracted services and supplier diversity – Minority Business Program

# Sections 5-8

- Technical Requirements
  - Field experience and expertise
    - Workflow
    - Staff qualifications
- Preference
  - What to submit to ensure points received
- Budget and Leveraged Funds/Terms of Agreement
  - Program management
    - Budget requirements
    - Production
- Required Forms/Attachments

# Technical Requirements

- Recent experience and performance
  - Experience in the HWAP and/or housing rehabilitation
  - Description of programs operated, time period, amount of funding, etc.
- Workflow process for individual weatherization job
  - Detailed plan from first contact with customer to follow-up after work is completed
- Start-up plan
  - Acquisition of real property, hiring of staff, training, etc.

# Technical Requirements (cont.)

- Operational plan
  - Crews or sub-contractors?
  - Tasks included during energy audit
  - Quality control and monitoring
  - Call-backs, work orders, change orders, notice to proceed, etc.
- Staff duties and qualifications
  - Describe educational and work experience of key program delivery staff

# Preference

- Preference for current providers
  - Main applicant will receive 50 points for counties in which it is currently providing the HWAP
  - No extra points awarded for partnering with other current providers
  - Temporary providers will not receive preference

# Budget and Production

- Budget and Leveraged Funds
  - Based on an estimate of funding
  - Agencies awarded contracts shall use OCEAN to enter all budget information and for financial reporting
  - All leveraged funds shall be described here as well
- Production Units
  - Estimate units for each month and by county
- Fixed Price Period
- Payment Requirements

# Required Forms/Attachments

- Form 1 – Grant Agreement (for reference)
- Form 2 – Intent to Apply (already evaluated by OCA staff)
- Form 3 – Budget Form and Production Estimate
- Form 4 – Contact Information
- Form 5 – Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion
- Form 6 – Certification of Compliance with Government-Wide Guidance of Lobbying Restrictions and a Standard Form LLL, Disclosure of Lobbying Activities
- Attachment 1 – List of Board Members and Affiliations
- Attachment 2 – Certificates of Liability Insurance for Applicant

# Program Updates

- Policies and Procedures Updates
  - Materials Inventory
  - BWRs and OCEAN
  - Landlord Contribution Policy
  - Priority Points
- Future HWAP

## Materials Inventory

- Phase out inventory in PY 2012
  - Reduce bulk purchases
- Remaining value of inventory must be purchased by agency at beginning of PY 2013
- Applicant will own inventory and request reimbursement as materials are installed in homes

## BWRs and OCEAN

- BWR format will change
  - Full functionality will be required
  - Materials and labor will be split for each measure
  - Leveraged funds will be recorded
- A new field for annual energy cost by fuel source

## Landlord Contribution

- More contribution will be required for many landlords
  - Reduce Health and Safety expenditures
  - Increase benefit to low-income tenants and other clients
  - DOE/HUD agreement remains in effect

## Priority Points

- Will be standardized in PY 2013
- Leveraged funds will be given a priority

## Future of HWAP ...

- “Closer relationship with HHS” (NASCS State of Poverty Blog)
  - Crisis Furnace Replacement Program
  - Split DOE/HHS for flexibility
- Best Practices Program
- Increased communication with providers
  - Regular schedule for meetings with all providers
  - Involve OWTC
  - Orientation for PY 2013 providers

Questions for any of the presenters?

