



Electric Partnership Program RFP Q&A
May 9, 2013

Q: Good Afternoon, the link for the RFP is no longer active and I cannot locate the RFP on ODSA's website, could you please send me a digital copy?

A: The active hyperlink to the RFP is http://www.development.ohio.gov/is/is_energyassist.htm click on the link "2013 EPP RFP" in the left-hand menu.

Q: Could you also please provide information on where the Bidder's Conference this Friday at 10:00 a.m. will be held.

A: The Bidder's Meeting is 10 a.m., Friday, May 10, 2013 in the Rife Center, 31st Floor, North Room, 77 South High Street, Columbus, Ohio 43215

Q: I went to the web site and could not find the EPP RFP and instructions. Please advise.

A: Please use the following link: http://development.ohio.gov/is/is_energyassist.htm

Q: Your link for info on this RFP goes to a site that is no longer functional. Please provide the correct link or return a file containing the RFP to my email.

A: Please use the following link: http://development.ohio.gov/is/is_energyassist.htm

Q: Does the proposal need to be in your office by then or can it be postmarked or UPS overnighted by then?

A: All proposals MUST be in this office no later than June 7, 2013 4 p.m. EDT.

May 13, 2013

Q: I am reaching out to your organization to get clarification on the EPP Program and its accompanying RFP. Is it just open to energy providers (i.e. Duke Energy) or is it open to both energy providers AND non-profit agencies which provide utility assistance (i.e. county CAAs)?

A: The RFP is open to any and all interested for-profit or not for profit organizations. However, the organization must demonstrate the ability to provide the services as described in the RFP.

Q: Are current providers issued 50 preference points per county currently served or just 50 points total?

A: 50 points total.

Q: How did you arrive at the allocation by utility totals listed in the RFP?

A: The allocations are based on a formula from the USF rate case, eligible clients per utility service territory, and the amount of extension funds requested by current providers. There will be no carryover funds at the end of Program Year 2012. All remaining funds must be returned and they will be reallocated to the new providers based upon service territory and need.

Q: Are we required to submit Attachments A, B, and I with our RFP?

A: No. Those documents were provided for your reference and are not required deliverables for the RFP.

Q: Are we required to submit a budget with the RFP?

A: No. A budget is not required for the RFP. The budget will be required at the time Funding Agreements are executed.

Q: Is section 5.5 a duplication of section 4.1.6? If so, are Memorandum of Agreement (MOA) partners considered contractors? (question revised and simplified)

A: Memorandum of Agreement (MOA) partners are considered contractors for the purpose of this RFP. Applicants with MOA partners will need to submit duplicate information in section 5.5 if they utilize an MOA partner to perform contracted services as well as inspections. If the applicant does not have an MOA in place, then only certifications for contracted services need to be submitted in section 4.1.6. Certifications for staff members (energy coordinator, auditors, etc.) should be submitted in section 5.5.

Q: Are new applicants expected to have certified personnel already in place?

A: No. New applicants must only demonstrate that they have staff members or contractors with the capacity to become certified and provide the services according to program standards.

Q: How do AEP Community Assistance Program (CAP) funds compare to this program? Are the funds the same or is it a completely separate program?

A: The AEP CAP is a completely separate program funded by the utility company. EPP is funded by the Universal Service Fund (USF).

Q: In regard to section 4.1.6, are providers expected to own their own weatherization inventory or can they use contractors?

A: Providers are expected to acquire inventory. They do not need to "own" it. The statement in the RFP simply means that neither the state of Ohio or the Ohio Development Services Agency will provide inventory for the EPP. Contractors are permitted.

Q: In regard to section 4.1.3, does Ohio Development Services Agency require information on all staff members or just high level staff members?



A: Applicants do not need to include every single employee on the organizational chart for section 4.1.3. A high-level organizational chart is sufficient and should include all major departments/programs and key staff members.

Q: In regard to section 4.1.4, does the Ohio Development Services Agency require every employee paid out of EPP to be included on the organizational chart (example: fiscal, support, etc.) like we did for HWAP?

A: Applicants are only required to include staff members directly involved in EPP. This may include the coordinator, support staff, auditors, intake, fiscal, etc. We want to know that the applicant has qualified personnel in place (or has the capability to provide the personnel) to effectively and efficiently deliver EPP services.

Q: Are we permitted to deliver Baseload Plus Weatherization (TEE) to eligible clients who heat with electric space heaters, even though their “main” source of heat may be fuel oil or some other means?

A: This question is not directly related to the RFP, so we will discuss this as a team and provide an answer to you at a later date.

Q: Since the HWAP priority points have changed and clients receiving utility program services are no longer automatically moved to the top of the list, how are we expected to perform (TEE jobs) at the same level that we have in the past?

A: Even though the HWAP priority point system has changed, the changes are subtle and do not affect a client's chances of being served.

Q: How will the funds be divided among the providers?

A: The allocations are based on a formula from the USF rate case, eligible clients per utility service territory, and the amount of extension funds requested by current providers. There will be no carryover funds at the end of Program Year 2012. All remaining funds must be returned and they will be reallocated to the new providers based upon service territory and need.

Q: Will SMOCERS still be used?

A: SMOCERS will be used for EPP weatherization jobs until HWAP is fully integrated into OCEAN.

Q: The price for R11 attic insulation is listed as \$60 on the Price List. Is that correct?

A: No. That is a typo. The correct price is \$0.60 per square foot.

Q: When the providers are selected, will the funding agreement be for one year?

A: The funding agreement will be a one year contract with the option for two amendments (resulting in a total of three possible years).



Q: The price for window a/c's and a whole house air conditioner seem outdated. Will the price list be reviewed for possible updates?

A: We can review the price list for weatherization measures at a later date if the providers feel that it is outdated.

Q: Can our MOA's be signed by the Executive Director and our Board Chair instead of all Board Members?

A: Yes.

Q: Where do I get a copy of the EPP price list?

A: The EPP Price List is attached to the RFP as Attachment I, located at http://www.development.ohio.gov/files/is/2013_EPP_RFP.pdf

May 20, 2013

Q: Can MOA's be adjusted between Lead Applicant and Co-Applicant as trained staff may become available and change the availability of Co-Applicant to conduct Initial EPP Baseload Plus Weatherization Inspection, assuming the contract is awarded?

A: It is expected that a reasonable number of EPP staff member changes may be made over the course of the contract. However, no new MOA's may be granted without prior approval from the Office of Community Assistance. Similarly, neither the relationship nor the payment structure of the MOA's may change over the course of the program year without prior approval from the Office of Community Assistance.

Q: Can you please explain Attachment J and what you are asking us to input on it?

A: Attachment J is the OCEAN Appliance Spreadsheet. Each EPP provider must make arrangements to provide refrigerators and freezers to eligible clients. Applicants should list the appliance models (refrigerators and freezers) that they intend to provide, if awarded the program. Applicants should be prepared to provide refrigerator models ranging from 14 cubic feet to 26 cubic feet and freezers ranging from 7 cubic feet to 21 cubic feet. A variety of configurations must be provided (top freezers, side by sides, chest freezers and upright freezers).

Required items for each model include product type, manufacturer, model number, unit height, unit width, unit depth, unit door swing, color, size, type, energy guide kWh per year and cost. The "Price to be Loaded" into OCEAN column will calculate automatically based on the Agency Cost column. All units provided with EPP funds must be Energy Star rated. Prices listed on the spreadsheet should include delivery, set-up, and removal of the old unit. Applicants must also provide the cost for any "second removals" (unit removal without replacement). Those entries have already been partially populated.

Q: I just want to clarify that the preference points are only if you are a current EPP provider? You do not get points for being a current Home Weatherization Assistance Program provider?

A: Preference points will be awarded to current EPP providers only. No preference points will be awarded to current Home Weatherization Assistance Program providers.

Q: What is the job average?

A: The average cost for a job with an appliance is about \$950. The average cost per job without an appliance is about \$450. These figures include the \$225 service fee and all qualified measures.

Q: What is the maximum amount we can request?

A: This question will be interpreted in several different ways in an effort to provide a sufficient answer.

There is no limit on the number of counties available for bid per applicant. Applicants are permitted to bid for as many or as few counties as they wish. However, applicants must be able to show that they have the means to provide adequate services to the territories they bid.

There is no limit on the dollar amount spent per job. Since EPP measures are qualified based on the savings to investment ratio, if a measure qualifies, the provider is permitted to install and bill for it. However, clients are only permitted to be served one time per address. Measure installation is verified by way of technical monitoring visits. Average job cost is tracked and monitored in order to ensure program consistency.

Since EPP Providers are awarded funds based on the available USF funds and the number of eligible clients in their service territory, applicants do not need to “request” a budget amount in the RFP. Once service territories are awarded, providers will be notified of their grant award total and will be required to complete a budget.

Q: Can we request counties outside our primary service counties?

A: Applicants are permitted to bid for whichever counties they wish to serve. However, when bidding for a territory outside of their existing service territory, the applicant will be expected to show that they have the means to provide adequate services in those territories (example: an appliance vendor willing to travel there or located nearby, auditors located in the area, a local or toll free telephone number for clients to use, etc.).

Q: Do applicants need to do bids for materials and appliances prior to submitting the proposal?

A: Applicants are expected to provide accurate appliance bids on Attachment J. Bids for other measures are not required, since the price list is not negotiable.

Q: Are page numbers required on every page, including attachments, or are numbers only required on the narratives?

A: Page numbers are required for the body (or narrative pieces) of the proposal. Page numbers on attachments are optional. However, the proposal must be organized in a fashion so that all sections are easily identifiable and so that proposal “flows” nicely.

Q: Page 9, Section 3.3 Evaluation Criteria: 5.3 says ‘Start-up Plan (not required for current providers) 75 points’. How will this be scored? If you are the current provider in a county and are not required to respond to this section do you automatically get the 75 points or are the 75 points deducted?

A: If an applicant is a current provider and is not bidding for any new territory, section 5.3 is not required and 75 points will automatically be awarded for this section. If an applicant is not a current provider (or is a current provider bidding for additional territory), a start-up plan is required and will be scored out of a total of 75 points.

Q: If an agency submits for more than one county is it an all or nothing proposition or will the Ohio Development Services Agency decide that this county is awarded but not that one?



A: ODSA reserves the right to award an applicant with any number of the counties for which they apply based on applicant score and competition. This is not an "all or nothing" RFP.

Q: I cannot find any attachment for the price list as stated in the FAQ. When I follow the link all I get is the RFP itself and no attachments.

A: The RFP must be accessed via Internet Explorer in order for the attachments to download properly.

Q: Do we need to provide copies of all contracts for installation of materials or is certification considered approval?

A: Copies of all contracted services must be provided. In the event that a contract template is used for several different contractors, one copy of the contract can be provided.

Q: Can OCEAN provide actual units completed and KWH reduction for our past performance?

A: The list of the number of units completed by county for the last three program years is below. Currently, the Office of Community Assistance is developing a report that will provide information on KWH reduction. That report will be shared when it is completed.

Q: Are the total EPP units by county available for publication?

A: Since no time frame was specified, the total EPP Baseload units completed per county for the previous three program years (April 1, 2010 – March 31, 2013) has been provided below.

County	Units Completed
Adams	59
Allen	650
Ashland	109
Ashtabula	365
Athens	308
Auglaize	8
Belmont	119
Brown	33
Butler	683
Carroll	19
Champaign	127
Clark	1170
Clermont	456
Clinton	267
Columbiana	536
Coshocton	159
Crawford	244
Cuyahoga	9514
Darke	232
Defiance	11
Delaware	214
Erie	177
Fairfield	22
Fayette	323
Franklin	4261



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Fulton	17
Gallia	40
Geauga	54
Greene	467
Guernsey	140
Hamilton	4112
Hancock	289
Hardin	151
Harrison	19
Henry	2
Highland	123
Hocking	247
Holmes	24
Huron	201
Jackson	70
Jefferson	124
Knox	83
Lake	192
Lawrence	287
Licking	184
Logan	192
Lorain	975
Lucas	2040
Madison	264
Mahoning	1826
Marion	630
Medina	127
Meigs	106
Mercer	53
Miami	133
Monroe	5
Montgomery	2523
Morgan	86
Morrow	136
Muskingum	335
Noble	6
Ottawa	194
Paulding	18
Perry	236
Pickaway	12
Pike	76
Portage	428
Preble	149
Putnam	13
Richland	781
Ross	192

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Summit	2123
Trumbull	738
Tuscarawas	97
Union	110
Van Wert	74
Vinton	42
Warren	209
Washington	182
Wayne	382
Williams	31
Wood	163
Wyandot	38

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