

State of Ohio
 Ohio Development Services Agency
 Office of Community Assistance
 Home Weatherization Assistance Program

PROPOSALS MUST BE SEALED AND ADDRESSED TO:

Ohio Development Services Agency Office of Community Assistance c/o Home Weatherization Assistance Program RFP 77 South High Street, 25th Floor PO Box 1001 Columbus, Ohio 43216-1001	Proposal envelope must be sealed and plainly marked in lower corner with due date and Request for Proposal Number HWAP – 001 – 2013 . Late proposals will be rejected. Proposals MUST be date and time stamped by the soliciting office on or before the date and time that the proposal is due. Proposals dated and time stamped in another office will be rejected. Receipt of a proposal by the mail system does not constitute receipt of a proposal by the purchasing office. Any proposal which is inadvertently opened as a result of not being properly and clearly marked is subject to rejection. Proposals must be submitted separately, i.e., not included with sample packages or other proposals. Records will be available for public inspection after issuance of the notice of intent to award or the award of the contract. The attached terms and conditions apply to any subsequent award.	
REQUEST FOR PROPOSAL COVER PAGE	Proposals MUST be in this office no later than	
APPLICANT (Name and Address):	February 15, 2013 by 4 p.m.	
	Name (Contact for further information)	
	Katrina Metzler, Section Supervisor, Weatherization	
	Phone	Email
	614-387-2729	katrina.metzler@development.ohio.gov
Description		
<p>Request for Proposal for the Low-Income Weatherization Assistance Program (WAP) State of Ohio Issued on December 4, 2012</p> <p>Please list all counties for which this application is being submitted, in alphabetical order:</p> <div style="border: 1px solid black; height: 150px; width: 100%;"></div>		
The undersigned certifies that to the best of our knowledge and belief, all information and representations are true, complete and accurate and we have read this Request for Proposal and agree to comply with all terms, conditions and specifications required in this RFP and all terms of our proposal, and that this signature reflects our compliance with all requirements of this RFP.		
Name of Authorized Representative (Type or Print)	Title	Phone ()
		Fax ()
Signature of Above	Date	E-mail

TABLE OF CONTENTS

- 1.0 GENERAL INFORMATION
 - 1.1 Introduction and background
 - 1.2 Scope of the project
 - 1.3 Procuring and contracting agency
 - 1.4 Definitions
 - 1.5 Clarification and/or revisions to the specifications and requirements
 - 1.6 Bidders conference
 - 1.7 Reasonable accommodations
 - 1.8 Calendar of events
 - 1.9 Contract term
- 2.0 PREPARING AND SUBMITTING A PROPOSAL
 - 2.1 General instructions
 - 2.2 Incurring costs
 - 2.3 Submitting the proposal
 - 2.4 Proposal organization and format
 - 2.5 Multiple proposals
 - 2.6 Withdrawal of proposals
- 3.0 PROPOSAL SELECTION AND AWARD PROCESS
 - 3.1 Preliminary evaluation and key considerations
 - 3.2 Proposal scoring
 - 3.3 Evaluation criteria
 - 3.4 Right to reject proposals and negotiate contract terms
 - 3.5 Award and tiebreakers
 - 3.6 Notification of intent to award
 - 3.7 Appeals process
- 4.0 GENERAL PROPOSAL REQUIREMENTS
 - 4.1 Mandatory requirement
 - 4.2 Outstanding Sanctions and/or Investigations
 - 4.3 Memorandums of Agreement and contracted services
 - 4.4 Contracted Services and Supplier Diversity - Minority Business Program
- 5.0 TECHNICAL REQUIREMENTS
 - 5.1 Technical requirement 1 – Recent experience and performance in weatherization or housing rehabilitation/ renovation or other similar activities.
 - 5.2 Technical requirement 2 - Workflow process for individual weatherization job
 - 5.3 Technical requirement 3 – Start-Up Plan
 - 5.4 Technical requirement 4 – Operational Plan
 - 5.5 Technical requirement 5 – Staff duties and qualifications
- 6.0 PREFERENCE

- 6.1 Preference for current providers
- 7.0 BUDGET AND LEVERAGED FUNDS/TERMS OF AGREEMENT
 - 7.1 Budget and leveraged funds
 - 7.2 Production Units
 - 7.3 Fixed price period
 - 7.4 Payment requirements
- 8.0 REQUIRED FORMS/ATTACHMENTS

1.0 General Information

1.1 Introduction and background

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal for administering a Low-Income Weatherization Assistance Program (WAP) in the State of Ohio. The State as represented by the Ohio Development Services Agency (Development), Office of Community Assistance (OCA) intends to use the results of this Request for Proposal (RFP) to select qualified sub-grantees to provide these services. Sub-grantees will be selected through the process dictated by state and federal laws and procurement practices, and must be an Ohio-based local public or private non-profit agency, Community Action Agency, or unit of local government. Development currently relies on 56 weatherization providers to manage programs that deliver services statewide that meet the purpose of the WAP:

- To increase the energy efficiency of dwellings owned or occupied by low-income persons, especially low-income persons who are particularly vulnerable such as the elderly, persons with disabilities, families with young children, high residential energy users, and households with high energy burden;
- Reduce household energy expenditures, and;
- Address identified health and safety concerns within the scope of the program.

During the 2012 contract period (April 1, 2012 – March 31, 2013), approximately \$38 million in funding was available and 3,793 units are expected to be weatherized in the State of Ohio.

Funding for PY 2013 will be allocated to each county based on a formula allocation plan that takes into account eligible population (75%), climate (6% preference or reduction), and Priority Investment Areas (5% preference) as designated by the Office of Redevelopment.* The following chart offers information on funding and production estimated for PY 2013 that can be used for reference when writing this proposal:

County Name	TOTAL Allocation	DOE	HHS	Estimated Units
Adams	\$ 141,237	\$ 11,299	\$ 129,938	17
Allen	\$ 256,036	\$ 20,483	\$ 235,553	31
Ashland	\$ 166,885	\$ 13,351	\$ 153,534	20
Ashtabula	\$ 276,561	\$ 22,125	\$ 254,436	33
Athens	\$ 218,178	\$ 17,454	\$ 200,723	26
Auglaize	\$ 127,109	\$ 10,169	\$ 116,940	15
Belmont	\$ 198,546	\$ 15,884	\$ 182,662	24
Brown	\$ 144,927	\$ 11,594	\$ 133,333	17
Butler	\$ 592,297	\$ 47,384	\$ 544,913	71
Carroll	\$ 123,104	\$ 9,848	\$ 113,256	15
Champaign	\$ 131,301	\$ 10,504	\$ 120,797	16
Clark	\$ 328,829	\$ 26,306	\$ 302,523	39

Clermont	\$ 307,908	\$ 24,633	\$ 283,275	37
Clinton	\$ 145,231	\$ 11,618	\$ 133,613	17
Columbiana	\$ 279,063	\$ 22,325	\$ 256,738	33
Coshocton	\$ 148,795	\$ 11,904	\$ 136,892	18
Crawford	\$ 152,628	\$ 12,210	\$ 140,418	18
Cuyahoga	\$ 2,353,314	\$ 188,265	\$ 2,165,049	281
Darke	\$ 156,550	\$ 12,524	\$ 144,026	19
Defiance	\$ 136,575	\$ 10,926	\$ 125,649	16
Delaware	\$ 181,098	\$ 14,488	\$ 166,610	22
Erie	\$ 191,111	\$ 15,289	\$ 175,822	23
Fairfield	\$ 258,678	\$ 20,694	\$ 237,984	31
Fayette	\$ 127,258	\$ 10,181	\$ 117,077	15
Franklin	\$ 2,062,593	\$ 165,007	\$ 1,897,586	246
Fulton	\$ 138,028	\$ 11,042	\$ 126,985	16
Gallia	\$ 139,678	\$ 11,174	\$ 128,504	17
Geauga	\$ 178,085	\$ 14,247	\$ 163,838	21
Greene	\$ 261,232	\$ 20,899	\$ 240,333	31
Guernsey	\$ 151,006	\$ 12,081	\$ 138,926	18
Hamilton	\$ 1,343,080	\$ 107,446	\$ 1,235,634	160
Hancock	\$ 184,581	\$ 14,767	\$ 169,815	22
Hardin	\$ 126,626	\$ 10,130	\$ 116,496	15
Harrison	\$ 101,835	\$ 8,147	\$ 93,688	12
Henry	\$ 115,790	\$ 9,263	\$ 106,527	14
Highland	\$ 160,948	\$ 12,876	\$ 148,072	19
Hocking	\$ 127,505	\$ 10,200	\$ 117,305	15
Holmes	\$ 160,539	\$ 12,843	\$ 147,696	19
Huron	\$ 179,792	\$ 14,383	\$ 165,409	21
Jackson	\$ 152,935	\$ 12,235	\$ 140,700	18
Jefferson	\$ 207,248	\$ 16,580	\$ 190,668	25
Knox	\$ 171,670	\$ 13,734	\$ 157,936	20
Lake	\$ 338,182	\$ 27,055	\$ 311,127	40
Lawrence	\$ 207,787	\$ 16,623	\$ 191,164	25
Licking	\$ 299,572	\$ 23,966	\$ 275,607	36
Logan	\$ 151,491	\$ 12,119	\$ 139,372	18
Lorain	\$ 511,510	\$ 40,921	\$ 470,589	61
Lucas	\$ 918,875	\$ 73,510	\$ 845,365	110
Madison	\$ 128,441	\$ 10,275	\$ 118,166	15
Mahoning	\$ 519,054	\$ 41,524	\$ 477,530	62

Marion	\$ 199,320	\$ 15,946	\$ 183,374	24
Medina	\$ 230,341	\$ 18,427	\$ 211,914	27
Meigs	\$ 127,059	\$ 10,165	\$ 116,894	15
Mercer	\$ 122,939	\$ 9,835	\$ 113,104	15
Miami	\$ 216,382	\$ 17,311	\$ 199,072	26
Monroe	\$ 101,230	\$ 8,098	\$ 93,131	12
Montgomery	\$ 1,014,261	\$ 81,141	\$ 933,120	121
Morgan	\$ 107,658	\$ 8,613	\$ 99,045	13
Morrow	\$ 126,336	\$ 10,107	\$ 116,230	15
Muskingum	\$ 249,065	\$ 19,925	\$ 229,140	30
Noble	\$ 92,875	\$ 7,430	\$ 85,445	11
Ottawa	\$ 122,802	\$ 9,824	\$ 112,978	15
Paulding	\$ 105,671	\$ 8,454	\$ 97,218	13
Perry	\$ 146,047	\$ 11,684	\$ 134,363	17
Pickaway	\$ 147,484	\$ 11,799	\$ 135,686	18
Pike	\$ 139,152	\$ 11,132	\$ 128,020	17
Portage	\$ 306,485	\$ 24,519	\$ 281,966	37
Preble	\$ 136,297	\$ 10,904	\$ 125,393	16
Putnam	\$ 110,957	\$ 8,877	\$ 102,080	13
Richland	\$ 275,504	\$ 22,040	\$ 253,464	33
Ross	\$ 211,771	\$ 16,942	\$ 194,829	25
Sandusky	\$ 168,020	\$ 13,442	\$ 154,579	20
Scioto	\$ 249,741	\$ 19,979	\$ 229,761	30
Seneca	\$ 172,364	\$ 13,789	\$ 158,574	21
Shelby	\$ 149,664	\$ 11,973	\$ 137,691	18
Stark	\$ 678,321	\$ 54,266	\$ 624,055	81
Summit	\$ 916,859	\$ 73,349	\$ 843,510	109
Trumbull	\$ 459,164	\$ 36,733	\$ 422,431	55
Tuscarawas	\$ 237,315	\$ 18,985	\$ 218,329	28
Union	\$ 117,569	\$ 9,406	\$ 108,164	14
Van Wert	\$ 119,987	\$ 9,599	\$ 110,388	14
Vinton	\$ 103,293	\$ 8,263	\$ 95,030	12
Warren	\$ 239,324	\$ 19,146	\$ 220,178	29
Washington	\$ 182,387	\$ 14,591	\$ 167,796	22
Wayne	\$ 251,512	\$ 20,121	\$ 231,391	30
Williams	\$ 138,981	\$ 11,118	\$ 127,862	17
Wood	\$ 239,651	\$ 19,172	\$ 220,479	29
Wyandot	\$ 104,909	\$ 8,393	\$ 96,517	13

**Information for allocation formula obtained from United States Census 2010, Home Energy Assistance Program climate data, and the Priority Investment Areas as designated by Ohio Development Services Agency, Office of Redevelopment http://clean.ohio.gov/BrownfieldRevitalization/Documents/PIA_July%20to%20Dec%202012.pdf.*

1.2 Scope of the project

Development is soliciting proposals from which to select providers of weatherization services to low-income households located in the State of Ohio. Said services will be performed in accordance with the regulations set forth by the U.S. Department of Energy (DOE) in 10 CFR 440 and 10 CFR 600 as amended, and in accordance with the provisions and procedures contained in the Ohio Policy and Procedures Manual and Ohio Weatherization Program Standards (OWPS), available online at http://development.ohio.gov/is/is_weath_standards.htm.

Development intends to select qualified providers to enter into a one-year contract for provision of weatherization services to income eligible households in the State of Ohio. The contract period to be offered to successful applicants will be from **July 1, 2013 to June 30, 2014**.

Annual funding for the State of Ohio WAP is derived from two federal funding sources: DOE and Health and Human Services (HHS). Budget allocations by county using the formula allocation method are based on estimated allocations of \$23 million from HHS and \$2 million from DOE to serve all Ohio counties. These are subject to change and total allocations will be made based on actual grant allocations for PY 2013. Grant agreements signed by awardees will reflect actual funding and scope of work. A proposed contract is included as **Form 1**. A written contract with the provider(s) selected will be required. The terms of the contract are expected to be similar to the sample contract which has been provided, however, Development reserves the right to further negotiate the terms and conditions of the contract with the selected provider(s).

The provision of weatherization services includes all aspects of managing and implementing the WAP. The selected sub-grantees shall be responsible for client intake and eligibility determinations, determining the weatherization and health and safety needs of each unit through an energy audit, installation of weatherization measures, conducting quality control final inspections, and fulfilling all necessary reporting requirements. **In addition, the initial inspection/energy audit and final inspection must not be completed by the same staff person. Proposals should allow for this separation of duties.**

Activities conducted under the weatherization program include but are not limited to insulation of sidewalls, attics, and foundations; heating system tune-up, repair or replacement; water heater repair or replacement; air sealing; and other repairs necessary to address identified health and safety concerns, as allowable.

1.3 Procuring and contracting agency

The grant agreements resulting from this RFP will be administered by Development. The contact person for the program is Katrina Metzler, Section Supervisor, Weatherization; Ohio Development Services Agency, Office of Community Assistance.

1.4 Definitions

The following definitions are used throughout the RFP.

DOE means U.S. Department of Energy.

LIHEAP means Low Income Home Energy Assistance Program (LIHEAP) administered by the U.S. Office of Community Service, Administration for Children and Families, Health and Human Services (HHS). Ohio's program is referred to as HEAP (Home Energy Assistance Program).

State means State of Ohio.

ODSA means the Ohio Development Services Agency, referred to as "Development."

WAP or HWAP means Home Weatherization Assistance Program, the Low Income Weatherization Assistance Program, which utilizes funding from several sources including the DOE-Weatherization Assistance Program for Low-Income Persons (Title 10, Part 440) and HHS funding through LIHEAP.

Applicant means an agency submitting a proposal in response to this RFP.

Sub-grantee means an entity managing a weatherization program that receives a grant of funds through the Ohio Development Services Agency awarded under U.S. DOE 10CFR PART 440 - WAP Regulations. The State of Ohio is considered the Grantee of DOE.

Contractor means a person or business which has a contract (as an "independent contractor" and not an employee) to provide some portion of the work or services on a project which the contractor has agreed to perform. Contractors are private, not public, entities and provide direct services to sub-grantees.

MOA means Memorandum of Agreement. For the purposes of this RFP, this is a document that exists between two non-profit organizations to provide weatherization services.

OWPS means the Ohio Weatherization Program Standards.

Community Action Agency (CAA) means a private non-profit or public organization in Ohio that was created by the federal government in 1964 to combat poverty in geographically designated areas, or has received designation as a Community Action Agency either from the local government under the provisions of the Economic Opportunity Act of 1964, or from the state under the Community Services Block Grant Act of 1981, as amended. CAAs are the only entities eligible to receive Community Services Block Grant funding, according to statute, which is a defining feature of the program.

1.5 Clarification and/or revisions to the specifications and requirements

Any questions concerning this RFP must be submitted via e-mail on or before December 31, 2012, by 12 pm (noon) to the following address:

HWAPRFP@development.ohio.gov

Applicants are expected to raise any questions, exceptions, or additions they have concerning the RFP document at this point in the RFP process. If an applicant discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFP, the applicant should notify immediately the above named individual of such error and request

modification or clarification of the RFP. Questions and answers will be posted to the Development website.

In the event that it becomes necessary to provide additional clarifying data or information, or to revise any part of this RFP, revisions/amendments and/or supplements will be posted to the website above as well. Each proposal shall stipulate that it is predicated upon the requirements, terms, and conditions of this RFP and any supplements or revisions thereof.

Any contact with State employees concerning this RFP is prohibited during the period from date of release of the RFP until the notice of intent to contract is released.

1.6 Bidders conference

A bidders conference will be held January 15, 2013 at 9:00 am. It will take place on the 31st Floor at the Vern Riffe Center for the Arts and Government, 77 S. High Street, Columbus, OH to respond to written questions and to provide any needed additional instruction to applicants on the submission of proposals. All applicants who intend to respond to the RFP should attend the bidders conference.

1.7 Reasonable accommodations

The Department will provide reasonable accommodations, including the provision of informational material in an alternative format, for qualified individuals with disabilities upon request. If you think you need accommodations at a proposal opening/applicant conference, contact HWAPRFP@development.ohio.gov.

1.8 Calendar of events

Listed below are specific and estimated dates and times of actions related to this Request for Proposal (RFP). The actions with specific dates must be completed as indicated unless otherwise changed by the State. In the event that the State finds it necessary to change any of the specific dates and times in the calendar of events listed below, it will do so by issuing a supplement to this RFP.

<u>DATE</u>	<u>EVENT</u>
12/4/2012	Date of issue of the RFP
12/31/2012	Last day of questions/answer period
12/31/2012	Intent to Apply due
1/15/2013	Bidders conference
2/15/2013	Proposals due to Development
3/2013	Public Hearing

1.9 Contract term

The contract shall be effective from July 1, 2013 to June 30, 2014.

2.0 PREPARING AND SUBMITTING A PROPOSAL

2.1 General instructions

The evaluation and selection of a sub-grantee and the contract to provide services will be based on the information submitted in the applicant's proposal. Failure to respond to each of the requirements in the RFP may be the basis for rejecting a response. In the event no viable proposals are submitted for a county(s), the area will be re-bid. Previous bidders will have the opportunity to re-submit during the subsequent open competition period.

2.2 Incurring costs

The State of Ohio is not liable for any cost incurred by applicants in replying to this RFP. Current providers may not charge time for preparation of this RFP to the PY 2012 grant.

2.3 Submitting the proposal

Applicants must submit an INTENT TO APPLY (**Form 2**) by December 31, 2012. **This document and all requested required forms/attachments are required in order to submit a full proposal.** OCA staff will review all submitted information for correctness and completeness and to ensure the applicant complies with all applicable statutes. Within 14 days of submission of the Intent to Apply, applicants will receive email correspondence regarding the status of their application.

Full proposal submissions are due by 4 p.m. February 15, 2013 and must include an original, so marked, and three copies of all materials required and be delivered to:

Ohio Development Services Agency
Office of Community Assistance
c/o Home Weatherization Assistance Program RFP
77 South High Street, 25th Floor
PO Box 1001
Columbus, Ohio 43216-1001

Proposals must be received in the above office by the specified time stated above. **NO PROPOSALS WILL BE ACCEPTED ELECTRONICALLY**, including by email or fax or other electronic method. They may be hand-delivered to the Office of Community Assistance to the receptionist on the 25th floor at the address above, where one written receipt will be issued to the person delivering the proposal. All proposals must be time-stamped as delivered by the stated time. Proposals not so stamped will not be accepted.

All proposals must be packaged, sealed and show the following information on the outside of the package:

- Applicant's name and address
- Request for proposal title
- Request for proposal number
- Proposal due date

2.4 Proposal organization and format

Proposals should be typed and submitted on 8.5 x 11 inch paper bound securely. Font must be 10 point or larger and at least 1.5 spaces between lines. Pages must be numbered. Proposals should be organized and presented in the order and by the number assigned in the RFP starting with Section 4.0. Proposals must be organized with headings and subheadings related to the grant outline as described in this RFP. Required Forms/Attachments or documentation

requested should be provided in the proposal in the section where it was requested or as an attachment, if requested as such. Each heading and subheading should be separated by tabs or otherwise clearly marked. The applicant must submit its **Budget** on the form(s) provided in **Form 3** and according to the instructions provided. Failure to provide any requested information in the prescribed format may result in disqualification of the proposal.

2.5 Multiple proposals

Multiple proposals from a single applicant are not permissible.

2.6 Withdrawal of proposals

Proposals shall be irrevocable until contract award unless the proposal is withdrawn. Applicants may withdraw a proposal in writing at any time up to the proposal closing date. To accomplish this, the written request must be signed by an authorized representative of the applicant and submitted to HWAPRFP@development.ohio.gov. If a previously submitted proposal is withdrawn before the proposal due date and time, the applicant may submit another proposal at any time up to the proposal closing date and time.

3.0 PROPOSAL SELECTION AND AWARD PROCESS

3.1 Preliminary evaluation and key considerations

Intent to Apply forms will be reviewed to ensure potential applicants meet the qualifications of CFR 440.15, which states that in order to be an eligible provider of weatherization services, sub-grantees “must be a Community Action Agency or other public or non-profit entity.” All applicants submitting the Intent to Apply will be notified in writing within 14 business days of their status.

The State reserves the option of awarding more than one contract for a portion of the funding available in counties with significant eligible populations based upon the quality of all applications submitted. Counties where this would be considered include Cuyahoga, Franklin, Hamilton, Lucas, Montgomery, Stark, and Summit counties. In the instance that more than one provider is named in a county, there will be no overlapping territories and areas within the county will be assigned by zip code or census tract.

No “delegate” providers will be allowable, as traditionally have been used in Ohio weatherization. All relationships with non-profit agencies to provide WAP services of any kind will require a signed Memorandum of Agreement defining the terms of the relationship. The quality of all WAP work funded by this grant and all reporting requirements will be the sole responsibility of the sub-grantee awarded these funds.

Full proposals will be reviewed initially to determine if mandatory requirements for documentation are met. If no qualified applications are received, the area will then be re-bid for 15 days in open competition. Previous applicants would be eligible to re-submit during this time and include missing documentation or correct deficiencies.

3.2 Proposal scoring

Accepted proposals will be reviewed by an evaluation committee and scored against the stated criteria. An applicant may not contact any member of an evaluation committee except at the State’s direction. The evaluation committee's scoring will be tabulated and averaged and the proposals ranked based on the averaged numerical scores received.

In addition, proposals from entities that meet the requirements of Federal laws (Low-Income Home Energy Assistance Act of 1981, Title XXVI of the Omnibus Budget and Reconciliation Act of 1981, Public Law 97-35, as amended, Section 2605 (b)(6); and U.S. Department of Energy – Weatherization Assistance Program for Low-Income Persons – Title 10, Part 440, Section 440.15(a)(3)) will be provided special consideration and preference. The consideration and preference will be provided in scoring the proposal. Current providers in each county will receive 50 points preference in the application.

3.3 Evaluation criteria

The following criteria will be used to score each county in the proposal:

	<u>Description</u>	<u>Points</u>
1.	4.0 General requirements (POSSIBLE TOTAL 625 POINTS)	
	4.2.1 Past Performance and Agency Standing	110
	4.2.2 Accounting System and Description	75
	4.2.3 A-133 Audit and Financial Reports	75
	4.2.4 Organization Chart and Description	75
	4.2.5 Personnel/staffing	100
	4.2.6 Procurement	90
	4.2.7 Experience with mod/low income households	100
2.	5.0 Technical requirements (POSSIBLE TOTAL 500 POINTS)	
	5.1 Experience in weatherization	150
	5.2 Work Flow	90
	5.3 Start-up Plan	70
	5.4 Operational Plan	90
	5.5 Staff duties/qualifications	100
3.	6.0 Preference Points (POSSIBLE TOTAL 50 POINTS)	
	6.1 Current provider of HWAP services in county	50
4.	7.0 Budget and Leveraged Funds (POSSIBLE TOTAL 325 POINTS)	
	Applicant budget/production estimate/leveraged funds	325
	Total:	1500

The evaluation committee must award at least 800 points for the General and Technical requirements (including the preference points, if applicable) prior to having the Budget scored. A proposal that receives less than the 800 points will be ineligible for further consideration and the requested territory will be re-bid as detailed in section 3.1.

3.4 Right to reject proposals and negotiate contract terms

All proposals are expected to meet the guidelines of this RFP. Proposals not submitted in the format requested will not be scored. Late proposals will not be scored. No supplemental or

revised materials will be accepted after the scheduled date for submission except when specifically requested by Development.

Development reserves the right to:

- Accept or reject any and all proposals that fail to meet the provisions of the RFP and rebid 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.

In accordance with federal and state statutes and Development policy, no person shall be excluded from participation or subject to discrimination in the RFP process on the basis of race, color, age, sex, national origin, military status, religion, or disability.

3.5 Award and Tiebreakers

The State will compile the final scores for each proposal. The award will be granted to the highest scoring responsive and responsible applicant(s) by county. In the event of a tie, the Deputy Chief of the Office of Community Assistance will read and score all proposals for the county(s) and choose the provider.

3.6 Notification of intent to award

All applicants who respond to this RFP will be notified in writing of the State's intent to award the contract(s) as a result of this RFP. Public hearing(s) will be held in March 2013. Details will be publicized at a later date. This meeting(s) will be open to the public. Information will be made available at http://development.ohio.gov/is/is_hwap.htm and will be issued through a public notice.

3.7 Appeals process

Notices of intent to protest and protests must be made in writing to the procuring agency. Protestors should make their protests as specific as possible and should identify statutes and Ohio Administrative Code provisions that are alleged to have been violated.

Any written notice of intent to protest the intent to award a contract must be emailed to the following and received in his/her office no later than five (5) working days after the notices of intent to award are issued:

Randall Hunt, Deputy Chief, OCA
Randall.Hunt@development.ohio.gov

Any written protest must be received within ten (10) working days after the notice of intent to award is issued and must be mailed or hand-delivered to the following address with a copy to Chief Legal Counsel at the same address, 29th floor:

Ohio Development Services Agency
Office of Community Assistance
c/o Home Weatherization Assistance Program RFP
77 South High Street, 25th Floor
PO Box 1001
Columbus, Ohio 43216-1001

The decision of the Deputy Chief may be appealed to the Development Legal Department within five (5) working days of issuance, with a copy of such appeal filed with the procuring agency. The appeal must allege a violation of Ohio or federal statute or a section of the Ohio Administrative Code.

4.0 GENERAL PROPOSAL REQUIREMENTS

4.1 Mandatory requirement

The following requirement is mandatory and the applicant must satisfy it. **Requested documentation must be included in this section of the proposal.**

4.1.1 Mandatory – The applicant must be a not-for-profit corporation chartered under Ohio statutes, and designated as charitable by the Internal Revenue Service or designated an Ohio unit of local government or Ohio Community Action Agency (CAA). Individuals or for-profit corporations are not eligible to submit a proposal in response to this Request for Proposal. Applicants must provide a copy of the IRS determination of a charitable organization with the Intent to Apply, a certified motion by the organization’s governing Board authorizing submission of a proposal in response to this Request for Proposal, and a Certificate of Good Standing from the Ohio Secretary of State (applicable for all non-profit agencies).

4.2 Outstanding Sanctions and/or Investigations

4.2.1 Describe any civil or criminal action brought against your organization or its individual staff members and any sanctions or special contract conditions that have been imposed by any funding source in the past three years. Fully explain how such sanctions or conditions were satisfied, if applicable, and any outstanding sanctions or conditions. Additionally, disclose any open investigations by federal or state oversight agencies and any grants willingly or forcefully revoked in the past 10 years. Please describe any material litigation to which your company is currently a party. In addition, please describe any material litigation that your company has been involved in during the last three years. Please provide a list and describe litigation brought or threatened against your company by existing or former clients during the past five years.

4.2.2 Describe and explain the accounting system that will be used to track funding and expenditures related to this award. If you share costs with other programs for space or equipment, please explain the allocation method used to determine HWAP’s portion. If applicable, also submit in this section a copy of the indirect cost rate for the applicant, most recent approval for indirect cost rate from the applicant’s cognizant funding source, and any pending requests that affect the grant period for the WAP.

4.2.3 Provide an organization chart for your entire organization. Identify all programs operated by your organization. Describe how the organization operations are reflected

through the organization chart. Discuss how a weatherization program would fit within the structure, or explain what changes will be made to accommodate the weatherization program. Describe the organization's management philosophy. Also, please answer the following questions:

- Yes/No: Has Vendor undergone any material change in its structure within the last 18 months? If yes, please describe.
- Yes/No: Is any material change in ownership or structure currently under review or being contemplated? If yes, please describe

Include all requested documentation after this section in the proposal.

4.2.4 Submit all single-agency (and Development Audit Reports, if a current provider) and accompanying management letters concerning audits for your organization for the three previous years and include after this section. The single-agency independent audit must have been performed utilizing Generally Accepted Accounting Principles and Generally Accepted Auditing Standards. The audits will be used to evaluate the applicant's Financial Management record. In addition, submit the most recent financial statements approved by the entity's governing body, including but not limited to the following:

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

4.2.5 Key staff - Provide resumes describing the educational and work experiences for each of the key administrative staff members who will be assigned to or paid from the project, including all administrative staff charged to the grant. Include this documentation in this section of the proposal.

4.2.6 In this section, please describe your agencies procurement policies for HWAP. Agencies must own HWAP inventory or propose to own HWAP inventory in PY 2013 in order to apply. Please describe the sub-grantee's plan to comply with this standard. All HWAP providers are subject to the rules of 10 CFR 440 and 10 CFR 600, as well as OMB Circulars A110, A122, A102 and other applicable guidance when making procurements for materials and services.

OCA approval of all contracts for HWAP services (i.e. heating unit work, installation of materials) is required. Copies of all contractor certifications, training, and other necessary documentation will be required for all awarded sub-grantees.

4.2.7 Experience in assisting low-to-moderate income households

Provide information about the organization’s experience in working with, providing services to, low-income and low-to-moderate income households or groups. Distinguish between services provided to very low-income (100 percent of poverty or less), low-income (100 percent to 200 percent of poverty), and moderate income households/groups (more than 200 percent of poverty). In addition, state the number of years the agency has held each contract for service. Discuss any accommodations or adaptations made to effectively serve these population segments.

4.3 Memorandums of Agreement (MOAs)

Applicants must include a list of all non-profit or government entities with whom the applicant has an agreement in place to provide services. **Completed MOAs must be included in this section** and marked as such as part of this application. MOAs should clearly define the relationship and responsibilities of each entity and must state, at the minimum, the name and contact person for each agency, contact information, terms of the agreement, procurement and equipment/tools agreements in place and terms for reimbursement from the sub-grantee awarded these funds.

All MOAs must be attached and signed by the Executive Director and Board of Directors of each agency. Development awards funds to one eligible applicant as the “recipient,” even if other eligible applicants are named as “partners,” “co-applicants,” or members of a “coalition” or “consortium.” The recipient is accountable to Development for the proper expenditure of funds.

4.4 Contracted Services and Supplier Diversity - Minority Business Program

The State of Ohio is committed to the promotion of Minority Business Enterprise (MBE)/Encouraging Diversity, Growth & Equity (EDGE) in the State’s purchasing program. **In this section, provide a list and contact information for all proposed private contractors expected to carry out administrative or support functions for HWAP. Please state if any contractors or vendors intended to be used by the applicant are certified MBE or EDGE businesses.** A listing of certified businesses, as well as the services and commodities they provide, is available from the Department of Administration. This listing and more information is available at <http://das.ohio.gov/Divisions/EqualOpportunity/MBEEDGECertification/tabid/134/Default.aspx>.

5.0 TECHNICAL REQUIREMENTS

5.1 Technical requirement 1 – Applicant’s recent experience and performance in weatherization or housing rehabilitation/renovation or other similar activities. Provide information describing the applicant’s experience in conducting housing rehabilitation/renovation, weatherization or similar activities in the last five years. This may include a description of the programs operated, time period operated, sources of funding and amounts, number of households served, performance measures and performance. Be sure to describe the approach to dealing with site work, whether subcontracted or performed with crews employed by the applicant. Explain if this work continues to be conducted or if the program is not currently operated. If the program is not currently operated, explain why it was terminated.

Provide specific information on how jobs were/are tracked to manage the flow of work, scheduling of subcontractors, and inspections. Identify how this information was/is used to plan for and manage production. Provide information that demonstrates how you assure/d quality control of crew and subcontractor work. Current providers may include the following for the past five years as a demonstration of program quality and effectiveness: planned vs. actual units completed with HWAP funding; information on air leakage percentages reaching target; number of single family homes, mobile homes and multi-family homes completed for each year; aggregate data from customer surveys; and any other pertinent data regarding quality of services provided. New applicants may provide letters of support from community partners and other pertinent data that demonstrates the requirements for this section.

5.2 Technical requirement 2 – Workflow process for an individual weatherization job.

Provide a detailed plan that identifies the flow of work for a typical owner-occupied dwelling unit, beginning with customer contact and ending with final inspection and customer sign-off. Be sure to note each step of the process and how this will be managed for the different geographic regions of your county or counties. Describe your experience with OCEAN, OCA’s online database for gathering information for HWAP, and how it will be used to manage the program, or other data collection programs.

5.3 Technical requirement 3 – Start-up plan. Provide a start-up plan identifying the stages to implement the weatherization program, including but not limited to; the resources to be acquired (staff, equipment, subcontractors, etc.) and the timetable proposed for start-up.

5.4 Technical requirement 4 – Operational plan. Provide a work plan, being sure to include as a minimum the following information for the county(s) in this application:

- i. How work will be done—crews, subcontractors, or a combination
- ii. How work will be coordinated
- iii. How initial customer contact will be done
- iv. What tasks will be included during the energy audit/home assessment
- v. How the work order will be generated and work assigned
- vi. How the progress of work will be monitored
- vii. How completion of work will be determined
- viii. How will call-backs be handled

5.5 Technical requirement 5 - Staff duties and qualifications. Provide resumes describing the educational and work experiences for each of the key program delivery staff who will be assigned to the weatherization program, including the Energy Coordinator and all inspectors. Include any staff trained to provide consumer education and the educational attainment level for all inspectors. For PY 2013, agencies will be required to have a different initial inspector/auditor from final inspector and all final inspectors will be required to meet requirements for Quality Control Inspectors as set by DOE by July 1, 2014. More information can be found at <http://www1.eere.energy.gov/wip/certifications.html> . If positions are vacant, provide the job description and hiring criteria. In addition, provide job descriptions for all jobs related to program delivery. Provide an organization chart for the WAP and also identify the positions and percent of time dedicated for all positions not 100% committed to the WAP.

6.0 PREFERENCE

6.1 Preference for current providers

50 points will be added to applications from current providers of Weatherization funded by Development in each county. Please state in this section the counties currently served by the MAIN APPLICANT. Also clearly state any new counties requested as service territories. Applicants with no previous experience in weatherization may mark this section “not applicable.”

7.0 BUDGET AND LEVERAGED FUNDS/TERMS OF AGREEMENT

7.1 Budget and Leveraged Funds

The Budget should be prepared using the template provided (**Form 3**) and all detailed descriptions, forms and narratives that follow (see list of required forms/attachments, page 19). The budget proposal for the HWAP RFP is based on an estimate of United States Department of Energy (DOE) and Health and Human Services (HHS) funding anticipated for PY 2013 (July 1, 2013 to June 30, 2014). Budget details will be finalized at a later date following the completion of the RFP. For purposes of the proposal, please estimate costs by using a cap of 7% of the total allocation for all counties in the proposal for Administration costs, 15% of the total for Health and Safety for DOE, and 20% for Health and Safety for HHS.

Agencies awarded contracts must enter the budget and all financial information electronically using OCEAN, an online database developed by OCA.

Additionally, in this section, please describe all leveraged funds intended to be used by the agency to complete weatherization in the county(s) requested for the purposes of this RFP, the dates of the award, and number of years the agency has been awarded this contract. **Include real or anticipated amount to support HWAP activities in PY 2013 and documentation of such funding or a one-page signed letter of support from the funding agency.**

7.2 Production Units

Please estimate units to be completed by month for each county in this application using the provided form (**Form 3**), by type.

7.3 Fixed price period

All prices, costs, and conditions outlined in the proposal shall remain fixed and valid for acceptance for ninety (90) calendar days starting on the due date for proposals.

7.4 Payment requirements

All requests for reimbursement must be for expenditures identified as allowable by state and federal policies. Requests for payments are submitted monthly through the on-line OCEAN reporting system.

8.0 REQUIRED FORMS/ATTACHMENTS

The following required forms must be completed and submitted with the proposal in accordance with the instructions given in Section 2.4. Blank forms are provided for download along with the RFP on the ODSA website.

Form 1: Grant Agreement (for reference only, do not complete). Please note any anticipated exceptions in section 8.0.

Form 2: Intent to Apply Form

Form 3: Budget Form and Production Estimate

Form 4: Contact Information Form

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

The following attachments must be completed and submitted with the proposal in accordance with the instructions given in Section 2.4.

ATTACHMENT 1: List of Board Members and Affiliations

ATTACHMENT 2: Certificates of Liability Insurance for Applicant