

Request for Proposal



Weatherization Assistance Program Service Provider for Jefferson County

January 12, 2022

The Alabama Department of Economic and Community Affairs (ADECA) is soliciting a Request for Proposal (RFP) from interested parties to administer the Weatherization Assistance Program in Jefferson County. The program provides housing improvements that increase energy efficiency for income-eligible households in single- or multi-family dwellings, including manufactured homes.

Funding is provided by the U.S. Department of Energy (DOE) as well as the U.S. Department of Health and Human Services (HHS) through the Low-Income Home Energy Assistance Program, hereinafter referred to as the Low-Income Weatherization Assistance Program (LIWAP).

Eligible applicants include Community Action Agencies (CAA) or other public or nonprofit entities.

Proposals must be emailed to trent.williams@adeca.alabama.gov by **12:00 PM (Noon) CST on Friday, February 11, 2022**. Any proposals received after the deadline will not be considered. All proposals must be complete; however, ADECA reserves the right to contact applicants for additional information and/or clarifications.

A confirmation of receipt will be emailed after submittal. Applicants are strongly encouraged to submit proposals in advance of the deadline.

Questions pertaining to this RFP may be emailed to trent.williams@adeca.alabama.gov by *5:00 PM CST on Friday, February 4, 2022* to allow sufficient time for a response.

This RFP does not indicate acceptance or approval of any proposal in response to this request. No grant or contract payment can be made until a grant agreement has been fully executed. Therefore, no work shall begin on projects selected for funding until an executed grant agreement has been received. All grant awards are contingent upon the State of Alabama's receipt of federal funds awarded.

A. Overview

The Weatherization Assistance Program is designed to help low-income residents save fuel and money while increasing the comfort of their homes and ensuring their health and safety.

To qualify, households may have incomes at or below 200% of the federal poverty level. The target groups for this program are households including persons who are elderly, persons with disabilities, and families with children.

B. Service Provider Duties

Duties expected of the selected service provider include:

1. Create an appropriate program crew or set of contractors, including any subcontract arrangements, for installation of program measures in eligible households.
2. Establish procedures, inventory control, work schedules, and other necessary means for organizing the program.
3. Adequately publicize program availability to the low-income target population so that potential beneficiaries are reasonably informed of the program. Including, in particular, low-income households that contain elderly, disabled, or children within Jefferson County.
4. Place priority on providing services for the elderly, disabled, or children and to other high-energy consuming dwelling units.
5. Provide a local or toll-free number for inquiries about LIHEAP such as how, when, and where to apply for services.
6. Participate in programmatic reviews and monitoring conducted by ADECA.
7. Conduct energy audits/assessments using the National Energy Audit Tool (NEAT) or Mobile Home Energy Audit (MHEA), and other diagnostic equipment (i.e., blower-doors, combustion appliance testing, mechanical ventilation testing), to determine the weatherization labor, program support, materials, health and safety measures, and incidental repairs needed to complete work on each home.
8. Procure goods or services for the completion of eligible weatherization measures.
9. Arrange for agency crew or contractors to perform weatherization measures.
10. Ensure that work completed on each unit is in accordance with the State Plan, the Operations Manual, the Standard Work Specifications (SWS) Field Guide, and Federal regulations which are available at the following links:
<https://adeca.alabama.gov/weatherization/>
<https://www.ecfr.gov/current/title-10/chapter-II/subchapter-D/part-440/section-440.15>
11. Ensure that an inspection of the completed work on each unit is conducted by a certified individual. DOE-funded homes must be post inspected by a Building Performance Institute Certified Quality Control Inspector.

12. Perform required record keeping as required by DOE, 10 CFR Part 440, 2 CFR 200, and participate in audits and the examination of the provider's books and records as may be required by ADECA or any State or Federal government agency under this program.
13. Submit monthly and timely financial and programmatic reports. Expenditure Reports as well as Building Weatherization Reports and Production Progress Reports for each unit must be submitted by the 10th of the month following the month covered by the report.
14. Maintain an adequate accounting system to identify and support all expenditures reported. Conform to Office of Management and Budget Guidance Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
15. Utilize the state-provided online data system for all programs that are partially or completely funded by DOE or LIWAP funds. The data system is used for household eligibility determination, priority points determination, tracking services provided and outcomes achieved, and to fulfill federal reporting requirements.

C. Funding History for Jefferson County

The table below provides a breakdown of DOE and LIWAP funds made available to weatherize eligible units in Jefferson County during the past three program years as well as the number of units completed with each funding source.

Jefferson County	DOE Funds	<i>DOE Units Completed</i>	LIWAP Funds (HHS)	<i>LIWAP Units Completed</i>
2019 Program Year	\$343,468	65	\$254,642	60
2020 Program Year	\$421,572	60	\$388,664	60
2021 Program Year	\$417,012	59	\$404,604	59

Homes may be completed with a combination of both DOE and LIWAP funds; as such, homes completed using both funding sources will count as a completed unit for each funding source.

D. Criteria for Selection

Proposals will be evaluated on the following criteria; therefore, a concise discussion of each of these areas as they are applicable to the proposal is warranted.

1. Describe your agency, including purpose, history, structure, and current operations.
2. List the current federal grants managed by the agency and the length of time the agency has administered each program.
3. Provide a description of your agency's qualifications, including length of experience in providing services and expertise in the field of weatherization work or similar fields (energy conservation programs, housing renovations, etc).

Past weatherization, housing renovation, or other related experience will be evaluated based on the relevance of the agency's past experience and the quality of work performed.

Current and former weatherization service providers shall be granted preference in the evaluation process pursuant to DOE regulation 10 CFR 440.15:

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:

- *The extent to which the past or current program achieved or is achieving weatherization goals in a timely fashion;*
- *The quality of work performed by the subgrantee;*
- *The number, qualifications, and experience of the staff members of the subgrantee; and*
- *The ability of the subgrantee to secure volunteers, training participants, public service employment workers, and other Federal or State training programs.*

Based on the preference outlined above, additional points are made available for applicants with past Weatherization Assistance Program experience.

- A. Applicants with past experience in providing Weatherization Assistance Program services will be evaluated on previous quality of work. Monitoring reports and other relevant documentation will be used in the evaluation process in addition to the extent to which the applicant responded in a timely manner to findings, corrective actions, high risk status, or other actions due to quality of work as the result of monitoring visits, trainings, and technical assistance.
- B. Applicants without past Weatherization Assistance Program experience will be evaluated by their understanding of basic energy conservation measures and building construction methods, e.g., housing renovation or related work, experience in assisting low-income persons, and the capacity to undertake a timely and effective weatherization program in the area to be served.

Letters and other documents from administrators of funds for work-related matters may be submitted and used for this evaluation.

4. Describe your agency's experience in assisting low-income persons.
5. Provide information about the agency's personnel who would work or charge time to the weatherization program. Please include each person's name, title, primary work functions, work experience, relevant certifications and/or licenses, and percentage of work time that would be allocated to the weatherization program.
6. Describe how the agency will meet the Certified Quality Control Inspector requirements.
7. Explain how weatherization services would be provided in Jefferson County. Include how potential applicants will be identified, how and where applications will be taken, the location of outreach offices, and how the management of the office(s) will be addressed.

8. Provide a brief narrative of the steps and associated timetable necessary to establish a timely and effective weatherization program in Jefferson County. Include a discussion of any ramp-up activities or staffing adjustments that may be necessary.
9. Describe how your agency will ensure that all applicants have meaningful and equal access to benefits and services. This includes, but is not limited to, persons with limited English proficiency (LEP) and those who are disabled or impaired.
10. Provide your agency's two (2) most recent independent financial audits if they are not currently posted on the Federal Audit Clearinghouse website at the following link:
<https://facweb.census.gov/uploadpdf.aspx>

ADECA may investigate the qualifications of any agency under consideration, require confirmation of information furnished by agency, and require additional evidence of qualifications to perform the work described in this RFP. Poor performance implementing prior ADECA grants may disqualify potential service providers from this solicitation.

See the attached Proposal Rating Sheet for the scoring methodology.

ADECA reserves the right to:

- Reject any and all proposals or withdraw the RFP entirely.
- Remedy technical errors in the RFP process.
- Appoint an evaluation committee to review proposals.
- Negotiate with any, all, or none of the RFP respondents.
- Reject and replace one or more proposed subcontractors.
- Use any or all ideas and/or approaches presented in a proposal. Selection of the proposal does not affect this right.

E. Required Submittals for Selection Process

Proposals must be emailed in pdf format to trent.williams@adeca.alabama.gov no later than **12:00 PM (Noon) CST on Friday, February 11, 2022**. The following must be included in the agency's submission:

1. Applicant Agency Cover Sheet - Attachment A.
2. State of Alabama Disclosure Statement which can be found at the following link:
<https://adeca.alabama.gov/weatherization-forms/>
3. Responses to Criteria #1 through #9 listed in Section D - *Criteria for Selection*. **Please limit your narrative responses to Criteria #1 through #9 to no more than ten (10) pages total.**
4. For applicants without Weatherization experience, letters and other documents from administrators of funds for work-related matters in response to Criteria #3.
5. Applicant Agency's two (2) most recent independent financial audits in response to Criteria #10 in Section D - *Criteria for Selection* if they are not currently posted on the Federal Audit Clearinghouse.

F. Required Submittals After Selection

After the selection process is concluded and the successful agency has been notified, the following documents will be required prior to the grant agreement being issued:

1. Beason-Hammon Alabama Taxpayer and Citizen Protection Act
2. Completed copy of the E-Verify Memorandum of Understanding
3. Program Implementation Plan
4. Signatory Authority Form
5. Copy of active status from www.sam.gov
6. Procurement Policy

Blank templates for required documents #1 - #5 can be found at the following link:

<https://adeca.alabama.gov/weatherization-forms/>

WAP Proposal Rating Sheet

Category: WAP Service Provider for Jefferson County

Reviewer:

Proposer:

Date:

Proposal adequately detailed the agency's purpose, history, structure, and current operations. (Criteria #1)	Scaled	0-5 pts	
Proposal detailed a history of managing federal grants. (Criteria #2)	>10 years	10 pts	
	5-9 years	5 pts	
	<5 years	1 pt	
Proposal detailed a history of weatherization experience OR similar related rehab/construction programs/experience. (Criteria #3)	>10 years	5 pts	
	5-9 years	3 pts	
	<5 years	1 pt	
Agency adequately demonstrates qualifications/capacity to effectively administer the program and meet Federal requirements (Criteria #3 and evaluation of previous performance/letters/supporting documents submitted)	Scaled	0-10 pts	
Applicant has been or is an existing State Weatherization Assistance Program service provider. (Criteria #3)	Yes	5 pts	
	No	0 pts	
Proposal detailed a history of working with low-income persons. (Criteria #4)	>5 years	5 pts	
	3-5 years	3 pts	
	0-2 years	1 pt	
Proposal detailed percentage of time key personnel will be dedicated to WAP activities, that those individuals have relevant weatherization, energy conservation or housing renovation training or work experience. (Criteria #5)	75% - 100%	5 pts	
	50% - 74%	3 pts	
	0% - 49%	1 pt	
Proposal described how the agency will meet the Certified Quality Control Inspector requirements. (Criteria #6)	Yes	10 pts	
	No	0 pts	
Proposal provided feasible explanation of client outreach, targeting, and access to serve eligible households across entire service territory (Criteria #7)	Scaled	0-10 pts	
Proposal provided obtainable steps and timetable necessary to establish a timely and effective WAP program. (Criteria #8)	< 3 months	10 pts	
	3 - 6 months	5 pts	
	6 - 12 months	1 pt	
Proposal adequately identified how agency will ensure equal access to benefits and services. (Criteria #9)	Scaled	0-10 pts	
Results of two (2) most recent independent financial audits. (Criteria #10)	Satisfactory, no findings	15 pts	
	Unrelated Findings	8 pts	
	Related Findings or Questioned Costs	0 pts	
Total Points (100 points available)			

NOTES:

Attachment A
Weatherization Assistance Program
Service Provider for Jefferson County
Applicant Agency Cover Sheet

Name of Applicant Agency: _____

Agency Address: _____

City/State/Zip+4: _____

Federal ID Number: _____

DUNS Number: _____

Contact Person for Matters
Related to This Application: _____

Contact's Phone Number: _____

Contact's Email Address: _____

This application, which seeks to provide Weatherization services to Jefferson County, has been authorized by the governing body. We certify we are a Community Action Agency or other public or nonprofit entity. We further certify that we have not been disbarred or suspended from doing business with the federal government. We further certify that, to the best of our knowledge, all representations made in this application are true and correct.

ATTEST:

Executive Director

Board Chair

Date

Date