

WEBVTT

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00:00:23.460 --> 00:00:30.599

Brian Biernat - CT DEEP: Alright, looks like, most folks are in. We just have a few other... like, two extra folks that have not... still joining.

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00:00:39.390 --> 00:00:41.950

Olivia Colon - CT DEEP: All right. Are we good to begin, then?

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00:00:43.000 --> 00:00:44.389

Brian Biernat - CT DEEP: Yeah, I think so.

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00:00:44.390 --> 00:00:45.380

Olivia Colon - CT DEEP: Okay, perfect.

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00:00:48.190 --> 00:00:53.209

Seema Malani: I see two people entered the waiting room. Brian, do you want to check on them?

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00:00:53.210 --> 00:00:58.570

Brian Biernat - CT DEEP: Yeah, I mean, I clicked the middle, I'm just... it just says it's joining, so I don't know if there's,

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00:00:59.500 --> 00:01:00.310

Brian Biernat - CT DEEP: Okay, that's...

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00:01:00.690 --> 00:01:01.570

Seema Malani: Nope.

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00:01:01.890 --> 00:01:02.460

Brian Biernat - CT DEEP: Sure.

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00:01:23.410 --> 00:01:26.699

Seema Malani: Okay, I guess we can begin.

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00:01:26.970 --> 00:01:29.279

Seema Malani: Good afternoon, everyone.

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00:01:29.800 --> 00:01:38.670

Seema Malani: And thank you for joining us. I am Seema Malani, Director, Office of Affordable Housing Energy Retrofits within Connecticut State Department of Energy and Environmental Protection.

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00:01:39.140 --> 00:01:40.090

Seema Malani: Oh.

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00:01:40.210 --> 00:01:45.600

Seema Malani: We appreciate your interest in this multi-family, multi-unit,

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00:01:45.900 --> 00:01:51.599

Seema Malani: RFP, WAP RFP, technical conference, and thank you for,

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00:01:51.980 --> 00:01:54.630

Seema Malani: Spending your time today with us.

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00:01:54.860 --> 00:02:05.349

Seema Malani: As many of you know, Connecticut's Weatherization Assistance Program has a long history of helping income-eligible households reduce energy costs, improve

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00:02:05.470 --> 00:02:08.309

Seema Malani: Comfort and address health and safety barriers.

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00:02:09.520 --> 00:02:27.190

Seema Malani: While much of that work has historically been focused on single-family homes, we know that many Connecticut residents live in small multi-unit and multi-family housing, and we believe there's an important opportunity to expand our reach in that sector.

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00:02:27.700 --> 00:02:36.119

Seema Malani: We also recognize that multifamily work is different. It requires a little bit of sophistication, it requires coordination.

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00:02:36.400 --> 00:02:48.420

Seema Malani: Amongst owners, tenants, contractors, service providers, and successful projects often depend on strong partnerships and practical implementation strategies.

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00:02:49.090 --> 00:02:51.880

Seema Malani: That's why we are excited to be here today.

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00:02:52.030 --> 00:03:05.699

Seema Malani: We are looking forward, to working with organizations like you with experience, capacity, and commitment to help us deliver these services effectively and, responsibly.

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00:03:06.280 --> 00:03:13.170

Seema Malani: Today's conference is intended to provide an overview of the opportunity, answer any questions you have about the RFP,

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00:03:14.340 --> 00:03:24.360

Seema Malani: And, we appreciate your interest and look forward to seeing ideas and experience that you bring to this opportunity.

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00:03:24.870 --> 00:03:27.380

Seema Malani: With that, I'll turn it over to Ana.

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00:03:27.490 --> 00:03:33.879

Seema Malani: Who will go through the... you know, parts and pieces of the slide deck. Thank you.

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00:03:36.600 --> 00:03:55.919

Ana Hoepfner (DEEP / AHER): Hey everyone, good afternoon. My name is Ana Hoepfner. I am the Associate Research Analyst, also here with Deep, in AHER office. I just wanted to go over a few details on how, the call is gonna work today. So DEEP, I think you can go to the next slide for me, please.

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00:03:57.580 --> 00:04:15.670

Ana Hoepfner (DEEP / AHER): First, as Seema said, welcome. It's really good to have you guys joining us, you know, to learn more about this opportunity. We really look forward to having, you know, questions and hear from you, too. And in order for us to do that, I... first of all, I would like to ask you to mute your microphone.

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00:04:15.670 --> 00:04:21.319

Ana Hoepfner (DEEP / AHER): We will have a public input period at the end of this call.

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00:04:21.320 --> 00:04:36.439

Ana Hoepfner (DEEP / AHER): So by that time, you're going to be able to raise your hand and wait, to be acknowledged. Then you will state your name, affiliation, and or organization, and then you have 3 minutes, to share your comments or thoughts.

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00:04:37.040 --> 00:04:46.579

Ana Hoepfner (DEEP / AHER): And then, if you do note any fact or any statistics, please let us know where that came from. That is always very helpful.

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00:04:46.720 --> 00:04:57.549

Ana Hoepfner (DEEP / AHER): If you do have, however, a question throughout the process, they are more than welcome. But in that case, I will ask you to use the Q&A for questions and comments. So, if you look.

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00:04:57.590 --> 00:05:13.010

Ana Hoepfner (DEEP / AHER): a little bit lower there on this Zoom window, you're gonna see that there is a little button there, react, and you should have the ability to raise your hand. Oh, sorry, that's towards the end, but the Q&A is also there.

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00:05:13.010 --> 00:05:20.609

Ana Hoepfner (DEEP / AHER): And you should have an opportunity to just click and ask questions throughout, and we are gonna...

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00:05:20.710 --> 00:05:24.700

Ana Hoepfner (DEEP / AHER): Go over those questions at the end during the public period.

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00:05:26.640 --> 00:05:32.239

Ana Hoepfner (DEEP / AHER): Then again, like, please, if you have questions throughout, please feel free to

send them as you go, so you don't forget them.

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00:05:34.220 --> 00:05:48.680

Ana Hoepfner (DEEP / AHER): I'm gonna talk a little bit about this opportunity. So we are having this conference, for the request for proposals for a small multi-unit, which is 2 to 4 unit buildings, and multifamily, which is 5+.

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00:05:48.680 --> 00:05:54.420

Ana Hoepfner (DEEP / AHER): units for the weatherization assistance program, WAP, with DOE.

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00:05:54.530 --> 00:06:12.279

Ana Hoepfner (DEEP / AHER): The purpose of the RFP is to select one or more qualified service providers for the CT small multi-unit and the multifamily programs. We're going to go over more details on this a little bit later, but just so you have an idea of what we're going to be touching on today.

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00:06:12.510 --> 00:06:28.440

Ana Hoepfner (DEEP / AHER): And the purpose of the WAP program is to increase the energy efficiency of dwellings owned or occupied by income-eligible persons, and to improve their health and safety, especially for vulnerable individuals and households as identified by DOE.

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00:06:28.660 --> 00:06:41.789

Ana Hoepfner (DEEP / AHER): Which are elderly, disabled, young children, high energy use, and high energy burden. So those are priority, on service, and priority for, the program.

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00:06:42.560 --> 00:06:54.489

Ana Hoepfner (DEEP / AHER): The funding source for this program is the Federal Infrastructure Investment and Jobs Act, also known as IIJA, and is also administered by DOE.

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00:06:55.170 --> 00:07:10.459

Ana Hoepfner (DEEP / AHER): And just a note that is very important is that DEEP reserves the right to reject any and all submissions, or cancel this procurement at any time, if federal funding is modified or terminated, or if deemed in the best interest of the State of Connecticut.

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00:07:13.570 --> 00:07:30.149

Ana Hoepfner (DEEP / AHER): And then one more here, just for, some more information for you guys. What we consider to be the service provider responsibilities, based on the RFP. They are responsible for all aspects of program operations, and here we just have

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00:07:30.340 --> 00:07:47.809

Ana Hoepfner (DEEP / AHER): some highlights, but please go back to the RFP, take a look through it for more information, but those here we want to highlight, which is conducting casework, outreach, education, and publicity for the program, employ and contract a qualified and well-trained workforce.

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00:07:47.820 --> 00:07:55.629

Ana Hoepfner (DEEP / AHER): track, store, and report on expenditures, production, and other necessary data, as required by DOE and DEEP.

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00:07:55.760 --> 00:08:03.270

Ana Hoepfner (DEEP / AHER): Collaborate with other programs and program administrators, participate in training and technical assistance activities.

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00:08:03.520 --> 00:08:06.750

Ana Hoepfner (DEEP / AHER): Again, see the full RFP for,

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00:08:07.050 --> 00:08:13.760

Ana Hoepfner (DEEP / AHER): More information on this, and we'll talk a little bit more also on a few other points throughout this call.

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00:08:14.490 --> 00:08:18.750

Ana Hoepfner (DEEP / AHER): With that said, I will pass over to Olivia. Thank you.

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00:08:19.920 --> 00:08:21.700

Olivia Colon - CT DEEP: Great, thank you so much, Ana.

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00:08:21.800 --> 00:08:33.230

Olivia Colon - CT DEEP: Alright, hi everybody, my name is Olivia Colon, I'm a research analyst with AHER, and now I'm going to discuss some of the minimum qualifications that we're looking for from our respondents.

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00:08:34.350 --> 00:08:48.459

Olivia Colon - CT DEEP: So, respondents to this RFP must meet the following minimum qualifications, to be selected. So, first, they must be a Community Action Agency, or CAA for short, or other public or nonprofit entity.

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00:08:48.870 --> 00:08:56.170

Olivia Colon - CT DEEP: Respondents must also have experience with weatherization, housing renovation, and or energy efficiency retrofits.

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00:08:57.270 --> 00:09:08.530

Olivia Colon - CT DEEP: We're also looking for respondents to have an understanding of the Connecticut WAP and DOE rules and regulations. So, some examples that we have are the Connecticut WAP Operations Manual.

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00:09:08.760 --> 00:09:11.520

Olivia Colon - CT DEEP: The current Connecticut WAP state plan

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00:09:11.720 --> 00:09:22.040

Olivia Colon - CT DEEP: 2 CFR200, which are the financial federal regulations, and 10 CFR440 for the programmatic federal regulations.

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00:09:24.080 --> 00:09:43.410

Olivia Colon - CT DEEP: We're also looking for respondents that have a capacity to undertake a timely and

effective weatherization program. And last but not least, we're also looking for respondents that have a realistic plan to obtain the required equipment, workforce, and training within 60 days of the contract being executed between the selected service provider and DEEP.

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00:09:43.950 --> 00:09:45.189

Olivia Colon - CT DEEP: And again.

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00:09:45.480 --> 00:09:52.149

Olivia Colon - CT DEEP: Please see the full RFP for the full list of qualifications that we're looking for from the selected service providers.

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00:09:55.470 --> 00:10:10.230

Olivia Colon - CT DEEP: All right, so as you can see in the title, we have split this RFP out into two, different programs. So, first I'm going to focus on the small multi-unit program, which is focused on serving two to four unit buildings.

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00:10:12.300 --> 00:10:27.479

Olivia Colon - CT DEEP: So, for total service provider funding available, there is approximately \$7.2 million, which will be available each program year. So that means the total contract cost would be a maximum of approximately \$21.8 million.

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00:10:27.660 --> 00:10:41.019

Olivia Colon - CT DEEP: Again, please note that these funding amounts are currently estimates, and that DEEP deserves the right to reallocate these funds amongst the single-family program, the small multi-unit program, and the multifamily program at its sole discretion.

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00:10:42.290 --> 00:10:51.599

Olivia Colon - CT DEEP: We will award up to two awards for the small multi-unit program, with the funds being split across the two regions that we have in Connecticut for weatherization services.

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00:10:52.030 --> 00:10:56.019

Olivia Colon - CT DEEP: And the contract term for this program will be approximately 3 years.

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00:10:56.130 --> 00:11:02.410

Olivia Colon - CT DEEP: And again, we just have a note that that contract period is estimated and is subject to change.

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00:11:06.000 --> 00:11:12.080

Olivia Colon - CT DEEP: Alright, next I'm going to talk through the requirements that are specific to the small multi-unit program.

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00:11:12.520 --> 00:11:18.140

Olivia Colon - CT DEEP: For this program, the service provider must serve the entire region that's designated by DEEP,

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00:11:18.610 --> 00:11:23.640

Olivia Colon - CT DEEP: Use deep approved criteria when prioritizing clients for weatherization services.

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00:11:24.180 --> 00:11:36.799

Olivia Colon - CT DEEP: Verify that the minimum number of units on the property are eligible for weatherization, so for 2-4 units, that's going to be at least 50% of the units on the property must be income eligible to qualify.

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00:11:38.630 --> 00:11:50.579

Olivia Colon - CT DEEP: The selected service provider must also use the National Energy Audit Tool, or NEAT for short, and the Manufactured Home Energy Audit Tool, or MHEA, as the energy auditing tools.

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00:11:52.420 --> 00:12:06.459

Olivia Colon - CT DEEP: And the selected service provider must cooperate and coordinate with local community action agencies that are located throughout Connecticut that process and administer the Connecticut Energy Assistance Program, which is also known as CEAP.

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00:12:08.350 --> 00:12:13.799

Olivia Colon - CT DEEP: In addition to these specific requirements, we also have some budgetary expectations.

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00:12:13.920 --> 00:12:29.730

Olivia Colon - CT DEEP: Up front, we want service providers to be aware that this contract will be paid out on a reimbursement basis, so this means that service providers must provide proofs of payment and other documentation that's required by DEEP in order to receive reimbursement on a monthly basis.

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00:12:30.880 --> 00:12:41.740

Olivia Colon - CT DEEP: And when submitting responses to this RFP, respondents may identify other potential sources of funding that can be used to complete or enhance the scope of work.

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00:12:45.710 --> 00:12:56.099

Olivia Colon - CT DEEP: Alright, so now shifting gears over to the other portion, now we're going to talk about the multifamily program, which is designed to serve 5 or more unit buildings.

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00:12:57.480 --> 00:13:05.550

Olivia Colon - CT DEEP: So, for total service provider funding available, there's approximately \$4.8 million that will be available each program year.

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00:13:05.660 --> 00:13:11.710

Olivia Colon - CT DEEP: So, that total contract cost would be a maximum of approximately \$14.5 million.

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00:13:11.890 --> 00:13:22.100

Olivia Colon - CT DEEP: Again, same note as before, these funding amounts are estimates, and DEEP reserves the rights, to reallocate these funds amongst its WAP programs.

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00:13:24.330 --> 00:13:31.330

Olivia Colon - CT DEEP: We are looking to award one contract to a service provider that will be able to serve

the entire state of Connecticut.

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00:13:32.430 --> 00:13:43.890

Olivia Colon - CT DEEP: And again, the contract term that we are estimating to have will be approximately 3 years. And again, just please note that that is an estimate and is subject to change.

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00:13:46.820 --> 00:13:57.119

Olivia Colon - CT DEEP: Alright, so now onto the requirements for the multifamily program. So, for the multifamily program, the service provider must be able to serve the entire state of Connecticut.

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00:13:57.750 --> 00:14:02.899

Olivia Colon - CT DEEP: Use DEEP-approved criteria when prioritizing clients for weatherization services.

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00:14:03.420 --> 00:14:15.050

Olivia Colon - CT DEEP: Verify that the minimum number of units on the property are eligible for weatherization. So, for the multifamily program, at least 66% of the units on the property must be income eligible to qualify.

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00:14:16.390 --> 00:14:20.689

Olivia Colon - CT DEEP: And the service provider must use the software programs that are required by DEEP.

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00:14:20.810 --> 00:14:29.360

Olivia Colon - CT DEEP: We're currently expecting to use the multifamily tool for energy audits, or MULTEA, for energy audits.

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00:14:30.970 --> 00:14:47.439

Olivia Colon - CT DEEP: And again, we also have some budgetary expectations for the multifamily program. So again, these contracts will be paid out on a reimbursement basis, so that means proofs of payment and other documentation required by DEEP must be received and reviewed in order to receive monthly payments.

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00:14:47.610 --> 00:14:56.909

Olivia Colon - CT DEEP: And again, when submitting your response to this RFP, respondents may identify other potential funds that can be used to complete or enhance the scope of work.

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00:15:00.120 --> 00:15:05.869

Olivia Colon - CT DEEP: And with that, I will hand it over to Kate to talk about proposal format.

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00:15:07.560 --> 00:15:08.760

Kate Sokol: Thanks, Olivia.

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00:15:09.200 --> 00:15:16.470

Kate Sokol: Kate Sokol, I'm a Grants and Contracts Specialist, and I'll be going over the requirements for submitting your proposal.

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00:15:16.720 --> 00:15:36.500

Kate Sokol: So first, all proposals must follow the required outline. There is a proposal checklist on page 39 of the RFP, so I really encourage you to take a closer look at that, to see everything that's required, but among those things are a cover sheet with, some basic details on your organization.

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00:15:36.570 --> 00:15:53.800

Kate Sokol: table of contents, an executive summary, and a number of attachments, including a budget and budget narrative. There are samples, as well as attachments at the very end of the RFP, so you could take a look at those, for an example of what a budget for this type of work would look like.

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00:15:54.460 --> 00:16:04.199

Kate Sokol: The proposals must also meet the style requirements, so there... that's part of the proposal checklist as well. There's a formatting checklist on page 40.

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00:16:04.340 --> 00:16:08.319

Kate Sokol: of the RFP, so it requires

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00:16:08.700 --> 00:16:12.229

Kate Sokol: 12-point font, and Times New Roman font.

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00:16:12.590 --> 00:16:18.189

Kate Sokol: There's some guidelines on margins and the formatting there, so please remember to take a look at that.

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00:16:18.410 --> 00:16:24.639

Kate Sokol: And just a note that if your proposal does not meet the style requirements, it can be deemed

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00:16:24.850 --> 00:16:29.890

Kate Sokol: will be non-responsive and not evaluated. Next slide, please.

101

00:16:33.550 --> 00:16:43.819

Kate Sokol: evaluation criteria, you'll see that there is a matrix in the RFP for scoring for both the small multi-unit and multi-family programs.

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00:16:44.020 --> 00:16:54.980

Kate Sokol: And they follow slightly different, you know, point scales, but small multi-unit has 132 points total, and multifamily,

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00:16:55.310 --> 00:17:13.570

Kate Sokol: The maximum amount of points is 125, so you'll see in the RFP, there's, you know, a couple of subsections for each of these elements, organizational qualifications, service qualifications, staffing, data and technology, financial qualifications, and other.

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00:17:13.780 --> 00:17:21.529

Kate Sokol: So just a reminder to take a close look at those elements so that you can be sure to address all of them in your proposal.

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00:17:24.490 --> 00:17:27.329

Kate Sokol: And... yes, next slide, please.

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00:17:27.810 --> 00:17:36.490

Kate Sokol: So the RFP timeline will be... it's already posted, it was posted on May 25th. You're here at the Bidders Conference on June 1st.

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00:17:36.790 --> 00:17:45.130

Kate Sokol: Deadlines for questions, you can still submit any questions to the designated email address until June 15th.

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00:17:45.450 --> 00:17:49.309

Kate Sokol: We will then respond to those questions, and release.

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00:17:49.410 --> 00:17:54.210

Kate Sokol: you know, release a comment matrix with all the responses on June 22nd.

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00:17:54.550 --> 00:18:07.939

Kate Sokol: Proposals will be due June 30th by 4pm, so please be sure to note that time of the deadline. And then, proposal selection, TBD, and there'll be a

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00:18:08.180 --> 00:18:17.379

Kate Sokol: You know, contract negotiation phase for successful proposals, and the start of the contract is also to be determined based on those last two,

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00:18:17.520 --> 00:18:18.800

Kate Sokol: sections.

113

00:18:21.190 --> 00:18:22.810

Kate Sokol: Next slide, please.

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00:18:23.510 --> 00:18:32.759

Kate Sokol: Great. So, relevant information, you'll be able to see everything, of course, in the RFP, but here are some helpful links.

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00:18:32.960 --> 00:18:38.999

Kate Sokol: Just to remind you that the original RFP is posted on CT Source Bid Board.

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00:18:39.040 --> 00:18:54.139

Kate Sokol: with the link there, the solicitation number is listed, there, as well as in the RFP. And so, if you do end up, asking any questions to the designated email address, please remember to refer to that solicitation number.

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00:18:54.660 --> 00:19:02.250

Kate Sokol: The RFP and responses to public comments will also be posted to the Weatherization in Connecticut webpage, and that link is below.

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00:19:06.860 --> 00:19:26.100

Kate Sokol: So, I mentioned the official contact. Please don't contact us directly. You'll need to direct all questions to the official contact for this RFP, which is deep.energybureau at ct.gov. You can also call that number, 860-827-2668.

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00:19:26.250 --> 00:19:31.610

Kate Sokol: Or send mail, if you would like. But email is probably the best way to reach out.

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00:19:31.880 --> 00:19:40.749

Kate Sokol: So yes, just a note that any communication regarding this RFP must be through this email address.

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00:19:46.980 --> 00:20:04.599

Kate Sokol: And now we welcome any questions or comments, from any participants, so please, like Ana mentioned earlier, use the Q&A button, or raise your hand and wait to be acknowledged, and we'll answer questions in the order they were received.

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00:24:15.550 --> 00:24:25.810

Olivia Colon - CT DEEP: All right, folks, so that is everything that we have in terms of the presentation for today, so if you have any questions or comments,

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00:24:26.450 --> 00:24:38.319

Olivia Colon - CT DEEP: We will be here, we'll keep the meeting open until 3, if anyone has questions or would like to comment on the RFP. But again, you can also...

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00:24:38.760 --> 00:24:55.039

Olivia Colon - CT DEEP: you may also submit questions to the official contact, so again, that email is deep.energybureau@ct.gov, or by phone, or again, you can send in mail, but email is probably, the easiest way to reach that official contact.

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00:24:55.150 --> 00:25:01.910

Olivia Colon - CT DEEP: So again, we will stay here until 3, but that is it in terms of the presentation for today.

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01:58:42.600 --> 01:58:51.669

Olivia Colon - CT DEEP: All right, everybody, the time is now 3 o'clock, so we are going to go ahead and adjourn today's technical conference.

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01:58:51.960 --> 01:59:09.029

Olivia Colon - CT DEEP: If you didn't have a chance, to ask a question, or something came up, during this meeting, or just while reviewing the RFP, again, you can just direct any questions via email to deep.energybureau@ct.gov.

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01:59:09.120 --> 01:59:27.599

Olivia Colon - CT DEEP: By phone or by our mailing address. We will be taking, questions until June 15th at 5pm, so please just make sure that you have all questions in by then. But other than that, thank you so much for joining us today.