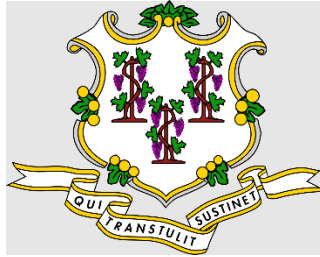


**STATE OF CONNECTICUT PROCUREMENT NOTICE**

# **Request for Proposals (RFP) For Weatherization Assistance Program Service Providers**

## **Issued By:**

The Department of Energy and Environmental Protection

**TBD**

The Request For Proposal is available in electronic format on the State Contracting Portal by filtering by Organization for The Department of Energy and Environmental Protection <https://portal.ct.gov/DAS/CTSource/BidBoard> or from the Agency's

Official Contact:

Name: Katrina Vallett  
Address: 10 Franklin Square, New Britain, CT 06051  
Phone: 860-827-2668  
E-Mail: [Katrina.Vallett@ct.gov](mailto:Katrina.Vallett@ct.gov)

The RFP is also available on the Agency's website [here](#).

Potential bidders may register for the Bidders Conference [here \(link TBD\)](#).

**RESPONSES MUST BE RECEIVED NO LATER THAN**

**TBD**

The Department of Energy and Environmental Protection is an Equal Opportunity/Affirmative Action Employer.

The Department reserves the right to reject any and all submissions or cancel this procurement at any time if deemed in the best interest of the State of Connecticut (State).

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**I. GENERAL INFORMATION**

## ■ A. INTRODUCTION

- 1. RFP Name and Number.** TBD
- 2. RFP Summary.** The Connecticut Department of Energy and Environmental Protection (DEEP) will use the results of this RFP to select qualified Service Providers for the Connecticut Weatherization Assistance Program (Connecticut WAP or CT WAP) for servicing single-family and multifamily housing. The single-family program will be funded through the state's formula fund allocation and the multifamily program through the Bipartisan Infrastructure Law (BIL) allocation.
- 3. RFP Purpose.** DEEP will use the results of this RFP to select qualified service providers for the CT WAP. The Service Providers will be selected through the process required by state and federal laws, regulations, and procurement practices. Pursuant to the Code of Federal Regulations 10C.F.R. 440.15, Service Providers (a.k.a. Subgrantees) must be a Community Action Agency, nonprofit, or unit of general-purpose local government.

The purpose of the federally funded WAP is to increase the energy efficiency of dwellings owned or occupied by low-income persons or to provide such persons renewable energy systems or technologies, reduce their total residential expenditures, and improve their health and safety, especially low-income persons who are particularly vulnerable such as the elderly, persons with disabilities, families with children, high residential energy users, and households with high energy burden.

DEEP intends to select the most qualified Service Provider(s) for CT WAP for a three-year (3-year) contract – Program Year 2023 (July 1, 2023 – June 30, 2024) through Program Year 2025 (July 1, 2025 – June 30, 2026) – with an option for DEEP to extend contracts for additional Program Years. Initial contract periods will be for three years, contingent upon the outcomes of periodic performance evaluations. Demonstrated capacity to provide services on a long-term and ongoing basis is looked upon favorably in the review process to ensure continuity of services between federal grant cycles.

- 4. Commodity Codes.** The services that the Agency wishes to procure through this RFP are as follows: TBD

## ■ B. INSTRUCTIONS

- 1. Official Contact.** The Agency has designated the individual below as the Official Contact for purposes of this RFP. The Official Contact is the **only authorized contact** for this procurement and, as such, handles all related communications on behalf of the Agency. Proposers, prospective proposers, and other interested parties are advised that any communication with any other Agency employee(s) (including appointed officials) or personnel under contract to the Agency about this RFP is strictly prohibited. Proposers or prospective proposers who violate this instruction may risk disqualification from further consideration.

Name: Katrina Vallett  
Address: 10 Franklin Square, New Britain, CT 06051  
Phone: 860-827-2668

E-Mail: Katrina.Vallett@ct.gov

Please ensure that e-mail screening software (if used) recognizes and accepts e-mails from the Official Contact.

**2. Registering with State Contracting Portal.** Respondents must register with the State of CT contracting portal at <https://portal.ct.gov/DAS/CTSource/Registration> if not already registered. Respondents shall submit the following information pertaining to this application to this portal (on their supplier profile), which will be checked by the Agency contact.

- Secretary of State recognition – Click on appropriate response
- Non-profit status, if applicable
- Notification to Bidders, Parts I-V
- Campaign Contribution Certification (OPM Ethics Form 1):  
<https://portal.ct.gov/OPM/Fin-PSA/Forms/Ethics-Forms>

**3. RFP Information.** The RFP, amendments to the RFP, and other information associated with this procurement are available in electronic format from the Official Contact or from the Internet at the following locations:

- DEEP's [Weatherization Webpage](#)
- State Contracting Portal (go to CTsource bid board, filter by "Department of Energy and Environmental Protection")  
<https://portal.ct.gov/DAS/CTSource/BidBoard>

It is strongly recommended that any proposer or prospective proposer interested in this procurement check the Bid Board for any solicitation changes. Interested proposers may receive additional e-mails from CTsource announcing addendums that are posted on the portal. This service is provided as a courtesy to assist in monitoring activities associated with State procurements, including this RFP.

**4. Procurement Schedule.** See below. Dates after the due date for proposals ("Proposals Due") are non-binding target dates only (\*). The Agency may amend the schedule as needed. Any change to non-target dates will be made by means of an amendment to this RFP and will be posted on the State Contracting Portal and, if available, the Agency's RFP Web Page.

- |                                       |     |
|---------------------------------------|-----|
| • RFP Released:                       | TBD |
| • RFP Conference:                     | TBD |
| • Deadline for Questions:             | TBD |
| • Answers Released:                   | TBD |
| • Proposals Due:                      | TBD |
| • (*) Proposer Selection:             | TBD |
| • (*) Start of Contract Negotiations: | TBD |
| • (*) Start of Contract:              | TBD |

**5. Contract Awards.** The award of any contract pursuant to this RFP is dependent upon the availability of funding to the Agency. The Agency anticipates the following:

**Single Family Program**

- Total Funding Available: Approximately \$3.2 million each Program Year
- Number of Awards: Up to three (3)

- Contract Cost: Up to \$9.8 million
- Contract Term: Three years, PY23 – PY25
- Funding Source: US Department of Energy

**Multi Family Program**

- Total Funding Available: Approximately \$7.4 million each Program Year
- Number of Awards: Up to two (2)
- Contract Cost: Up to \$27.8 million
- Contract Term: Three years, PY23 – PY25
- Funding Source: US Department of Energy

**6. Eligibility.** By rule of the Code of Federal Regulations [10C.F.R. 440.15](#), Service Providers (a.k.a. Subgrantees) must be a Community Action Agency or other public or nonprofit entity.

**7. Minimum Qualifications of Proposers.** To qualify for a contract award, a proposer must have the following minimum qualifications;

- Capacity to complete and undertake the program activities as reflected in the CT WAP Operations Manual.
- Knowledge of the current CT WAP State Plan (Formula and BIL funding allocations).
- Relevant experience performing energy efficiency retrofits or related experience.
- A clear understanding of the vehicles and technical equipment necessary to perform all aspects of the program. Proposals with substantial need to acquire vehicles or equipment will not be discouraged.
- A realistic plan to obtain the required equipment, workforce, and training, as indicated in the current CT WAP State Plan, within 60 days of award.
- A clear understanding of the Uniform Administrative Guidance for this grant as outlined in Title 2 of the Code of Federal Regulations Part 200 [2 C.F.R. 200].
- Provide a complete and responsive proposal to this RFP.

Proposals that fail to follow instructions, satisfy these minimum qualifications, or meet the submission requirements of this RFP will not be reviewed further. The Agency will reject any proposal that deviates significantly from the requirements of this RFP.

**8. Letter of Intent.** A Letter of Intent (LOI) is not required by this RFP.

**9. Inquiry Procedures.** All questions regarding this RFP or the Agency's procurement process must be directed, in writing, electronically, (e-mail) to the Official Contact before the deadline specified in the Procurement Schedule. The early submission of questions is encouraged. Questions will not be accepted or answered verbally – neither in person nor over the telephone. All questions received before the deadline(s) will be answered. However, the Agency will not answer questions when the source is unknown (i.e., nuisance or anonymous questions). Questions deemed unrelated to the RFP or the procurement process will not be answered. At its discretion, the Agency may or may not respond to questions received after the deadline. If this RFP requires a Letter of Intent, the Agency reserves the right to answer questions only from those who have submitted such a letter. The Agency

may combine similar questions and give only one answer. All questions and answers will be compiled into a written amendment to this RFP. If any answer to any question constitutes a material change to the RFP, the question and answer will be placed at the beginning of the amendment and duly noted as such.

The agency will release the answers to questions on the date(s) established in the Procurement Schedule. The Agency will publish any and all amendments to this RFP on the State Contracting Portal and, if available, on the Agency's RFP Web Page. At its discretion, the Agency may distribute any amendments to this RFP to prospective proposers who attended the RFP Conference.

- 10. RFP Conference.** An RFP conference will be held to answer questions from prospective proposers. Attendance at the conference is optional.

**Register for the RFP Conference HERE (link TBD)**

- 11. Proposal Due Date and Time.** The Official Contact is the **only authorized recipient** of proposals submitted in response to this RFP. Proposals must be received by the Official Contact on or before the due date and time: **TBD**

Proposals received after the due date and time will be ineligible and will not be evaluated. The Agency will send an official letter alerting late respondents of ineligibility.

**An acceptable submission must include the following:**

- One (1) conforming electronic copy of the original proposal.

The proposal must be complete, properly formatted and outlined, and ready for evaluation by the Screening Committee.

- The electronic copy of the proposal must be emailed to the official agency contact for this procurement. The subject line of the email must read: **TBD**. Required forms and appendices may be scanned and submitted as PDFs at the end of the main proposal document. Please ensure the entire email submission is less than 25MB as this reflects the Agency's server limitations. Respondents should work to ensure there are not additional IT limitations from the provider side.

- 12. Multiple Proposals.** The submission of multiple proposals is an option for this procurement. A respondent may submit a proposal individually and an additional proposal as part of a team. For example, an entity may submit a proposal to provide services to an individual service area and may also submit a proposal as part of a team providing services statewide. Respondents must demonstrate the capacity to provide quality services within each proposal. For those respondents who have previously received funding through DEEP, past performance will be a factor considered in the approval process.

## II. PURPOSE OF RFP AND SCOPE OF SERVICES

### ■ A. AGENCY OVERVIEW

Connecticut DEEP is charged with conserving, improving, and protecting the natural resources and the environment of the State of Connecticut as well as making cheaper, cleaner, and more reliable energy available for the people and businesses of the state.

DEEP's Bureau of Energy and Technology Policy develops forward-looking energy efficiency, infrastructure, and alternative power programs.

The U.S. Department of Energy's (DOE's) Low-Income Weatherization Assistance Program (WAP or the Program) was implemented to increase the energy efficiency of dwellings owned or occupied by low-income persons or to provide such persons renewable energy systems or technologies, reduce their total residential expenditures, and improve their health and safety, especially low-income persons who are particularly vulnerable such as the elderly, persons with disabilities, families with children, high residential energy users, and households with high energy burden.

The Grantee for the WAP in the State of Connecticut is the Department of Energy and Environmental Protection (DEEP or the Agency).

DEEP is committed to ensuring an equitable delivery of WAP services to environmental justice communities, communities of color, disadvantaged communities as defined by the Justice40 Initiative, and census tract communities with high average energy burdens.

DEEP seeks to contract with selected Respondent(s) (Subgrantees) to deliver weatherization services to low-income households as part of the Connecticut WAP.

## ■ B. SERVICE OVERVIEW

**The purpose of this RFP** is to solicit proposals from qualified Respondents (Subgrantees) capable of administering the WAP in Connecticut within the defined service areas.

As stipulated in DOE regulations, the Connecticut WAP is contracted to local entities (Subgrantees) throughout the state who are responsible for delivering weatherization services in their assigned territories. **All Subgrantees must be a non-profit, community action agency, or unit of local government.**

**Weatherization services are requested for these two specific housing programs:**

1. **Single-family housing:** Services will be delivered to **single-family housing** within **two service territories**. CT WAP will select one (1) or more Subgrantees to deliver services within each territory. Single-family housing means a residence consisting of one to four dwelling units in a building. For purposes of this RFP, **manufactured housing** may be considered part of the single-family program. The single-family program will be funded through the state's formula fund allocation. Connecticut WAP is currently conditionally approved by DOE to weatherize manufactured homes and single-family housing.
2. **Multi-family housing:** One (1) or more (up to 2) Subgrantees to deliver services to **multi-family housing**. The multi-family service territory will be **state-wide** and is defined as five (5) or more dwelling units in a building or property. The multi-family program will be funded by the BIL grant funds allocation. Connecticut WAP will utilize BIL grant funding to acquire accreditations and specialized staff to weatherize multi-



family housing. Multi-family weatherization will be conducted in accordance with DOE program notices.

**Respondents may apply to serve either single-family or multi-family or both. Specific details on application requirements are below.**

Connecticut WAP will focus outreach efforts in areas of the State which are determined to be Environmental Justice communities as defined by Conn. Gen. Stat. § 22a-20a, as well as HUD qualified census tracts. Selected Subgrantee(s) shall be required to serve an entire service area, and shall not discriminate on the basis of location, but rather shall follow routine prioritization guidance when scheduling clients for service.

All proposals must include all required forms listed in Section IV of this RFP, the Attachments listed in Section D of the Appendix, and a complete proposal which contains all of the information outlined in Section III B (**Program Proposal**) and described in the **Scope of Service Section C of this RFP**.

**Proposed Program Budgets and Expected Unit Production by Service Territory and Program Year**

Service Territory		
Geographic Area	Total Budget 2023-2027	Total Units 2023-2027
Single-family Territory 1	\$8,152,164	650
Single-family Territory 2	\$8,152,164	650
Multi-family (statewide)	\$37,072,283	3,536

Projected Unit Production Goals by Program Year						
Single-family (Formula funds)						
	PY 2023	PY 2024	PY 2025	PY 2026	PY 2027	Total
Units Territory 1	130	130	130	130	130	650
Units Territory 2	130	130	130	130	130	650
Total Single-family	260	260	260	260	260	<b>1,300</b>
Multi-family (BIL funds)						
	PY2023	PY2024	PY2025	PY2026		Total
Units	884	884	884	884	0	<b>3,536</b>

**Qualifications:** Subgrantees will be selected through the process required by state and federal laws, regulations, and procurement practices. **All Subgrantees must be a non-profit, community action agency, or unit of local government.**

- Subgrantee selection is outlined in Section 103 of the CT WAP Operations Manual
- The services will be performed in accordance with the regulations set forth by the U.S. Department of Energy in Title 10 of the Code of Federal Regulations Part 440 [10 C.F.R. 440] which defines the requirements of the Federal Weatherization Assistance Program for low-income persons.
- Responsibilities of the Subgrantee can be found in the CT WAP Operations Manual

- The Subgrantee has the responsibility for all aspects of local program operations. The Subgrantee must:
  - Conduct casework, outreach, education, and publicity for the CT WAP;
  - Maintain weatherization staffing with a qualified and well-trained workforce;
  - Contract for qualified weatherization services, as needed;
  - Procure services, equipment, materials, and supplies through an open and competitive procurement process;
  - Track and report on expenditures and production, and other necessary data as required;
  - Collaborate and coordinate with other programs and program administrators as directed by CT DEEP; and
  - Participate in Training & Technical Assistance activities.
- Those services are described more fully in the Scope of Service Description set forth in Section II-C of this RFP.
- Priorities:
  - Priority is given to the most vulnerable clients, including households with a member who is elderly (60 years and older), disabled, or younger than six (6).
  - Priority consideration is also given to households with high energy use and/or high energy burden.
  - CT DEEP seeks to ensure service to each area of the state, especially those areas that have historically been underserved.
  - Additional consideration will be given to applicants that have waited the longest for WAP services due to prioritization of vulnerable households.
- The Uniform Administrative Guidance for this grant is outlined in Title 2 of the Code of Federal Regulations Part 200 [2 C.F.R. 200], and in accordance with the provisions and procedures contained in the Connecticut Low- Income Weatherization Assistance Program Policy and Procedures Manual and in the Connecticut Low-Income Weatherization Assistance Program Standard Work Specifications.

### **Grant Period**

The purpose of this RFP is to identify providers for Federal Program Years 2023- 2027 (July 1st 2023 – June 30th 2027). CT DEEP intends to select the most qualified Subgrantee(s) for a **three-year contract(s)** beginning in program year 2023. Any multi-year contract will be contingent upon performance and may be amended or terminated by DEEP due to subgrantee underperformance.

Future contract implementation periods may be different, depending on the program needs and federal grant funding cycles. Demonstrating a capacity to provide services on a long-term and ongoing basis is looked upon favorably in the review process to ensure continuity of services between grant cycles.

The Connecticut WAP is conducted under a contract between the State and the Subgrantee(s) for the allocation of weatherization funds. The amount of the contract will be determined by the State, based on the amount of weatherization funding available and the allocation formula. Should one or more subgrantee underperform, DEEP will reserve the right to work with high-performing subgrantees to reallocate funding, assigned service territories, and/or unit goals to ensure the achievement of annual program goals. The standard period of the contract is normally for a three-year period or until otherwise terminated as stipulated in the contract. Contract periods may be extended at the discretion of the State.

### **Formula Funds: Single-family Program**

Annual funding for the Connecticut Low-Income Weatherization Assistance Program is derived from the federal Department of Energy Low-Income Weatherization Assistance Program which is allocated by application of a statewide formula documented in the CT WAP Operations Manual. The estimated annual funding for both Formula and BIL is shown in the chart below.

The Connecticut allocation total is awarded to the Connecticut DEEP which is the designated grantee and administrator of the CT WAP. Contracts issued to Subgrantees will reflect actual funding and specific Scopes of Work. DEEP reserves the right to further negotiate the terms and conditions of the grant with the selected provider(s) and may utilize multiple resources within a given territory on a permanent or temporary basis as is deemed necessary to ensure continuity of services and to achieve annual program goals.

#### **Bipartisan Infrastructure Law: Multi-family program**

During the BIL grant period (2023-2027), DEEP will work with the selected Subgrantee(s) to deliver services to multi-family housing of five (5) or more units.

Programmatic direction specific to the implementation of WAP formula funding from the BIL, including some key impacts and federal requirements, are found in WPN BIL 22-1.

All production goals for both single- and multi-family programs are determined by the availability of Program funding.

<b>Estimated Annual Funding for 2023-2027</b>	
Funding Source	Amount
Formula (SF or manufactured)	\$3,260,866
BIL (multi-family)	\$9,268,071

#### **Service Areas:**

**Single-family** Subgrantee(s) will serve one or both of the specific CT DEEP service territories depicted on the service territory map in **Exhibit A**, and shall not discriminate on the basis of location, but rather shall follow routine prioritization guidance when scheduling clients for service. **Respondents for the single-family program MUST submit responses for each service territory**, either providing a separate response and budget for each territory, or one response for the entire single-family program.

Selected **Multi-family Subgrantee(s)** shall be required to service the entire state and shall not discriminate on the basis of location, but rather shall follow routine prioritization guidance when scheduling clients for service.

### **■ C. SCOPE OF SERVICE DESCRIPTION**

#### **Regulatory Requirements**

According to its assessment of need, the State may periodically issue requests for proposals from local entities wishing to be a sub-recipient of the DOE grant to provide local services under the CT WAP. The procurement of a Subgrantee will be conducted in an open and competitive proposal process. Per Title 10 of the Code of Federal Regulations Part 440 § 440.15 (a) (3), priority will be extended to agencies currently administering an effective program and that have a proven record of reliable service delivery. For an entity in Connecticut to qualify as a new

Subgrantee, it must meet the requirements at CT WAP Operations Manual - Section 103 Subgrantee Selection.

As a threshold matter, all work undertaken by Connecticut WAP shall be performed in accordance with the DOE-approved energy audit procedures and 10 C.F.R. § 440.

### Technical Guides and Materials

The documents on the Connecticut Department of Energy and Environmental Protection Connecticut Weatherization Assistance Program [portal](#) provide the information needed to successfully administer the DOE's Weatherization Assistance Program in Connecticut.

The selected Subgrantee(s) shall ensure that all work performed and reported as completed is in compliance with:

- DOE program notices and Memorandums, including:
  - DOE WPN 22-4
  - DOE WPN 20-4
  - DOE WPN BIL 22-1
  - DOE WPN BIL 22-2
  - DOE WPN 22-9
- CT WAP Quality Work Plan requirements
- CT WAP Weatherization Field Guide Standard Work Specifications (SWS) Aligned Edition Version (083021), copyright 2021
- CT WAP Operations Manual (Revised 2022)
- The current Year State Plan/Master File
- Title 10 of the Code of Federal Regulations Part 440 [10 C.F.R. 440]
- Justice 40 Initiative

### Requirements Specific to the Services

There are two separate services requested in this RFP:

- **Single-family Program**
- **Multi-family Program**

Services are described in detail below. **Services listed are common to both programs unless noted otherwise.** Any services specific to an individual program are indicated as such.

#### 1. Organizational Expectations

CT DEEP must ensure that each respondent is a Community Action Agency (CAA) or other public or nonprofit entity, or a unit of general-purpose local government.

- Each Subgrantee will be selected on the basis of public comment received during a public hearing conducted pursuant to 10 C.F.R. 440.14(a) and other appropriate findings regarding:
  - The respondent's experience and performance in weatherization or housing renovation activities;
  - The respondent's experience in assisting low-income persons in the area to be served; and
  - The respondent's capacity to undertake a timely and effective weatherization program.

Previous weatherization program management experience and metrics of credibility:

- In selecting Subgrantee(s), preference is given to any CAA or other public or nonprofit entity which has, or is currently administering, an effective program under 10 C.F.R. 440 or under Title II of the Economic Opportunity Act of 1964, with

program effectiveness evaluated by consideration of factors including, but not limited to:

- 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.
- Experience and performance in construction for energy efficiency upgrades and/or housing renovation activities.

## 2. Service Expectations

- Core Components of Service: See tables under **Section D** Performance Measures;
- Legal Requirements around Compliance with State/Federal Regulations;
  - **Multi-family Program:** Experience with flow-down requirements for BIL WPN BIL 22-1;
- Conducting income-qualification of applicants;
- Capacity to reach the Target User Population of low-income persons who are particularly vulnerable such as the elderly, persons with disabilities, families with children, high residential energy users, and households with high energy burden;
- Coordination of weatherization workflow among the agency crews, the household, and weatherization contractors;
- Service collaboration with CAAs and the range of social services programs for low-income households administered by the CAAs;
- Service and referral coordination with residential energy service programs, e.g. DEEP's Residential Energy Preparation Services program ([REPS](#));
- Coordination of leveraged funding, cost sharing, and data sharing across programs; and
- Uniformly effective implementation of CT WAP throughout the entire State. Each client served, regardless of town or serving Subgrantee, is expected to receive the same quality service. The State reserves the right to terminate or alter the service area, funding, and/or production goals of any Subgrantee that cannot meet uniform service standards.
- **Single-family Program:** Selected Subgrantee(s) are required to serve the entire designated service area(s) and shall not discriminate on the basis of location, but rather shall follow routine prioritization guidance when scheduling clients for service.
- **Multi-family Program:** Selected Subgrantee(s) shall be required to service the entire state and shall not discriminate on the basis of location, but rather shall follow routine prioritization guidance when scheduling clients for service.

## 3. Staffing Expectations

- The planning of staffing needs shall reflect the lists of Subgrantee functions in the areas of administration, casework, service delivery, fiscal, reporting, quality management, and training.
- Staffing must address equity and diversity issues by adhering to the Justice40 Initiative, prioritizing individuals from historically underrepresented communities and partnerships with minority owned or led businesses, organizations, and groups.
- Weatherization program personnel experience, at all levels, should reflect the capacity to administer and deliver program services as described in this RFP:
  - Supervisory staff
  - Program support staff

- Auditors and Quality Control Inspectors
- Crews
- Weatherization program personnel certifications & licensing:
  - Energy Auditor (EA) and Quality Control Inspector (QCI) certifications, the Retrofit Installer Badges, and the Crew Leader job task analysis (JTA)
  - Required (EA):
    - BPI Home Energy Professional (HEP) Energy Auditor
    - EPA RRP
    - OSHA 10
    - OSHA Confined Space
  - Required (QCI):
    - BPI Home Energy Professional (HEP) Energy Auditor
    - BPI HEP QCI Micro-credential
    - EPA RRP
    - OSHA 10
    - OSHA Confined Space
  - Required (crew chief)
    - Auditor requirements (above), plus
    - ASHRAE 62.2 2016
    - Hazardous Materials Awareness
    - Residential Radon Awareness
  - Other relevant technical certifications
  - Other credentials or licensing:
    - Electrical
    - Heating, ventilation, and air conditioning (HVAC)
  - Subcontracted labor: Existing relationships or contracts with contractors are preferred and will be scored higher. Respondents are asked to identify their existing subcontractor network, including:
    - Weatherization
    - Electrical
    - HVAC
- Capacity to achieve required level of output and production; and
- Capacity to increase the level of output and production if service territory and/or funding is increased.
- **Training**
  - Subgrantee staff are required to participate in trainings specific to the NREL HEP recertification on a regular 3-year basis and within 6 months of the HEP recertification dates;
  - To successfully implement **the BIL funding**, Connecticut WAP will coordinate and fund training for Subgrantee(s) and the subcontractor network level of the program;
  - Connecticut WAP will work with the selected Subgrantee(s) to recruit and train support staff to assist with program implementation; and
  - Whether crew- or contractor-based, there will be a need for Retrofit Installers, Crew Leads, Energy Auditors, QCI's, and other trade professionals (HVAC, electrician, etc.).

#### 4. Data and Technology Expectations

- **Single-family Program Audit Procedures:** The CT WAP currently uses DOE’s Weatherization Assistance tools, however, DEEP intends to use the Hancock Energy Audit Tool (HEAT) in the future for single-family and manufactured housing. CT DEEP will seek DOE approval for this software in Connecticut.
- **Multi-family program Audit procedures:** DEEP proposes to use the TREAT software as an energy audit tool for multi-family units.
- DEEP expects to utilize Hancock project management [software](#) as a tool for energy modeling, data collection, work orders, and contract management for measures to be taken in multi-family, single-family, and manufactured housing units. **Hancock** project management software will also generate reports for compliance.
- Acquire appropriate technology hardware necessary to conduct audits, coordination, and program management (iPads, mobile browsers such as Blackberry, iPhone and other mobile devices and smart phones). Technology hardware purchases are reimbursable if selected as a subgrantee.
- Respondent must have capacity to maintain access, understanding, and use of project management and audit software.
  - Respondent must demonstrate capacity and willingness to learn software. DEEP staff will provide front-line technical support for Subgrantees.
- Possess business-related computer skills including Microsoft Word, Excel, PowerPoint, email, and internet usage.

**5. Financial Expectations**

- Solvency: Provide two years of most recent annual audited financial statements, OR any financial statements prepared by a Certified Public Accountant (CPA) for respondents whose organizations have been incorporated for less than two years.
- Insurance Requirements:
  - Liability: General liability insurance coverage in the minimum amount of one million dollars (\$1,000,000) for bodily injury and property damage, with a minimum amount of \$500,000 for each. Upon request, must provide the State with Certificates of Insurance that document the required coverage, the limits of liability and coverage dates of Subgrantees policies. All documents and coverage must be current.
  - Workers’ Compensation as required by state law.
  - Cancellation: Respondent must immediately notify DEEP if any required insurance is canceled or modified in amount. In the event of a cancellation of Respondent’s coverage, DEEP will make no further disbursements to Respondent until certification is provided by a company that the coverage has been restored. In the event such verification is not received by DEEP within ten (10) days of the Notice of Cancellation, Respondent must agree to return the balance of all monies paid to Respondent under its contractual agreement.

**6. Budget Expectations**

- Single-family program:
  - Funding: Will be funded from the DOE grant award to DEEP.
  - Period of Award: Three-year contract, renewable, contingent upon previous year performance

WAP -  
Formula

Budget Category	<b>Estimated Funding PER REGION: Region 1 and Region 2 will have the same budget</b>					
	PY23	PY24	PY25	PY26	PY27	<b>Total</b>

Program Operations	\$ 1,072,525	\$ 1,072,525	\$ 1,072,525	\$ 1,072,525	\$ 1,072,525	\$ 5,362,623
Health & Safety	\$ 160,879	\$ 160,879	\$ 160,879	\$ 160,879	\$ 160,879	\$ 804,395
Training and Technical Assistance (T&TA)	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 150,000
Financial Audits	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 25,000
Insurance	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000
Administration	\$ 136,792	\$ 136,792	\$ 136,792	\$ 136,792	\$ 136,792	\$ 683,961
Vehicles/Equipment	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000
Wx Readiness Funds	\$ 190,237	\$ 190,237	\$ 190,237	\$ 190,237	\$ 190,237	\$ 951,185
<b>Total</b>	<b>\$ 1,630,433</b>	<b>\$ 1,630,433</b>	<b>\$ 1,630,433</b>	<b>\$ 1,630,433</b>	<b>\$ 1,630,433</b>	<b>\$ 8,152,164</b>

- Multi-family program:
  - Funding: Will be funded through BIL
  - Period of Award: Three-year contract, renewable, contingent upon previous year performance

Budget Category	Multifamily - Statewide				
	PY23	PY24	PY25	PY26	Total
Program Operations	\$ 6,930,674	\$ 6,930,674	\$ 6,930,674	\$ 6,930,674	\$ 27,722,694
Health & Safety	\$ 1,039,601	\$ 1,039,601	\$ 1,039,601	\$ 1,039,601	\$ 4,158,405
T&TA	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,000,000
Financial Audits	\$ 18,750	\$ 18,750	\$ 18,750	\$ 18,750	\$ 75,000
Insurance	\$ 37,500	\$ 37,500	\$ 37,500	\$ 37,500	\$ 150,000
Administration	\$ 866,546	\$ 866,546	\$ 866,546	\$ 866,546	\$ 3,466,184
Vehicles/Equipment	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 500,000
<b>Total</b>	<b>\$ 9,268,071</b>	<b>\$ 9,268,071</b>	<b>\$ 9,268,071</b>	<b>\$ 9,268,071</b>	<b>\$ 37,072,283</b>

- If a respondent believes funding provided by the program is insufficient to complete the tasks in this proposal, respondent must identify what matching or leveraged funds will be used to guarantee the completion of the scope of work.
- Reimbursement: Requests must be submitted with the proper program and fiscal reporting documentation on forms prescribed by DEEP, to include: a completed Monthly Status Report, Monthly Fiscal Report (showing all sources of funds), and PDF copies of each Client Completion Report reported for that month.
- Respondent must demonstrate sufficient fiscal capacity to carry the program expenses for 60 days before reimbursement from DEEP.

#### ■ D. PERFORMANCE MEASURES



The following performance metrics highlight key priorities that will be analyzed with providers/vendors collaboratively during the life of the contract. This is not an exhaustive list, but rather an indication of significant performance metrics of interest to the Agency. The Agency looks forward to working with providers/vendors to define additional important performance metrics.

- The Subgrantee shall provide program services to a minimum number of dwelling units each program year.
- WAP services shall be provided equitably by region. The regional targets are estimated based on, and limited by, projections of funding.
- DEEP may revise unit targets and service territories in accordance with funding and/or performance.
- Providers must meet annual goals and quarterly expectations of performance or funds may be reallocated to another provider.
- Connecticut WAP will perform comprehensive onsite monitoring statewide on an annual basis. Records reviews at the Subgrantee's office may involve multiple visits.
- In alignment with WPN 20-4 and WPN 22-4, more frequent monitoring (quarterly or semiannual) will be conducted at Subgrantees that have been identified as having significant deficiencies.

<b>Projected Unit Production Goals by Program Year</b>						
	PY 2023	PY 2024	PY 2025	PY 2026	PY 2027	Total
<b>Single-family Program (Formula funds)</b>						
Region 1	130	130	130	130	130	650
Region 2	130	130	130	130	130	650
Total single-family	260	260	260	260	260	1,300
<b>Multi-family Program (BIL funds)</b>						
Total Units	884	884	884	884	0	3,536

<b>Typical Key Milestones for WAP Program Year</b>	
By September 1	<ul style="list-style-type: none"> <li>• Adequate staffing in place to achieve production goals</li> <li>• On-site audits begun in all regions</li> <li>• Procurement completed and subcontracts fully executed</li> </ul>
By January 1	<ul style="list-style-type: none"> <li>• The Subgrantee submits a self-assessment report* to DEEP</li> </ul>
By February 1	<ul style="list-style-type: none"> <li>• 50% of target unit audits completed</li> <li>• 50% of work orders assigned to subcontractors</li> </ul>
By April 1	<ul style="list-style-type: none"> <li>• The Subgrantee submits a self-assessment report to DEEP</li> <li>• The Subgrantee submits a projected unit completion summary to DEEP</li> </ul>

On or before June 30	<ul style="list-style-type: none"> <li>• 100% of estimated units completed</li> <li>• 100% Average Cost Per Unit (ACPU) compliance (dollar amount subject to change)</li> </ul>
<p>* Self-Assessment reports typically contain data on production and expenses to date, explanations of any problems or variance from goal, training attendance and training needs, staffing changes and staffing needs, as well as any additional information DEEP requests of the subgrantee.</p>	

## ■ E. CONTRACT MANAGEMENT/DATA REPORTING

As part of the State's commitment to improving program outcome, DEEP seeks to actively and regularly collaborate with providers/vendors to enhance contract management, improve results, and adjust service delivery and policy based on performance and experience throughout the contract term. Reliable and relevant data is necessary to ensure compliance, inform trends to be monitored, evaluate results and performance, and drive service improvements. As such, DEEP reserves the right to request/collect other key data and metrics from providers/vendors.

Selected Respondent(s) must coordinate service and referrals with other residential energy service programs, such as the Residential Energy Preparation Services program (REPS), as necessary. Referrals to such programs are required at DEEP's discretion.

All information related to WAP program implementation must be made available to DEEP upon request, including:

- information about cost sharing, such as reasons for cost sharing and cost sharing financial figures;
- leveraged funding utilized and why; and
- program data, such as detailed cost breakdowns, customer information, previous customers served, and geographic breakdown of customers served.

DEEP will hold regular meetings with the selected Respondent(s) to track progress and assist Respondent(s) as needed.

## III. PROPOSAL SUBMISSION OVERVIEW

### ■ A. SUBMISSION FORMAT INFORMATION

- 1. Required Outline.** All proposals must follow the required outline presented in Section IV – Proposal Outline. Proposals that fail to follow the required outline will be deemed non-responsive and will not be evaluated.
- 2. Cover Sheet.** The Cover Sheet is Page 1 of the proposal. The proposer must develop a Cover Sheet that includes the information below. *Legal Name* is defined as the name of the provider, vendor, CT State agency, or municipality submitting the proposal. *Contact Person* is defined as the individual who can provide additional information about the proposal or who has immediate responsibility for the proposal. *Authorized Official* is defined as the individual empowered to submit a binding offer on behalf of the proposer to provide services in accordance with the terms and provisions described in this RFP and any amendments or attachments hereto.
  - RFP Name or Number:
  - Legal Name:
  - FEIN:
  - Street Address:
  - Town/City/State/Zip:
  - Contact Person:
  - Title:
  - Phone Number:
  - E-Mail Address:
  - Authorized Official:
  - Title:
  - Signature:
- 3. Table of Contents.** All proposals must include a Table of Contents that conforms with the required proposal outline.
- 4. Executive Summary.** Proposals must include a high-level summary of the main proposal and cost proposal, not exceeding two (2) pages. The summary must also include the organization’s eligibility and qualifications to respond to this RFP.
- 5. Attachments.** Attachments other than the required Appendices or Forms identified in the RFP are not permitted and will not be evaluated. Further, the required Appendices or Forms must not be altered or used to extend, enhance, or replace any component required by this RFP. Failure to abide by these instructions will result in disqualification.
- 6. Style Requirements.** This is an electronic submission. Submitted proposals must conform to the following specifications:
  - Page Limit: 30
  - Font Size: 12 pt.
  - Font Type: Times New Roman
  - Margins: 1”
  - Line Spacing: 1.5
- 7. Pagination.** The proposer’s name must be displayed in the header of each page. All pages, including the required Appendices and Forms, must be numbered in the footer.

**8. Declaration of Confidential Information.** Proposers are advised that all materials associated with this procurement are subject to the terms of the Freedom of Information Act (FOIA), the Privacy Act, and all applicable rules, regulations and interpretations. If a proposer deems that certain information required by this RFP is confidential, the proposer must label such information as CONFIDENTIAL prior to submission. The proposer must reference where the information labeled CONFIDENTIAL is located in the proposal. *EXAMPLE: Section G.1.a.* For each subsection so referenced, the proposer must provide a convincing explanation and rationale sufficient to justify an exemption of the information from release under the FOIA. The explanation and rationale must be stated in terms of (a) the prospective harm to the competitive position of the proposer that would result if the identified information were to be released and (b) the reasons why the information is legally exempt from release pursuant to C.G.S. § 1-210(b).

**9. Conflict of Interest - Disclosure Statement.** Proposers must include a disclosure statement concerning any current business relationships (within the last three (3) years) that pose a conflict of interest, as defined by C.G.S. §1-85. A conflict of interest exists when a relationship exists between the proposer and a public official (including an elected official) or State employee that may interfere with fair competition or may be adverse to the interests of the State. The existence of a conflict of interest is not, in and of itself, evidence of wrongdoing. A conflict of interest may, however, become a legal matter if a proposer tries to influence, or succeeds in influencing, the outcome of an official decision for their personal or corporate benefit. In the absence of any conflict of interest, a proposer must affirm such in the disclosure statement. *Example: "[name of proposer] has no current business relationship (within the last three (3) years) that poses a conflict of interest, as defined by C.G.S. §1-85."*

## ■ B. EVALUATION OF PROPOSALS

**1. Evaluation Process.** It is the intent of the Agency to conduct a comprehensive, fair, and impartial evaluation of proposals received in response to this RFP. When evaluating proposals, negotiating with successful proposers, and awarding contracts, the Agency will conform with its written procedures for POS and PSA procurements (pursuant to C.G.S. §4-217) and the State's Code of Ethics (pursuant to C.G.S. §§1-84 and 1-85). Final funding allocation decisions will be determined during contract negotiation.

**2. Evaluation Review Committee.** The Agency will designate a Review Committee to evaluate proposals submitted in response to this RFP. The Review Committee will be composed of individuals, Agency staff or other designees as deemed appropriate. The contents of all submitted proposals, including any confidential information, will be shared with the Review Committee. Only proposals found to be responsive (that is, complying with all instructions and requirements described herein) will be reviewed, rated, and scored. Proposals that fail to comply with all instructions will be rejected without further consideration. The Review Committee shall evaluate all proposals that meet the Minimum Submission Requirements by score and rank ordered and make recommendations for awards. The Agency Head will make the final selection. Attempts by any proposer (or representative of any proposer) to contact or influence any member of the Review Committee may result in disqualification of the proposer.

**3. Minimum Submission Requirements.** To be eligible for evaluation, proposals must (1) be received on or before the due date and time; (2) meet the Proposal Format requirements; (3) meet the Eligibility and Qualification requirements to respond to the procurement, (4) follow the required Proposal Outline; and (5) be complete. Proposals that fail to follow instructions or satisfy these minimum submission requirements will not be reviewed further. The Agency will reject any proposal that deviates significantly from the requirements of this RFP.

**4. Evaluation Criteria (and Weights).** Proposals meeting the Minimum Submission Requirements will be evaluated according to the established criteria. The criteria are the objective standards that the Review Committee will use to evaluate the technical merits of the proposals. Only the criteria listed below will be used to evaluate proposals. The weights are disclosed in the **Single-family Program Proposal Format** form and the **Multi-family Proposal Format** form, in Section D, below.

- Organizational Qualifications
- Service Qualifications
- Staffing Qualifications
  - Note: As part of its evaluation of the Staffing Plan, the Review Committee will review the proposer’s demonstrated commitment to affirmative action, as required by the Regulations of CT State Agencies §46A-68j-30(10).
- Data and Technology
- Financial Profile
- Budget and Budget Narrative

Note: Points will be awarded based on how closely responses meet program goals, not solely whether each line item is submitted.

Connecticut Low-Income Weatherization Assistance Program Proposal <b>Single-family Program Proposal Format</b>		
Please select <b>one</b> of the territory options for this proposal. <b>Respondents for the single-family program MUST submit responses for each service territory</b> , either providing a separate response and budget for each territory, or one response for the entire single-family program (Both Territory 1 & 2).		<b>Territory 1</b>
		<b>Territory 2</b>
		<b>Both Territory 1 &amp; 2</b>
<b>Elements of the Proposal</b>		
	Maximum Points Available =	Available Points
<b>1. Organizational Qualifications</b>		
Outline the experience of the organization’s management staff with weatherization and/or construction programs. Provide an organizational chart.		
1a. Currently administering (or previously administered) an effective program that met goals and objectives in a timely manner (preference will be given to firms with experience delivering federally funded weatherization programs)		
1b. Experience and performance in weatherization or housing renovation activities		

1c. Experience in assisting low-income persons	
1d. Readiness to proceed: Capacity to undertake a timely and effective weatherization program	
1e. Capacity to provide services on a long-term and uninterrupted basis to ensure continuity of services between grant cycles	
1f. Provide a list of Board of Directors	
<ul style="list-style-type: none"> <li>Executive Director experience</li> </ul>	
<ul style="list-style-type: none"> <li>Fiscal Manager experience</li> </ul>	
<ul style="list-style-type: none"> <li>Administrative staff (reporting, invoicing, intake and outreach) experience</li> </ul>	
1h. Provide relevant information about the diversity, equity, and inclusion practices of your organization, such as customer language assistance services, diversity in hiring and contracting, and cultural competence education and training	
<b>Maximum Available Points</b>	
<b>2. Service Qualifications for Single-Family</b>	
Provide a summary detailing the experience and performance in construction for energy efficiency upgrades and/or housing renovation activities in <b>single-family</b> homes:	
2a. Capacity to conduct outreach to and serve the Target Population	
2b. Example of proposed weatherization workflow	
2c. Capacity to implement program equitably across service territories	
2d. Include performance metrics for previous/existing energy efficiency/housing renovation program(s): % of goals & benchmarks met	
<b>Maximum Available Points</b>	
<b>3. Staffing Qualifications</b>	
Detail the number, qualifications, and experience of Management personnel, especially the experience of respondent's weatherization management staff. If staff need certifications and/or are yet to be acquired, please document the procedure to have staff trained and/or acquired within 60 days following contract execution. Full points will be given to those with an existing full and qualified staff; those without but that provide a full plan to acquire the required fully trained workforce within 60 days will receive fewer points. Provide an organizational chart.	
3a. Provide resumes and training certificates for each of the key positions listed below.	
<ul style="list-style-type: none"> <li><b>Program/construction manager resume</b> with weatherization experience OR energy efficiency experience</li> </ul>	
<ul style="list-style-type: none"> <li><b>Auditor resumes</b> with: <ul style="list-style-type: none"> <li>BPI Home Energy Professional (HEP) Energy Auditor</li> <li>EPA Certified Renovator Renovation, Repair and Painting (RRP)</li> <li>OSHA 10</li> <li>OSHA Confined Space</li> </ul> </li> </ul>	

<ul style="list-style-type: none"> <li>• Points awarded will be based on qualification level and quantity of qualified staff</li> <li>• At least 3 fully qualified auditors per region is recommended</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>QCI resume with:</b> <ul style="list-style-type: none"> <li>○ BPI Home Energy Professional (HEP) Energy Auditor</li> <li>○ BPI HEP Quality Control Inspector Micro-credential</li> <li>○ EPA Certified Renovator Renovation, Repair and Painting (RRP)</li> <li>○ OSHA 10</li> <li>○ OSHA Confined Space</li> </ul> </li> <li>• Points awarded will be based on qualification level and quantity of qualified staff</li> <li>• At least 2 fully qualified QCIs per region is recommended</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Field Operations Staff: Crew Chief resume with:</b> <ul style="list-style-type: none"> <li>○ Meets all auditor requirements</li> <li>○ ASHRAE 62.2 2016</li> <li>○ Hazardous Materials Awareness</li> <li>○ Residential Radon Awareness</li> </ul> </li> <li>• Crew Chief certification can be in-house or subcontracted</li> </ul>	
3b. Additional relevant in-house certifications, credentials, or licensing (electrical, HVAC, etc.)	
3c. Subcontracted labor: identify existing subcontractor network, including weatherization crews and specialty trades (electrical, HVAC, etc.)	
<b>Maximum Available Points</b>	
<b>4. Data and Technology Qualifications</b>	
Provide a narrative description of the below:	
4a. Software experience (NEAT/MHEA)	
4b. Knowledge and possession of business-related computer skills including Microsoft Word, Excel, PowerPoint, email, and internet usage	
<b>Maximum Available Points</b>	
<b>5. Financial Qualifications</b>	
Provide a narrative description and/or documentation demonstrating compliance with the below items:	
5a. Provide recent financial statement or audit (see 2 CRF 200 subpart F)	
5b. Demonstrate the respondent's capacity to carry program costs for 60 days	
5c. Insurance requirements	
5d. Ability to meet proposed budget (in section C6 above)	
5e. Ability to bring in leveraged funding	

<b>Maximum Available Points</b>	
<b>6. Other</b>	
6a. Proposal quality, such as having correct spelling and grammar	
<b>Maximum Available Points</b>	

<b>Connecticut Low-Income Weatherization Assistance Program Proposal Multi-family Program Proposal Format</b>	
Please select one of the territory options for this proposal:	
	<b>State-wide Territory</b>
<b>Elements of the Proposal</b>	
<b>Maximum Points Available =</b>	<b>Available Points</b>
<b>1. Organizational Qualifications</b>	
Outline the experience of the organization’s management staff with weatherization and/or construction programs. Provide an organizational chart.	
1a. Currently administering (or previously administered) an effective program that met goals and objectives in a timely manner (preference will be given to firms with experience delivering federally funded weatherization programs)	
1b. Experience and performance in weatherization or housing renovation activities in multi-family buildings	
1c. Experience in assisting low-income persons	
1d. Readiness to proceed: Capacity to undertake a timely and effective weatherization program	
1e. Ability to demonstrate a capacity to provide services on a long-term and uninterrupted basis to ensure continuity of services between grant cycles	
1f. Provide a list of Board of Directors	
<ul style="list-style-type: none"> <li>• Executive Director experience</li> </ul>	
<ul style="list-style-type: none"> <li>• Fiscal Manager experience</li> </ul>	
<ul style="list-style-type: none"> <li>• Administrative staff (reporting, invoicing, intake, and outreach) experience</li> </ul>	
1h. Provide relevant information about the diversity, equity, and inclusion practices of your organization, such as customer language assistance services, diversity in hiring and contracting, and cultural competence education and training	
<b>Maximum Available Points</b>	
<b>2. Service Qualifications for Multi-family</b>	



Provide a summary detailing the experience and performance in construction for energy efficiency upgrades and/or housing renovation activities in <b>multi-family</b> homes.	
2a. Capacity to reach the Target Population	
2b. Example of weatherization workflow	
2c. Capacity to implement program equitably statewide	
2d. Experience with and/or knowledge of federal flow-down requirements such as Davis Bacon and Buy American, etc.	
2e. Include performance metrics for previous/existing energy efficiency/housing renovation program(s): % of goals & benchmarks met	
<b>Maximum Available Points</b>	
<b>3. Staffing Qualifications</b>	
Detail the number, qualifications, and experience of Management personnel, especially the experience of respondent's weatherization management staff. If staff are in need of certifications and/or are yet to be acquired, please document the procedure to have staff trained and/or acquired within 60 days following contract execution. Full points will be given to those with an existing full and qualified staff; those without but that provide a full plan to acquire the required fully trained workforce within 60 days will receive fewer points. Provide an organizational chart.	
3a. Provide resumes and training certificates for each of the key positions listed below.	
<ul style="list-style-type: none"> <li>• <b>Program/construction manager resume</b> with weatherization experience OR energy efficiency experience</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Auditor resumes</b> with: <ul style="list-style-type: none"> <li>○ BPI Home Energy Professional (HEP) Energy Auditor</li> <li>○ EPA Certified Renovator Renovation, Repair and Painting (RRP)</li> <li>○ OSHA 10</li> <li>○ OSHA Confined Space</li> </ul> </li> <li>• Points awarded will be based on qualification level and quantity of qualified staff</li> <li>• At least 6 fully qualified auditors is recommended</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>QCI resume</b> with: <ul style="list-style-type: none"> <li>○ BPI Home Energy Professional (HEP) Energy Auditor</li> <li>○ BPI HEP Quality Control Inspector Micro-credential</li> <li>○ EPA Certified Renovator Renovation, Repair and Painting (RRP)</li> <li>○ OSHA 10</li> <li>○ OSHA Confined Space</li> </ul> </li> <li>• Points awarded will be based on qualification level and quantity of qualified staff</li> <li>• At least 6 fully qualified QCIs is recommended</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Field Operations Staff: Crew Chief resume</b> with:</li> </ul>	

<ul style="list-style-type: none"> <li>○ Meets all auditor requirements</li> <li>○ ASHRAE 62.2 2016</li> <li>○ Hazardous Materials Awareness</li> <li>○ Residential Radon Awareness</li> <li>● Crew Chief certification can be in-house or subcontracted</li> </ul>	
3b. Additional relevant in-house certifications, credentials, or licensing (electrical, HVAC, etc.)	
3c. Subcontracted labor: identify existing subcontractor network, including weatherization crews and specialty trades (electrical, HVAC, etc.)	
<b>Maximum Available Points</b>	
<b>4. Data and Technology Qualifications</b>	
Provide a narrative description of the below:	
4a. Software experience (TREAT)	
4b. Knowledge and possession of business-related computer skills including Microsoft Word, Excel, PowerPoint, email, and internet usage	
<b>Maximum Available Points</b>	
<b>5. Financial Qualifications</b>	
Provide a narrative description and/or documentation demonstrating compliance with the below items:	
5a. Provide recent financial statement or audit (see 2 C.F.R. 200 subpart F)	
5b. Demonstrate the respondent's capacity to carry program costs for 60 days	
5c. Insurance requirements	
5d. Ability to meet proposed budget (in section C6 above)	
5e. Ability to bring in leveraged funding	
<b>Maximum Available Points</b>	
<b>6. Other</b>	
6a. Proposal quality, such as having correct spelling and grammar	
<b>Maximum Available Points</b>	

**5. Proposer Selection.** Upon completing its evaluation of proposals, the Review Committee will submit the rankings of all proposals to the Commissioner or Agency Head. The final selection of a successful proposer is at the discretion of the Commissioner or Agency Head. Any proposer selected will be so notified and awarded an opportunity to negotiate a contract with the Agency. Such negotiations may, but will not automatically, result in a contract. Any resulting contract will be posted on the State Contracting Portal. All unsuccessful proposers will be notified by e-mail or U.S. mail, at the Agency's discretion, about the outcome of the evaluation and proposer selection process. The Agency reserves the right to decline to award

contracts for activities in which the Commissioner or Agency Head considers there are not adequate respondents.

- 6. Contract Execution.** Any contract developed and executed as a result of this RFP is subject to the Agency's contracting procedures, which may include approval by the Office of the Attorney General. Fully executed and approved contracts will be posted on State Contracting Portal and the Agency website.

#### IV. REQUIRED PROPOSAL SUBMISSION OUTLINE AND REQUIREMENTS

- A. Cover Sheet**
- B. Table of Contents**
- C. Executive Summary**
- D. Main Proposal**
- E. Attachments** (clearly referenced to summary and main proposal where applicable)
- F. Declaration of Confidential Information**
- G. Conflict of Interest - Disclosure Statement**
- H. Statement of Assurances**

##### **A: Cover Sheet**

The Respondent must use a Cover Sheet capturing the following information:

- RFP Name or Number:
- Legal Name:
- FEIN (not required for currently contracted providers/vendors):
- Street Address:
- Town/City/State/Zip:
- Contact Person:
- Title:
- Phone Number:
- E-Mail Address:
- Authorized Official:
- Title:
- Signature:

*Legal Name* is defined as the name of provider, vendor, CT State agency, or municipality submitting the proposal. *Contact Person* is defined as the individual who can provide additional information about the proposal or who has immediate responsibility for the proposal. *Authorized Official* is defined as the individual empowered to submit a binding offer on behalf of the proposer to provide services in accordance with the terms and provisions described in this RFP and any amendments or attachments hereto.

**B: Table of Contents**

Respondents must include a Table of Contents that lists sections and subsections with page numbers that follow the organization outline and sequence for this proposal.

**C: Proposer Executive Summary**

The page limitation for this section is two (2) pages briefly describing how the Respondent meets the eligibility and qualification criteria outlined in the Proposal Overview and a brief overview of why the Respondent should be selected for the activities highlighted in the scope of services.

**D: Main Proposal Submission Requirements To Submit a Responsive Proposal:**

**\*\*\*Please note the maximum total page length for this section is twenty (20) pages.** All appendices and other attachments should be referred to in section D and then placed in section E. The Agency Review Committee will not read answers longer than 20 pages in this section.

**4.1 Organization, Experience, and Service Delivery**

*4.1.1 Organizational Profile*

- a. *Purpose, Mission, Vision, Values.* . . . . .
- b. *Entity Type / Parent Organization / Years of Operation* . . . . .
- c. *Location of Offices / Facilities* . . . . .
- d. *Current Range of Services / Clients* . . . . .
- e. *Relevant Experience / Qualifications* . . . . .
- f. *Accreditation / Certification / Licensure.* . . . . .
- g. *Grant Awards / Grant Manager or Client References (min. 3)* . . . . .

*Note: In section g. of Organizational Profile, please list any federal grants over \$100,000 in award that have been managed over the last three years along with any relevant audit findings for each grant description. When providing references please prioritize previous grant managers or clients that can speak to the bidder's ability to appropriately manage a budget, deliverables, and quality customer service. Include an email address, phone number, and brief relationship summary for each of the three references.*

*4.1.2 Scope of Services*

- a. *Documentation of Needs / Resources* . . . . .
- b. *Collaboration Approach* . . . . .
- c. *Service Capacity / Delivery Plan / Systems / Processes / Protocols* . . . . .
- d. *Quality Assurance Protocols* . . . . .
- e. *Administrative Support* . . . . .
- f. *Special Health or Safety Requirements* . . . . .

**4.2 Team Qualifications and Cultural Competency**

4.2.1 Staffing Plan

- a. Key Personnel / Managers . . . . .
- b. Staffing Levels & Qualifications . . . . .
- c. Job Descriptions . . . . .
- d. Personnel Organization Chart . . . . .
- e. Recruitment, Hiring & Retention Plan . . . . .
- f. Staff Training / Education / Development . . . . .

Note: As part of its evaluation of the Staffing Plan, the Review Committee will review the proposer’s demonstrated commitment to affirmative action, as required by the Regulations of CT State Agencies §46A-68j-30(10).

4.2.2 Subcontractors

- a. Existing contractor Relationships / Potential Subcontractors . . . . .
- b. Subcontractor Oversight . . . . .

4.2.3 Cultural Competency

- a. Language Assistance Services . . . . .
- b. Diverse Hiring and Contracting . . . . .
- c. Cultural Competence Education and Training . . . . .

**4.3 Project Planning, Data Management, and Reporting**

4.3.1 Work Plan

- a. Start Date . . . . .
- b. Timetable / Schedule . . . . .
- c. Tasks, Deliverables . . . . .
- d. Methodologies . . . . .
- e. Measurable Objectives . . . . .

4.3.2 Data and Technology

- a. IT Infrastructure / Project Management Hardware & Software . . . . .
- b. Data Collection / Storage / Reporting / Sharing . . . . .
- c. Client Privacy Policy / Record Retention . . . . .
- d. Assessment of Client Satisfaction/ Client Complaint Management . . . . .
- e. Evaluation / Outcome Measures . . . . .

**4.4 Budgeting and Cost Competitiveness**

4.4.1 Financial Profile

- a. Annual Budget and Revenues . . . . .
- b. Financial Standing . . . . .
- c. Financial Management Systems / Timekeeping / Accounting . . . . .
- d. Subcontractor Payment Methodology . . . . .
- e. History of Violations (financial or programming) . . . . .
- f. Additional Funding Sources. . . . .

**E: Attachments**

Attachments other than the required attachments identified are not permitted and will not be evaluated. See the Proposal Checklist in the Appendix for a list of relevant attachments. Further, the required attachments must not be altered or used to extend, enhance, or replace any component required by this RFP. Failure to abide by these instructions may result in disqualification.

- a. Organizational chart
- b. Financial audit
- c. Resumes
- d. Training certificates, certifications, credentials, and licenses

### **F: Declaration of Confidential Information**

If a proposer deems that certain information required by this RFP is confidential, the proposer must label such information as CONFIDENTIAL prior to submission. The proposer must reference where the information labeled CONFIDENTIAL is located in the proposal. *EXAMPLE: Section G.1.a.* For each subsection so referenced, the proposer must provide a convincing explanation and rationale sufficient to justify an exemption of the information from release under the FOIA. The explanation and rationale must be stated in terms of (a) the prospective harm to the competitive position of the proposer that would result if the identified information were to be released and (b) the reasons why the information is legally exempt from release pursuant to C.G.S. §1-210(b).

### **G: Conflict of Interest – Disclosure Statement**

Proposers must include a disclosure statement concerning any current business relationships (within the last three (3) years) that pose a conflict of interest, as defined by C.G.S. § 1-85. A conflict of interest exists when a relationship exists between the proposer and a public official (including an elected official) or State employee that may interfere with fair competition or may be adverse to the interests of the State. The existence of a conflict of interest is not, in and of itself, evidence of wrongdoing. A conflict of interest may, however, become a legal matter if a proposer tries to influence, or succeeds in influencing, the outcome of an official decision for their personal or corporate benefit. In the absence of any conflict of interest, a proposer must affirm such in the disclosure statement. *Example: "[name of proposer] has no current business relationship (within the last three (3) years) that poses a conflict of interest, as defined by C.G.S. § 1-85."*

### **H: Statement of Assurances**

Place after Conflict of Interest-Disclosure Statement. Sign and return (Appendix).

## **V. MANDATORY PROVISIONS**

### **■ A. STANDARD CONTRACT PROVISIONS**

At the time of selection, the proposer will be required to enter into a contract for services consistent with the sample agreement shown in Attachment 1, modified as appropriate for this RFP, including, but not limited to, adding terms required by BIL where applicable.

## ■ B. ASSURANCES

*By submitting a proposal in response to this RFP, a proposer implicitly gives the following assurances:*

- 1. Collusion.** The proposer represents and warrants that the proposer did not participate in any part of the RFP development process and had no knowledge of the specific contents of the RFP prior to its issuance. The proposer further represents and warrants that no agent, representative, or employee of the State participated directly in the preparation of the proposer's proposal. The proposer also represents and warrants that the submitted proposal is in all respects fair and is made without collusion or fraud.
- 2. State Officials and Employees.** The proposer certifies that no elected or appointed official or employee of the State has or will benefit financially or materially from any contract resulting from this RFP. The Agency may terminate a resulting contract if it is determined that gratuities of any kind were either offered or received by any of the aforementioned officials or employees from the proposer, contractor, or its agents or employees.
- 3. Competitors.** The proposer assures that the submitted proposal is not made in connection with any competing organization or competitor submitting a separate proposal in response to this RFP. No attempt has been made, or will be made, by the proposer to induce any other organization or competitor to submit, or not submit, a proposal for the purpose of restricting competition. The proposer further assures that the proposed costs have been arrived at independently, without consultation, communication, or agreement with any other organization or competitor for the purpose of restricting competition. Nor has the proposer knowingly disclosed the proposed costs on a prior basis, either directly or indirectly, to any other organization or competitor.
- 4. Validity of Proposal.** The proposer certifies that the proposal represents a valid and binding offer to provide services in accordance with the terms and provisions described in this RFP and any amendments or attachments hereto. The proposal shall remain valid for a period of 180 days after the submission due date and may be extended beyond that time by mutual agreement. At its sole discretion, the Agency may include the proposal, by reference or otherwise, into any contract with the successful proposer.
- 5. Press Releases.** The proposer agrees to obtain prior written consent and approval of the Agency for press releases that relate in any manner to this RFP or any resultant contract.

## ■ C. TERMS AND CONDITIONS

*By submitting a proposal in response to this RFP, a proposer implicitly agrees to comply with the following terms and conditions:*

- 1. Equal Opportunity and Affirmative Action.** The State is an Equal Opportunity and Affirmative Action employer and does not discriminate in its hiring, employment, or business practices. The State is committed to complying with the Americans with Disabilities Act of 1990 (ADA) and does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services, or activities.
- 2. Preparation Expenses.** Neither the State nor the Agency shall assume any liability for expenses incurred by a proposer in preparing, submitting, or clarifying any proposal submitted in response to this RFP.
- 3. Exclusion of Taxes.** The Agency is exempt from the payment of excise and sales taxes imposed by the federal government and the State. Proposers are liable for any other applicable taxes.
- 4. Proposed Costs.** No cost submissions that are contingent upon a State action will be accepted. All proposed costs must be fixed through the entire term of the contract.
- 5. Changes to Proposal.** No additions or changes to the original proposal will be allowed after submission. While changes are not permitted, the Agency may request and authorize proposers to submit written clarification of their proposals, in a manner or format prescribed by the Agency, and at the proposer's expense.
- 6. Supplemental Information.** Supplemental information will not be considered after the deadline submission of proposals, unless specifically requested by the Agency. The Agency may ask a proposer to give demonstrations, interviews, oral presentations or further explanations to clarify information contained in a proposal. Any such demonstration, interview, or oral presentation will be at a time selected and in a place provided by the Agency. At its sole discretion, the Agency may limit the number of proposers invited to make such a demonstration, interview, or oral presentation and may limit the number of attendees per proposer.
- 7. Presentation of Supporting Evidence.** If requested by the Agency, a proposer must be prepared to present evidence of experience, ability, data reporting capabilities, financial standing, or other information necessary to satisfactorily meet the requirements set forth or implied in this RFP. The Agency may make onsite visits to an operational facility or facilities of a proposer to evaluate further the proposer's capability to perform the duties required by this RFP. At its discretion, the Agency may also check or contact any reference provided by the proposer.
- 8. RFP Is Not An Offer.** Neither this RFP nor any subsequent discussions shall give rise to any commitment on the part of the State or the Agency or confer any rights on any proposer unless and until a contract is fully executed by the necessary parties. The contract document will represent the entire agreement between the proposer and the Agency and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. The State shall assume no liability for costs incurred by the proposer or for payment of services under the terms of the contract until the successful proposer is notified that the contract has been accepted and approved by the Agency and, if required, by the Attorney General's Office.

#### ■ D. RIGHTS RESERVED TO THE STATE



*By submitting a proposal in response to this RFP, a proposer implicitly accepts that the following rights are reserved to the State:*

- 1. Timing Sequence.** The timing and sequence of events associated with this RFP shall ultimately be determined by the Agency.
- 2. Amending or Canceling RFP.** The Agency reserves the right to amend or cancel this RFP on any date and at any time, if the Agency deems it to be necessary, appropriate, or otherwise in the best interests of the State.
- 3. No Acceptable Proposals.** In the event that no acceptable proposals are submitted in response to this RFP, the Agency may reopen the procurement process, if it is determined to be in the best interests of the State.
- 4. Award and Rejection of Proposals.** The Agency reserves the right to award in part, to reject any and all proposals in whole or in part, for misrepresentation or if the proposal limits or modifies any of the terms, conditions, or specifications of this RFP. The Agency may waive minor technical defects, irregularities, or omissions, if in its judgment the best interests of the State will be served. The Agency reserves the right to reject the proposal of any proposer who submits a proposal after the submission date and time.
- 5. Sole Property of the State.** All proposals submitted in response to this RFP are to be the sole property of the State. Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP shall be the sole property of the State, unless stated otherwise in this RFP or subsequent contract. The right to publish, distribute, or disseminate any and all information or reports, or part thereof, shall accrue to the State without recourse.
- 6. Contract Negotiation.** The Agency reserves the right to negotiate or contract for all or any portion of the services contained in this RFP. The Agency further reserves the right to contract with one or more proposer for such services. After reviewing the scored criteria, the Agency may seek Best and Final Offers (BFO) on cost from proposers. The Agency may set parameters on any BFOs received.
- 7. Clerical Errors in Award.** The Agency reserves the right to correct inaccurate awards resulting from its clerical errors. This may include, in extreme circumstances, revoking the awarding of a contract already made to a proposer and subsequently awarding the contract to another proposer. Such action on the part of the State shall not constitute a breach of contract on the part of the State since the contract with the initial proposer is deemed to be void *ab initio* and of no effect as if no contract ever existed between the State and the proposer.
- 8. Key Personnel.** When the Agency is the sole funder of a purchased service, the Agency reserves the right to approve any additions, deletions, or changes in key personnel, with the exception of key personnel who have terminated employment. The Agency also reserves the right to approve replacements for key personnel who have terminated employment. The Agency further reserves the right to require the removal and replacement of any of the proposer's key personnel who do not perform adequately, regardless of whether they were previously approved by the Agency.

**9. Sovereign Immunity.** Nothing in this RFP is to be construed as a modification, compromise or waiver by the State of any rights or defenses of any immunities provided by Federal law or the laws of the State to the State or any of its officers and employees, which they may have had, now have or will have with respect to all matters arising out of the RFP or a contract award.

**10. Termination of Contract.** Any contract resulting from this RFP may be terminated whenever the Agency makes a written determination that such determination is in the best interests of the State. This includes, but is not limited to, failure of the administrator to meet the performance metrics set forth in the resulting contract.

## ■ E. STATUTORY AND REGULATORY COMPLIANCE

*By submitting a proposal in response to this RFP, the proposer implicitly agrees to comply with all applicable State and federal laws and regulations, including, but not limited to, the following:*

- 1. Freedom of Information, C.G.S. §1-210(b).** The Freedom of Information Act (FOIA) generally requires the disclosure of documents in the possession of the State upon request of any citizen, unless the content of the document falls within certain categories of exemption, as defined by C.G.S. § 1-210(b). Proposers are generally advised not to include in their proposals any confidential information. If the proposer indicates that certain documentation, as required by this RFP, is submitted in confidence, the State will endeavor to keep said information confidential to the extent permitted by law. The State has no obligation to initiate, prosecute, or defend any legal proceeding or to seek a protective order or other similar relief to prevent disclosure of any information pursuant to a FOIA request. The proposer has the burden of establishing the availability of any FOIA exemption in any proceeding where it is an issue. While a proposer may claim an exemption to the State's FOIA, the final administrative authority to release or exempt any or all material so identified rests with the State. In no event shall the State or any of its employees have any liability for disclosure of documents or information in the possession of the State and which the State or its employees believe(s) to be required pursuant to the FOIA or other requirements of law.
- 2. Contract Compliance, C.G.S. §4a-60 and Regulations of CT State Agencies §46a-68j-21 thru 43, inclusive.** CT statute and regulations impose certain obligations on State agencies (as well as contractors and subcontractors doing business with the State) to ensure that State agencies do not enter into contracts with organizations or businesses that discriminate against protected class persons.
- 3. Consulting Agreements Representation, C.G.S. §4a-81.** Pursuant to C.G.S. §§4a-81 the successful contracting party shall certify that it has not entered into any consulting agreements in connection with this Contract, except for the agreements listed below. "Consulting agreement" means any written or oral agreement to retain the services, for a fee, of a consultant for the purposes of (A) providing counsel to a contractor, vendor, consultant or other entity seeking to conduct, or conducting, business with the State, (B) contacting, whether in writing or orally, any executive, judicial, or administrative office of the State, including any department, institution, bureau, board, commission, authority, official or employee for the purpose of solicitation, dispute resolution, introduction, requests for information, or (C) any other similar activity related to such contracts. "Consulting agreement" does not

include any agreements entered into with a consultant who is registered under the provisions of chapter 10 of the Connecticut General Statutes as of the date such contract is executed in accordance with the provisions of section 4a-81 of the Connecticut General Statutes. Such representation shall be sworn as true to the best knowledge and belief of the person signing the resulting contract and shall be subject to the penalties of false statement.

**4. Campaign Contribution Restriction, C.G.S. §9-612.** For all State contracts, defined in section 9-612 of the Connecticut General Statutes as having a value in a calendar year of \$50,000 or more, or a combination or series of such agreements or contracts having a value of \$100,000 or more, the authorized signatory to the resulting contract must represent that they have received the State Elections Enforcement Commission's notice advising state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the notice, as set forth in "Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations." Such notice is available at [https://seec.ct.gov/Portal/data/forms/ContrForms/seec\\_form\\_11\\_notice\\_only.pdf](https://seec.ct.gov/Portal/data/forms/ContrForms/seec_form_11_notice_only.pdf)

**5. Gifts, C.G.S. §4-252.** Pursuant to section 4-252 of the Connecticut General Statutes and Acting Governor Susan Bysiewicz's Executive Order No. 21-2, the Contractor, for itself and on behalf of all of its principals or key personnel who submitted a bid or proposal, represents:

(1) That no gifts were made by (A) the Contractor, (B) any principals and key personnel of the Contractor, who participate substantially in preparing bids, proposals or negotiating State contracts, or (C) any agent of the Contractor or principals and key personnel, who participates substantially in preparing bids, proposals or negotiating State contracts, to (i) any public official or State employee of the State agency or quasi- public agency soliciting bids or proposals for State contracts, who participates substantially in the preparation of bid solicitations or requests for proposals for State contracts or the negotiation or award of State contracts, or (ii) any public official or State employee of any other State agency, who has supervisory or appointing authority over such State agency or quasi-public agency;

(2) That no such principals and key personnel of the Contractor, or agent of the Contractor or of such principals and key personnel, knows of any action by the Contractor to circumvent such prohibition on gifts by providing for any other principals and key personnel, official, employee or agent of the Contractor to provide a gift to any such public official or State employee; and

(3) That the Contractor is submitting bids or proposals without fraud or collusion with any person.

Any bidder or proposer that does not agree to the representations required under this section shall be rejected and the State agency or quasi-public agency shall award the contract to the next highest ranked proposer or the next lowest responsible qualified bidder or seek new bids or proposals.

**6. Iran Energy Investment Certification C.G.S. §4-252(a).** Pursuant to C.G.S. § 4-252(a), the successful contracting party shall certify the following: (a) that it has not made a direct investment of twenty million dollars or more in the energy sector

of Iran on or after October 1, 2013, as described in Section 202 of the Comprehensive Iran Sanctions, Accountability and Divestment Act of 2010, and has not increased or renewed such investment on or after said date. (b) If the Contractor makes a good faith effort to determine whether it has made an investment described in subsection (a) of this section it shall not be subject to the penalties of false statement pursuant to section 4-252a of the Connecticut General Statutes. A "good faith effort" for purposes of this subsection includes a determination that the Contractor is not on the list of persons who engage in certain investment activities in Iran created by the Department of General Services of the State of California pursuant to Division 2, Chapter 2.7 of the California Public Contract Code. Nothing in this subsection shall be construed to impair the ability of the State agency or quasi-public agency to pursue a breach of contract action for any violation of the provisions of the resulting contract.

- 7. Nondiscrimination Certification, C.G.S. §4a-60 and 4a-60a.** If a bidder is awarded an opportunity to negotiate a contract, the proposer must provide the State agency with *written representation* in the resulting contract that certifies the bidder complies with the State's nondiscrimination agreements and warranties. This nondiscrimination certification is required for all State contracts – regardless of type, term, cost, or value. Municipalities and CT State agencies are exempt from this requirement. The authorized signatory of the contract shall demonstrate his or her understanding of this obligation by either (A) initialing the nondiscrimination affirmation provision in the body of the resulting contract, or (B) providing an affirmative response in the required online bid or response to a proposal question, if applicable, which asks if the contractor understands its obligations. If a bidder or vendor refuses to agree to this representation, such bidder or vendor shall be rejected and the State agency or quasi-public agency shall award the contract to the next highest ranked vendor or the next lowest responsible qualified bidder or seek new bids or proposals.
- 8. Access to Data for State Auditors.** The Contractor shall provide to OPM access to any data, as defined in C.G.S. §4e-1, concerning the resulting contract that are in the possession or control of the Contractor upon demand and shall provide the data to OPM in a format prescribed by OPM [or DEEP] and the State Auditors of Public Accounts at no additional cost.

## VI. APPENDIX

**A. ABBREVIATIONS / ACRONYMS / DEFINITIONS**

BFO	Best and Final Offer
BIL	Bi-partisan Infrastructure Law
BPI	Building Performance Institute
CAA	Community Action Agency
C.G.S.	Connecticut General Statutes
CHRO	Commission on Human Rights and Opportunity (CT)
CPA	Certified Public Accountant
CT	The State of Connecticut
DAS	Department of Administrative Services (CT)
DEEP	Department of Energy and Environmental Protection (CT)
DOE	Department of Energy (US)
EA	Energy Auditor
FOIA	Freedom of Information Act (CT)
HEAT	Hancock Energy Audit Tool
HEP	Home Energy Professional
H&S	Health and Safety
HVAC	Heating Ventilation Air Conditioning
IREC	Interstate Renewable Energy Council
IRS	Internal Revenue Service (US)
JTA	Job Task Analysis
LOI	Letter of Intent
MF	Multi-Family Housing
NREL	National Renewable Energy Laboratory
OAG	Office of the Attorney General
OPM	Office of Policy and Management (CT)
OSC	Office of the State Comptroller (CT)
PSA	Personal Service Agreement
P.A.	Public Act (CT)
QCI	Quality Control Inspector
REPS	Residential Energy Preparation Services
RFP	Request For Proposal
SEEC	State Elections Enforcement Commission (CT)
SF	Single-Family Housing
T&TA	Training and Technical Assistance
U.S.	United States
WAP	Weatherization Assistance Program (CT)

- *contractor*: a private provider organization, CT State agency, or municipality that enters into a contract with the Agency as a result of this RFP.
- *proposer*: a private provider organization, CT State agency, or municipality that has submitted a proposal to the Agency in response to this RFP. This term may be used interchangeably with respondent throughout the RFP.
- *prospective proposer*: a private provider organization, CT State agency, or municipality that may submit a proposal to the Agency in response to this RFP, but has not yet done so
- *subcontractor*: an individual (other than an employee of the contractor) or business entity hired by a contractor to provide a specific service as part of a contract with the Agency as a result of this RFP

**B. Documents/References**

[eCFR :: 10 CFR Part 440 -- Weatherization Assistance for Low-Income Persons](#)  
[eCFR :: 2 CFR Part 200 -- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)  
[Connecticut Environmental Justice Communities - Conn. Gen. Stat. § 22a-20a](#)  
[Justice 40 Initiative](#)  
[DOE WPN BIL 22-1](#)  
[DOE WPN BIL 22-2](#)  
[DOE WPN 22-4](#)  
[DOE WPN 20-4](#)  
[DOE WPN 22-9](#)  
[DOE WPN 23-4](#)  
[Other Active DOE program Notices and Memos and Guidance](#)  
[CT WAP State Plan/Master File](#)  
[CT WAP Quality Work Plan](#)  
[CT WAP Weatherization Field Guide](#)  
[NREL Standard Work Specifications](#)  
[Other Subgrantee Documents for Connecticut Weatherization Assistance Program](#)  
[BPI Certification Standards](#)  
[IREC Certification Standards](#)  
[National Renewable Energy Laboratory \(NREL\) Job Task Analysis \(JTA\) for Weatherization Regulations of CT State Agencies § 46A-68j-30\(10\)](#)  
[Hancock Software](#)

**C. STATEMENT OF ASSURANCES**

Connecticut Department of Energy & Environmental Protection

The undersigned Respondent affirms and declares that:

**1) General**

- a. This proposal is executed and signed with full knowledge and acceptance of the RFP CONDITIONS stated in the RFP.
- b. The Respondent will deliver services to the Agency the cost proposed in the RFP and within the timeframes therein.
- c. The Respondent will seek prior approval from the Agency before making any changes to the location of services.
- d. Neither the Respondent or any official of the organization nor any subcontractor the Respondent or any official of the subcontractor organization has received any notices of debarment or suspension from contracting with the State of CT or the Federal Government.
- e. Neither the Respondent or any official of the organization nor any subcontractor to the Respondent or any official of the subcontractor's organization has received any

notices of debarment or suspension from contracting with other states within the United States.

Legal Name of Organization:

\_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Date

#### D. PROPOSAL CHECKLIST

To assist respondents in managing proposal planning and document collation processes, this document summarizes key dates and proposal requirements for this RFP. Please note that this document does not supersede what is stated in the RFP. Please refer to the Proposal Submission Overview, Required Proposal Submission Outline, and Mandatory Provisions (Sections II, III, and IV of this RFP) for more comprehensive detail **This is a tool for proposers to use.** It is the responsibility of each respondent to ensure that all required documents, forms, and attachments, are submitted in a timely manner.

#### Key Dates

<b>Procurement Timetable: TBD</b>		
The Agency reserves the right to modify these dates at its sole discretion.		
Item	Action	Date
1		
2		
3		
4		
5		

6

**Registration Link for Pre-bid Conference:**

TBD

**Registration with State Contracting Portal (if not already registered):**

- Register at: <https://portal.ct.gov/DAS/CTSource/Registration>
- Submit required forms:
  - Campaign Contribution Certification (OPM Ethics Form 1):  
<https://portal.ct.gov/OPM/Fin-PSA/Forms/Ethics-Forms>

**Proposal Content Checklist**

- Cover Sheet** including required information:
  - RFP Name or Number
  - Legal Name
  - FEIN
  - Street Address
  - Town/City/State/Zip
  - Contact Person
  - Title
  - Phone Number
  - E-Mail Address
  - Authorized Official
  - Title
  - Signature
- Table of Contents**
- Executive Summary:** high-level summary of proposal and cost
- Main proposal body answering all questions with relevant attachments.**
  - Organizational chart
  - Financial audit
  - Resumes
  - Training certificates, certifications, credentials, and licenses
- IRS Determination Letter** (for nonprofit proposers)
- Conflict of Interest Disclosure Statement**
- Statement of Assurances**

**Formatting Checklist**

- Is the proposal formatted to fit 8 ½ x 11 (letter-sized) paper?
- Is the main body of the proposal within the page limit?
- Is the proposal in 12-point, Times New Roman font?
- Does the proposal format follow normal (1 inch) margins and 1 ½ line spacing?
- Does the proposer's name appear in the header of each page?
- Does the proposal include page numbers in the footer?
- Are confidential labels applied to sensitive information (if applicable)?

**Exhibit A: CT WAP Service Territories**

Legend:

- Blue: Region 1
- Red: Region 2



\*Note: regions are divided evenly by number of WAP-eligible customers

