

**State of Delaware  
Weatherization Local Provider  
NAT20001-WAPLOCAL**



**Request for Proposals**

**April 14, 2020**

# Verification of Attendance

As a requirement of the state RFP process, all attendees of this mandatory prebid meeting must be verified

All correspondence for the RFP will be via email. All questions that are asked via email by a potential bidder will be made available to the entire group of potential bidders through the state contracting website:

<http://bids.delaware.gov/>

At this time, I will ask each participant to state their name, company/organization, and their email address.

# Submission Deadline

1:00 PM on Thursday, June 18, 2020, Eastern Standard Time to be considered

Proposals must be mailed or hand delivered to:

Division of Climate, Coastal, & Energy  
Weatherization Assistance Program  
Attn: Local Weatherization Provider RFP  
100 West Water Street, Suite 10B  
Dover, DE 19904

# Eligibility

- ▣ Community Action Agency (CAA) or other government, public or nonprofit entity that has the capacity to administer social service programs in Kent and Sussex Counties in Delaware.

# Timeline

- ▣ Advertisement & Availability of RFP March 24, 2020
- ▣ Mandatory Prebid Meeting April 14, 2020 at 11:00 AM.  
and April 14, 2020 at 6:00 PM.  
Local Time
- ▣ Written Questions Due NLT April 28, 2020 by COB
- ▣ Written Answers Posted May 8, 2020 by COB
- ▣ Proposals Due NLT June 18, 2020 by 1:00 PM.  
Local Time
- ▣ Bidder Presentations July 6, 2020
- ▣ Anticipated Notification of Award July 20, 2020

# Key RFP Provisions

- ▣ One Service Provider
- ▣ Three year contract term, extendable up to 2 years
- ▣ “Subgrantee” role under 10 CFR 440
- ▣ Estimated \$1,500,000/year program
- ▣ Estimated 200 homes in the service territory
- ▣ All components of RFP must be addressed
- ▣ All Attachments must be included
- ▣ DNREC Contract required

# Local WAP Provider Responsibilities

- ▣ Responsibilities have been clearly stated in the RFP. Any questions that are not answered here today will be submitted in accordance with the requirements in **Sections C: *Inquiries and Questions* and D: *RFP Designated Contact***
- ▣ All questions asked today and at the other Prebid Meeting will be provided on the Contracting Office website to ensure that all potential bidders have received the same information. <http://bids.delaware.gov/>

# State WAP Responsibilities

- ▣ Develop and administer contracts with Local Providers
- ▣ Review and approve Local Provider budgets
- ▣ Liaison with the Department of Energy
- ▣ Review and approve State WAP plans and statewide budget
- ▣ Manage federal DOE, LIHEAP, and other funding sources
- ▣ Write and maintain WAP policies and procedures
- ▣ Develop and maintain effective forms and procedures
- ▣ Allocate funds in a manner which maximizes benefits to our clients and the WAP
- ▣ Set the overall production targets for weatherization activities based on available funding
- ▣ Set a Price List for materials and labor

# Evaluation Criteria

- ▣ Relevant experience staffing and implementing a low-income program (energy efficiency/ weatherization)
- ▣ Demonstrate ability to conduct outreach and marketing
- ▣ Experience with financial administration within a social service program
- ▣ Budget development/cost for providing services
- ▣ Relevant technical knowledge and expertise
- ▣ Demonstrated ability to procure subcontractors within federal and state guidelines

# Timeline

- ▣ Advertisement & Availability of RFP March 24, 2020
- ▣ Mandatory Prebid Meeting April 14, 2020 at 11:00 AM.  
and April 14, 2020 at 6:00 PM.  
Local Time
- ▣ Written Questions Due NLT April 28, 2020 by COB
- ▣ Written Answers Posted May 8, 2020 by COB
- ▣ Proposals Due NLT June 18, 2020 by 1:00 PM.  
Local Time
- ▣ Bidder Presentations July 6, 2020
- ▣ Anticipated Notification of Award July 20, 2020

# Questions?



Cheryl Gmuer at [Cheryl.Gmuer@Delaware.gov](mailto:Cheryl.Gmuer@Delaware.gov)