

SEPTEMBER 26, 2017

TO: ALL OFFERS

FROM: CHERYL L. GMUER  
WEATHERIZATION ASSISTANCE PROGRAM MANAGER

SUBJECT: ADDENDUM TO INVITATION TO BID - CONTRACT NO. NAT17002-WAPLOCAL  
WEATHERIZATION LOCAL PROVIDER

**ADDENDUM #001**

**PRE-BID QUESTIONS AND ANSWERS  
From Mandatory Prebid Meetings held on September 20 and 21, 2017**

**9/20/17**

1. How is partial bidding [on just a portion of the state weatherization territory] weighted [in evaluating the proposals]? *That is difficult to answer. There is not a specific weight for bidders that submit a proposal for the whole state versus only a single county.*
2. In the Benchmark table it is noted that we should use cumulative, not incremental, numbering. So if we have a goal of 10 per quarter, in Q1 = 10, Q2 = 20? *Look at the program year total for every program year. Then total at the end of 3 years [which is the term of the contract].*
3. Would you like our response to the RFP be written following the RFP structure #1-7? *Yes, the more organized is beneficial for those reviewing, look at the lay out requirements under the scope of work.*
4. What should the budget format look like? *Can look like however you want it to be as long as it makes sense and addresses everything [in the RFP].*
5. Can a Non-Profit partner with a For-Profit organization apply? *The Non-Profit partner has to be the prime on the contract. The Non-profit entity must implement the program. This is in the Federal guidelines 10 CFR 440.*
6. Can [client] intake be contracted out? *Yes.*

7. How will state wide homes be determined? *Weighted by population 50% New Castle, 25% Kent, 25% Sussex; [this is the way DNREC currently allocates the number of target homes weatherized]. It's not mandated that we do it that way but we are targeting the areas in need. If someone wants only Kent County they need to show how they can do 400 homes; [or however many homes they propose they can do].*
8. Staffing: What can be contracted out? Auditors? Contractors? And what needs to be on staff? *It is up to the bidder to determine [how they are going to staff]. [The bidder must address] how they will meet the technical needs through their home energy auditors. DNREC allows contractors to sub-out. This needs to be shown in the [proposed] budget and the RFP needs to show how this is will be done.*
9. What is the process for developing the Price List and how often does the list change? *Developed by DNREC based on the market and is evaluated twice a year and changed if need be.*
10. Does DNREC take any input from contractors on the Price List? *Discussions with disputes are taken into consideration [by DNREC].*

**9/21/17**

1. Will we get a list of attendees at both pre-bid meetings? *Yes, just the names of the bidders and company no personal information will be posted. **Correction:** The complete sign-in sheets will be posted.*
2. Must non-profits be incorporated in Delaware or simply get a business license? *Must have all licenses to work in the State of Delaware but you do not have to be from Delaware. You do have to have all of the ability to function in Delaware as a business.*
3. And is the incumbent going to reapply? *They have been present in the prebid meeting but I cannot speak for them if they will bid or not.*
4. Can Subgrantees hire out subcontractors? *Yes, they can subcontract as a bidder of the RFP. In doing so, you must show how you will manage the [proposed] budget for auditors, the subgrantee, [portions] contracted out and staff.*
5. Do we need to include any MOUs in our proposal? *Yes, it will be something that you will supply in your proposal, you [will] want to include that.*

6. It does say 'public' in the first line in the RFP? *Yes, it does say public or non-governmental, but it has to be a non-profit, excludes anything that is a for-profit organization. It must be a community action agency or non-profit. The Prime bidder [of the contract] has to be one of the approved agencies.*
  
7. Are you going to have one contract or multiple contracts? *Four Hundred homes is the target. Wwe are open to having one or more subgrantee(s). If you want to bid on a certain part of the state, [you can]. [For example], the target homes for Kent County could be 150 if you only want to bid a certain portion [of the state]. You must show how you will accomplish that [in your response to the RFP].*
  
8. Is there a certain number of homes that need to be weatherized in certain parts of the state? *We look at the population of the area to determine the amount of homes that should be weatherized. [Right now we use a percentage of completed units in each county: 50% of the completed units will be in New Castle County, 25% for Kent and 25% for Sussex based on population.]*
  
9. Do you have any stake holders that will be impacted by who the Subgrantees are and should those folks be engaged in this process? *No specific agency has precedence right now. The process of putting the RFP out is for anyone that is qualified; there are no territories or established organizations [that have precedence].*
  
10. Can a College/University or school apply? *Being a University will not preclude you from applying as long as it's a non-profit [organization]. But I will find out and get back to you. **Complete answer: The regulation does not exclude institutions of higher education if they are non-profit.***

*Excerpt from 10 CFR 440.15 Subgrantees*

- (a) The grantee shall ensure that:
  - (1) Each subgrantee is a CAA or other public or nonprofit entity;
  - (2) Each subgrantee is selected on the basis of public comment received during a public hearing conducted pursuant to §440.14(a) and other appropriate findings regarding:
    - (i) The subgrantee's experience and performance in weatherization or housing renovation activities;
    - (ii) The subgrantee's experience in assisting low-income persons in the area to be served; and
    - (iii) The subgrantee's capacity to undertake a timely and effective weatherization program.
  - (3) In selecting a subgrantee, preference is given to any CAA or other public or nonprofit entity which has, or is currently administering, an effective program under this part or under title II of the Economic Opportunity Act of

1964, with program effectiveness evaluated by consideration of factors including, but not necessarily limited to, the following:

(i) The extent to which the past or current program achieved or is achieving weatherization goals in a timely fashion;

(ii) The quality of work performed by the subgrantee;

(iii) The number, qualifications, and experience of the staff members of the subgrantee; and

(iv) The ability of the subgrantee to secure volunteers, training participants, public service employment workers, and other Federal or State training programs.

(b) The grantee shall ensure that the funds received under this part will be allocated to the entities selected in accordance with paragraph (a) of this section, such that funds will be allocated to areas on the basis of the relative need for a weatherization project by low-income persons.

(c) If DOE finds that a subgrantee selected to undertake weatherization activities under this part has failed to comply substantially with the provisions of the Act or this part and should be replaced, such finding shall be treated as a finding under §440.30(i) for purposes of §440.30.

(d) Any new or additional subgrantee shall be selected at a hearing in accordance with §440.14(a) and upon the basis of the criteria in paragraph (a) of this section.

(e) A State may terminate financial assistance under a subgrant agreement for a grant period only in accordance with established State procedures that provide to the subgrantee appropriate notice of the State's reasons for termination and afford the subgrantee an adequate opportunity to be heard.

11. Do you want a contract up front, can you detail that a little more? *Sorry if that was confusing but there is a sample contract in the RFP that will show you what a standard state contract will look like [for those that are unfamiliar with the standard Delaware state contract].*

12. If you are coming up to year end and you have more homes to weatherize are you up to incentivizing the weatherization of more homes? *That is a really detailed question [to answer in this type of forum]. We would actually look at our budget [that we have with the Subgrantee] and discuss it at that time. If you end up with more houses that you can weatherize [as a Subgrantee], we will deal with that when it happens. We have not had that happen in recent years so once we get into a contractual relationship [with the Subgrantee] DNREC will cross that bridge when we come to it.*

All other terms and conditions remain the same.

If you have any questions, please contact me at Cheryl L. Gmuer ([Cheryl.Gmuer@state.de.us](mailto:Cheryl.Gmuer@state.de.us)), 302-735-3361.