

RFP NAT17002-WAPLOCAL
RFP Questions with Answers from
Department of Natural Resources and Environmental Control (DNREC)
Division of Energy & Climate (DEC)
October 20, 2017

1. On page 9 of the RFP, there is mention of an escrow account that should be allocated to resolve contractor errors and/or unauthorized work by the Respondent. Can you expand on this? How should it be funded? How much should be included? How will it be managed? Who/how will errors and unauthorized work be determined?

Expansion on Escrow Account: The Subgrantee takes responsibility for weatherization work conducted that is not in compliance with the Weatherization Assistance Program. Invoices that are submitted to DEC that are questioned for compliance will be sent to the Subgrantee's Program Manager for resolution.

How much: The Subgrantee should determine how much should be placed in an escrow account based on the amount of work they anticipate doing. This fund must be explained in their proposal.

Managed: The escrow account will be held at the Subgrantee level and earmarked for weatherization.

Error/Unauthorized Work Determination: If DEC determines that there may be unauthorized work or noncompliant work performed through the weatherization program, DEC will dispute the invoice through the Subgrantee's Program Manager. If the dispute is valid, DEC will make the final ruling that the Subgrantee is responsible. The Subgrantee Program Manager will make the determination on how to resolve the dispute internally (whether the Subgrantee or a subcontractor is responsible).

2. Can you expand on what is meant by subgrantee outreach events for subcontractors and subgrantee events for subcontractors/participants as in the benchmark table listed on page 8 of the RFP?

Subgrantee outreach events for subcontractors – In the RFP table under section (4) **Program Benchmarking and Assessing Accomplishments**, show how the Subgrantee will attract qualified subcontractors (HVAC, shell, electrical, plumbing) in the field of weatherization.

Subgrantee events for subcontractors-participants – In the RFP table under section (4) **Program Benchmarking and Assessing Accomplishments**, this is a measure of how many staff will be participating in the events. In the same way, under Outreach for Clients-participants you will show how many staff will be participating in the events.

3. Will be there a requirement, or a preference, for the Local Provider/s to be based in Delaware, so that the State of Delaware will benefit from the personal income taxes generated by WAP-related jobs?

There is no preference in the process of selection for the Subgrantee to be located in Delaware.

4. Will you share a price list for materials?

Yes, the Delaware Price List will be posted to the contracting website; effective November 1, 2017.

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5. Regarding Software/audit tools, in addition to some basic system reqs and contractual items, the RFP states: “Regulations – All equipment, software and services must meet all applicable local, State and Federal regulations in effect on the date of the contract. The Local Provider will be required to use DEC sponsored/ supported Program software to manage the Program. All Respondents must describe its capacity to utilize the required software (e.g. laptops, tablets, information technology support, etc.)” Do these items need to be DOE approved?

This is stating that the Subgrantee should show its capacity to comply with all current regulations. It is also stating that the Subgrantee will utilize the software that DEC is currently using to run the Program, which is currently going through DOE approval (Hancock Software). In addition, DEC wants to be assured that the Subgrantee will have the ability to utilize the current software on multiple platforms. In the past, some agencies had employees that were not computer literate. DEC wants the Subgrantee to be responsible for their employees to be computer literate and able to learn software on multiple platforms.

6. Will the winning bidder have full access to current sub-grantee client files?

The awarded bidder will have access to all files within the WAP via the Hancock Software and a Legacy List that contains all addresses that are not in Hancock (pre-digital era).

7. Is there an expectation that most of the WAP referrals will be coming from the CECs?

There is no expectation that client referrals will be coming from the Community Energy Centers in Delaware. The Subgrantee will need to clearly demonstrate the ability to develop a pipeline of clients.

8. If the current sub-grantee has a pipeline of applications (either approved for WAP or not yet) will that list be shared with the winning bidder?

This RFP is for all potential bidders to apply in full (the entire state’s Weatherization Assistance Program) **or** a portion of the state. In the case where only one Subgrantee is the awarded bidder, the new Subgrantee will be given the pipeline of clients that have been determined to be eligible for weatherization as part of a transition plan. In the case where a Subgrantee is awarded only a portion of the state, the existing list of eligible clients for that specific area of the state will be made available to the new Subgrantee. For example, if a new Subgrantee is awarded Kent County, the existing list of eligible WAP clients for Kent County will be provided to the new Subgrantee.