

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



Request for Proposals

April 28, 2020

Verification of Attendance

As a requirement of the state RFP process, all attendees of this Prebid Meeting must be verified

All correspondence for the RFP will be via email. All questions that are asked via email (or through this Prebid Meeting) 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, please locate the chat box on your screen; the bottom right for computer screens. I will ask each participant to type their name, email address, and company/organization into the chat box.

Questions & Answers

I want to reiterate that all questions and answers from all Prebid Meetings and throughout the RFP process will be posted to the Delaware Contracting website. An email will be sent to those providing one today, alerting you to check the website for any updated information; including the posting of Q &As.

Your attendance is not required for the meeting today.

Please type your questions into the chat box, this will be the most efficient way to obtain a record of the questions asked. In addition, I will also be unmuting the participants at the end of the presentation for questions and answers.

Submission Deadline

1:00 PM on Thursday, June 26, 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, April 14, 2020 at 6:00 PM, and April 28, 2020 at 11:00 AM Local Time
- ❑ Written Questions Due NLT May 12, 2020 by COB
- ❑ Written Answers Posted May 22, 2020 by COB
- ❑ Proposals Due NLT June 26, 2020 by 1:00 PM. Local Time
- ❑ Bidder Presentations July 13, 2020
- ❑ Anticipated Notification of Award July 27, 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

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Questions?



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