

Solicitation MP16005CP

Weatherization Assistance Program Sub-Grantee

Bid Designation: Public

State of Utah



State of Utah

Bid MP16005CP

Weatherization Assistance Program Sub-Grantee

Bid Number **MP16005CP**
 Bid Title **Weatherization Assistance Program Sub-Grantee**

Bid Start Date **In Held**
 Bid End Date **Jul 23, 2015 5:00:00 PM MDT**
 Question & Answer
 End Date **Jul 17, 2015 5:00:00 PM MDT**

Bid Contact **Mark R Parry**
Purchasing Agent
DAS-Purchasing and General Services

Contract Duration **See Specifications**
 Contract Renewal **Not Applicable**
 Prices Good for **Not Applicable**

Bid Comments **You are instructed to pay special attention to the RFP language regarding the information to be submitted with your proposal and the format of that information. Evaluation of the proposals received will be in accordance with the evaluation criteria contained herein. Pricing is not the only evaluation factor. ALL questions concerning this solicitation must be submitted through the BidSync system. Only answers issued through the BidSync system or issued via an authorized and properly issued addendum shall be the official position of the State.**
Any modification to this procurement effort shall be made by addendum issued by the State Division of Purchasing. Only authorized and properly issued addenda shall constitute the official position of the State and shall be binding.
Anyone submitting a response to this solicitation, with basis in or other communication or information received from sources other than through official addendum, assumes full risk including the possibility of a determination of non-responsiveness and may be rejected at the sole discretion of the State.
Responses submitted in BidSync are completely secure. NO ONE can see them until after the solicitation deadline. Therefore you do not have to wait until the last minute to submit; and you may change your submission any time until the solicitation closes. If you have not completed the submission by the deadline, BidSync will reject your submission. Please plan well.
Please enumerate all costs on the attached Cost Proposal Form. Please do not include any costs in the actual proposal response.

For details on specifications, Scope of Work, and other VERY IMPORTANT information, please see documents:

MP16005- Weatherization Assistance Program Sub-Grantee
MP16005- Attachment B- Proposal Evaluation Score Sheet
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If you have any trouble submitting your response or attaching documents in the BidSync System, please contact Vendor Customer Support at (801) 765-9245 or 800-990-9339.

Exceptions to the Standard Terms and Conditions MUST be submitted with the proposal response. Exceptions submitted after the date and time for receipt of proposals will NOT be considered.
The State retains the right to refuse to negotiate on exceptions should the exceptions be excessive, not in the best interest of the State, could result in excessive costs to the state, or could adversely impact existing time constraints.

NOTE: Wherever the term bid, bidder, bidding or quote appears in this solicitation or reference is made to a bid, bidder, bidding, or quote, it shall be interpreted to mean offeror, as defined in 63G-6a-103(31), RFP, or Request for Proposals, as defined in 63G-6a-103(39) and the procurement shall be conducted subject to the provisions of 63G-6a-701-711.

Item Response Form

Item **MP16005CP--01-01 - Weatherization Assistance Program Sub-Grantee**

Quantity **1 contract**

Prices are not requested for this item.

Delivery Location **State of Utah**

No Location Specified

Qty 1

Description

The purpose of this request for proposal is to enter into a contract with a community action agency, public entity or other non-profit organization to provide weatherization assistance services.

It is anticipated that this RFP may result in an award to a single contractor.

STATE OF UTAH



SOLICITATION NO. MP16005CP

Weatherization Assistance Program Sub-Grantee

RESPONSES DUE NO LATER THAN:

Jul 23, 2015 5:00:00 PM MDT

RESPONSES MAY BE SUBMITTED ELECTRONICALLY TO:

www.bidsync.com

RESPONSES MAY BE MAILED OR DELIVERED TO:

State of Utah
Division of Purchasing
3150 State Office Building, Capitol Hill
Salt Lake City, Utah 84114-1061

Issuing
Procurement Unit:
Conducting
Procurement Unit:

Utah Housing and Community Development Division
Utah Housing and Community Development Division

Request for Proposal

Weatherization Assistance Program Sub-Grantee

Solicitation No. MP160005

REQUEST FOR PROPOSAL
Weatherization Assistance Program Sub-Grantee
Solicitation No. MP16005

RFP Organization

This RFP is organized into the following parts:

PART 1: Overview and Instructions

Provides offerors with general information on the objectives of this RFP and the procurement process and rules which will be followed;

PART 2: Scope of Work and Mandatory Requirements

Provides offerors with information on the services and requirements being requested delineates responsibilities, and defines milestones and deliverables;

PART 3: Information Required in Submission of a Proposal

Provides offerors with a description of the minimum qualifications that offerors must possess, the information that is requested to be provided to as support for an offeror's ability to provide the Scope of Services requested; and instructions on format, content, and pricing schedules for proposal submission;

PART 4: Proposal Evaluation

Summarizes how proposals will be evaluated.

PART 5: Attachments

Attachment A- Standard Terms and Conditions

Attachment B- Proposal Evaluation Score Sheet

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PART 1: OVERVIEW AND INSTRUCTIONS

1.1 PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The purpose of this request for proposal is to enter into a contract with a community action agency, public entity or other non-profit organization to provide weatherization assistance services.

1.2 BACKGROUND

The Utah Housing and Community Development Division (HCDD) operates the Utah Weatherization Assistance Program (Utah WAP) and intends to issue multiple program contracts for grant funds to a successful proposing agency beginning no later than August 3, 2015. These funds will be used to administer and operate the Utah Weatherization Assistance Program for the designated service area. The goal of the program is to reduce the energy expenses for qualified low-income households by installing approved measures that have been determined from a comprehensive energy audit of the home. **The contracts will be issued to a selected agency to service the counties of Davis, Morgan, and Weber.**

Funding is allocated using a formula developed by the Utah WAP and approved by the U.S. Department of Energy. For capacity building and sub-grantee development HCDD will expect staff from the selected agency to participate in various trainings modules, obtain program required certifications, and state licenses. These trainings, certifications and licenses will enable the new sub-grantee to meet the program guidelines and federal regulations that govern the program.

1.3 ISSUING PROCUREMENT UNIT, CONDUCTING UNIT, AND REFERENCE NUMBER

The Utah Housing and Community Development Division is both the issuing and conducting procurement unit for this solicitation and all subsequent addenda relating to it. The reference number for the Solicitation is **MP16005**. The Division of Purchasing is posting this solicitation including all subsequent addenda relating to it, on behalf of the conducting procurement unit, the Utah Housing and Community Development Division. This number must be referred to on all proposals, correspondence, and any other documentation relating to this RFP.

This RFP, having been determined to be the appropriate procurement method to provide the best value to the State, is intended to provide interested offerors with sufficient basic information to submit proposals meeting minimum requirements, but is not intended to limit a proposal's content or exclude any relevant or essential data. Offerors are at liberty and are encouraged to expand upon the specifications to give additional evidence of their ability to provide the services requested in this RFP. However, award of any additional items will not be

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automatic but will be clearly identified in the award notice if it is deemed appropriate by the evaluation committee and falls in line with the initial RFP Scope of Work.

This RFP is issued in accordance with State of Utah Procurement Code and applicable Administrative Rules.

NOTICE: Wherever the term bid, bidder, bidding or quote appears in this solicitation or reference is made to a bid, bidder, bidding, or quote, it shall be interpreted to mean offeror, as defined in UCA §63G-6a-103(31), RFP, or Request for Proposals, as defined in UCA §63G-6a-103(39) and the procurement shall be conducted subject to the provisions of UCA §63G-6a-701-711.

1.4 QUESTIONS

All questions **MUST** be submitted through BIDSYNC prior to the closing date and time for questions. Questions submitted through any other channel will not be answered. Questions may be answered as they come in or may be compiled into one document and answered via an addendum. Only answers disseminated by the State through the BidSync system or through an authorized and properly issued addendum shall serve as the official and binding position of the State. Answers provided via BidSync will constitute an addendum to the solicitation.

Notification to the State of any ambiguity, inconsistency, excessively restrictive requirements, and errors in the solicitation documents, solicitation questions, or exceptions to the scope/content of the RFP MUST be submitted as a question through BidSync during the solicitation process and prior to the closing date of time for questions.

Questions may be answered individually or may be compiled into one document. Questions may also be answered via addenda. An answered question or addenda may modify the specification or requirements of this RFP. Answered questions and addendums will be posted on BidSync. Offerors should periodically check BidSync for answered questions and addendums before the closing date. It is the responsibility of the Offerors to submit their proposal as required by this RFP, including any requirements contained in an answered question and/or addendums.

1.5 ADDENDA

Offerors are encouraged to periodically check BidSync for posted questions, answers and addenda.

Any modification to this procurement will be made by addendum issued by the Utah Housing and Community Development Division. Only authorized and properly issued addenda shall constitute the official and binding position of the State.

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Any response to this solicitation which has as its basis any communications or information received from sources other than this solicitation or related official addenda could be considered non-responsive and be rejected at the sole discretion of the State.

1.6 RESTRICTIONS ON COMMUNICATIONS

From the issue date of this solicitation until a contractor is selected and the selection is announced, offerors are prohibited from communications regarding this procurement with agency staff, evaluation committee members, or other associated individuals EXCEPT the procurement officer overseeing this procurement. Failure to comply with this requirement may result in disqualification.

1.7 SUBMITTING YOUR PROPOSAL

NOTICE: By submitting a proposal in response to this solicitation, the offeror acknowledges and agrees that the requirements, scope of work, and the evaluation process outlined in the solicitation are understood, fair, equitable, and are not unduly restrictive.

Proposals must be received by the posted due date and time. Proposals received after the deadline will be late and ineligible for consideration.

Electronic submission instructions: When submitting a proposal electronically through BidSync, please allow sufficient time to complete the online forms and to upload your proposal documents. The solicitation will end at the closing time posted in BidSync. If you are in the middle of uploading your proposal when the deadline arrives, the system will stop the upload process and your proposal will **not be accepted** by BidSync, and your attempted submission will be considered as non-responsive.

Electronic proposals may require uploading of electronic attachments. BidSync's site will accept a wide variety of document types as attachments. However, the State of Utah is unable to view certain documents. Therefore, **DO NOT submit** documents that are **embedded (zip files), movies, wmp, encrypted, and mp3 files**. All documents must be uploaded in BidSync as separate files.

Hard copy submission instructions: The preferred method of submitting your proposal is electronically through BidSync. However, if you choose to submit your response in hard copy form, **one (1) original and one (1) identical copy of your Technical Proposal** must be received prior to the Due Date and Time at the following address:

State of Utah Division of Purchasing
3150 State Office Building, Capitol Hill
P.O. Box 141061
Salt Lake City, Utah 84114-1061.

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Please allow sufficient time for delivery of hardcopy responses. Responses sent overnight, but not received by the closing date and time will not be accepted.

All costs incurred in the preparation and submission of offeror responses and any related activities are the sole responsibility of the offeror, and will not be reimbursed. The State of Utah assumes no liability for any costs incurred by offerors throughout the evaluation and selection process.

Refer to the Request for Proposal – Instructions and General Provisions for further information on proposal submissions.

1.8 INTERVIEWS AND PRESENTATIONS

Interviews and presentations may be held at the option of the State. Offerors invited to interviews or presentations shall be limited to those offerors meeting the minimum requirements specified in the RFP.

Representations made by the offeror during interviews or presentations shall become an addendum to the offeror's proposal and shall be documented. Representations must be consistent with the offeror's original proposal and may only be used for purposes of clarifying or filling in gaps in the offeror's proposal.

The procurement officer shall establish a date and time for the interviews or presentations and shall notify eligible offerors of the procedures. Interviews and presentations will be at the offeror's expense.

1.9 CONTRACT AWARD INTENT

It is anticipated that this RFP may result in an award to a **single contractor**.

1.10 LENGTH OF CONTRACT

The contracts resulting from this solicitation will be for **One and Two year terms**.

Contracts will be sub-awards of grant funds received by the Division of Housing and Community Development for weatherization services. Contracted funds will typically originate from Department of Energy, Low-Income Energy Assistance Program (LIHEAP), or local utility partners. Contracts will be contingent on funding from these entities from year to year.

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The State of Utah reserves the right to review contract(s) on a regular basis regarding performance and cost analysis and may negotiate price and service elements during the term of the contract.

1.11 CONTRACT TERMS AND CONDITIONS

Any contract resulting from this RFP will include, but not be limited to the following:

- **Scope of Work Specifications and Instructions**
- **Any addendums to the solicitation as issued through BidSync.**
- **Attachment A: State of Utah Standard Terms and Conditions.**

Attachment A will contain terms and conditions specific to this procurement.

NOTE: If Attachment A is not included, then the State's Standard Terms and Conditions are attached by reference. The State's Standard Terms and Conditions can be found at:

<http://purchasing.utah.gov/purchasingforms.html>.

For purposes of this Request for Proposal, and due to existing time constraints, the State will NOT entertain exceptions to the State's Standard Terms and Conditions.

Any mandatorily required acceptance of an offeror's terms and conditions may result in the proposal being determined to be non-responsive.

1.12 PROTECTED INFORMATION

The Government Records Access and Management Act (GRAMA), Utah Code Ann., Subsection 63G-2-305, provides in part that:

the following records are protected if properly classified by a government entity:

- (1) *trade secrets as defined in Section 13-24-2 if the person submitting the trade secret has provided the governmental entity with the information specified in Section 63G-2-309 (Business Confidentiality Claims);*
- (2) *commercial information or non-individual financial information obtained from a person if:*
 - (a) *disclosure of the information could reasonably be expected to result in unfair competitive injury to the person submitting the information or would impair the ability of the governmental entity to obtain necessary information in the future;*
 - (b) *the person submitting the information has a greater interest in prohibiting access than the public in obtaining access; and*
 - (c) *the person submitting the information has provided the governmental entity with the information specified in Section 63G-2-309;*

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(6) records the disclosure of which would impair governmental procurement proceedings or give an unfair advantage to any person proposing to enter into a contract or agreement with a governmental entity, except that this Subsection (6) does not restrict the right of a person to see bids submitted to or by a governmental entity after bidding has closed;

Pricing may not be classified as confidential or protected and will be considered public information, after award of the contract.

GRAMA provides that trade secrets, commercial information or non-individual financial information may be protected by submitting a Claim of Business Confidentiality.

To protect information under a Claim of Business Confidentiality, the offeror ***must***:

1. provide a **written Claim of Business Confidentiality** *at the time the information (proposal) is provided to the state, and*
2. include a **concise statement of reasons** supporting the claim of business confidentiality (Subsection 63G-2-309(1)).
3. submit an electronic **“redacted” (excluding protected information) copy** of your proposal response. Copy must clearly be marked “Redacted Version.” Redacted version will be made public upon receipt of a GRAMA request.

A Claim of Business Confidentiality may be appropriate for information such as client lists and non-public financial statements. **Pricing and service elements may not be protected.** The claim of business confidentiality must be submitted with your proposal on the form which may be accessed at:

<http://www.purchasing.utah.gov/contract/documents/confidentialityclaimform.doc>

An entire proposal cannot be identified as “PROTECTED”, “CONFIDENTIAL” or “PROPRIETARY” and may be considered non-responsive if marked as such.

To ensure the information is protected, the Division of Purchasing asks the offeror to clearly identify in the Executive Summary and in the body of the proposal any specific information for which an offeror claims business confidentiality protection as "PROTECTED".

All materials submitted become the property of the state of Utah. Materials may be evaluated by anyone designated by the state as part of the proposal evaluation committee. Materials submitted may be returned only at the State's option.

1.13 WORK FOR HIRE

Contractor agrees to transfer and assign, and hereby transfers and assigns, to State of Utah, without further compensation, the entire right, title and interest throughout the world in and to:

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- (a) all Technical Information first produced by Contractor in the performance of this Agreement;
- (b) all Intellectual Property resulting from Contractor's activities under this Agreement;
- (c) all Intellectual Property relating to any Deliverables under this Agreement; and
- (d) creations and inventions that are otherwise made through the use of State of Utah or its affiliates' equipment, supplies, facilities, materials and/or Proprietary Information. All such Technical Information and Intellectual Property that are protectable by copyright will be considered work(s) made by Contractor for hire for State of Utah (as "works made for hire" is defined in the United States Copyright Act, 17 U.S.C. § 101) and will belong exclusively to the State of Utah. If by operation of law any of such Technical Information or Intellectual Property is not owned in its entirety by the State of Utah automatically upon creation, Contractor agrees to transfer and assign, and hereby transfers and assigns, same as stated in the first sentence of this Section.

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PART 2: SCOPE OF SERVICES AND REQUIREMENTS

2.1 DETAILED SCOPE OF WORK AND REQUIREMENTS

The successful awardee will provide weatherization services in the designated service area adhering to the program rules and regulations governing this program by performing the following:

1. Solicit and receive applications from the residents of the service area ensuring sufficient qualified clients to operate the program.
2. Qualify applicants using a prescriptive process and subsequently ranking those applicants on a waiting list.
3. Have a certified Energy Auditor conduct an Energy Audit with a Health and Safety Inspection that meets the program standards on qualified client homes.
4. Install approved Weatherization and Health and Safety measures on client home to the work standards of the program. This would also include the appropriate client education associated with the work performed.
5. Have a certified Quality Control Inspector conduct a Final Inspection of the work performed. This inspection will ensure materials are accounted for and work is done to program standards.
6. Submit required reports and respond to requests for information from HCDD in a timely manner.
7. Purchase materials, equipment, and supplies within the boundaries of program guidelines and regulations. Maintain accountability of equipment, materials and supplies through detailed and accurate record keeping practices.
8. Accept Crisis Service Call applications from Home Energy Assistance Target (HEAT) clients. Investigate and diagnose the cause of the crisis and take allowable actions to correct the issue.

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2.2. Mandatory Minimum Requirements/Qualifications

The following requirements/qualifications are considered mandatory. *If, in the evaluation process, it is determined that any of the following requirements have not been met, the offer will be rejected.*

Offeror must **provide a narrative and/or documentation demonstrating that the offeror is compliant** with the stated Mandatory Minimum Requirements/Qualifications outlined below.

1. 5-10 years' experience serving low income households in the Davis, Morgan, and Weber counties. **Offeror must provide a narrative that describes dates of service and relevant experience. (Not more than 1 pages)**
2. 10 years' experience operating a federally funded program with zero significant findings noted in audits or monitoring reports. **Offeror must provide copies of previous 5 years of monitoring reports of each federally funded program.**
3. Applicant must be a Community Action Agency (CAA) or other public or non-profit entity as required by federal regulation. **Provide copies of proof of legal existence and/or non-profit status.**
4. Contractor must possess liability insurance with limits of at least \$2,000,000 commercial general liability/\$1,000,000 commercial automobile liability. **Offeror must provide a copy of current insurance certificate demonstrating proof of required amounts.**

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PART 3: INFORMATION REQUIRED IN SUBMISSION OF A RESPONSE

3.1 PROPOSAL RESPONSE REQUIREMENTS

All offerors ***must*** submit proposals that detail their experience and qualifications in the following areas (each area must be addressed. Do not list “not applicable”).

Your response to this RFP should include a response to the following items, in this order:

A. Mandatory Minimum Requirements/Qualifications (Pass/Fail Criteria)

Offeror must **provide a narrative and/or documentation demonstrating that the Offeror is compliant** with the stated Mandatory Minimum Requirements/Qualifications.

B. Technical Response Requirements (Scored Criteria)

The Technical Proposal submitted in response to this solicitation shall include and be organized into the following areas of evaluation:

1. Demonstrated Ability to Meet the Scope of Work (Not more than 2 pages)

1.1 Outline your understanding of the Scope of Work

1.2 Outline the capacity of your organization to undertake a timely and effective weatherization program.

1.3 Outline your proposal to initialize the operation of this program detailing the critical staff and your efforts to develop capacity in the service area. Description must distinctly address the Crisis Service Call needs of the service area as well.

2. Previous Experience (Not more than 2 pages)

2.1 Outline your experience in weatherization and/or housing rehabilitation activities.

2.2 Outline your experience in assisting low-income persons in Davis, Morgan, and Weber counties.

2.3 Outline your experience in operating federally funded programs that are similar in scope and how their activities align with the weatherization assistance program.

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3. Qualifications and Expertise of Staff

3.1 Provide a copy of your organizational structure indicating how the weatherization program will be integrated in to it.

3.2 Outline the extent of the certifications held by proposed staff members. Offeror must identify individuals in the organization who currently hold:

- i. A current Utah Contractor's license with any of the following qualifiers: B-100, R-100, or S-350. Include license number.
- ii. A certification as an energy auditor or Quality Control Inspector (include Building Performance Institute certification number).

In situations where current staff does not hold the noted licensure or certification provide signed declaration to obtain within 60 days of award.

4. Financial Stability

4.1 Provide a copy of your organization's last audited financial demonstrating financial stability. (A-133 single audit or similar)

3.2 PROPOSAL RESPONSE FORMAT

Proposals should be concise, straightforward and prepared simply and economically. Expensive displays, bindings or promotional materials are neither desired nor required. However, there is no intent in these instructions to limit a proposal's content or to exclude any relevant or essential data.

Note: Hard copy submissions are to be in a standard 8 ½ x 11 inch three-ring binder.

Proposals must be organized and titled using each of the following specific headings. Failure to format your proposal as follows may result in disqualification:

- 1. Section Title: RFP Form.** The State's Request for Proposal form completed and signed by the offeror.
- 2. Section Title: Executive Summary.** The one or two page executive summary is to briefly describe the offeror's proposal. This summary should highlight the major features of the proposal. The reader should be able to determine the essence of the proposal by reading the executive summary.
- 3. Section Title: Protected Information. All protected/proprietary information must be included in this section of the proposal response,** by completing the Claim of Business Confidentiality form located at:

<http://www.purchasing.utah.gov/vendorinformation.html>

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If offeror's proposal contains protected/proprietary information (refer back to the Protected Information section of this RFP for additional information) then offeror **must** submit a redacted copy of the proposal at the same time offeror submits its proposal. The redacted copy of the offeror's proposal must be submitted in compliance with the other sections of this RFP.

Offeror acknowledges that its proposal or redacted copy will be made public upon the State's receipt of a GRAMA request. Offeror will not be notified of any GRAMA request made to the State for offeror's proposal. If offeror submits a redacted copy then the State will respond to a GRAMA request for offeror's proposal with offeror's redacted copy. However, if offeror fails to submit a redacted copy then the State will respond to a GRAMA request with offeror's proposal, which will result in offeror's protected/proprietary information, if any, being made public. Contractor acknowledges that notations in the header, footer or watermark of the proposal will not be considered sufficient to constitute a request for non-disclosure of protected/proprietary information.

- 4. Section Title: Potential Conflicts of Interest.** Offeror must identify any conflict, or potential conflict of interest, that might arise during the course of the project. If no conflicts are expected, include a statement to that effect in the Proposal.
- 5. Section Title: Exceptions and Additions to the Standard Terms and Conditions.** Proposed exceptions and additions to the Standard Terms and Conditions **must** be submitted in this section.

Offeror must submit a redline document in Word format identifying the proposed exceptions to the RFP terms and conditions with the proposal submission for review and evaluation purposes. Website URLs, or information on website URLs may not be requested in the RFP document and may not be submitted with a proposal. URLs provided with a proposal may result in that proposal being rejected as non-responsive. URLs are also prohibited from any language included in the final contract document.

Offeror must also provide the name, contact information, and access to the person(s) that will be directly involved in legal negotiations of the terms and conditions in the proposal.

If there are no exceptions and additions to the Standard Terms and Conditions, indicate "None" in this section.

- 6. Section Title: Mandatory Minimum Requirements/Qualifications.** Offeror must provide documentation/narrative demonstrating compliance with the stated Mandatory Minimum Requirements/Qualifications. Offeror's failure to meet any one of the mandatory requirements will result in the proposal being classified as non-responsive and will not move forward in the evaluation process.

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- 7. Section Title: Detailed Technical Proposal.** This section should constitute the major portion of the proposal. In any case wherein the offeror cannot comply with a provision outlined in the “Detailed Scope of Work”, **such inability must be stated in response to the applicable Service and Requirement.**

For ease of evaluation, the Detailed Technical Proposal must be a ***specific point-by-point response***, addressing in detail each area of the evaluation criteria in the **Technical Response Requirement** sections:

- 1. Demonstrated Ability to Meet the Scope of Work**
- 2. Previous Experience**
- 3. Qualifications and Expertise of Staff**
- 4. Financial Stability**

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PART 4: PROPOSAL EVALUATION AND CONTRACT AWARD

4.1 PROPOSAL EVALUATION

All proposals received in response to this RFP will be evaluated in a manner consistent with the Utah Procurement Code, rules, policies and the evaluation criteria established in the RFP.

Each Offeror bears sole responsibility for the items included or not included within the proposal submitted by the Offeror.

A committee will evaluate proposals against the weighted criteria identified. Each area of the evaluation criteria must be addressed in detail in proposal.

4.2 EVALUATION PROCESS

This is a Multiple Stage evaluation.

Stage 1: Initial Review

In Stage One of the evaluation process, the conducting procurement unit will review all proposals timely received. Unacceptable proposals (non-responsive proposals not conforming to RFP requirements or unable to meet the minimum and/or mandatory requirements) will be eliminated from further consideration (§63G-6a-704).

Stage 2: Detailed Technical Evaluation

Stage Two will consist of a detailed Technical evaluation of the proposals found Acceptable in Stage 1. The Acceptable proposals will be forwarded by the conducting unit to the evaluation committee. Proposals will be evaluated against the proposal evaluation criteria noted in **Attachment B: Proposal Evaluation Score Sheet**.

<u>POINTS</u>	<u>TECHNICAL EVALUATION CRITERIA</u>
30	Demonstrated Ability to Meet the Scope of Work
30	Previous Experience
30	Qualifications and Expertise of Staff
10	Financial Stability

Each area of the evaluation criteria **MUST** be addressed in detail in the proposal.

All proposals in response to this RFP will be evaluated in a manner consistent with the Utah Procurement Code, rules, policies and the evaluation criteria established in the RFP.

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4.3 AWARD OF CONTRACT

After the evaluation and final scoring of proposals is completed, the procurement officer shall award the contract as soon as practicable (subject to the requirements of State of Utah Procurement Code §63G-6a-708 Cost Benefit Analysis) to the eligible responsive and responsible offeror with the highest score.

The State reserves the right to award the contract(s) to a technically qualified lower cost offeror(s) in the event the high scoring offer is determined to not be the best value offered to the State, based on a cost benefit analysis, or to forgo awarding a contract if it is deemed to be in the State's best interest to do so.

All offerors should note that Section 63G-6a-402(6) requires the issuing procurement unit, for the duration of any contract awarded through this solicitation, to make available contact information of the winning contractor to the Department of Workforce Services in accordance with Section 35A-2-203 of the Utah Code. This requirement does not preclude a contractor from advertising job openings in other forums throughout the state.

4.4 PERFORMANCE EVALUATION

All contracts resulting from this solicitation are subject to performance evaluations. Continuous negative performance evaluations and documented feedback from end users may impact a vendor's ability to participate in future solicitations. Performance evaluations may include end user surveys, performance audits, reports, interviews, or other reasonable method of performance evaluation. Vendors will be notified of any negative performance evaluations or end user feedback collected.

ATTACHMENT A: STATE OF UTAH STANDARD TERMS AND CONDITIONS FOR SERVICES

This is for a contract for services (including professional services) meaning the furnishing of labor, time, or effort by a contractor.

1. **DEFINITIONS:** The following terms shall have the meanings set forth below:
 - a) "**Confidential Information**" means information that is deemed as confidential under applicable state and federal laws, including personal information. The State Entity reserves the right to identify, during and after this Contract, additional reasonable types of categories of information that must be kept confidential under federal and state laws.
 - b) "**Contract**" means the Contract Signature Page(s), including all referenced attachments and documents incorporated by reference. The term "Contract" may include any purchase orders that result from this Contract.
 - c) "**Contract Signature Page(s)**" means the State of Utah cover page(s) that the State Entity and Contractor sign.
 - d) "**Contractor**" means the individual or entity delivering the Services identified in this Contract. The term "Contractor" shall include Contractor's agents, officers, employees, and partners.
 - e) "**Services**" means the furnishing of labor, time, or effort by Contractor pursuant to this Contract. Services shall include, but not limited to, all of the deliverable(s) (including supplies, equipment, or commodities) that result from Contractor performing the Services pursuant to this Contract. Services include those professional services identified in Section 63G-6a-103 of the Utah Procurement Code.
 - f) "**Proposal**" means Contractor's response to the State Entity's Solicitation.
 - g) "**Solicitation**" means the documents used by the State Entity to obtain Contractor's Proposal.
 - h) "**State Entity**" means the department, division, office, bureau, agency, or other organization identified on the Contract Signature Page(s).
 - i) "**State of Utah**" means the State of Utah, in its entirety, including its institutions, agencies, departments, divisions, authorities, instrumentalities, boards, commissions, elected or appointed officers, employees, agents, and authorized volunteers.
 - j) "**Subcontractors**" means subcontractors or subconsultants at any tier that are under the direct or indirect control or responsibility of the Contractor, and includes all independent contractors, agents, employees, authorized resellers, or anyone else for whom the Contractor may be liable at any tier, including a person or entity that is, or will be, providing or performing an essential aspect of this Contract, including Contractor's manufacturers, distributors, and suppliers.
2. **GOVERNING LAW AND VENUE:** This Contract shall be governed by the laws, rules, and regulations of the State of Utah. Any action or proceeding arising from this Contract shall be brought in a court of competent jurisdiction in the State of Utah. Venue shall be in Salt Lake City, in the Third Judicial District Court for Salt Lake County.
3. **LAWS AND REGULATIONS:** At all times during this Contract, Contractor and all Services performed under this Contract will comply with all applicable federal and state constitutions, laws, rules, codes, orders, and regulations, including applicable licensure and certification requirements.
4. **RECORDS ADMINISTRATION:** Contractor shall maintain or supervise the maintenance of all records necessary to properly account for Contractor's performance and the payments made by the State Entity to Contractor under this Contract. These records shall be retained by Contractor for at least six (6) years after final payment, or until all audits initiated within the six (6) years have been completed, whichever is later. Contractor agrees to allow, at no additional cost, State of Utah and federal auditors, and State Entity staff, access to all such records.
5. **CERTIFY REGISTRATION AND USE OF EMPLOYMENT "STATUS VERIFICATION SYSTEM":** The Status Verification System, also referred to as "E-verify", only applies to contracts issued through a Request for Proposal process and to sole sources that are included within a Request for Proposal.
 1. Contractor certifies as to its own entity, under penalty of perjury, that Contractor has registered and is participating in the Status Verification System to verify the work eligibility status of Contractor's new employees that are employed in the State of Utah in accordance with applicable immigration laws.
 2. Contractor shall require that each of its Subcontractors certify by affidavit, as to their own entity, under penalty of perjury, that each Subcontractor has registered and is participating in the Status Verification System to verify the work eligibility status of Subcontractor's new employees that are employed in the State of Utah in accordance with applicable immigration laws.
 3. Contractor's failure to comply with this section will be considered a material breach of this Contract.
6. **CONFLICT OF INTEREST:** Contractor represents that none of its officers or employees are officers or employees of the State Entity or the State of Utah, unless disclosure has been made to the State Entity.

7. **INDEPENDENT CONTRACTOR:** Contractor and Subcontractors, in the performance of this Contract, shall act in an independent capacity and not as officers or employees or agents of the State Entity or the State of Utah.
8. **INDEMNITY:** Contractor shall be fully liable for the actions of its agents, employees, officers, partners, and Subcontractors, and shall fully indemnify, defend, and save harmless the State Entity and the State of Utah from all claims, losses, suits, actions, damages, and costs of every name and description arising out of Contractor's performance of this Contract caused by any intentional act or negligence of Contractor, its agents, employees, officers, partners, or Subcontractors, without limitation; provided, however, that the Contractor shall not indemnify for that portion of any claim, loss, or damage arising hereunder due to the sole fault of the State Entity. The parties agree that if there are any limitations of the Contractor's liability, including a limitation of liability clause for anyone for whom the Contractor is responsible, such limitations of liability will not apply to injuries to persons, including death, or to damages to property.
9. **EMPLOYMENT PRACTICES:** Contractor agrees to abide by federal and state employment laws, including: (i) Title VI and VII of the Civil Rights Act of 1964 (42 U.S.C. 2000e) which prohibits discrimination against any employee or applicant for employment or any applicant or recipient of services, on the basis of race, religion, color, or national origin; (ii) Executive Order No. 11246, as amended, which prohibits discrimination on the basis of sex; (iii) 45 CFR 90 which prohibits discrimination on the basis of age; (iv) Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990 which prohibits discrimination on the basis of disabilities; and (v) Utah's Executive Order, dated December 13, 2006, which prohibits unlawful harassment in the work place. Contractor further agrees to abide by any other laws, regulations, or orders that prohibit the discrimination of any kind by any of Contractor's employees.
10. **AMENDMENTS:** This Contract may only be amended by the mutual written agreement of the parties, which amendment will be attached to this Contract. Automatic renewals will not apply to this Contract even if listed elsewhere in this Contract.
11. **DEBARMENT:** Contractor certifies that it is not presently nor has ever been debarred, suspended, or proposed for debarment by any governmental department or agency, whether international, national, state, or local. Contractor must notify the State Entity within thirty (30) days if debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any contract by any governmental entity during this Contract.
12. **TERMINATION:** Unless otherwise stated in this Contract, this Contract may be terminated, with cause by either party, in advance of the specified expiration date, upon written notice given by the other party. The party in violation will be given ten (10) days after written notification to correct and cease the violations, after which this Contract may be terminated for cause immediately and is subject to the remedies listed below. This Contract may also be terminated without cause (for convenience), in advance of the specified expiration date, by either party, upon sixty (60) days written termination notice being given to the other party. The State Entity and the Contractor may terminate this Contract, in whole or in part, at any time, by mutual agreement in writing. On termination of this Contract, all accounts and payments will be processed according to the financial arrangements set forth herein for approved Services ordered prior to date of termination.

Contractor shall be compensated for the Services properly performed under this Contract up to the effective date of the notice of termination. Contractor agrees that in the event of such termination for cause or without cause, Contractor's sole remedy and monetary recovery from the State Entity or the State of Utah is limited to full payment for all Services properly performed as authorized under this Contract up to the date of termination as well as any reasonable monies owed as a result of Contractor having to terminate other contracts necessarily and appropriately entered into by Contractor pursuant to this Contract. In no event shall the State Entity be liable to the Contractor for compensation for any services neither requested by the State nor satisfactorily performed by the Contractor. In no event shall the State Entity's exercise of its right to terminate this Contract for convenience relieve the Contractor of any liability to the State Entity for any damages or claims arising under this Contract.

13. **NONAPPROPRIATION OF FUNDS, REDUCTION OF FUNDS, OR CHANGES IN LAW:** Upon thirty (30) days written notice delivered to the Contractor, this Contract may be terminated in whole or in part at the sole discretion of the State Entity, if the State Entity reasonably determines that: (i) a change in Federal or State legislation or applicable laws materially affects the ability of either party to perform under the terms of this Contract; or (ii) that a change in available funds affects the State Entity's ability to pay under this Contract. A change of available funds as used in this paragraph, includes, but is not limited to, a change in Federal or State funding, whether as a result of a legislative act or by order of the President or the Governor.

If a written notice is delivered under this section, the State Entity will reimburse Contractor for the Services properly ordered until the effective date of said notice. The State Entity will not be liable for any performance, commitments, penalties, or liquidated damages that accrue after the effective date of said written notice.

14. **SUSPENSION OF WORK:** Should circumstances arise which would cause the State Entity to suspend Contractor's responsibilities under this Contract, but not terminate this Contract, this will be done by written notice. Contractor's responsibilities may be reinstated upon advance formal written notice from the State Entity.
15. **SALES TAX EXEMPTION:** The Services under this Contract will be paid for from the State Entity's funds and used in the exercise of the State Entity's essential functions as a State of Utah entity. Upon request, the State Entity will

provide Contractor with its sales tax exemption number. It is Contractor's responsibility to request the State Entity's sales tax exemption number. It also is Contractor's sole responsibility to ascertain whether any tax deduction or benefits apply to any aspect of this Contract.

16. **INSURANCE:** Contractor shall at all times during the term of this Contract, without interruption, carry and maintain commercial general liability insurance from an insurance company authorized to do business in the State of Utah. The limits of this insurance will be no less than one million dollars (\$1,000,000.00) per occurrence and three million dollars (\$3,000,000.00) aggregate. Contractor also agrees to maintain any other insurance policies required in the Solicitation. Contractor shall provide proof of the general liability insurance policy and other required insurance policies to the State Entity within thirty (30) days of contract award. Contractor must add the State of Utah as an additional insured with notice of cancellation. Failure to provide proof of insurance, as required, will be deemed a material breach of this Contract. Contractor's failure to maintain this insurance requirement for the term of this Contract will be grounds for immediate termination of this Contract.
17. **WORKERS COMPENSATION INSURANCE:** Contractor shall maintain during the term of this Contract, workers' compensation insurance for all its employees as well as any Subcontractor employees related to this Contract. Worker's compensation insurance shall cover full liability under the worker's compensation laws of the jurisdiction in which the service is performed at the statutory limits required by said jurisdiction. Contractor acknowledges that within thirty (30) days of contract award, Contractor must submit proof of certificate of insurance that meets the above requirements.
18. **PUBLIC INFORMATION:** Contractor agrees that this Contract, related purchase orders, related pricing documents, and invoices will be public documents, and may be available for public and private distribution in accordance with the State of Utah's Government Records Access and Management Act (GRAMA). Contractor gives the State Entity and the State of Utah express permission to make copies of this Contract, related sales orders, related pricing documents, and invoices in accordance with GRAMA. Except for sections identified in writing by Contractor and expressly approved by the State of Utah Division of Purchasing and General Services, all of which must be in accordance with GRAMA, Contractor also agrees that the Contractor's Proposal to the Solicitation will be a public document, and copies may be given to the public as permitted under GRAMA. The State Entity and the State of Utah are not obligated to inform Contractor of any GRAMA requests for disclosure of this Contract, related purchase orders, related pricing documents, or invoices.
19. **DELIVERY:** All deliveries under this Contract will be F.O.B. destination with all transportation and handling charges paid for by Contractor. Responsibility and liability for loss or damage will remain with Contractor until final inspection and acceptance when responsibility will pass to the State Entity, except as to latent defects or fraud. Contractor shall strictly adhere to the delivery and completion schedules specified in this Contract
20. **ACCEPTANCE AND REJECTION:** The State Entity shall have thirty (30) days after the performance of the Services to perform an inspection of the Services to determine whether the Services conform to the standards specified in the Solicitation and this Contract prior to acceptance of the Services by the State Entity.

If Contractor delivers nonconforming Services, the State Entity may, at its option and at Contractor's expense: (i) return the Services for a full refund; (ii) require Contractor to promptly correct or reperform the nonconforming Services subject to the terms of this Contract; or (iii) obtain replacement Services from another source, subject to Contractor being responsible for any cover costs.
21. **INVOICING:** Contractor will submit invoices within thirty (30) days of Contractor's performance of the Services to the State Entity. The contract number shall be listed on all invoices, freight tickets, and correspondence relating to this Contract. The prices paid by the State Entity will be those prices listed in this Contract, unless Contractor offers a prompt payment discount within its Proposal or on its invoice. The State Entity has the right to adjust or return any invoice reflecting incorrect pricing.
22. **PAYMENT:** Payments are to be made within thirty (30) days after a correct invoice is received. All payments to Contractor will be remitted by mail, electronic funds transfer, or the State of Utah's Purchasing Card (major credit card). If payment has not been made after sixty (60) days from the date a correct invoice is received by the State Entity, then interest may be added by Contractor as prescribed in the Utah Prompt Payment Act. The acceptance by Contractor of final payment, without a written protest filed with the State Entity within ten (10) business days of receipt of final payment, shall release the State Entity and the State of Utah from all claims and all liability to the Contractor. The State Entity's payment for the Services shall not be deemed an acceptance of the Services and is without prejudice to any and all claims that the State Entity or the State of Utah may have against Contractor.
23. **TIME IS OF THE ESSENCE:** The Services shall be completed by any applicable deadline stated in this Contract. For all Services, time is of the essence. Contractor shall be liable for all reasonable damages to the State Entity and the State of Utah, and anyone for whom the State of Utah may be liable, as a result of Contractor's failure to timely perform the Services required under this Contract.
24. **CHANGES IN SCOPE:** Any changes in the scope of the Services to be performed under this Contract shall be in the form of a written amendment to this Contract, mutually agreed to and signed by both parties, specifying any such changes, fee adjustments, any adjustment in time of performance, or any other significant factors arising from the changes in the scope of Services.

25. **PERFORMANCE EVALUATION:** The State Entity may conduct a performance evaluation of Contractor's Services, including Contractor's Subcontractors. Results of any evaluation may be made available to Contractor upon request.
26. **STANDARD OF CARE:** The Services of Contractor and its Subcontractors shall be performed in accordance with the standard of care exercised by licensed members of their respective professions having substantial experience providing similar services which similarities include the type, magnitude, and complexity of the Services that are the subject of this Contract. Contractor shall be liable to the State Entity and the State of Utah for claims, liabilities, additional burdens, penalties, damages, or third party claims (i.e. another Contractor's claim against the State of Utah), to the extent caused by wrongful acts, errors, or omissions that do not meet this standard of care.
27. **REVIEWS:** The State Entity reserves the right to perform plan checks, plan reviews, other reviews, and/or comment upon the Services of Contractor. Such reviews do not waive the requirement of Contractor to meet all of the terms and conditions of this Contract.
28. **ASSIGNMENT:** Contractor may not assign, sell, transfer, subcontract or sublet rights, or delegate any right or obligation under this Contract, in whole or in part, without the prior written approval of the State Entity.
29. **REMEDIES:** Any of the following events will constitute cause for the State Entity to declare Contractor in default of this Contract: (i) Contractor's non-performance of its contractual requirements and obligations under this Contract; or (ii) Contractor's material breach of any term or condition of this Contract. The State Entity may issue a written notice of default providing a ten (10) day period in which Contractor will have an opportunity to cure. Time allowed for cure will not diminish or eliminate Contractor's liability for damages. If the default remains, after Contractor has been provided the opportunity to cure, the State Entity may do one or more of the following: (i) exercise any remedy provided by law or equity; (ii) terminate this Contract; (iii) impose liquidated damages, if liquidated damages are listed in this Contract; (iv) debar/suspend Contractor from receiving future contracts from the State Entity or the State of Utah; or (v) demand a full refund of any payment that the State Entity has made to Contractor under this Contract for Services that do not conform to this Contract.
30. **FORCE MAJEURE:** Neither party to this Contract will be held responsible for delay or default caused by fire, riot, acts of God, and/or war which is beyond that party's reasonable control. The State Entity may terminate this Contract after determining such delay will prevent successful performance of this Contract.
31. **CONFIDENTIALITY:** If Confidential Information is disclosed to Contractor, Contractor shall: (i) advise its agents, officers, employees, partners, and Subcontractors of the obligations set forth in this Contract; (ii) keep all Confidential Information strictly confidential; and (iii) not disclose any Confidential Information received by it to any third parties. Contractor will promptly notify the State Entity of any potential or actual misuse or misappropriation of Confidential Information.
- Contractor shall be responsible for any breach of this duty of confidentiality, including any required remedies and/or notifications under applicable law. Contractor shall indemnify, hold harmless, and defend the State Entity and the State of Utah, including anyone for whom the State Entity or the State of Utah is liable, from claims related to a breach of this duty of confidentiality, including any notification requirements, by Contractor or anyone for whom the Contractor is liable.
- Upon termination or expiration of this Contract, Contractor will return all copies of Confidential Information to the State Entity or certify, in writing, that the Confidential Information has been destroyed. This duty of confidentiality shall be ongoing and survive the termination or expiration of this Contract.
32. **PUBLICITY:** Contractor shall submit to the State Entity for written approval all advertising and publicity matters relating to this Contract. It is within the State Entity's sole discretion whether to provide approval, which must be done in writing.
33. **CONTRACT INFORMATION:** Contractor shall provide information regarding job vacancies to the State of Utah Department of Workforce Services, which may be posted on the Department of Workforce Services website. Posted information shall include the name and contact information for job vacancies. This information shall be provided to the State of Utah Department of Workforce Services for the duration of this Contract. This requirement does not preclude Contractor from advertising job openings in other forums throughout the State of Utah.
34. **INDEMNIFICATION RELATING TO INTELLECTUAL PROPERTY:** Contractor will indemnify and hold the State Entity and the State of Utah harmless from and against any and all damages, expenses (including reasonable attorneys' fees), claims, judgments, liabilities, and costs in any action or claim brought against the State Entity or the State of Utah for infringement of a third party's copyright, trademark, trade secret, or other proprietary right. The parties agree that if there are any limitations of Contractor's liability such limitations of liability will not apply to this section.
35. **OWNERSHIP IN INTELLECTUAL PROPERTY:** The State Entity and Contractor each recognizes that each has no right, title, interest, proprietary or otherwise in the intellectual property owned or licensed by the other, unless otherwise agreed upon by the parties in writing. All deliverables, documents, records, programs, data, articles, memoranda, and other materials not developed or licensed by Contractor prior to the execution of this Contract, but specifically created or manufactured under this Contract shall be considered work made for hire, and Contractor shall transfer any ownership claim to the State Entity.

36. **WAIVER:** A waiver of any right, power, or privilege shall not be construed as a waiver of any subsequent right, power, or privilege.
37. **ATTORNEY'S FEES:** In the event of any judicial action to enforce rights under this Contract, the prevailing party shall be entitled its costs and expenses, including reasonable attorney's fees, incurred in connection with such action.
38. **PROCUREMENT ETHICS:** Contractor understands that a person who is interested in any way in the sale of any supplies, services, construction, or insurance to the State of Utah is violating the law if the person gives or offers to give any compensation, gratuity, contribution, loan, reward, or any promise thereof to any person acting as a procurement officer on behalf of the State of Utah, or to any person in any official capacity participates in the procurement of such supplies, services, construction, or insurance, whether it is given for their own use or for the use or benefit of any other person or organization.
39. **DISPUTE RESOLUTION:** Prior to either party filing a judicial proceeding, the parties agree to participate in the mediation of any dispute. The State Entity, after consultation with the Contractor, may appoint an expert or panel of experts to assist in the resolution of a dispute. If the State Entity appoints such an expert or panel, State Entity and Contractor agree to cooperate in good faith in providing information and documents to the expert or panel in an effort to resolve the dispute.
40. **ORDER OF PRECEDENCE:** In the event of any conflict in the terms and conditions in this Contract, the order of precedence shall be: (i) this Attachment A; (ii) Contract Signature Page(s); (iii) the State of Utah's additional terms and conditions, if any; (iv) any other attachment listed on the Contract Signature Page(s); and (v) Contractor's terms and conditions that are attached to this Contract, if any. Any provision attempting to limit the liability of Contractor or limits the rights of the State Entity or the State of Utah must be in writing and attached to this Contract or it is rendered null and void.
41. **SURVIVAL OF TERMS:** Termination or expiration of this Contract shall not extinguish or prejudice the State Entity's right to enforce this Contract with respect to any default or defect in the Services that has not been cured.
42. **SEVERABILITY:** The invalidity or unenforceability of any provision, term, or condition of this Contract shall not affect the validity or enforceability of any other provision, term, or condition of this Contract, which shall remain in full force and effect.
43. **ENTIRE AGREEMENT:** This Contract constitutes the entire agreement between the parties and supersedes any and all other prior and contemporaneous agreements and understandings between the parties, whether oral or written.

(Revision date: 1 April 2015)

REQUEST FOR PROPOSAL
Weatherization Assistance Program Sub-Grantee
Solicitation #MP16005

Attachment B- Proposal Evaluation Score Sheet

Firm Name: _____

Evaluator: _____

Date: _____

<p>Determination: NR = Non Responsive. Response does not address requirement.</p> <p>Scoring: 1 = (Poor): The proposal fails to addresses the requirement described in the RFP or it addresses the requirement inaccurately or poorly. 2 = (Fair): The proposal addresses the requirement described in the RFP in an unsatisfactory manner 3 = (Good): The proposal addresses the requirement described in the RFP in a satisfactory manner; 4 = (Very Good): The proposal addresses the requirement described in the RFP and, in some respects, exceeds it. 5 = (Excellent): The proposal addresses and exceeds the requirement described in the RFP</p>

Stage 1: Determination of Responsiveness:

Mandatory Minimum Requirements	Pass	Fail	Notes
1. 5-10 years' experience serving low income households in the Davis, Morgan, and Weber counties			
2. 10 years' experience operating a federally funded program with zero significant findings noted in audits or monitoring reports			
3. Applicant must be a Community Action Agency (CAA) or other public or non-profit entity as required by federal regulation			
4. Contractor must possess liability insurance with limits of at least \$2,000,000 commercial general liability/\$1,000,000 commercial automobile liability			

Responses that fail in any of the above will not proceed on to the Technical Evaluation Stage.

Stage 2: Detailed Technical Evaluation:

EVALUATION CRITERIA	Points Possible	Score (1 - 5)	Weight	Points
1. Demonstrated Ability to Meet the Scope of Work (30 points possible)				
1.1 Understanding of Scope of Work	7.5 points possible		X 1.5	
1.2 Capacity of Organization	7.5 points possible		X 1.5	
1.3 Outline to initialize program & build capacity	15 points possible		X 3	
2. Previous Experience (30 points possible)				
2.1 Experience in weatherization and/or housing rehabilitation.	10 points possible		X 2	

2.2 Experience assisting low-income persons in service area.	10 points possible		X 2	
2.3 Experience operating federally funded programs similar in scope.	10 points possible		X 2	
3. Qualifications and Expertise of Staff (30 points possible)				
3.1 Organizational structure and weatherization integration	20 points possible		X 4	
3.2 Extent of certifications held by staff	10 points possible		X 2	
4. Financial Stability (10 points possible)				
No audit findings = 10 points	10 points possible			
Areas of Concern noted in audit = 5 points				
Findings noted in audit = 0 points				
TOTAL EVALUATION POINTS (100 points possible)				

Question and Answers for Bid #MP16005CP - Weatherization Assistance Program Sub-Grantee

Overall Bid Questions

There are no questions associated with this bid.