

WAP PY23+ RFP Question and Answer Log

Topic	Question	Answer
Multiple proposals and teams	Will a combined proposal be acceptable for the single-family program if both entities will have the ability to cover the entire state? Is there the potential for a lead agency and subcontractor to submit a proposal for each region? If there is only one successful bidder for the state, can they enter into a subcontract for certain areas? If an agency is awarded only one region, will that bidder have the option to enter into a subcontract with an organization that can complete work within the other service region?	Please refer to Section B #12 on page 6 for information about submitting multiple proposals and submitting proposals as part of a team. The general criteria for subcontractor procurements and agreements is also described in Sections 118 and 119 of the Connecticut Weatherization Assistance Program Operations Manual. Please be clear in your proposal how you plan to subcontract the weatherization work and how you will be able to serve the entire territory.
DOE approval	DEEP has not had their annual plan approved by DOE. If DOE requests changes, how will this affect the RFP?	The language and requirements in the RFP are not expected to be influenced by DOE's review and approval of the PY23 annual plan. However, should changes be required by DOE that impact the contract established with a service provider, DEEP will work with the selected service provider(s) to complete a contract amendment, as necessary.
Timeline	Is there a 60 day requirement for a bid timeframe?	There are no state statutes or regulations imposing a requirement of a specific amount of time that proposers have to respond to an RFP.

Multiple proposals and teams	How can three applicants cover the two regions? How would the unit count be divided within one region?	CT DEEP reserves the ability to award up to three contracts for the WAP single-family program, with up to two subgrantees for a service region. If two subgrantees are awarded the same service region, the unit count will, initially, be split evenly between the two subgrantees. After an initial period of performance, DEEP will reserve the right to rebalance the unit split between the two subgrantees based on performance outcomes. The two subgrantees must still be able to serve the entire geographic area of the service region awarded.
Budget	Is a detailed budget required and is a budget form provided?	We have now provided a budget form specific to the first year of the single-family program and for all three years of the multi-family program to be filled out. Please create budgets for both service territories for the single-family program and include the number of units you estimate to be able to serve. For the multi-family program, please provide the estimated number of units able to be served within the provided budget.
Budget	How does DEEP set their indirect rate? What happens if an organization has a higher indirect rate than the state?	DEEP's Indirect rate is negotiated annually with the Environmental Protection Agency. Respondents may provide justification for their proposed indirect rate as part of their proposed budget submission. The "Subgrantee Administration" line in the budget template is the appropriate category for this type of expense.

Scoring	Why are the points awarded for staffing relatively low when it is an important component of the service? What happens if an applicant applies but does not have adequate staffing?	In the evaluation criteria, staffing qualifications account for 35 points out of 132 total points (26.5% of total score) for single family and 35 points out of 125 total points (28% of total score) for multi-family. CT DEEP believes these are fair proportions of the evaluation criteria for both programs. CT DEEP recognizes the potential shortage of fully trained and qualified staff by offering the option in a respondent's application to provide a proposed plan to acquire the required fully trained staff within 60 days.
Required documentation	Under subheader 4.1.2 'Scope of Services', 'Documentation of Needs/Resources'. Is this meant to be a documentation of needs/resources for WAP recipients and participants in the state, or is it meant to be something else?	DEEP is asking the respondents to provide documentation of needs they have to meet the standard, or documentation of resources they have at their disposal to meet the standard. An example of a need would be equipment such as a blower door(s), while an example of a resource would be documentation showing an inventory of owned equipment.
Required documentation	Under 4.3.1 'Work Plan', 'Methodologies' is listed. Could you be more specific as to what DEEP is looking for in us addressing methodologies?	DEEP is looking for the methodology that would be used to meet program goals. For example, how many staff and what are their capabilities; how many projects can be served in a week or month; how will the requisite data be collected and shared; who will be responsible for compiling information for reporting; what kinds of checks and balances are in place to ensure efficient use of funding; etc.

<p>Headers</p>	<p>Regarding the headers: Are we required to keep to the exact order of the headers? So for example, under 'Financial Profile' are we allowed to change the order of those subheaders under the main section (e.g., placing 'Additional Funding Sources' at the beginning), so as long as we include all relevant content, or are we required to keep in the exact same order? The reason I ask is that some tweaking will allow for a much more intelligible, readable proposal from our end, and we want to make it as easy of a read for DEEP staff as possible.</p>	<p>As long as all required information is included and labeled, the order of the headers is flexible.</p>
<p>Timeline</p>	<p>Would DEEP entertain extending the deadline for proposals by 2 weeks?</p>	<p>The RFP deadline is to remain at May 24 at 4:00 PM ET. The WAP program year begins July 1, and this deadline is in place to allow adequate time for contract negotiations prior to the start of the program year.</p>
<p>Timeline</p>	<p>Looking at the table listing typical key milestones for WAP program year, would it be possible to extend the time allotted for ramp up activities? Which in turn would delay production in program year 1.</p>	<p>A proposal seeking an extended ramp up period would need to justify and explain the benefits of an extended ramp up period, and would need to be accompanied by a realistic plan to still achieve the overall production totals for a 3 year contract. CT DEEP's preference is for service providers that can establish a successful and effective program quickly as seen in the RFP's scoring criteria. However, strong proposals that include extended ramp up times will be considered.</p>
<p>Budget</p>	<p>Page 23: 5. Financial Qualifications: 5d. Ability to meet proposed budget. Do we just need to submit a statement that we can meet the proposed budget in Section C6?</p>	<p>Yes; in addition to filling out the budget form now provided, a statement should document how the respondent will reach program goals without exceeding any budget category. Examples may include number of staff involved, estimated costs for insurance, etc.</p>

Budget	<p>Page 30: 4.4 Budgeting and Cost Competitiveness a. Annual Budget and Revenues This section implies that a budget is required.</p> <p>What is the budget format for the annual budget and revenues? Should a 1-year budget be submitted? OR Is a separate budget required for each year of the 3-year contract?</p>	<p>For this section, we are looking for your organization's most recent yearly financial statement that includes profits and losses. This statement should be specific to weatherization work if possible.</p>
Multiple proposals and teams	<p>How does the number of service providers relate to individual contractors/vendors? Or is that up to the service provider?</p>	<p>For the single-family program, there can be up to three service providers chosen through the DEEP RFP process to be subgrantees. Each subgrantee may deliver services either through their own crews or through subcontractors/vendors. Subcontractor selection is managed by the subgrantees with oversight and review by DEEP.</p>
Multiple proposals and teams	<p>Can an applicant apply for one of the service territories rather than be considered for both for the SF program?</p>	<p>Respondents for the single-family program must submit responses for each service territory, as stated on page 10. This requirement ensures that we have bidders for the entire state.</p>
Data	<p>What underlying data was used to determine WAP eligible customers, and the number of qualified owner occupied 1-4 units dwelling, as well as, rental units?</p>	<p>CT DEEP used US census data regarding poverty status and SNAP counts to create the service territories. For a more detailed breakdown of the data used, please see https://portal.ct.gov/-/media/DEEP/energy/weatherization/Poverty-in-CT-Regionalized.pdf.</p>

Property types	In the past DOE multifamily projects included State Financed, HUD, USDA properties, shelters and congregates. Will that be the case with this contract?	DOE WPN 22-12 (https://www.energy.gov/scep/wap/articles/weatherization-program-notice-22-12-multifamily-weatherization) and WPN 22-13 (https://www.energy.gov/scep/wap/articles/weatherization-program-notice-22-13-weatherization-rental-units) will be utilized to determine all multifamily properties that are eligible to receive weatherization services.
DOE approval	DOE has not given approval to the State of Connecticut to use Hancock software for audits at this time. Will this remain in the proposal? Will it currently be used for administration only?	Please refer to Section C #4 on page 14 for information regarding data and technology expectations. For audits, CT WAP will use DOE's Weatherization Assistance tools while we seek approval from DOE to use the Hancock audit tools. CT DEEP will use Hancock project management software, which can be used in collaboration with DOE's Weatherization Assistance audit tools.
Attachments	What are applicants supposed to do with Attachments 1 and 2 in the portal? Or are those there so we can see the terms and conditions if awarded?	Yes, Attachments 1 and 2 are for bidders to see the terms and conditions if awarded.