



**Georgia Environmental Finance Authority
Georgia Weatherization Assistance Program
Request for Proposals
Multi-Family Training Contractor
Due September 8, 2010 by 4:00 pm**



REQUEST FOR PROPOSALS (RFP)
Weatherization Assistance Training Contractor for Multi-Family

INTRODUCTION

The Georgia Environmental Finance Authority (GEFA) is soliciting proposals from qualified organizations with demonstrated experience in multi-family training delivery related to energy conservation and efficiency, to provide training services to the existing Statewide Network of Service Providers of the Weatherization Assistance Program (WAP or Program). A Service Provider is a public agency, private non-profit organization or community action agency that delivers weatherization services to the public.

The Program follows requirements of applicable Federal, State, and local laws, regulations, U.S. Department of Energy policy and guidance. The requirements shall flow down to applicable sub-contractors at any tier to the extent necessary to ensure the sub-contractor’s compliance with the requirements.

The Multi-Family Training Contractor will develop a multi-family weatherization training curriculum that is focused on Hot Climate Weatherization, common multi-family energy audit techniques, and best practices. Majority of the training activities will take place on-site at actual multi-family developments so the training provider can conduct “hands-on” training. These locations are determined by GEFA and may be in a rural or urban setting. Training activities are intended to maintain or increase the efficiency, quality and effectiveness of the Program at all levels. Such activities should be designed to maximize energy savings, minimize production costs, improve program management and contractor quality of work and/or reduce the potential for waste, fraud, abuse and mismanagement.

The Multi-Family Training Contractor will also provide Technical Assistance to GEFA regarding the creation of procedure manuals, priority measures lists and other programmatic documents.

Training topics must include, but are not limited to, the following (for the purposes of this proposal the number of training days and potential students are suggested):

Class Name	Training Days	Number of Students
Boiler Testing & Troubleshooting	1	10
Multi-Family Energy Audits/Weatherization Assessments	2	5
Multi-Family Weatherization Techniques	3-4	25

BACKGROUND

The Energy Conservation in Existing Buildings Act of 1976 established the WAP for Low-Income Persons. Current funding for the program is derived from the U. S. Department of Energy (DOE). The program is designed to increase the energy efficiency of dwellings owned or occupied by low-income persons, reduce their total residential expenditures, and improve their health and safety. The priority population is persons who are particularly vulnerable such as elderly, persons with disabilities, families with children, high residential users, and households with high-energy burden.

The Program has been assigned a significant role in the American Recovery and Reinvestment Act of 2009 (ARRA). The successful execution of this Program is an important part of achieving the goals in the Act. GEFA is the direct grantee for the DOE WAP and submitted a grant application (State Plan) for Georgia to DOE for PY2010 WAP funding. GEFA included for the first time in its State Plan to allow Multi-Family Dwelling Units to be weatherized. During this first year a handful of demonstration projects are scheduled in the service areas of selected weatherization service providers. Following DOE approval of the State Plan, a contract will be executed with the successful respondent. Respondents may not obligate funds, incur expenses, or otherwise implement program services prior to execution of a contract with GEFA.

Respondents applying to this proposal will follow the following time frame for recommended Respondent selection:

Date	Activity
August 24, 2010	RFP Release Date
September 8, 2010	Deadline for Proposals to GEFA
September 24, 2010	Award Notification

ABOUT GEFA

GEFA is a state agency that administers a wide variety of programs that provide financial assistance and other support services to improve Georgia's environment. GEFA's program focus areas are water, wastewater, solid waste, recycling, land conservation, energy efficiency and fuel storage tanks for local governments, other state agencies and non-profit organizations. GEFA's mission is to provide financing and other support services for infrastructure improvements, land conservation, energy programs, and fuel storage systems that result in a cleaner environment for all Georgians. Additional information on the agency and its programs is available at the website www.gefa.org

ABOUT the Georgia Weatherization Assistance Program

Georgia's Weatherization Assistance Program, funded through the U.S. Department of Energy, the Low-Income Energy Assistance Program, Georgia Power and Atlanta Gas Light Company, provides housing improvements that increase energy efficiency in income-eligible single-family dwellings, manufactured homes and multi-family dwelling units.

To qualify, households may have income up to 200 percent of the federal poverty level. If anyone, living in the household, has received Supplemental Security Income at anytime in the last twelve months, the household automatically qualifies. The target groups for this program are households including persons who are elderly, persons with disabilities and families with children.

Community Action Agencies, public or private not-for profit agencies (Service Providers) that are contracted with GEFA to provide the weatherization services. Due to the high technical investment and expertise required to operate the grants, grantees are generally continued from year to year, provided they administer the program appropriately.

SCOPE OF SERVICES

The Multi-Family Training Contractor will develop the training curriculum and schedule trainings of service provider staff and contractors, referencing the GEFA weatherization training manual. A complete description of the new multi-family program is attached in Exhibit A. Training services shall be made available to address areas described below.

- Contract Term: Contract for training services will end March 31, 2011.
- Multi-Family Training Contractor will develop a comprehensive training curriculum based upon the training topics listed below.
- The Multi-Family Training Contractor will provide training as needed upon request from GEFA and in coordination with the GEFA weatherization staff, and will submit training curriculum to the Senior Weatherization Program Manager.
- The Multi-Family Training Contractor will deliver training necessary for selected service providers. Courses in this training track would include:

Class Name	Training Days	Number of Students
Boiler Testing & Troubleshooting	1	10
Multi-Family Energy Audits/Weatherization Assessments	2	5
Multi-Family Weatherization Techniques (Crew Training	3-4	25

- The Multi-Family Training Contractor will provide feedback to GEFA on service provider participation and achievement of weatherization program goals.
- Multi-Family Training Contractor will conduct final inspections on three multi-family projects. This final inspection process is designed to provide feedback to the training contractor on the effectiveness of the program.
- The Multi-Family Training Contractor will provide all the personnel, services, equipment, and training materials to ensure the performance of the contract.

- The Multi-Family Training Contractor will be responsible for overall performance and will define and maintain appropriate subcontract and associated contract relationships to support all necessary requirements and interfaces.
- The Multi-Family Training Contractor will coordinate and meet with GEFA as required in order to plan and perform the training related tasks and activities.
- The Multi-Family Training Contractor will be responsible for all financial management and fiscal accountability associated with the services provided in this RFP and for the entire contract period.

SUBMISSION OF PROPOSALS

RESPONSE SUBMISSION: Your complete response must be submitted electronically via e-mail in PDF (adobe) format to energy@gefa.ga.gov by 4pm EST on September 8, 2010.

1. The electronic response is a binding proposal to GEFA, and GEFA has the right to rely on the representations made by the respondent. The proposal may be withdrawn by the respondent any time before the September 8, 2010 (4pm) deadline by written request delivered to GEFA and signed by a person authorized to bind the respondent in the matter. This would include the person's name, telephone number, email address and fax number.
2. The organization shall notify GEFA immediately if conflicts or ambiguities in this RFP are discovered. The cost of developing and submitting the proposal is entirely the responsibility of the respondent. This includes costs to determine the nature of the engagement, preparation of the proposal, submitting the proposal, negotiating the contract and other costs associated with responding to the RFP. All responses will become the property of GEFA and will be a matter of public record subsequent to signing of the contract or rejection of all bids.
3. From the issue date of this RFP until a contractor is selected and the selection is announced, firms responding to RFP are not allowed to communicate with any GEFA employee regarding this subject matter except through the Contracting Officer named herein. For violation of this provision, the State shall reserve the right to reject the proposal of the offending vendor. All questions concerning this RFP must be submitted in writing (e-mail preferred, or fax may be used) to the Contracting Officer via email at energy@gefa.ga.gov or faxed to 404-584-1108. Responses to questions will be posted within 48 hours of receipt. No questions other than written will be accepted. No response other than written will be binding upon the State.

PROPOSAL FORMAT AND CONTENT

The following information shall be included in all proposals:

Program Implementation – 45 points

1. Describe your plan to effectively train the service provider's staff and contractors.
2. Explain how your organization will schedule and conduct the training of the service provider programs.

Organizational Capacity – 15 points

1. Describe your business' organization, including origin, structure and current operations.
2. Provide a statement addressing the organization's ability to timely begin training services upon GEFA's acceptance of the organization's proposal.
3. Provide a reference list of not less than three recent clients of the organization including the name of the client organization, contact person in the organization, address of the organization, and telephone number of the contact person. Employees and outsourcing contacts of the organization may not be listed as references.

Staff and Position Data – 10 points

1. Provide information about the organization's personnel assigned to conduct the training activities, including each person's name and designation of title, the education level and work experience of each, a description of the functions each will perform, and an estimate of how much time each will spend on the assignment.

Past Success with Similar Training – 10 points

1. Describe your business' qualifications, including experience in providing similar services and expertise in the field of energy efficiency retrofit training within the past 3 years.
2. Provide a list of past training services provided by the organization in the field of building science, energy conservation energy efficiency retrofits, housing inspection, and building construction.

Budget and Budget Justification - 10 points

1. Provide an expenditure plan that will demonstrate how the training services will be provided as described within this proposal for the entire contract period.
2. Identify the time commitments and compensation for each position associated with the training activities to be paid from this budget.
3. Identify the items included as fringe benefits and explain how fringe benefits were computed.

4. Provide a list of any outsourcing, if any, required for the training services. All outsourcing by the training contractor must be pre-approved by GEFA.
5. Provide an explanation and the basis for projected travel costs.

Evaluation – 10 points

1. Provide a plan for evaluating the entire project that will answer the questions “Were the trainees adequately trained? Where can the program be strengthened? What additional training is needed?” Explain how accomplishments will be measured and used to improve future operations of the multi-family weatherization program.

COST SCHEDULE

Respondent must submit a detailed schedule of costs for which the training services, including reports, will be provided. The all-inclusive fee structure must include the estimated number of hours per task, salary per hour per job classification, fringe rate, training costs, including out-of-county travel and in-county travel costs. All of the above may be included in a flat fee.

PAYMENT TERMS

The respondent awarded the contract will submit an invoice for progress payments by the 10th day of the month for the compliance reports submitted. Reimbursements will be made within a timely manner upon presentation of an approved invoice. Late or incorrect reports will delay the payment schedule.

PERIOD OF PERFORMANCE

The contract awarded shall be for a time period ending March 31, 2011 with the option to extend the contract for an additional one-year period based on need, performance, and funding availability.

TRAIN THE TRAINER

Once a contract is awarded, weatherization staff overseeing the Training Services contract will provide training to the Multi-Family Training Contractor on its roles and responsibilities with respect to Weatherization practices, DOE guidelines, the timeline and scope of the training services and other information pertinent to the contract.

In order to assist the Multi-Family Training Contractor in preparing for and implementing training services, GEFA will provide the Multi-Family Training Contractor with updates on all contract-related requirements on an ongoing-basis.

EVALUATION OF PROPOSALS

The award shall be made in the best interest of GEFA as determined by the professional judgment of GEFA's Executive Director, and professional staff. A point system will be used for this evaluation. Each reviewer will independently review and score proposals on a 100-point scale, using the following assigned weights:

Program Implementation (45 POINTS)

The proposal demonstrates the overall need and program rationale as evidenced by providing the following:

- A clear and well-conceived overall approach to the training program.
- A well detailed plan (including a timeline) with measurable goals and objectives that are clearly defined as to how the contractor will implement the scope of work and how the goals and objectives will be achieved.

Organizational Capacity (15 POINTS)

The proposal demonstrates that the applicant is a qualified training organization.

The proposal demonstrates that the organization, its staff and its partners (if any) have sufficient overall experience to successfully implement the proposed training, including relevant experience and success in developing and operating multi-family training programs similar to those to be conducted under this RFP.

The proposal demonstrates the applicant's ability and willingness to facilitate on-site/hands-on training and supply resources required to successfully administer the program.

Staff and Position Data (10 POINTS)

The proposal identifies qualified staff to carry out the proposed project including key staff that will have responsibility for managing the training program, coordinating activities and achieving training targets. Staff qualifications include both applicant staff and partner staff as necessary to demonstrate that the training program will have acceptable leadership. The proposal should note the percent of time each key staff member will devote to this program.

The proposal demonstrates through biographical sketches, degree information, resumes and descriptions of previous project/training experience that the identified staff are qualified to carry out the proposed training program.

Past Success with Similar Training (10 POINTS)

Relevant past performance: The Respondent must provide documentation of 3 to 5 years experience providing training services in Building Science and Energy Conservation methods.

Budget and Budget Justification (10 POINTS)

Budget documents consist of accurate and complete budget summary and a budget narrative justification. Respondent's proposed budget must provide:

- A reasonable and appropriate cost for the scope and nature of the program.
- A budget narrative justification that is detailed and sufficient to demonstrate the link between the requested funds and the program description/approach being proposed; and that costs are reasonable and sufficient to support the proposed programs Contract/Entire Agreement.

Evaluation (10 POINTS)

The proposal provides a plan for evaluating the entire training program that will answer the questions "Where the trainees adequately trained? Where can the program be strengthened? What additional training is needed?" Applicant explains how accomplishments will be measured and used to improve future operations of the multi-family weatherization program.

The proposal provides a realistic schedule for evaluating the project and submitting a final report which will compare actual and projected progress towards creating experienced multi-family weatherization specialists.

Proposal provides method of performing final inspections with GEFA State Monitor.

Ranking

Proposals will be ranked according to the following metric:

$$\text{Final Score} = \text{Budget} \frac{\text{of the lowest proposal x cumulative points awarded}}{\text{Total budget of all proposals received}}$$

Consideration of proposals will be focused upon, but not limited to, compliance with the terms, conditions and provisions of the RFP; the adequacy and completeness of the organization's proposal; and results of contacts with references supplied by the respondent. Other measures might possibly be established for review and evaluation of the proposals. GEFA reserves the right to request additional information as needed from any organization, but is not obligated to request such additional information. GEFA reserves the right to reject any or all proposals, or portions of proposals, or to waive any deviation in any proposal.

Appeals

Unsuccessful applicants may appeal directly to GEFA, Phil Foil, Executive Director, 233 Peachtree Street, Harris Tower, Suite #900, Atlanta, Georgia 30303, in writing within 14 days of notification of the selection. If not satisfied with the decision of the GEFA Executive Director, the applicant may appeal to the Department of Energy – National Energy Technology Laboratory, Trev Hall, Project Manager, 3610 Collins Ferry Rd, Morgantown, West Virginia, 26507-0880

AWARD AND FORM OF AGREEMENT

Proposals will be reviewed for 14-20 days. Respondents will be notified in writing of unsuccessful proposals within 10 business days following review of the proposals. The successful respondent will be required to enter into a grant agreement with GEFA. The grant agreement shall require the respondent to abide by all statutes, regulations, rules and procedures governing GWAP, including but not limited to the following:

- Grant Award Notification
- Signature Authorization Form
- Sub-grantee Conditions for “High Risk” Service Provider
- Civil Rights Certification
- Certification Regarding Lobbying
- Certification of a Drug Free Workplace

The initial agreement will be for period until March 31, 2011, with the intent to renew for an additional one year period. The agreement shall not be modified, amended, extended, assigned, transferred, subcontracted or augmented except by written agreement between GEFA and the respondent. The respondent and GEFA are acting in their capacity as independent contractors, and not as agents, employees, partners or associates of one another.

GEFA shall have the right at all times to inspect or otherwise evaluate all phases of performance under the agreement. The respondent shall retain a copy of all weatherization program-related activities for a minimum of three years from the date of the services rendered, and GEFA reserves the right to review or copy such documents upon written request (at the respondent’s or GEFA’s expense).

GENERAL INFORMATION AND QUESTIONS

Respondents may require adherence to the provisions of the American Recovery and Reinvestment Act of 2009 (ARRA). Thank you for your review of this RFP. We look forward to receiving your response.

Any questions about this RFP must be submitted in writing to the contracting officer at energy@gefa.ga.gov. All questions and answers will be posted on GEFA’s website by September 1, 2010