



**MISSOURI
DEPARTMENT OF
NATURAL RESOURCES**

REQUEST FOR PROPOSALS

Low-Income Weatherization Assistance Program

**Issue Date: November 18, 2011
Proposal Due Date: December 15, 2011**

Issued by:

**The Missouri Department of Natural Resources Division of Energy
1101 Riverside Drive
Jefferson City, Missouri 65102
www.dnr.mo.gov/energy**

Please direct all inquiries regarding this RFP to:
Ron Wyse
Missouri Department of Natural Resources
Division of Energy
Ron.Wyse@dnr.mo.gov
800-361-4827 or 573-526-5353

Please submit proposals, as further explained in this RFP, to:
Rebecca Strobe
Missouri Department of Natural Resources
Division of Energy
P.O. Box 176, Jefferson City MO 65102
Rebecca.Strobe@dnr.mo.gov
800-361-4827 or 573-751-6630

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1. DEFINITIONS

For the purpose of this document, the following definitions shall apply:

- A. Applicant – an entity eligible to submit a proposal for funding under this RFP. Eligible entities are as follows: not-for-profit organizations, community action agencies, or public entities.
- B. Client – an individual or family with an annual income less than or equal to two hundred percent (200%) of the federal poverty level including those eligible to receive payments under Title IV or XVI of the Social Security Act.
- C. Department of Energy (DOE) – federal agency that provides Low Income Weatherization Assistance Program (LIWAP) funding to the state agency.
- D. Proposal – a fully completed proposal for funding submitted to the state agency under this RFP.

- E. State Agency – Missouri Department of Natural Resources’ Division of Energy (MDNR/DE).
- F. Weatherization - energy-efficiency measures or improvements that may include, but are not limited to, reducing air infiltration; increasing insulation in the wall, attic or floor foundation; heating system "clean and tune"; heating system replacement; water heater tank upgrade; installation of pipe insulation; and minimal building envelope repairs performed by subgrantees on client homes and designed to reduce energy use, utility bills or both.

2. INTRODUCTION

The Missouri Department of Natural Resources protects, preserves, and enhances Missouri’s natural, cultural, and energy resources. The MDNR’s Division of Energy (hereinafter referred to as “the state agency”) is a non-regulatory state agency that works to protect the environment and stimulate the economy through energy efficiency and renewable energy resources and technologies. The state agency provides information, resources and financial incentives to implement energy efficiency projects.

The Low-Income Weatherization Assistance Program (LIWAP) is a long-standing U.S. Department of Energy (DOE) program that pays for energy-efficient improvements to the homes of lower-income individuals and families (clients). These improvements enable clients to reduce energy use during the short and long-term. These efficiency improvements also help clients control their energy costs by reducing or moderating utility bills.

In Missouri, the state agency administers LIWAP, and the funding is derived from annual appropriations made by Congress to the DOE. DOE then provides a portion of the program funding to each state through formula grants. LIWAP funds are subject to the appropriation process of the Missouri General Assembly.

The state agency administers funds to a network of more than 18 subgrantees. Annual allocations to these local agencies are based on the percentage of the state’s total income-eligible households within each service area. Please see Exhibit 1 for map and list of current network of subgrantees.

3. DESCRIPTION AND PURPOSE OF RFP

The purpose of this RFP is to select an eligible organization (community action agency or other public, or non-profit entity) that is most qualified to provide weatherization services on an on-going basis as part of the state agency’s annual weatherization state plan for a statewide network of local agency weatherization providers.

The RFP seeks proposals from eligible organizations to provide weatherization services to eligible clients in the service area of Andrew, Buchanan, Clinton, and DeKalb counties including towns and cities therein.

Organizations will be selected according to the qualification and evaluation criteria detailed in this RFP including experience in performing low-income residential weatherization assistance in a timely and effective manner within the framework of federal DOE LIWAP program.

The state agency will evaluate all proposals, make a preliminary selection and hold a public hearing. After reviewing comments from the public hearing, a final decision will be announced.

Any funds that may be awarded in any Subgrant agreement to a successful applicant must comply with all technical and administrative requirements established by federal and state laws and regulations, requirements of the state agency's LIWAP manual, 10CFR Part 440, 10CFR 600, federal DOE grant guidance and OMB Circulars A-122, A-133 and A-110. Any organization selected to assume a service area will be placed on a six month probationary period. This probationary period may be lengthened or shortened at the state agency's discretion until the organization demonstrates the capacity to meet client service goals.

4. PRE-PROPOSAL MEETING

A pre-proposal meeting regarding this RFP will be held from 10:30 a.m. until 12:00 p.m. on December 1, 2011 at the East Hills Library Conference Room located at 502 N. Woodbine, St. Joseph, MO 65401.

The applicant should bring a copy of the RFP since it will be used as the agenda for the pre-proposal meeting. The applicant should become familiar with the RFP and develop all questions prior to the meeting in order to ask questions and otherwise participate in the public communications regarding the RFP.

- A) The applicant may submit written communications and/or questions regarding the RFP to Ron Wyse as the state agency contact identified on page 1 prior to the Pre-Proposal Meeting. However, it shall be the sole responsibility of the applicant to verbally address questions previously submitted to the state agency during the Pre-Proposal Meeting. It shall also be the responsibility of the applicant to verbally address issues regarding the RFP; technical and administrative requirements established by federal and state laws and regulations; requirements from the state agency's LIWAP manual; federal and DOE grant guidance during the Pre-Proposal Meeting.
- B) Any changes needed to the RFP as a result of discussions from the Pre-Proposal Meeting will be accomplished by issuance of an amendment to the RFP. Neither formal minutes of the meeting nor written records of the questions/communications will be maintained.

Pre-Proposal Meeting Special Accommodations - Applicants are strongly encouraged to advise Rebecca Strope at the state agency contact information on page 1 of this RFP within five (5) working days of the scheduled pre-proposal meeting of any special accommodations needed for disabled personnel who will attend the meeting.

5. SELECTION PROCESS TIMELINE

Event Description	Target Date
Press Release and RFP posting to DNR Website	November 18, 2011
Pre-Proposal Meeting East Hills Library Conference Room	December 1, 2011
Proposal Due Date	December 15, 2011
State Agency Evaluation of Proposals	January 10, 2012
Public Hearing Comments re: Subgrantee Selection	February 9, 2012
Official Notification of Selected Subgrantee	February 16, 2012

6. ELIGIBLE APPLICANTS

Eligible applicants include not-for-profit organizations, community action agencies, or public entities which include local governments.

7. PROPOSAL CONTENTS AND COMPONENTS

Applicants must adhere to the proposal due date. Proposals must conform to the format and guidelines provided in this RFP. Applicants must complete all relevant sections, attach appropriate supporting documents, and sign and date the proposal. Only proposals that furnish complete information will be considered. Partial proposals will not be considered. The state agency is under no obligation to solicit such information if it is not included with the proposal.

Proposals should be no more than fifteen (15) pages in length, not including attachments. The applicant must submit:

- A. Five (5) copies of the completed paper proposal including supporting documents.
- B. One (1) compact disc containing the corresponding electronic proposal. Note that the completed proposal form on the compact disc should be in Microsoft Word format and other files or attachments should be in Microsoft Word, Excel or Adobe PDF format.
- C. Proposals must be received at the following location by 5:00 p.m. Central Standard Time (CST), on or before December 15, 2011.

Missouri Department of Natural Resources
Division of Energy
Attn: Rebecca Strope
1101 Riverside Drive
Jefferson City MO 65101

D. All questions related to the RFP should be directed to Ron Wyse listed on page 1.

The proposal must contain the following information:

A. Attachment A is a pre-formatted Title Page and Table of Contents.

B. Attachment B is a pre-formatted information page.

Provide a brief description of the applicant's organization and geographic service area. Informational input on Attachment B must be adjusted to not extend beyond its one page. If it does, you must adjust your data input accordingly. Do not adjust font or margins of the formatted page.

The following items must be included as part of Attachment B:

1. A detailed plan describing how the LIWAP will be administered.
2. Proof of adequate insurance and bonding.
3. Completed Certificate regarding Debarment, Suspension and Other Responsibility Matters provided as Attachment B.1 of this RFP.
4. Signed Lobbying form provided as Attachment B.2 of this RFP.
5. Drug Free Workplace Certificate provided as Attachment B.3 of this RFP.
6. The applicant's Articles of Incorporation, organization chart and names of persons authorized to sign on its behalf.
7. Certificate of good standing and documentation supporting legal status.
8. Credit references and proof of financial solvency.

C. Attachment C – Applicant References:

Please include a minimum of three (3) references completed on the form supplied in Attachment C that illustrate experience of your organization relevant to this RFP. The references should be completed for organizations for which you are currently or have previously performed services or were project partners.

D. Attachment D – Experience of Applicant Organization:

Please complete Attachment D to describe experience and qualifications relevant to the scope and type of work required in this RFP. Responses are requested for the following:

1. Describe the number of years of organization's experience in weatherization building science, energy efficiency project implementation, residential or commercial renovation activities and quality assurance monitoring;
2. Describe the number of homes/buildings your organization has performed energy-efficiency projects and/or renovated with quality completions;

3. Describe the number of years of your organization's management experience in proposal design and implementation of programs of similar size and scope including subcontract management experience;
4. Describe your organization's experience in assisting low-income clients including programs your organization has managed, number of clients served, your service area, and the scope of your organization's role in these projects;
5. Describe fiscal and accounting procedures including project data tracking systems and reporting and ability to present past fiscal audits;
6. Describe your organization's assets such as administrative support, personnel, office space, equipment, supplies, tools, and other necessary resources;
7. Describe your organization's strategy, experience and ability to perform outreach and marketing of program services to obtain eligible clients;
8. Describe your organization's ability to use non-weatherization funds to supplement home retrofit and renovations.

E. Attachment E – Qualifications of Personnel

Please include information about the qualifications of specific personnel who will manage and implement the weatherization project. Please provide this information on the form supplied in Attachment E.

1. Describe the number, qualifications and experience of staff that will work on the project submitted for funding. Specifically, this should include specific staff knowledge in the areas of energy efficiency measures and/or residential weatherization/renovation activities.
2. Describe specific training and/or certification of the applicant's technical and fiscal staff or the technical and fiscal staff of the applicant's partners or contractors included in the project submitted for funding (for example, Building Performance Institute (BPI), Lead Safe Work Practices, EPA's Certified Lead Renovator, OSHA10, OSHA 30, Weatherization Related Mold and Moisture, and State Historic Preservation Office Section 106).
3. Qualifications and experience of the applicant's management staff relevant to the requirements of this RFP.

8. PROPOSAL REVIEW PROCESS AND EVALUATION CRITERIA

The state agency will form a Review Committee (the Committee) to review and select proposals. The Committee will make an assessment to determine:

- If the proposal was submitted by the due date;
- If the proposal is in the required form and format;
- If the applicant is an eligible organization.

The state agency may request clarification and/or additional information pertaining to the RFP. Only proposals that furnish complete information will be considered. The state agency is under no obligation to solicit such information if it is not included with proposal. Proposals will be scored and ranked by the Committee to determine which proposal best meets the evaluation criteria cited below:

A. Evaluation Criteria:

1. Experience in providing weatherization retrofit using advanced building science techniques and technology;
2. Number of homes/buildings weatherized/renovated with quality completions;
3. Number of years of experience in managing programs of similar size and scope including subcontract management experience;
4. Experience in assisting low-income clients;
5. Fiscal accounting, data tracking and reporting capacity;
6. Ability to provide administrative support including physical assets such as office space and other necessary resources;
7. Ability to perform outreach and marketing of program services to obtain eligible clients;
8. Ability to leverage supplemental weatherization funding;
9. Qualifications and experience of technical and management staff.

B. Requirement for a Public Hearing:

The MDNR/DE will evaluate all proposals, make a preliminary selection and hold a public hearing. After reviewing comments from the public hearing, a final decision based on the results will be announced.

9. OTHER INFORMATION AND REQUIREMENTS

The state agency reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received and to accept any portion of a proposal if deemed in the best interest of the State of Missouri.

The applicant must have no outstanding obligations to the state agency or the State of Missouri or unresolved environmental compliance issues.

Subgrantee qualification criteria can be found in the state agency's Weatherization Assistance Program Operational Manual, Section 1 – Subgrantee Overview at the following website: <http://www.dnr.mo.gov/energy/weatherization/wx.htm>. This website also contains a variety of administrative and technical information including the Missouri Field Technical Guide.

The state agency will follow DOE guidance in the selection of any new subgrantees for the use of these funds. DOE guidelines may be found at the following website: <http://wnn1.eere.energy.gov/wip/wap.html>.

All selected subgrantees will be required to follow all technical and administrative requirements established by federal and state laws and regulations, requirements from the state agency's LIWAP manual, 10 CFR Part 440, 10CFR600, federal DOE grant guidance and OMB Circulars A-122, A-133, and A-110. See following web links:

The following website provides weatherization practitioners and other energy conservation professionals with information related to the Weatherization Assistance Program, its on-going operations, and its partnerships with stakeholders. It also contains federal regulations, WAP guidance, Program Notices, and downloads for the NEAT/MHEA audit software.
<http://www.waptac.org/>

Attachment A



MISSOURI
DEPARTMENT OF
NATURAL RESOURCES

Missouri Department of Natural Resources

Low-Income Weatherization Assistance Program

**Proposal for Administration of LIWAP Services in
Andrew, Buchanan, Clinton, and DeKalb Counties**

[Applicant or Organization Name]

Table of Contents

(List the contents and page numbers below. Please add page numbers to your proposal and attachments.)

Attachment B
Missouri Department of Natural Resources
Proposal for Administration of LIWAP

Applicant/Organization name: _____

Business type: () Community Action Agency () Not-for-profit organization () Public Entity

Mailing address: _____

City: _____

State: _____

Zip code: _____

Contact name: _____

Title: _____

E-mail: _____

Telephone #: _____

Fax: _____

Applicant's Website: _____

Brief description of applicant organization and geographic service area:

(Reminder: this page must remain as one page)

Signature of Authorized Representative

Date

Attachment C
CURRENT/PRIOR EXPERIENCE

The applicant should copy and complete this form for each reference being submitted as demonstration of the applicant's current/prior experience. Please include a minimum of three (3) references which would have relevance to the type of work included in this RFP.

Applicant Name:	
Reference Information	
Name of Reference Organization:	
Address of Reference Organization:	
Reference Contact Person: ✓ Name ✓ Phone # ✓ E-mail Address	
Description of Services or Project:	

As the contact person for the reference provided above, my signature below verifies that the information presented on this form is accurate. I am available for contact by the State of Missouri for additional discussions regarding my company's association with the applicant referenced above:

Signature & Phone # of Reference Contact Person

Date of Signature

Attachment D

APPLICANT QUALIFICATIONS - CURRENT/PRIOR EXPERIENCE

Applicant Qualifications
Applicant Name and Address:
1. Describe the number of years of organization's experience in weatherization building science, energy efficiency project implementation, residential or commercial renovation activities and quality assurance monitoring;
Response:
2. Describe the number of homes/buildings your organization has performed energy-efficiency projects and/or renovated with quality completions;
Response:
3. Describe the number of years of your organization's management experience in proposal design and implementation of programs of similar size and scope including subcontract management experience;
Response:
4. Describe your organization's experience in assisting low-income clients including programs your organization has managed, number of clients served and the scope of your organization's role in these projects;
Response:
5. Description of fiscal and accounting procedures including project data tracking systems and reporting and ability to present past fiscal audits;

Response:

6. Description of organization's assets, such as administrative support, personnel, office space, equipment, supplies, tools, and other necessary resources;

Response:

7. Describe your organization's strategy, experience and ability to perform outreach and marketing of program services to obtain eligible clients;

Response:

8. Describe your organization's ability to use non-weatherization funds to supplement home retrofit and renovations.

Response:

Attachment E

EXPERTISE OF PROGRAM AND MANAGEMENT PERSONNEL

Personnel	Education, certification, specialized training and years of experience.
1. _____ (Name) _____ (Title) _____ (Proposed Role/Function)	
2. _____ (Name) _____ (Title) _____ (Proposed Role/Function)	
3. _____ (Name) _____ (Title) _____ (Proposed Role/Function)	
4. _____ (Name) _____ (Title) _____ (Proposed Role/Function)	
5.	

<p>_____</p> <p>— (Name)</p> <p>_____</p> <p>— (Title)</p> <p>_____</p> <p>— (Proposed Role/Function)</p>	
<p>6.</p> <p>_____</p> <p>— (Name)</p> <p>_____</p> <p>— (Title)</p> <p>_____</p> <p>— (Proposed Role/Function)</p>	

Attachment B. 1

MISSOURI DEPARTMENT OF NATURAL RESOURCES
DIVISION OF ENERGY
CERTIFICATION REGARDING DEBARMENT
SUSPENSION AND OTHER RESPONSIBILITY MATTERS

The prospective participant certifies to the best of its knowledge and belief that it and its principals:

- (A) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (B) Have not within a three year period preceding this proposal been convicted of or had civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or falsification or destruction of records making false statements or receiving stolen property;
- (C) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
- (D) Have not within a three-year period preceding this application/proposal had one or more public transactions. (Federal, State or local) terminated for cause or default.
- (E) Are current on all taxes due and owing to the State of Missouri; and
- (F) Are in compliance with all state and federal environmental laws and court orders issued pursuant to those laws, and that all environmental violations have been resolved.

I understand that a false statement on this certification may be grounds for rejection of this proposal, or termination of the award. In addition, under 18 USC Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to five years, or both.

Typed Name and Title of Authorized Representative

Signature of Authorized Representative

Date

_____ I am unable to certify to the above statements. My explanation is attached.

Attachment B.2

MISSOURI DEPARTMENT OF NATURAL RESOURCES
DIVISION OF ENERGY
CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal contract, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence as officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this Certification is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

Organization Name

Typed Name and Title of Authorized Representative

Signature

Date

Attachment B.3

**CERTIFICATION REGARDING
DRUG-FREE WORKPLACE REQUIREMENTS**

This certification is required by the regulations implementing Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.), 7 CFR Part 3017, Subpart F, Section 3017.600, Purpose. The regulations were published as Part II of the January 31, 1989 Federal Register (pages 4947-4952).

A. The applicant certifies that it will provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing a drug-free awareness program to inform employees about --

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of any grant is given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --

(1) Abide by the terms of the statement; and
Form AD-1049 (REV 2-89)

(2) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;

(e) Notifying the agency within ten days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction;

(f) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted --

(1) Taking appropriate personnel action against such an employee, up to and including termination; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

B. The grantee shall insert in the space provided below the site(s) for the performance of work done in connection with the specific grant.

Place of Performance (Street address, city, county, State, zip code)

Organization Name

Name and Title of Authorized Representative

Signature

Date

Exhibit 1

Low-Income Weatherization Assistance Program Service Areas



Missouri Department of Natural Resources

Energy Center • 800-361-4827 • FAX 573-751-6860 • www.dnr.mo.gov/energy

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