



ANDREW M. CUOMO
Governor

Homes and
Community Renewal

Division of Housing
and Community
Renewal

RUTHANNE VISNAUSKAS
Commissioner/CEO

QUESTIONS AND ANSWERS

Request for Proposals for Weatherization Training and Technical Assistance Services

Round 2 of Questions and Answers: Issued on April 5, 2018

1. The RFP states in 8.1 that Tier I Proposers shall demonstrate that they are in IREC accredited training provider. Can this be reworded so that there is an option to use IREC Certified Instructors?

Federal Program rules require that Tier 1 training activities be provided by an Interstate Renewable Energy Council (“IREC”) accredited training provider of the National Renewable Energy Laboratory (“NREL”) Quality Control Inspector title. If proposing to provide Tier 1 training, the Proposer, must be accredited by IREC to provide NREL QCI training. It is not sufficient that individual trainers are IREC Certified Instructors.

2. On page 18 (viii) Health & Safety (crews: Field or Lab line 3 states how to properly perform an AIR QUALITY TEST. What type of test, using what type of equipment and to test for what in the air?

The air quality testing is referred to on Page 18, Section 9.2(viii) of the RFP, which includes worst case scenario combustion appliance zone testing, draft testing, testing for carbon monoxide in the ambient air and in the stack, and assessing for flame impingement. For additional information on WAP health and safety testing requirements, see Sub-Section 5.07.03 of the NYS WAP Policy and Procedures Manual, which is currently available at: http://www.nyshcr.org/Publications/WeatherizationManual/WAP_Manual.pdf and Section 2.0201 of the National Renewable Energy Lab (NREL) Standard Work Specifications (SWS) at <https://sws.nrel.gov/spec/20201>.

3. Page 19 (xii) Installing Cellulose & Fiberglass Insulation, second line from the bottom accordance with DHCR STANDARDS. Can the standards be posted, or a link included?

See DOE Weatherization Program Final Rule at [10 CFR Part 440, Appendix A](#), hyperlinked herein and currently available at:

https://www.ecfr.gov/cgi-bin/text-id?SID=d23981605289dd4b61533620f0ff0816&mc=true&node=ap10.3.440_130.a&rgn=div9

Additionally, please refer to [NREL SWS Section 4.10 – 4.16](#), which is currently available at <https://sws.nrel.gov/spec/4>.

4. How many persons and what is the basic makeup of the evaluation committee?

The evaluation committee will consist of five (5) DHCR staff that are familiar with the Weatherization Assistance Program.

5. Page 10 section 8 Minimum Qualifications It would appear to be in conflict of 10 CFR 600.143 and 10 CFR 600.236?

The Minimum Qualifications section has been revised for clarity. Refer to RFP Addendum No. 4, issued on April 5, 2018.

6. In case of conflicts, such as some of the wording in this RFP references both the State Plan and WAP policy and Procedure Manual which document supersedes?

The State Plan takes precedence. Also see Q&A #10 below. The 2018 State Plan is now final and has been posted on the HCR web site.

7. Have any measures been instituted or taken into consideration concerning previously awarded vendors to this TT & A contract, which might have provided them resources or information that would give them unfair advantages in this RFP?

All information needed to respond to this RFP is included in the RFP.

8. Will any criteria be used to distinguish non-profits from for profit businesses in the evaluation process?

Proposals submitted by For-Profit and Non-Profit proposers will be evaluated using the same criteria.

9. Page 12 section 8.2 proposer must demonstrate and provide evidence of? How do you want this evidence presented for items A-E?

Submission requirements are detailed in Section 11.2 of the RFP. Evidence of minimum qualifications should be included in Tab Two, Technical Proposal. Where evidence of third-party credentials or accreditations is requested, follow the directions in Section 11.2.4.

10. In the RFP section 9 on page 13, it references the 2017 state plan is that correct or should it be the 2018 state plan that was approved?

The 2018 State Plan has now been approved by DOE and is posted on the HCR web site at <http://www.nyshcr.org/Programs/WeatherizationAssistance/2018-Wx-State-Plan.pdf>.

Proposers should refer to the 2018 State Plan when preparing proposals.

11. Relative to the Minimum Qualifications, Section 8: Must a Proposer directly provide the training listed or can the qualification be achieved through the use of a subcontractor or paid service? Specifically, can a Proposer meet the requirement to be an authorized trainer of OSHA 10 and/or EPA Lead RRP by using a service or subcontractor who is an accredited/authorized trainer of these programs?

Proposers can meet the requirements for authorized trainers for the OSHA 10-hour safety course and the EPA lead renovation, repair and painting course through subcontractors by identifying the subcontractor and submitting evidence of firm commitments from the subcontractor that they will provide the requested service. All other Minimum Qualifications must be met directly by the Firm submitting the proposal, not through use of subcontractors. Please note that Section 8 has been revised for clarity. Refer to RFP Addendum No. 4, issued on April 5, 2018.



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QUESTIONS AND ANSWERS

Request for Proposals for Weatherization Training and Technical Assistance Services

Round 1 of Questions and Answers: Issued on March 29, 2018

1. Please advise to whom do I need to send questions?

Please refer to Section 7 of the RFP for instructions on how to proceed with questions.

2. What is the contract start and end date (month/day/year)?

The Agency anticipates a September 1, 2018 contract start date and an August 31, 2021 end date. The Agency retains the option of extending contracts for one additional two-year period, which would end August 31, 2023.

3. Is there an expectation that there will be a statewide technical conference each year?

No. It is expected that there will be one (1) Statewide Technical Assistance Conference during the three-year period, to be held in 2019.

4. Does the Grand Total per Year include the fixed travel costs and/or the Statewide Conference? There is no \$ sign associated with the Total Annual Cost column. [reference to Exhibit A. 1 & 2, Cost proposal form].

Yes, all costs must be included in the Grand Total Per Year. Revised Cost Proposal Forms for Tier 1 and Tier 2 Proposers (Exhibits A.1 and A.2) are posted to the Agency's website in Microsoft Excel, revised as of March 29, 2018. The revised exhibits must be completed with an original signature and submitted with each Proposal Submission.

5. For the NYS Vendor Responsibility Questionnaire for a Not-For-Profit Business Entity, it does not indicate that we can complete it online. Before I manually complete a new questionnaire as we are a Not-for-profit, and currently have a current questionnaire in the Vend/Rep System, can I defer to what we currently have?

The Agency will accept electronic VendRep questionnaires for Not-For-Profit Business entities which are certified within six (6) months of the Proposal Submission Deadline.

6. Is it allowable to use a three-hole binder to submit our proposal?

Yes. However, Proposal Submissions must adhere to the requirements specified in Section 12.1.