

**ENERGY WEATHERIZATION QUALITY ASSURANCE INSPECTIONS**  
**REQUEST FOR PROPOSAL**

**2010-RFP-16**



State of California  
Department of Community Services and Development  
2389 Gateway Oaks Drive  
Sacramento, California 95833

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## **A. Purpose and Description of Services**

### **1. Background**

The Department of Community Services and Development (CSD) is a State of California Department under the California Health and Human Services Agency.

The mission of the Department of Community Services and Development is to administer and enhance energy and community service programs that result in an improved quality of life for low-income Californians. The Department of Community Services and Development fosters strong partnerships with local community organizations to provide high impact programs and leverage strategic resources resulting in ever-increasing hope, dignity and quality of life for California's low-income residents.

CSD manages statewide energy saving weatherization programs for low-income households through a network of 46 contracted Local Weatherization Service Providers. The weatherization program funded by the U.S. Department of Energy has undergone a major expansion as a result of the passage of the American Recovery and Reinvestment Act of 2009 (ARRA). The expansion allows CSD to bring a higher level of weatherization services to many more households.

CSD is looking for a qualified home inspection provider to perform quality assurance field inspections of selected homes and apartment buildings weatherized by CSD's contracted network of Local Weatherization Services Providers. This will help to ensure that services provided are in conformance with all CSD, U.S. Department of Energy Weatherization Assistance Program and U.S. Department of Health and Human Services Low-Income Home Energy Assistance Program (LIHEAP) standards and policies and all other applicable federal, state, and local laws, regulations, and local building codes. The Scope of Work, Item A.3. below, includes more detail on the type of weatherization services performed by Local Weatherization Services Providers. It is expected that successful proposer would have knowledge and experience with home inspections and local building codes, be willing to learn the aforementioned state and federal standards, policies and applicable laws and have the ability to incorporate new standards into reviews they conduct. CSD will provide training up to 176 hours, dependent on the proposer's prior experience in weatherization) to individual staff members of the selected proposer in order to meet stringent state and federal program standards and paperwork requirements.

CSD will need from 4000 to 6500 weatherization inspections throughout the state over the contract term. Based on a recent Request for Information process, CSD has determined that there is sufficient interest from potentially qualified firms to procure services on a statewide basis. However regionally based firms should check the State's e-procurement website for this procurement to explore the potential for alignment with statewide firms who may be bidding, in order be considered as a possible subcontractor for this opportunity. ([www.bidsync.com](http://www.bidsync.com)). There remains a possibility that the work could be divided among two strong proposing firms, resulting in more than one award. (See Exhibit A for a listing of Local Weatherization Service Providers, their location and the approximate number of inspections needed for each Local Weatherization Service Provider). However potential vendors must be willing and able to serve the entire state and submit a proposal and cost proposal covering the entire state.

### **2. Term of Agreement and Maximum Amount**

The anticipated term of the agreement(s) is from December 1, 2010 through June 30, 2013, contingent on budget approval from year to year. The Agreement may be extended, solely at CSD's option for up to two additional one year terms. The anticipated maximum amount available for services under this procurement for the initial term is \$2,000,000.

### 3. Scope of Work

#### A. Training and Qualifications

1. The selected Contractor and the Department of Community Services and Development (CSD) shall together review the experience of Contractor staff assigned to this project to determine the level of training needed on CSD Inspection Policies and Procedures, CSD Weatherization Installation Standards, CSD Energy Program's Policies and Procedures and all other field-related policies, prior to commencing inspections. See Exhibit B, Training and Preparation of Inspector Candidates, for listings and description of training courses.
  - a. The Contractor and CSD will collaborate on the course of necessary training for the Contractor's staff. The Contractor will be allowed to have its staff test out of levels of training. However CSD shall have the final determination on levels of training to be required.
  - b. The Contractor shall require assigned staff to attend CSD approved classes based on the course of training developed between CSD and the Contractor. The core classes (CSD Online Pre-Weatherization Training, Basic Weatherization Technique, Duct Testing and Blower Door Diagnostics, and Combustion Appliance Safety Training) take place online and at designated training centers in Oroville, Stockton or San Bernardino. Follow up classes take place in the field. In addition, Contractor must require staff who are not Environmental Protection Agency (EPA) Certified Renovators, to take a short certification course provided by an EPA Certified Trainer. The following U.S. Housing and Urban Development link describes the certification requirement and links to trainers:  
<http://www.hud.gov/offices/lead/training/rrp/rrp.chm>.  
The entire course of training is estimated to be up to a maximum of 176 hours per Contractor employee.
  - c. Additional training may be required during the term of the agreement as standards are updated and relevant new courses become available.
  - d. The full cost of Contractor staff participation at the CSD approved training centers, field training and additional training shall be reimbursed on an hourly basis. The tuition for core courses and new courses, and the consultant costs for field training will be born by CSD.
2. After training has been completed, the Contractor shall assure that inspection staff members are qualified to provide services as required by CSD under this agreement. Staff shall be knowledgeable in and have access to, CSD technical and programmatic manuals and policies including, but not limited to, the following:

- a. CSD Weatherization Installation Standards.
- b. CSD Energy Programs Policies and Procedures Manual;
- c. Lead-Safe Weatherization Policies;
- d. CSD Health and Safety Plan for Weatherization Programs;
- e. CSD Health and Safety Appliance Replacement Policy;
- f. CSD Energy Crisis Intervention Program (ECIP) Policies and Procedures;
- g. CSD Severe Weather Energy Assistance and Transportation Services (SWEATS) Policy;
- h. DOE Weatherization Assistance Program (WAP) Disaster Relief Plan;
- i. CSD Weatherization Inspection Policies and Procedures;
- j. DOE Energy Audit and Priority List Applications;
- k. California Code of Regulations Title 24 requirements applicable to CSD programs;
- l. Current CSD contracts for:
  - i. Low-income Home Energy Assistance Program (LIHEAP);
  - ii. Department of Energy Weatherization Assistance Program (DOE WAP);
  - iii. Department of Energy Weatherization Assistance Program (DOE WAP) ARRA

B. Inspections

1. Dwelling Inspections

CSD shall provide the Contractor with the number of units to be inspected based on work completed by Local Weatherization Service Providers. There will be a combination of both regular and enhanced inspections. A minimum of five percent (5%) and up to twenty percent (20%) of weatherized units shall be inspected. Generally the average is between eight percent (8%) and ten percent (10%) of weatherized units. The Contractor shall inspect the designated number of weatherized dwellings in accordance with CSD requirements and regulations. Exhibit C contains a listing of the estimated number of inspections and re-inspections needed during the term of agreement, by agency and county using eight percent (8%) for the estimate. Inspections shall take place in specific areas where weatherization services have been performed and within 90 days of completion of a weatherized unit by a Local Weatherization Service Provider.

The inspections shall include assessments of work performed and program compliance for the following areas:

- a. Dwelling assessments and post-weatherization inspections;
- b. Application of DOE energy audit and priority list;
- c. Installation and feasibility of weatherization measures:
  - i. Health and safety (appliance repair and replacement and Carbon Monoxide (CO) alarms;
  - ii. Infiltration reduction (door and window installation and repairs, duct repairs and replacements caulking, weather stripping and minor home repairs;
  - iii. Insulation (attic, floor, walls and ducts);
  - iv. Kitchen and exhaust installations and repairs;
  - v. Electrical base load installation (refrigerator replacements and compact fluorescent lighting);
  - vi. General heat waste (hot water aerators, low-flow shower heads and water heater blankets);

- d. Billing irregularities of worked performed as documented in client files;
- e. Identification of additional training needed for weatherization staff;
- f. Identification of trends toward excessive deficiencies or critical health and safety issues.

2. Enhanced Dwelling Inspections

The Contractor shall conduct enhanced inspections on approximately ten percent (10%) of the subset of inspected units selected under B.1 above, or as determined by CSD. The enhanced inspections will be used to evaluate each Local Weatherization Service Provider's ability to perform diagnostic and CO testing. The enhanced inspections shall be performed at the same time as A) through F) inspections. The enhanced inspections shall include the following diagnostic tests:

- a. Combustion appliance safety diagnostics (CO test);
- b. Whole house pressure diagnostics (Blower Door Test);
- c. Duct leakage pressure diagnostics (Duct Blaster Test).

CSD retains the right to adjust a Local Weatherization Service Provider's inspection goals beyond the minimum five (5%) of initial inspections if excessive deficiencies are identified, or other data trends necessitate additional oversight. CSD will collaborate with the Contractor to identify the number of initial inspections.

- 3. In scheduling inspections, the Contractor shall provide the Local Weatherization Service Provider with 14-calendar days advance notice. The Contractor shall contact each Local Weatherization Service Provider selected for inspections to schedule and provide written confirmation of the inspection visit to the Local Weatherization Service Provider and CSD.
- 4. The Contractor shall conduct an evaluation at the Local Weatherization Service Provider's location of the weatherization documentation and review client files receiving weatherization services. The contractor shall ensure that the Local Weatherization Service Provider is in compliance with program requirements, in order to determine program compliance and the selection of units to receive weatherization inspections.
- 5. The Contractor shall conduct work-in progress monitoring inspections on approximately ten percent (10%) of the subset of units selected under b.1) above, or as determined by CSD. The work in progress monitoring inspections are conducted in order to evaluate the Local Weatherization Service Provider's ability to install feasible measures appropriately and to adhere to CSD's standards and procedures for weatherization installation.
- 6. The Contractor shall check the calibration of all CO Analyzer equipment utilized by the Local Weatherization Service Provider during the field visit to ensure equipment is properly calibrated in accordance with manufacturer standards.
- 7. The Contractor shall provide the necessary equipment including, but not limited to:
  - a. Approved blower door testing equipment;
  - b. Approved duct blaster testing equipment;
  - c. Approved combustion safety testing equipment;
  - d. Digital camera;
  - e. Ladders, drop cloths, flashlights, extension cords, etc.;
  - f. Transportation necessary to perform Local Weatherization Service Provider on-site reviews, dwelling inspections and re-inspections.

8. Re-Inspections

- a. CSD requires its Local Weatherization Service Providers to remove or contain any hazardous conditions discovered as a result of weatherization installation services, within twenty four (24) hours of discovery. When hazardous conditions are noted by the Contractor during an initial dwelling inspection and where the local weatherization provider's staff is present, the condition can often be resolved by the provider's staff and re-inspected by the Contractor on the spot. The hazardous condition must be completely eliminated within five (5) working days. The Contractor shall perform re-inspections for one hundred percent (100%) of all unresolved hazardous corrections, including lead-based paint hazards, to ensure that the hazardous condition is no longer present. The Contractor shall notify CSD that the Local Weatherization Service Provider has remedied the correction. Unresolved hazardous condition inspections requiring a second visit are approximately three percent (3 %) of the initial dwelling inspections.
- b. The Contractor shall perform re-inspections of non-hazardous corrections that are more serious in nature or when a significant number of deficiencies by a particular Local Weatherization Service Provider have been identified. Re-inspections of non-hazardous conditions are approximately four percent (4%) of initial dwelling inspections.

9. Calibration Records

The Contractor shall review and track Local Weatherization Service Provider's CO analyzer and manometer calibration logs to determine compliance with CDS's provider contract standards.

10. Exit Interviews

Upon completion of the inspections and re-inspections, the Contractor shall conduct an exit interview with each Local Weatherization Service Provider to review workmanship issues noted, areas of strength and weakness associated with workmanship/quality of installation and recommendations for improvement. The Contractor shall document a summary of findings and corrections on required CSD forms. The current format is included in Exhibit D.

C. Data Collection and Reporting Requirements

1. Weekly Data Collection

The Contractor shall provide the weekly DOE ARRA Inspection Report on the number of DOE funded units inspected per agency , and shall electronically forward the report to CSD utilizing a CSD approved reporting format. The current format for the weekly DOE ARRA Report is included in Exhibit D. The report shall be submitted to CSD by the Tuesday following the week of inspections.

2. Monthly Report

The Contractor shall prepare a monthly report to CSD in a format approved by CSD. The report shall include a summary of:

- a. Number of inspections originally planned for the reporting month;
- b. Number of inspections and re-inspections actually completed for the reporting month;

- c. Number of inspections requiring follow-up;
- d. Number of inspections with safety violations for the reporting month; and
- e. Number of inspections for each federal program funding weatherization (DOE, DOE ARRA and LIHEAP).
- f. Barriers to meeting inspection goals.
- g. Status of all outstanding corrections from previous reporting periods.
- h. A copy of the Training Log to be maintained by the Contractor of all contractor staff performing inspections under this project. The log shall include each staff member's name, type of training, date training completed, training provider and any training in progress.
- i. Electronic transfer of all data included in Weatherization Inspection Reports (WIR). The format is in Exhibit D.

The monthly report shall be submitted to CSD on the Contractor's letterhead on or before the fifth calendar day following the reporting month irrespective of the level of activity. In the event the report due date falls on a weekend or holiday, the due date shall be the next business day immediately following the scheduled due date. The Monthly Report will support the Contractor's monthly invoice. Monthly payments will be approved upon acceptance of both an approved invoice and a completed monthly report. Monthly billings shall clearly identify the number of inspections completed under each federal program, U.S. Department of Energy (DOE) Standard Weatherization, DOE ARRA Funded Weatherization and U.S. Department of Health and Human Services funded LIHEAP Weatherization. The format for Monthly Reporting is included in Exhibit D.

### 3. Quarterly CAAT Report

In order fulfill the State of California's reporting requirements under the American Recovery and Reinvestment Act of 2009 (ARRA), the Contractor shall complete, on a quarterly basis, the California ARRA Accountability Tool (CAAT), which focuses on the number of jobs created and retained by the Contractor's activities under the Contract. The format for the Quarterly CAAT Report is included in Exhibit D.

### 4. Close-out Report

The Contractor shall submit to CSD, within 30 Calendar days of the end of the Contract Period, a Close-out Report, evaluating the Contractor's perspective on the entire project. Final payment under the Contract is contingent on the Contractor's submission of this report.

## **B. Minimum Qualifications for Proposers**

The description of the proposer's firm and résumés of proposers and proposer's key staff shall demonstrate the possession of home inspection experience, capacities, and abilities. To qualify for consideration, proposers must meet the following criteria:

1. The proposer's firm shall have a minimum of three years of experience performing quality-control inspections/reviews of residential housing receiving improvement renovations or equivalent type residential-based construction activity, including but not limited to: repairs, remodeling alterations, addition and/or installation of energy efficiency measures.



2. The proposer's firm shall have a minimum of three years experience demonstrating the expertise and capacity in the development and direct management of quality-assurance programs related to residential housing improvement renovation or equivalent residential based construction activity.
3. The proposer's firm shall certify knowledge in the application of state and local building codes, including the standards of Title 24 of the California Code of Regulations.
4. Proposer's firm must be in good standing and is currently qualified to conduct business in California. CSD will contact the Secretary of State to determine the current standing of a proposing corporation. If the bidding firm is not incorporated, the firm shall submit a copy of its local business license.
5. The proposal shall certify that the firm has basic computer skills and proficiency with Microsoft Office Suite or equivalent software applications to aggregate dwelling inspection data, the document contractor evaluations, report data to CSD and to provide recommendations to weatherization service provider's staff and/or CSD as applicable.

## C. Proposal Requirements and Information

### 1. Proposal Submission Requirements

- a. **Background.** Tell us about your firm. Be sure to include, in a short narrative:
  - 1) How long the firm has been in business.
  - 2) The specific types of inspections that your firm has experience in performing. Include any experience in inspecting or performing weatherization services or "green energy" projects and code compliance inspections.
  - 3) Any experience performing services for state or local government or government funded projects. If there is experience, what were the reporting requirements for these projects?
  - 4) Any experience providing services to low-income communities and/or non-profit organizations.
  - 5) Explain any current or prior formal relationship that your firm has or has had with any of the Local Weatherization Service Providers listed in Exhibit A.
  - 6) What kind of equipment does your firm currently own that will be relative to and available for this project? What equipment will need to be purchased for the project? (See Item 3.B.7.in the Scope of Work for a listing of equipment.
  - 7) List any relational database programs your firm currently uses and explain how you use database programming for inspections, evaluations, reporting or other work performed. Provide a sample report based on relational database technology.
  - 8) What is your firm's current primary service area (be specific, by county, city, or region)? How often does the firm service areas outside the primary service area?
  - 9) Explain how is your firm currently organized and structured. Provide a current organization chart.
- b. **Staffing.** Tell us about your staffing. Be sure to include the following in a short summary of your staffing and in staff resumes for current staff that will be working on this project:

- 1) Years of housing inspection and/or quality control evaluation experience for each staff member to be assigned to the project; include any experience specifically focused on weatherization or “green energy” evaluations and code compliance inspections.
- 2) Professional education, licenses or certifications in the housing inspection and evaluation field or related fields. This could include engineering or architectural degrees, contractor licenses, and exam based certifications from professional associations such as the California Real Estate Inspection Association, the National Association of Home Inspectors, the American Society of Home Inspectors and/or the Building Performance Institute.
- 3) Indicate if you plan to do additional hiring for this project and the level of additional hiring. Whether or not you expect to hire additional staff, explain how you would recruit qualified and experienced staff and prepare and submit a formal job description, that you would use in hiring, focusing on this project.
- 4) Provide resumes of all current staff who will be directly involved in either management or inspection services for this project that fully cover their credentials and experience.
- 5) Based on the course list included in Exhibit B, estimate the number of training hours each currently available staff person would need to become a knowledgeable inspector for this project. This should be in the form of a chart indicating the courses that each staff person would need to complete, backed up by a summary each staff’s education and experience that supports the estimate.

**2. Work Plan.** Prepare and submit a Work Plan, in ten pages or less, that encapsulates your approach to this project. Include the following information:

- a. Explain your plan for achieving full state coverage. Include how you would use your firm’s structure to complete the project and how you would find qualified persons to staff up for the project; include any plans for sub-contracting with other qualified firms. Explain how you would service the more rural and remote locations. Explain how you would target staff and equipment resources to make the most efficient use of time and distance over a large geographic area. Explain how you would monitor and evaluate the inspection processes to assure quality work by project inspectors.
- b. Explain how you would utilize information technology resources to maximize coverage, assure timely and detailed reporting and foster communication with Local Weatherization Service Providers and CSD.
- c. Explain how you would use tasks in the scope of work, such as local weatherization provider client file reviews, work in progress inspections and re-inspections to assure the maximum learning potential for Local Weatherization Service Provider management and staff.
- d. As part of the Work Plan, prepare and submit a ramp-up schedule, to include your plan to get staff trained through CSD sponsored weatherization inspection training and into the field doing inspections.

**D. Cost Detail Format and Requirements**

1. The successful contractor (or contractors) shall be reimbursed on a unit cost basis for inspections and re-inspections and an hourly rate basis for CSD authorized training. The Unit Cost for inspections shall include all travel costs to and from inspection sites and Weatherization Services Providers, the cost of all necessary equipment and company overhead and all other costs associated with contract service delivery, including reporting requirements. The inspection unit cost excludes the cost for CSD authorized training.. The hourly cost for authorized training shall be paid on a basis of actual time for each staff person in training, but shall also include all travel and time costs to and from the training, and any company overhead related to the training. CSD will pay for the tuition costs and consultant training costs directly to the training providers. In order to ensure recovery of start up costs, please submit two Unit Costs for item 1) below, one based on 4000 dwelling inspections and re-inspections during the Contract term and one based on 4001 through 6500 units. These estimates are based on eight percent (8%) of weatherized units to be inspected and seven percent (7%) of the base inspections to be separately re-inspected. See Exhibit C for a more detailed breakdown of estimated inspection units for this project. Each Bidder shall submit inspection unit cost, a training unit cost and a budget narrative.
  
2. The Unit Cost includes each primary and enhanced Dwelling Inspection and each Re-Inspection as described in the Scope of Work The Unit Cost shall subsume the file review, the calibration log review, exit interviews and all inspections occurring as enhanced inspections (10% of total) and on the job inspections (10% of total). The Unit Cost shall include re-inspections, based on three percent (3%) for hazardous condition re-inspections and four percent (4%) for general re-inspections. For the inspection of multi-family buildings, each family unit inspected within a building will considered a Cost Unit. Since the actual number of inspection units may vary, and in order to assure that the proposer's development and start up costs are covered, proposers will submit two unit costs based on the following ranges of inspection units:  

For the first 4000 Units

4001 through 6500 Units
  
3. The Hourly Training Cost for each staff person taking CSD authorized training.
  
4. A Budget Narrative explaining how the bidder developed and determined the Unit Cost rates and hourly training rate. The narrative detail shall explain and justify the above inspection unit and training hour unit cost figures. Provide enough detail to explain:
  - a) The major cost categories considered in reaching the unit costs for both inspections and training;
  - b) An explanation of the costs based on either actual experience of your organization under a specific timeframe or an estimate of costs with the sources of information and assumptions used in the estimate;

- c) Any cost considerations included in your unit cost that are unique to your approach to this project.
5. The bidder's Cost Detail Proposal shall be submitted using the form in Attachment 3.

**E. Key Action Dates**

It is recognized that time is of the essence. All Proposers are hereby advised of the following schedule and will be expected to adhere to the required dates and times.

RFP Available to Prospective Proposers	Sept. 23, 2010
Pre-bid Conference Questions Due – 2:00 p.m.	Sept. 29, 2010
CSD Hosted Pre-bid Conference - 11:00 a.m.	October 4, 2010
Written Question Submittal Deadline - 2:00 p.m.	October 6, 2010
Written Responses Mailed to All Known Proposers – 2:00 p.m.	October 11, 2010
Final Date for Proposal Submission - 5:00 p.m.	October 14, 2010
Initial Proposal Evaluations Completed	October 20, 2010
Interviews of Finalists at CSD – 11:00 p.m.	October 25, 2010
Final Scoring and Notice of Intent to Award Posted at CSD	October 27, 2010
Last Day to Protest the Award	November 3, 2010
Agreement Award	November 4, 2010
Proposed Contract Term	December 1, 2010 through June 30, 2013

**F. Optional Pre-Bid Conference/Teleconference**

1. An optional pre-bid conference and teleconference is scheduled for October 4, 2010 at 11:00 AM to be held at:

Department of Community Services and Development (CSD)  
2389 Gateway Oaks Drive  
Sacramento, CA 95833

(Please check in at the lobby desk before 11:00 a.m. upon arrival)

2. Potential bidder's may also phone in and attend via teleconference to 1-888-422-7117 and when prompted use participant code: 967493. Prospective bidders are required to phone in before 11:00 a.m.
3. Potential bidders are encouraged to submit pre-bid questions in advance, no later than Wednesday, September 29, 2010 by 2:00 p.m. All questions should be submitted using the following link:

[QARFP@csd.ca.gov](mailto:QARFP@csd.ca.gov)

**G. Submission of Proposal**

1. Proposals should provide straightforward and concise descriptions of the Proposer's ability to satisfy the requirements of this RFP. The proposal must be complete and accurate. Omission, inaccuracies, or misstatements will be sufficient cause for rejection of the proposal.
2. Due to limited storage space, the proposal package should be prepared in the least expensive method.
3. All proposals must be submitted under **sealed** cover and received at CSD by 5:00 PM on or before October 14, 2010. Proposals received after this date and time will not be considered.
4. Submit one original proposal beginning with a signed Proposal/Proposer Certification Sheet (see Attachment 3) and two copies of the proposal.
5. The original proposal must be marked "**ORIGINAL**." All documents contained in the original proposal package must have original signatures and must be signed by a person who is authorized to bind the proposing firm. All additional proposal sets may contain photocopies of the original package.
6. Proposals must be typewritten in not less than 12-point font and have minimum one-inch margins. The narrative portion of the proposal shall not exceed a total of 30 pages. Attachments, résumés of key staff, certificates, certifications and other required and optional documents are not included in the 30 page limitation. The original proposal and required copies shall be submitted in separate three ring binders.
7. The proposal box or envelopes must be plainly marked with the RFP title and number, your firm's name and address, and be marked "**DO NOT OPEN**," as shown in the following example:  
  

**DO NOT OPEN**  
ENERGY WEATHERIZATION QUALITY INSURANCE INSPECTIONS  
2010-RFP-16  
Attention: Contract Services Unit  
Department of Community Services and Development  
2389 Gateway Oaks Drive  
Sacramento, CA 95833
8. If the proposal is made under a fictitious name or business title, the actual legal name of Proposer must be provided.
9. Proposals not submitted under sealed cover and marked as indicated will be rejected.

10. All proposals shall include the documents identified in Attachment 1, Required Attachment Checklist. Proposals not including the proper required attachments shall be deemed nonresponsive. A nonresponsive proposal is one that does not meet the basic proposal requirements.
11. Mail or deliver proposals to the following address:

Contract Services Unit  
Department of Community Services and Development  
2389 Gateway Oaks Drive  
Sacramento, CA 95833

**Be sure to note: DO NOT OPEN and the RFP number 2010-RFP-16 as shown above on page 13, number 7.**
12. Proposals must be submitted for the performance of all the services described herein. Any deviation from the work shall be deemed non-responsive.
13. Proposals will be considered acceptable only if physically received at the Department of Community Services and Development address listed above. Late submittals will not be considered and will be returned unopened to the sender. Do not assume infallibility when using overnight delivery services.
14. A proposal may be rejected if it is conditional or incomplete or if it contains any alterations of form or other irregularities of any kind. The State may reject any or all proposals and may waive any immaterial deviation in a proposal. The State's waiver of an immaterial defect shall in no way modify the RFP document or excuse the Proposer from full compliance with all requirements if awarded the agreement.
15. Costs incurred for developing proposals and in anticipation of award of the agreement are entirely the responsibility of the Proposer and shall not be charged to the State of California.
16. An individual who is authorized to bind the proposing firm contractually shall sign the Attachment 2, Proposal/Proposer Certification Sheet. The signature must indicate the title or position that the individual holds in the firm. An unsigned proposal may be rejected.
17. A Proposer may modify a proposal after its submission by withdrawing its original proposal and resubmitting a new proposal prior to the proposal submission deadline as set forth in the Key Actions Dates. Proposal modifications offered in any other manner, oral or written, will not be considered.

18. A Proposer may withdraw its proposal by submitting a written withdrawal request to the State, signed by the Proposer or an agent authorized in accordance with above. A Proposer may thereafter submit a new proposal prior to the proposal submission deadline. Proposals may not be withdrawn without cause subsequent to proposal submission deadline.
19. The awarding Department may modify the RFP prior to the date fixed for submission of proposals by the issuance of an addendum to all parties who received a proposal package.
20. The awarding Department reserves the right to reject all proposals for the entire procurement or for a particular geographic area. The agency is not required to award an agreement.
21. Before submitting a response to this solicitation, bidders should review their responses, correct all errors, and confirm compliance with the RFP requirements.
22. Where applicable, Proposer should carefully review the Scope of Work, the locations of Local Weatherization Service Providers listed in Exhibit A and all other work and specifications contained in this RFP. No additions or increases to the agreement amount will be made due to a lack of careful examination of work sites and specifications.
23. More than one proposal from an individual, firm, partnership, corporation, or association under the same or different names will not be considered.
24. The State does not accept alternate contract language from a prospective contractor. A proposal with such language will be considered a counterproposal and will be rejected. The State's General Terms and Conditions (GTC) are not negotiable.
25. Upon request, one set of the current CSD Weatherization Inspections Policies and Procedures, CSD Installation Standards, CSD Energy Programs Policies and Procedures Manual, CSD Health and Safety Plan for Weatherization Programs and Lead-Safe Weatherization Policies will be mailed to each known Proposer. One set will also be available for review at CSD's Contract Services Unit at 2389 Gateway Oaks Drive, Sacramento, California. To request a set send an e-mail to [QARFP@csd.ca.gov](mailto:QARFP@csd.ca.gov). Enter "RFP Manual Request" in the subject line and include your name, company name, address, phone number and e-mail address.

Copies of the CSD Health and Safety Appliance Replacement Policy, CSD ECIP Policies and Procedures, CSD SWEATS Policy and DOE Weatherization Assistance Program Disaster Plan are available on line at:

<http://www.csd.ca.gov/Contractors/ENERGY/CSD%20Policies.aspx?PageView=Shared>

**Copies of current CSD weatherization contract models are available on line at:**

<http://www.csd.ca.gov/Contractors/ENERGY/Energy.aspx>

## **H. Evaluation Process**

The selection method for this procurement is a Secondary Request for Proposal (RFP). This method is being used because the quality of expertise, approaches and methods may differ significantly from one bidder to another.

### **Phase I**

At the time of proposal opening, each proposal will be checked for the inclusion of required information in conformance with the submission requirements of this RFP. Each proposal will also be reviewed to determine if the proposer firm meets the minimum experience requirements. Proposals that are determined to be responsive will continue on to Phase II.

### **Phase II**

Each responsive proposal will be scored by a panel of reviewers, first individually and then collaboratively. Reviewers will be CSD employees familiar with CSD's weatherization programs and the goals and objectives of federal agencies that fund weatherization. Reviewers will review each proposal and jointly assign a point value based on the scoring criteria listed below. At the panel's option, one or more of the top scoring proposers will move on to Phase III, the Interview Phase.

### **Phase III**

If additional clarifying information is needed, CSD will invite no more than two principal staff persons from each top scoring proposer firm to an interview at CSD's headquarters in Sacramento. One of the principals should be the head of the proposing firm or the designated project manager. The interview panel will consist of members of the scoring panel, and may be augmented by CSD management staff. The Interview Phase will consist of a brief presentation by the proposing firm of their strengths, based on the written proposal, followed by questions from the interview panel probing for better understanding of the proposal and its strengths and weaknesses. The questions are to determine the potential of each firm to manage a high quality, statewide, cost effective project. If, at this point, the panel determines that a proposing firm has grossly misrepresented the experience of the firm or its staff, the firm may be disqualified.

### **Final Scoring**

If CSD determines that the Phase III interviews are not necessary the award will be based on the Phase II panel scoring. If no one is disqualified during the Phase II interviews, the Phase II scores will be the basis for an award. Any available preference points for Certified Small Business vendors or vendors who qualify for the Target Area Contract Preference Act Program (TACPA), the Local Military Base Recovery Area Program (LAMBRA), or the



Enterprise Zone Act Program (EZA) will be added to the score. The firm with the highest score will be recommended for the posting of the award. If CSD determines that it is in the best interest of the State to make two awards, the highest two scores will be recommended for posting.

If the panel determines that it is in the best interest of the State to make two awards, the firms with the highest two scores will be recommended for posting of the award.

The rating categories are on the following two pages:

**PROPOSAL EVALUATION POINT SCORING CRITERIA**

CATEGORY	SUBJECT AREA AND CRITERIA	MAXIMUM POINTS
<b>a.</b>	<b>Capability of Organization</b>	
a.1) through a.9).	<p>In comparison to other bidders, the length and scope of organization experience in providing home inspections, inspections of weatherization or “green energy” improvements and inspections for code compliance, and the relevance of that experience in meeting project needs.</p> <p>Scope of experience dealing with government or government funded housing programs and with low-income communities and the relevance of that experience in meeting project needs.</p> <p>The organization’s ability to provide the necessary equipment resources for the project.</p> <p>Scope of experience with relational data base technology and the relevance of that experience in meeting project needs.</p> <p>The organizations experience in serving a broad service area and beyond and the potential for expanding to state wide coverage.</p> <p>The potential of the current organization structure to serve, or expand to serve a statewide project.</p>	<p>15</p> <p>10</p> <p>5</p> <p>10</p> <p>5</p> <p>5</p>

**Subtotal Category a .....50**

<b>b.</b>	<b>Staff Capability</b>	
b.1) though b.5).	<p>In comparison to other bidders, the scope of current staff experience in doing home housing inspections, inspections of weatherization or “green energy” improvements and inspections for code compliance, and the relevance of those experiences in meeting project needs.</p> <p>The professional education, licenses and certifications held by current staff and the relevance of the credentials to meet project needs.</p> <p>The level of hiring necessary to provide adequate project staffing. The ability to recruit, hire and train additional staff as reflected in the recruitment narrative and formal job description.</p> <p>The estimated levels of training needed. The proposal estimates of training are supported by information on the experience and credentials of current staff.</p>	<p>10</p> <p>10</p> <p>5</p> <p>5</p>

**Subtotal Category b .....30**

<b>c. Work Plan</b>		
c.1)	The comparative strength of approach to achieving state-wide inspection goals, including the ability to serve remote locations. Demonstration that the firm will deliver services in a timely, productive, high quality and cost-effective manner.	20
c.2)	The comparative strength of approach in using information technology to maximize project reporting, communications efficiency and effectiveness.	10
c.3)	The comparative strength of approach in using project tasks and activities to improve the skills and abilities of the Local Weatherization Service Providers and their staff.	10
c.4)	The comparative strength and adequacy of getting the quality assurance project up to full capacity as reflected in the ramp-up schedule and how it demonstrates the ability to get staff fully trained.	10

**Subtotal Category c..... 50**

<b>Cost Detail</b>		
Cost Detail 1)	The relative proposed cost of the tiered unit rate for Dwelling Inspections and Re-Inspections. The proposal with the lowest cost will be awarded the highest score.	40
Cost Detail 2)	The relative proposed cost of the hourly rate for CSD sponsored weatherization inspection training.	20
Cost Detail 3)	The ability to demonstrate that the proposed unit costs will be fully adequate to cover the costs of the project, as reflected in how well those costs were determined through the Budget narrative.	10

**Subtotal Cost Detail ..... 70**

**TOTAL POSSIBLE POINTS BEFORE PREFERENCE POINTS..... 200**

**\*Certified Small Business Preference: A certified small business will have its total points increased by 5% of the total points awarded to the highest scored non-small business bidder.**

**Target Area Contract Preference Act (TACPA): Vendors who have provided proof of qualification for the TACPA Program will have the 60 points for Cost Detail Items 1) and 2) increased by 5% (No more than 3 Points).**

**Local Area Military Base Recovery Area Program (LAMBRA): Vendors who have provided proof of qualification for the LAMBRA Program will have their points for Cost Detail Items 1) and 2) increased by 5% (No more than 3 Points).**

**Enterprise Zone Act Program (EZA): Vendors who have provided proof of qualification for the EZA Program will have their points for Cost Detail Items 1) and 2) increased by 5% (No more than 3 Points).**

**Links to information on qualifying for these preference programs are contained in Item 9 below.**

## **6. Award and Protest**

- a. Notice of the proposed award shall be posted in a public place in the office of the Department of Community Services and Development, 2389 Gateway Oaks Drive, Sacramento, 95833 and on CSD's Internet site at [www.CSD.ca.gov](http://www.CSD.ca.gov) for five working days prior to awarding the agreement.
- b. Protests of the proposed award must demonstrate that the protesting Proposer would have been awarded the contract had the agency correctly applied the evaluation standard in the RFP, or if the agency followed the evaluation and scoring methods in the RFP. If any Proposer, prior to the award of agreement, files a protest with the Department of Community Services and Development and the Department of General Services, Office of Legal Services, 707 Third Street, Seventh Floor, Suite 7-330, West Sacramento, California 95605, the agreement shall not be awarded until either the protest has been withdrawn or the Department of General Services has decided the matter. A copy of the protest shall be sent to CSD. It is suggested that any protests be sent by certified or registered mail.
- c. Within five days after filing the initial protest, the protesting Proposer shall file with the Department of General Services, Office of Legal Services, and the Department of Community Services and Development a detailed statement specifying the grounds for the protest.
- d. Upon resolution of the protest award of the agreement, Proposer must complete and submit to the awarding agency the Payee Data Record (STD. 204) to determine if the Proposer is subject to state income tax withholding pursuant to California Revenue and Taxation Code Sections 18662 and 26131. The Payee Data Record can be found on the Internet at <http://www.osp.dgs.ca.gov> under the heading Standard Forms (or by referring to Attachment 4). No payment shall be made unless a completed STD. 204 has been returned to the awarding agency.
- e. Upon resolution of the protest award of the agreement, Proposer must also sign and submit to the awarding agency page 1 of the Contractor Certification Clauses (CCC-1005), which can be found on the Internet at <http://www.dgs.ca.gov/contracts> (or by referring to Attachment 5). This document is only required if the Proposer has not submitted this form to the awarding agency within the last three years.

## **7. Disposition of Proposals**

- a. Upon proposal opening, all documents submitted in response to this RFP will become the property of the State of California, and they will be regarded as public records under the California Public Records Act (Government Code Section 6250 et seq.) and subject to review by the public.

- b. Proposal packages may be returned only at the Proposer's expense, unless such expense is waived by the awarding agency.

## **8. Agreement Execution and Performance**

- a. The Contractor shall have current staff available for CSD sponsored training at the starting date of the contract. Inspection services shall be available not later than 30 days of the starting date of the contract, or on the express date set by the awarding agency and the Proposer, after all approvals have been obtained and the agreement is fully executed. Should the Proposer fail to commence work at the agreed-upon time, the awarding agency, upon five days written notice to the Proposer, reserves the right to terminate the agreement.
- b. All performance under the agreement shall be completed on or before the termination date of the agreement.
- c. The State does not accept alternate contract language from a prospective contractor. A proposal with such language will be considered a counterproposal and will be rejected. The State's General Terms and Conditions (GTC) are not negotiable.
- d. No oral understanding or agreement shall be binding on either party.

## **9. Preference Programs**

Information about qualifying for State of California preference programs can be found at the Internet web sites listed below:

1. **Small Business Preference** – [www.pd.dgs.ca.gov/smbus/sbcert.htm](http://www.pd.dgs.ca.gov/smbus/sbcert.htm)
2. **Target Area Target Area Contract Preference Act (TACPA)** – [www.pd.dgs.ca.gov/edip/lambra.htm](http://www.pd.dgs.ca.gov/edip/lambra.htm)
3. **Local Agency Military Base Recovery Area (LAMBRA) Act** [www.pd.dgs.ca.gov/edip/lambra.htm](http://www.pd.dgs.ca.gov/edip/lambra.htm)
4. **Enterprise Zone Act (EZA)** [www.pd.dgs.ca.gov/edip/eza.htm](http://www.pd.dgs.ca.gov/edip/eza.htm)

### **DVBE requirement and incentive:**

**The Department elects to waive the DVBE Program Requirements and does not opt to include the DVBE incentive.**

## ATTACHMENT 1

### REQUIRED ATTACHMENT CHECKLIST

A complete proposal or proposal package will consist of the items identified below. Complete this checklist to confirm the items in your proposal. Place a check mark or "X" next to each item that you are submitting to the State. For your proposal to be responsive, all required attachments must be returned. This checklist should be returned with your proposal package also.

#### Narrative Portion of Proposal

<u>Attachment</u>	<u>Attachment Name/Description</u>
_____ Attachment 1	Required Attachment Checklist
_____ Attachment 2	Proposal/Proposer Certification Sheet
_____ Attachment 3	Bidder Declaration <a href="http://www.documents.dgs.ca.gov/pd/poliproc/MASTER-BidDeclar08-09.pdf">http://www.documents.dgs.ca.gov/pd/poliproc/MASTER-BidDeclar08-09.pdf</a>
_____ Attachment 4	Cost Proposal
_____ Attachment 5	Payee Data Record, STD. 204 <a href="http://www.osp.dgs.ca.gov/StandardForms/Forms+Search.htm">www.osp.dgs.ca.gov/StandardForms/Forms+Search.htm</a>
_____ Attachment 6	Contractor Certification Clauses (CCC-307). The CCCs can be found on the Internet at <a href="http://www.documents.dgs.ca.gov/ols/CCC-307.doc">www.documents.dgs.ca.gov/ols/CCC-307.doc</a> . Page 1 must be signed and submitted prior to the award of the agreement, but it is not required if the Proposer has submitted this form to the awarding agency within the last three years.
_____ Attachment 7	Darfur Contracting Act
_____ Attachment 8	The Proposal Narrative and résumés of Key Personnel
_____ Attachment 9	Small Business Preference *If applicable <a href="http://www.pd.dgs.ca.gov/smbus/sbcert.htm">www.pd.dgs.ca.gov/smbus/sbcert.htm</a>
_____ Attachment 10	Target Area Target Area Contract Preference Act (TACPA) – <a href="http://www.pd.dgs.ca.gov/edip/lambra.htm">www.pd.dgs.ca.gov/edip/lambra.htm</a>
_____ Attachment 11	Local Agency Military Base Recovery Area (LAMBRA) Act <a href="http://www.pd.dgs.ca.gov/edip/lambra.htm">www.pd.dgs.ca.gov/edip/lambra.htm</a>
_____ Attachment 12	Enterprise Zone Act (EZA) <a href="http://www.pd.dgs.ca.gov/edip/eza.htm">www.pd.dgs.ca.gov/edip/eza.htm</a>

**\*If applicable**

**ATTACHMENT 2**

**PROPOSAL/PROPOSER CERTIFICATION SHEET**

This Proposal/Proposer Certification Sheet must be signed by a person authorized to contractually bind the proposing firm and returned along with all the “required attachments” as an entire package in duplicate with original signatures. The proposal must be transmitted in a sealed envelope in accordance with RFP instructions. Do not return Section C, Proposal Requirements and Information, or the “Sample Agreement” at the end of this RFP.

- A. By signing this Certification Sheet, the Proposer certifies knowledge within the firm of the application of state and local building codes, including the standards of Title 24 of the California Regulations.
- B. By signing this Certification Sheet, the Proposer certifies that the firm has basic computer skills and proficiency with Microsoft Office Suite or its equivalent, including Professional software applications, i.e., Word, Excel, Email, Outlook, and Access or their equivalents.
- C. The signature affixed hereon and dated certifies compliance with all the requirements of this proposal document. The signature below authorizes the verification of this certification.

**An Unsigned Proposal/Proposer Certification Sheet May Be Cause For Rejection.**

1. Company Name	2. Telephone (      )	2a. Fax Number (      )
3. Address		
Indicate your organization type:		
4. <input type="checkbox"/> Sole Proprietorship	5. <input type="checkbox"/> Partnership	6. <input type="checkbox"/> Corporation
Indicate the applicable employee and/or corporation number:		
7. Federal Employee ID No. (FEIN)	8. California Corporation No.	
9. Indicate applicable license and/or certification information:		
10. Proposer’s Name (Print):	11. Title:	
12. Signature:	13. Date:	
14. Are you certified with the Department of General Services, Office of Small Business Certification and Resources (OSBCR) as:		
a. California Small Business Enterprise Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, enter certification number: _____	b. Disabled Veteran Business Enterprise Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, enter certification number: _____	
<b>NOTE:</b> A copy of your Certification is required to be included if either of the above items is checked “Yes.” Date application was submitted to OSBCR, if an application is pending:		



### Completion Instructions for Proposal/Proposer Certification Sheet

Complete the numbered items on the Proposal/Proposer Certification Sheet by following the instructions below.

Item Numbers	Instructions
<b>1, 2, 2a, 3</b>	Must be completed. These items are self-explanatory.
<b>4</b>	Check if your firm is a sole proprietorship. A sole proprietorship is a form of business in which one person owns all the assets of the business in contrast to a partnership and corporation. The sole proprietor is solely liable for all the debts of the business.
<b>5</b>	Check if your firm is a partnership. A partnership is a voluntary agreement between two or more competent persons to place their money, effects, labor, and skill, or some or all of them, in lawful commerce or business, with the understanding that there shall be a proportional sharing of the profits and losses between them. An association of two or more persons to carry on, as co-owners, a business for profit.
<b>6</b>	Check if your firm is a corporation. A corporation is an artificial person or legal entity created by or under the authority of the laws of a state or nation, composed, in some rare instances, of a single person and his successors, being the incumbents of a particular office, but ordinarily consisting of an association of numerous individuals.
<b>7</b>	Enter your federal employee tax identification number.
<b>8</b>	Enter your corporation number assigned by the California Secretary of State's Office. This information is used for checking if a corporation is in good standing and qualified to conduct business in California.
<b>9</b>	Complete, if applicable, by indicating the type of license and/or certification that your firm possesses and that is required for the type of services being procured.
<b>10, 11 12, 13</b>	Must be completed. These items are self-explanatory.
<b>14</b>	If certified as a Small Business Enterprise, place a check in the "Yes" box and enter your certification number on the line. If certified as a Disabled Veterans Business Enterprise, place a check in the "Yes" box and enter your service code on the line. If you are not certified to one or both, place a check in the "No" box. If your certification is pending, enter the date your application was submitted to OSBCR.

### **ATTACHMENT 3**

#### **BIDDER DECLARATION FORM**

All bidders must complete the Bidder Declaration GSPD-05-105 and include it with the bid response. When completing the declaration, bidders must identify all subcontractors proposed for participation in the contract. Bidders awarded a contract are contractually obligated to use the subcontractors for the corresponding work identified unless the State agrees to a substitution and it is incorporated by amendment to the contract.

At the State's option prior to award, bidders may be required to submit additional written clarifying information. Failure to submit the requested written information as specified may be grounds for bid rejection.

<http://www.documents.dgs.ca.gov/pd/poliproc/MASTER-BidDeclar08-09.pdf>

Department of Community Services & Development: Request for Proposal 2010-RFP-16  
 Energy Weatherization Quality Assurance Inspections

State of California—Department of General Services, Procurement Division  
 GSPD-05-105 (REV 08/09)

Solicitation Number \_\_\_\_\_

**BIDDER DECLARATION**

**1. Prime bidder information (Review attached Bidder Declaration Instructions prior to completion of this form):**

- a.** Identify current California certification(s) (MB, SB, NVSA, DVBE): \_\_\_\_\_ or None  (If "None," go to Item #2)
- b.** Will subcontractors be used for this contract? Yes  No  (If yes, indicate the distinct element of work your firm will perform in this contract e.g., list the proposed products produced by your firm, state if your firm owns the transportation vehicles that will deliver the products to the State, identify which solicited services your firm will perform, etc.). Use additional sheets, as necessary.
- \_\_\_\_\_
- c.** If you are a California certified DVBE: (1) Are you a broker or agent? Yes  No   
 (2) If the contract includes equipment rental, does your company own at least 51% of the equipment provided in this contract (quantity and value)? Yes  No  N/A

**2. If no subcontractors will be used, skip to certification below. Otherwise, list all subcontractors for this contract. (Attach additional pages if necessary):**

Subcontractor Name, Contact Person, Phone Number & Fax Number	Subcontractor Address & Email Address	CA Certification (MB, SB, NVSA, DVBE or None)	Work performed or goods provided for this contract	Corresponding % of bid price	Good Standing?	51% Rental?
				0%	<input type="checkbox"/>	<input type="checkbox"/>
				0%	<input type="checkbox"/>	<input type="checkbox"/>
				0%	<input type="checkbox"/>	<input type="checkbox"/>

**CERTIFICATION: By signing the bid response, I certify under penalty of perjury that the information provided is true and correct.**

Page \_\_\_\_\_ of \_\_\_\_\_

Department of Community Services & Development: Request for Proposal 2010-RFP-16  
Energy Weatherization Quality Assurance Inspections

State of California—Department of General Services, Procurement Division  
GSPD-05-105 (REV 08/09) Instructions

**BIDDER DECLARATION Instructions**

All prime bidders (the firm submitting the bid) must complete the Bidder Declaration.

1.a. Identify all current certifications issued by the State of California. If the prime bidder has no California certification(s), check the line labeled "None" and proceed to Item #2. If the prime bidder possesses one or more of the following certifications, enter the applicable certification(s) on the line:

- Microbusiness (MB)
- Small Business (SB)
- Nonprofit Veteran Service Agency (NVSA)
- Disabled Veteran Business Enterprise (DVBE)

1.b. Mark either "Yes" or "No" to identify whether subcontractors will be used for the contract. If the response is "No," proceed to Item #1.c. If "Yes," enter on the line the distinct element of work contained in the contract to be performed or the goods to be provided by the prime bidder. Do not include goods or services to be provided by subcontractors.

Bidders certified as MB, SB, NVSA, and/or DVBE must provide a commercially useful function as defined in Military and Veterans Code Section 999.2 for DVBEs and Government Code Section 14837(d)(4)(A) for small/microbusinesses.

Bids must propose that certified bidders provide a commercially useful function for the resulting contract or the bid will be deemed non-responsive and rejected by the State. For questions regarding the solicitation, contact the procurement official identified in the solicitation.

**Note: A subcontractor is any person, firm, corporation, or organization contracting to perform part of the prime's contract.**

1.c. This item is only to be completed by businesses certified by California as a DVBE.

(1) Declare whether the prime bidder is a broker or agent by marking either "Yes" or "No." The Military and Veterans Code Section 999.2 (b) defines "broker" or "agent" as a certified DVBE contractor or subcontractor that does not have title, possession, control, and risk of loss of materials, supplies, services, or equipment provided to an awarding department, unless one or more of the disabled veteran owners has at least 51-percent ownership of the quantity and value of the materials, supplies, services, and of each piece of equipment provided under the contract.

(2) If bidding rental equipment, mark either "Yes" or "No" to identify if the prime bidder owns at least 51% of the equipment provided (quantity and value). If not bidding rental equipment, mark "N/A" for "not applicable."

2. If no subcontractors are proposed, do not complete the table. Read the certification at the bottom of the form and complete "Page \_\_\_ of \_\_\_" on the form.

If subcontractors will be used, complete the table listing all subcontractors. If necessary, attach additional pages and complete the "Page \_\_\_ of \_\_\_" accordingly.

2. (continued) Column Labels

**Subcontractor Name, Contact Person, Phone Number & Fax Number**—List each element for all subcontractors.

**Subcontractor Address & Email Address**—Enter the address and if available, an Email address.

**CA Certification (MB, SB, NVSA, DVBE or None)**—If the subcontractor possesses a current State of California certification(s), verify on this website ([www.eprocure.pd.dgs.ca.gov](http://www.eprocure.pd.dgs.ca.gov)).

**Work performed or goods provided for this contract**—Identify the distinct element of work contained in the contract to be performed or the goods to be provided by each subcontractor. Certified subcontractors must provide a commercially useful function for the contract. (See paragraph 1.b above for code citations regarding the definition of commercially useful function.) If a certified subcontractor is further subcontracting a greater portion of the work or goods provided for the resulting contract than would be expected by normal industry practices, attach a separate sheet of paper explaining the situation.

**Corresponding % of bid price**—Enter the corresponding percentage of the total bid price for the goods and/or services to be provided by each subcontractor. Do not enter a dollar amount.

**Good Standing?**—Provide a response for each subcontractor listed. Enter either "Yes" or "No" to indicate that the prime bidder has verified that the subcontractor(s) is in good standing for all of the following:

- Possesses valid license(s) for any license(s) or permits required by the solicitation or by law
- If a corporation, the company is qualified to do business in California and designated by the State of California Secretary of State to be in good standing
- Possesses valid State of California certification(s) if claiming MB, SB, NVSA, and/or DVBE status

**51% Rental?**—This pertains to the applicability of rental equipment. Based on the following parameters, enter either "N/A" (not applicable), "Yes" or "No" for each subcontractor listed.

Enter "N/A" if the:

- Subcontractor is NOT a DVBE (regardless of whether or not rental equipment is provided by the subcontractor) or
- Subcontractor is NOT providing rental equipment (regardless of whether or not subcontractor is a DVBE)

Enter "Yes" if the subcontractor is a California certified DVBE providing rental equipment and the subcontractor owns at least 51% of the rental equipment (quantity and value) it will be providing for the contract.

Enter "No" if the subcontractor is a California certified DVBE providing rental equipment but the subcontractor does NOT own at least 51% of the rental equipment (quantity and value) it will be providing.

**Read the certification at the bottom of the page and complete the "Page \_\_\_ of \_\_\_" accordingly.**

**ATTACHMENT 4**

**COST PROPOSAL TO THE DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT**

The undersigned hereby proposes and agrees to perform all work required in accordance with the specifications as described in the Energy Weatherization Quality Assurance Inspections, Request for Proposal, No. 2010-RFP-16. This Cost Proposal covers the entire contract period. This Cost Proposal includes the travel and per diem, overhead, cost of bonds, insurance, sales tax, profit, and every other item of expense incidental to the contract.

**1. Inspection Unit Rate**

The Unit Cost for Inspection and Re-Inspections as described in the Scope of Work. The Unit Cost shall subsume shall subsume the file review, the calibration log review, exit interviews and all inspections occurring as enhanced inspections (10% of total) and on- the- job inspections (10% of total). The Unit Cost shall also subsume the costs of both hazardous condition and general re-inspections that require separate visits. For the inspection of multi-family buildings, each family unit inspected within a building will be considered a Cost Unit. The Bidder shall submit two primary unit inspection costs covering the state.

**Cost Per Inspection \$\_\_\_\_\_ for the first 4000 Units**

**Cost Per Inspection \$\_\_\_\_\_ 4001-6500 Units**

**2. CSD Authorized Training Hourly Rate**

The Hourly Training Cost for each staff person taking CSD authorized training. An estimated amount of training to be included in the Contract will be negotiated between the successful contractor and DCS, based on the level Contractor's staff experience and qualifications.

**Cost Per Training Hour \$\_\_\_\_\_**

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**3. Budget Narrative**

Prepare and attach a brief Budget Narrative explaining how you developed and determined the Inspection Unit Rates and Training Hourly Rate. The narrative detail shall explain and justify the above inspection unit and training hour unit cost figures. Provide enough detail to explain:

- a. The major cost categories considered in reaching the unit costs for both inspections and training;
- b. An explanation of the costs based on either actual experience of your organization under a specific timeframe or an estimate of costs with the sources of information and assumptions used in the estimate;
- c. Any cost considerations included in your unit cost that are unique to your approach to this project.

Name of Agency: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

**The Department of Community Services and Development reserves the right to reject any or all cost proposals.**



**ATTACHMENT 6**

**CONTRACTOR CERTIFICATION CLAUSES CCC 307**

Refer to the Internet web site, [www.documents.dgs.ca.gov/ols/CCC-307.doc](http://www.documents.dgs.ca.gov/ols/CCC-307.doc)

**CCC-307**

**CERTIFICATION**

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

<i>Contractor/Bidder Firm Name (Printed)</i>		<i>Federal ID Number</i>
<i>By (Authorized Signature)</i>		
<i>Printed Name and Title of Person Signing</i>		
<i>Date Executed</i>	<i>Executed in the County of</i>	

**CONTRACTOR CERTIFICATION CLAUSES**

1. **STATEMENT OF COMPLIANCE:** Contractor has, unless exempted, complied with the nondiscrimination program requirements. (Gov. Code §12990 (a-f) and CCR, Title 2, Section 8103) (Not applicable to public entities.)

2. **DRUG-FREE WORKPLACE REQUIREMENTS:** Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:

a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.

b. Establish a Drug-Free Awareness Program to inform employees about:

- 1) the dangers of drug abuse in the workplace;
- 2) the person's or organization's policy of maintaining a drug-free workplace;
- 3) any available counseling, rehabilitation and employee assistance programs; and,
- 4) penalties that may be imposed upon employees for drug abuse violations.

c. Every employee who works on the proposed Agreement will:

- 1) receive a copy of the company's drug-free workplace policy statement; and,
- 2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: the Contractor has made false certification, or violated the certification by failing to carry out the requirements as noted above. (Gov. Code §8350 et seq.)

3. **NATIONAL LABOR RELATIONS BOARD CERTIFICATION:** Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a Federal court, which orders Contractor to comply with an order of the National Labor Relations Board. (Pub. Contract Code §10296) (Not applicable to public entities.)

4. CONTRACTS FOR LEGAL SERVICES \$50,000 OR MORE- PRO BONO REQUIREMENT: Contractor hereby certifies that contractor will comply with the requirements of Section 6072 of the Business and Professions Code, effective January 1, 2003.

Contractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the contract equal to the lessor of 30 multiplied by the number of full time attorneys in the firm's offices in the State, with the number of hours prorated on an actual day basis for any contract period of less than a full year or 10% of its contract with the State.

Failure to make a good faith effort may be cause for non-renewal of a state contract for legal services, and may be taken into account when determining the award of future contracts with the State for legal services.

5. EXPATRIATE CORPORATIONS: Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1, and is eligible to contract with the State of California.

6. SWEATFREE CODE OF CONDUCT:

a. All Contractors contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The contractor further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at [www.dir.ca.gov](http://www.dir.ca.gov), and Public Contract Code Section 6108.

b. The contractor agrees to cooperate fully in providing reasonable access to the contractor's records, documents, agents or employees, or premises if reasonably required by authorized officials of the contracting agency, the Department of Industrial Relations, or the Department of Justice to determine the contractor's compliance with the requirements under paragraph (a).

7. DOMESTIC PARTNERS: For contracts over \$100,000 executed or amended after January 1, 2007, the contractor certifies that contractor is in compliance with Public Contract Code section 10295.3.

## **DOING BUSINESS WITH THE STATE OF CALIFORNIA**

The following laws apply to persons or entities doing business with the State of California.

1. CONFLICT OF INTEREST: Contractor needs to be aware of the following provisions regarding current or former state employees. If Contractor has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.

Current State Employees (Pub. Contract Code §10410):

1). No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.

2). No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

Former State Employees (Pub. Contract Code §10411):

1). For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.

2). For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.



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If Contractor violates any provisions of above paragraphs, such action by Contractor shall render this Agreement void. (Pub. Contract Code §10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Pub. Contract Code §10430 (e))

2. LABOR CODE/WORKERS' COMPENSATION: Contractor needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and Contractor affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)

3. AMERICANS WITH DISABILITIES ACT: Contractor assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

4. CONTRACTOR NAME CHANGE: An amendment is required to change the Contractor's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.

5. CORPORATE QUALIFICATIONS TO DO BUSINESS IN CALIFORNIA:

a. When agreements are to be performed in the state by corporations, the contracting agencies will be verifying that the contractor is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.

b. "Doing business" is defined in R&TC Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate contractor performing within the state not be subject to the franchise tax.

c. Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies will determine whether a corporation is in good standing by calling the Office of the Secretary of State.

6. RESOLUTION: A county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.

7. AIR OR WATER POLLUTION VIOLATION: Under the State laws, the Contractor shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

8. PAYEE DATA RECORD FORM STD. 204: This form must be completed by all contractors that are not another state agency or other governmental entity.

**ATTACHMENT 7**

**DARFUR CONTRACTING ACT CERTIFICATION**

Public Contract Code Sections 10475 -10481 applies to any company that currently or within the previous three years has had business activities or other operations outside of the United States. For such a company to bid on or submit a proposal for a State of California contract, the company must certify that it is either a) not a scrutinized company; or b) a scrutinized company that has been granted permission by the Department of General Services to submit a proposal.

If your company has not, within the previous three years, had any business activities or other operations outside of the United States, you do **not** need to complete this form.

**OPTION #1 - CERTIFICATION**

If your company, within the previous three years, has had business activities or other operations outside of the United States, in order to be eligible to submit a bid or proposal, please insert your company name and Federal ID Number and complete the certification below.

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that a) the prospective proposer/bidder named below is **not** a scrutinized company per Public Contract Code 10476; and b) I am duly authorized to legally bind the prospective proposer/bidder named below. This certification is made under the laws of the State of California.

<i>Company/Vendor Name (Printed)</i>		<i>Federal ID Number</i>
<i>By (Authorized Signature)</i>		
<i>Printed Name and Title of Person Signing</i>		
<i>Date Executed</i>	<i>Executed in the County and State of</i>	

**OPTION #2 – WRITTEN PERMISSION FROM DGS**

Pursuant to Public Contract Code section 10477(b), the Director of the Department of General Services may permit a scrutinized company, on a case-by-case basis, to bid on or submit a proposal for a contract with a state agency for goods or services, if it is in the best interests of the state. If you are a scrutinized company that has obtained written permission from the DGS to submit a bid or proposal, complete the information below.

We are a scrutinized company as defined in Public Contract Code section 10476, but we have received written permission from the Department of General Services to submit a bid or proposal pursuant to Public Contract Code section 10477(b). A copy of the written permission from DGS is included with our bid or proposal.

<i>Company/Vendor Name (Printed)</i>	<i>Federal ID Number</i>
<i>Initials of Submitter</i>	
<i>Printed Name and Title of Person Initialing</i>	

**ATTACHMENT 8**

**CONTRACTOR'S WRITTEN PROPOSAL AND RESUME'S FOR KEY PERSONNEL**

**EXHIBIT A**

**DIRECTORY OF LOCAL WEATHERIZATION SERVICE PROVIDERS**

Agency	Service Area	ARRA Service Area
Amador Tuolumne Community Action Agency (ATCAA)	Amador, Calaveras, Tuolumne	Amador, Calaveras, Tuolumne
Campeños Unidos (CUI)	Imperial, San Diego	Imperial, San Diego
Central Coast Energy Services (CCES)	Monterey, San Benito, Santa Cruz	Monterey, San Benito, Santa Cruz
Central Valley Opportunity Center (CVOC)	Stanislaus	Stanislaus
City of Berkeley	Alameda (Serving Albany, Berkeley and Emeryville)	Alameda (Serving Albany, Berkeley and Emeryville)
City of Oakland		Alameda (Serving all remaining areas)
City of San Francisco		San Francisco
Community Action Agency of Butte County	Butte	Butte
Community Action Commission of Santa Barbara County	Santa Barbara	Santa Barbara
Community Action of Ventura County	Ventura	Ventura
Community Action Partnership of Kern	Kern	Kern
Community Action Partnership of Madera County	Madera (LIHEAP only)	
Community Action Partnership of Orange County	Orange	Orange
Community Action Partnership of Riverside County	Riverside	Riverside
Community Action Partnership of San Bernardino County	San Bernardino	San Bernardino
Community Enhancement Services (CES)	Los Angeles Area A*	
Community Resource Project (CRP)	Sacramento, Sutter, Yuba	Sacramento, San Mateo, Sutter, Yuba
Community Services and Employment Training Inc. (CSET)	Tulare	Tulare
Contra Costa Community Services Bureau	Contra Costa	Contra Costa
County of Nevada Dept. of Housing and Community Services	Nevada	Nevada
Del Norte Senior Center	Del Norte	Del Norte

Economic Opportunity Commission of San Luis Obispo County	San Luis Obispo	San Luis Obispo
Economic Opportunity Council of San Francisco	San Francisco	
El Dorado County Dept. of Community Services	Alpine, El Dorado	
Fresno County Economic Opportunities Commission	Fresno	Fresno
Glenn Community Action Agency	Colusa, Glenn, Trinity	Colusa, Glenn, Trinity
Great Northern Corporation (GNC)	Siskiyou	
Inyo Mono Advocates for Community Action (IMACA)	Inyo, Mono	Inyo, Mono
Kings Community Action Organization	Kings	Kings
Lassen Economic Development Corporation	Lassen	Lassen
Long Beach Community Action Partnership	Los Angeles Area D*	
Los Angeles Dept. of Water and Power (LADWP)		Los Angeles Area A*
Maravilla Foundation	Los Angeles Area B*	Los Angeles Areas B and D*
Mariposa County Dept. of Human Services	Mariposa	Mariposa
Merced County Community Action Agency	Madera (DOE), Merced	Madera (DOE), Merced
Metropolitan Area Advisory Committee (MAAC)	San Diego*	San Diego*
North Coast Energy Services (NCES)	Lake, Marin, Mendocino, Napa, Solano, Sonoma, Yolo	Lake, Marin, Mendocino, Napa, Solano, Sonoma, Yolo
Pacific Asian Consortium in Employment (PACE)	Los Angeles Area C*	Los Angeles Area C*
Plumas County Community Development Commission	Plumas, Sierra	Plumas, Sierra
Project Go, Inc.	Placer	Alpine, El Dorado, Placer
Redwood Community Action Agency	Humboldt, Modoc	Humboldt, Modoc, Siskiyou
Sacred Heart Community Service	Santa Clara	Santa Clara
San Joaquin County Dept. of Aging and Community Services	San Joaquin	San Joaquin
San Mateo County - TBD	San Mateo	

Self-Help Home Improvement Project (SHHIP)	Shasta, Tehama	Shasta, Tehama
Spectrum Community Services, Inc.	Alameda (Serving all remaining areas)	

\* Zip code listings defining the service areas within Los Angeles and San Diego Counties can be found at <http://www.csd.ca.gov/Programs/Energy%20Service%20Providers.aspx> under the name of the agencies serving those areas.

## **EXHIBIT B, TRAINING AND PREPARATION OF QA INSPECTOR CANDIDATES**

### **1. SUMMARY**

The Weatherization Assistance Program (WAP) has provided assistance to low income households through a statewide program targeting energy conservation and customer education to: 1) reduce energy use; and 2) encourage low-income customers to make educated energy decisions. This program is administered throughout California by weatherization contractors known as “Agencies” or “Sub grantees”. In order to ensure the quality of the installation work these contractors perform, the inspector has become a central and vital participant in the process.

This training plan outlines the necessary educational path that a qualified candidate must take in order to meet the minimum criteria for the title of Third-Party Quality Assurance Inspector under the Weatherization Assistance Program managed by the Department of Community Service and Development. This training plan will also form the basis for training deemed necessary under the Energy Weatherization Quality Assurance Inspection contract.

### **2. TRAINING ADMINISTRATOR SCOPE OF WORK**

CSD has an existing Training and Technical Assistance Consultant (T& TA Consultant) which assists CSD in designing, delivering, coordinating and scheduling the Weatherization Inspector Training Program. The training will be delivered in a variety of formats and through approved training centers and field or classroom locations, as determined by CSD in collaboration with the QA Inspection Contractor and the T&TA Consultant.

The T&TA Consultant will provide the training program as a single coordinated effort over a specific period of time, to a group of pre-qualified inspectors selected and approved by CSD.

The T&TA Consultant will provide the following under the Training Program:

1. Design the training program and schedule.
2. Act as the training administrator:
  - a. Provide all necessary communications between, candidates, training centers, trainers, sub-grantees and CSD, as it pertains to coordinating and delivering the training.
  - b. Act as training administrator for the CSD approved online training program. Provide technical assistance, scheduling and certifications to candidates. Designate a T&TA staff member to act as a virtual proctor to review candidate training reports to ensure ethical compliance and produce certificates.
  - c. Coordinate between training centers and candidates to ensure classroom training is completed in coordination with other trainings.
  - d. Coordinate and schedule all field training between sub-grantees, the T&TA Consultant inspection teams and other stakeholders.

- e. In collaboration with CSD, customize any needed curriculum specific to the candidate profiles.
- f. Provide field training to twelve candidates, in two sets of six candidates each maximum.
- g. Conduct 1.5-day field policy and procedures training.
- h. Conduct 2.5-day Quality Assurance Inspector Training with introductory field practice.
- i. Conduct 2-day Assessor training with introductory field practice.
- j. Conduct 1-day EPA Lead Renovator course with hands-on training component.
- k. Conduct 15-days of monitored field/inspector work per two inspector trainees (leading; then monitoring).
- l. Assemble training files, results, and distribute certifications to candidates.
- m. Send final reports to CSD

### **3. INSPECTOR SCOPE OF WORK**

The role of the Weatherization Assistance Program Quality Assurance inspector is twofold: 1) to monitor quality assurance and 2) to provide accurate and timely reporting and feedback regarding the inspection results. In fulfilling the role of a quality control inspector, well-trained personnel should perform the following tasks:

1. Review of weatherized units and their accompanying client files for compliance with program criteria (standards, policies, and procedures).
2. Confirm that correct quantities were invoiced.
3. Inspect to ensure that all feasible measures were installed with a high degree of quality and in accordance with program criteria.
4. Ensure that non-feasible measures were not installed.
5. Verify that required tests were properly completed and results appear in the client's permanent file.

The inspection process serves two purposes as well. Inspections are intended to serve as a means of strengthening the program by identifying quality or programmatic issues in the field, and providing measurable results to CSD for analysis and follow up. Additionally, inspectors act as representatives of and ambassadors to CSD. Therefore it is critical to the quality assurance program that inspectors have both the technical skill as well as the interpersonal and professional sensitivities to engage with the sub-grantees, as well as individual homeowners.

The protocol and curricula for the development of inspectors include installation standards, policies, testing procedures trainings, and proctored field inspections. These were developed and customized for the WAP program through years of experience and thousands of inspections, and have been designed to promote and support the statewide Weatherization Installation policies and standards described in the following Program manuals:



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- Weatherization Installation Standards – Conventional & Mobile Homes
- Weatherization Installation Standards – Statewide Policy and Procedures
- Weatherization Inspection Policy and Procedures Manual

## **4. TRAINING REQUIREMENTS & CERTIFICATION**

### **4.1 Training Materials, Equipment, and Supplies**

Participating inspector candidates should possess the following equipment for the field portion of each module:

- Calculator
- Digital Camera
- Clip Board
- Drop Cloth(s)
- Dust Mask
- Flashlight
- Gloves
- Hard Hat
- Ruler/Tape Measures
- Screwdrivers
- Utility Knife and Blades
- Ladders
- Current Copies of California WIS and P&P documents
- Approved Duct Testing Equipment
- Approved Blower Door Testing Equipment
- Approved Combustion Safety Testing Equipment
- Personal CO monitor
- Misc. inspection tools
- Personal Name Badge with Company Information

## **4.2 Inspector Certification**

Inspectors shall complete all of the training Modules and passing the post-test of each Module with an 80% score or greater. Certification will be valid for 2 years, at which point re-certification via refresher courses are required. Inspector candidates are required to attend all courses in their entirety, but may challenge portions of the technical course requirements by: 1) showing successful completion of another equivalent course, or 2) completing a challenge “competency exam” administered by CSD through the T&TA Consultant. CSD’s weatherization management will have the final say for determining course work equivalency and/or challenge exam content.

## **5. INSPECTOR TRAINING OVERVIEW**

The inspector training session shall be comprised of three phases, including:

1. Online Pre-Weatherization Training
2. Classroom Lecture, Hands-on Laboratories, and written Exams (provided at a CSD approved training center), and Field Training
3. Field Mentoring and Monitored Inspections

Classroom portions are taught in a lecture format consisting of discussion, demonstration, and audio-visual presentation(s) complemented with props, samples and displays to facilitate learning. Following the classroom portion, inspector candidates should also participate in field training to reinforce the classroom material. Field training consists of shadowing existing inspectors and conducting supervised (proctored) field inspections. The final evaluation is provided by a senior inspector and constitutes completion of the certification program.

### **5.1 Training Modules**

Trainings will be coordinated according to the proposed training modules outlined below.

Module 1 is completed on line. Modules 2, 3, and 4 can be completed at any one of three CSD authorized State Training Centers:

**CAPSBC Training Center in San Bernardino**

**PG & E Training Center in Stockton**

**Energy Efficiency Training Academy of Northern California in Oroville**

Modules 5 (in two parts) and 6 are conducted by the T&TA Consultant in a combination of class-room and field trainings.

The tuition costs for Modules 2, 3 and 4 and the training consultant costs for Modules 5 and 6 will be born by CSD. The costs of attending the training shall be born by the QA Contractor through the hour training rate.

CSD also requires that inspector staff be certified as an EPA Renovator. The QA Contractor must arrange for certification training for non certified staff. Many training sites are available. The following U.S. Housing and Urban Development link describes the certification requirement and links to trainers: <http://www.hud.gov/offices/lead/training/rfp/rfp.chm>.

**Module 1: CSD Online Pre-Weatherization Training**

Duration: Approximately 16 hours

**Module 2: Basic Weatherization Technique (Training Center)**

Duration: 5 Days

**Module 3: Duct Testing and Blower Door Diagnostics (Training Center)**

Duration: 4 Days

**Module 4: Combustion Appliance Safety (Training Center)**

Duration: 4 days

**Module 5: Inspection Policy and Procedures/Paperwork**

Duration: 4 days (1.5 Days Policy; 2.5 Days Field Training)

**Module 5: Assessor Training**

Duration: 2 Days (1 Day Field)

**Module 6: Monitored Field Inspections**

Duration: Average 3 weeks, depending upon rating of candidate by senior inspector

**Module 1: Online Pre-weatherization Training**

This web based course consists of four primary modules including 26 lessons. The instruction is video based, with associated quizzes and exams. The primary modules consist of several video based lessons each and include:

- Worksite Safety:
- Lead Safe Weatherization:
- Environmental Hazards:
- Pre-Weatherization:
- Pre-Duct Blaster/Blower Door Diagnostics
- Pre-Combustion Appliance Safety
- Each video concludes with a study guide and a quiz.
- Online final exams are provided at the completion of each primary module.
- The certification is provided at the successful completion of all the modules.

**Module 2: Basic Weatherization Techniques (Training Center)**

This course is discussion, demonstration-based with emphasis on hands-on learning. It is designed for the weatherization beginner installer, assessor, auditor or administrator. It includes fundamental installation skills for several common energy efficiency measures. The course will provide the student with a basic understanding of: 1) Building Science and Energy Efficiency 2) Jobsite Safety, 3) Proper Materials and Procedure for installation of “basic” measures as defined by CSD Weatherization Installation Standards.

**Module 3: Blower Door and Duct Diagnostics (Training Center)**

Taught as two 5 day trainings at approved training centers, Blower Door/Duct Blaster Diagnostics courses are intended to define the procedures and documentation to be followed by all weatherization contractors when conducting pre and post evaluations of homes. The classroom portion of the class covers the required building science principles, terminology, documentation and procedures associated with duct testing and building shell leakage testing (Blower Door Testing). Instructors also provide hands on training in the proper operation of the testing equipment. This 4 day class is designed as an initial skills development class and is intended for immediate field training and practice.

**Module 4: Combustion Appliance Safety (Training Center)**

Weatherization programs include Combustion Appliance Safety (CAS) testing of those homes with combustion appliances. Testing includes a visual inspection of each gas appliance, and instrument measure carbon monoxide (CO) levels and draft. This is done because improperly operating appliances may produce CO, which could enter the living space, and have potentially harmful effects upon the health and well-being of the occupants.

Taught as 4-5 day training at an approved CSD training center, the CAS course intended to define the roles and procedures to be followed by all weatherization contractors when confronted by functioning natural gas appliances. Inspector candidates further define the fundamentals of natural gas appliances, exploring the properties of combustion and of gas distribution systems. They are lead through hands-on activities involving water heaters, furnaces, ranges/ovens, dryers, and gas logs.

The classroom portion of the training will also consist of an in-depth review of carbon monoxide measurement and equipment. Inspector candidates are provided with a plethora of laboratory exercises that define their skill in the following training skill components:

Students also practice and become familiar with the makeup of heat exchange systems, and learn to troubleshoot these components through a discussion of questions and problems that may have been encountered in the field. Through this on-going discussion session, inspector candidates will learn to critique their own diagnoses, as well as those of fellow participants.

The class culminates in a final written exam. This course requires additional field mentoring and proctored inspections.

**Module 5: Inspection Policy and Procedures/QA Field Inspector Course**

The inspector training is designed to prepare Weatherization Inspectors to assist in the in-house

weatherization quality assurance process of WAP subcontractors, and to conduct the post-inspection of units to ensure that the work completed meets program requirements.

The in-house 3 day training will include a brief overview of relevant portions of the California WIS, the California Policies and Procedures document, and relevant inspection policies, with essential sections presented on transparency slides. Pictorial examples of non-feasibility issues typically found in the field will be presented via computer graphics. In addition, field assessment and technical inspection training will be addressed through the evaluation of measure installation feasibility and subsequent quality assurance inspection procedures. The majority of the training is spent in the field, providing guided and supervised quality assurance inspections. The field evaluation of students will determine the level and need for follow up proctored inspections.

#### **Module 6: Assessment Procedures**

The Assessment Procedures training curricula will be designed to prepare inspector candidates to analyze each home from the perspective of the assessment, thereby strengthening their ability to determine which measures should be installed in a customer's home. This in-house training will build each candidate's knowledge of the CSD measures, the non-feasibility criteria, and develop competencies in conducting weatherization assessments to ensure that the work completed meets program requirements.

The training includes several virtual walk through assessments in the classroom, and exercises completing assessment forms. The classroom training is 6-8 hours in length and followed up with field evaluations. For the purpose of this training program, the field evaluations will be transferred to the monitored field inspections, to consolidate the training program.

#### **Module 7: Monitored Field Inspections**

Inspection practice by inspector candidates (known as Monitored Field Inspections) will be conducted at selected sites to ensure that inspector candidates are able to identify and verify that:

1. Applicable WIS, Program P&P, and health and safety requirements were met.
2. Required forms were properly completed and placed in the client's permanent file.
3. Correct quantities were billed.
4. All feasible measures were installed.
5. Non-feasible measures were not installed.
6. Testing, and any remediation determined necessary by the testing, has been completed properly and in accordance with Program policy.

The coordination of monitored inspections will be a combined effort between the T&TA Consultant, CSD and the Weatherization Service Provider, where inspection visit dates and times will be scheduled prior to the field training. Appointments with individual customers shall be scheduled for customers' homes where the T&TA trainer and QA Contractor inspector candidates have selected files for review based upon the measures installed, and upon completion of the weatherization installation work.

**EXHIBIT C**

ESTIMATION OF NUMBER OF INSPECTIONS/RE-INSPECTIONS TO BE PERFORMED

Agency Name	Estimated Inspections	Revisits	Hazardous Revisits	Total Estimated
Amador-Tuolumne CAA	39	2	1	41
Berkeley, City of	29	1	1	31
Butte Co. CAA	59	2	2	63
Campesinos Unidos, Inc.	192	8	5	205
Central Coast Energy Services	145	6	4	154
Central Valley Opportunity Center, Inc.	103	4	3	110
City of Oakland, County of Alameda	48	2	1	51
CES. Los Angeles	177	7	5	189
City of San Francisco	32	1	1	34
Community Resources Project, Inc.	264	11	7	282
Community Svs & Emp Trng, Inc.	104	4	3	111
Contra Costa Co. Community Services Dept.	123	5	3	131
Del Norte Senior Center	12	0	0	13
Project GO, Inc. (Alpine, El Dorado)	17	1	0	18
El Dorado, Unspec.	35	1	1	38
Fresno Co. EOC	813	33	23	868
Glenn Co. Human Resource Agency	24	1	1	25
Redwood CAA (Modoc)	74	3	2	79
Inyo Mono Advocates for Community Action, Inc.	16	1	0	17
Kern County CAP	244	10	7	260
Kings Community Action Organization, Inc.	32	1	1	35
Lassen Co. Economic Development Corp	7	0	0	7
Los Angeles Dept of Water and Power	114	5	3	122
Long Beach CAP	43	2	1	46
Maravilla Foundation	471	19	13	503
Mariposa County Human Services Department	12	0	0	12
Merced County Community Action Agency Partnership	76	3	2	82
Metropolitan Area Advisory Committee	90	4	3	96
Nevada Co. Dept. of Housing & Community Services	21	1	1	23
North Coast Energy Services	240	10	7	256
Orange County CAP	397	16	11	424
Pacific Asian Consortium in Employment	307	12	9	328
Plumas Co. CDC-Territory 1 (Plumas & Sierra)	14	1	0	14
Project GO, Inc. (Placer Co.)	50	2	1	54
Redwood CAA (Humbolt, Siskiyou)	92	4	3	98
Riverside County CAP	195	8	5	209
San Bernardino County CAP	243	10	7	259
San Joaquin Co. Dept. of Aging & Community Services	131	5	4	140
San Luis Obispo Co. EOC	57	2	2	61
CRP (San Mateo Co.)	22	1	1	24

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San Mateo, unspec.	26	1	1	28
Santa Barbara County CAC	121	5	3	129
Sacred Heart	142	6	4	152
Self-Help Home Improvement Project, Inc. (Shasta & Tehama)	72	3	2	77
Spectrum	73	3	2	78
Ventura County Community Action	108	4	3	116
Total	5707	228	160	6095

## **EXHIBIT D**

### **REPORTING REQUIREMENT FORMATS**

1. **Weatherization Inspection Report Form**
    - To be completed for each weatherized unit inspected and report of the status of all measures improved in that unit.
  
  2. **Inspection Visit Summary Form**
    - To be completed for units inspected at any single physical location including reporting on the quality of work performed.
  
  3. **Inspection Correction Transmittal Form**
    - To be completed for all failed items detected on an inspection visit. The report is forwarded to CSD upon verification that all failed items have been remedied.
  
  4. **Samples of Monthly Summary Report Formats**
    - Attached are samples of the format and content of monthly summary data reports.
  
  5. **Quarterly CAAT Report**
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**CSD INSPECTION VISIT SUMMARY (IVS)**

Agency: \_\_\_\_\_ Dates: \_\_\_\_\_

Counties: \_\_\_\_\_ Inspector: \_\_\_\_\_

Explanation: (1): # of dwelling units inspected; (2): # of dwelling units having only "Non-Hazardous" or "Paperwork" Fails; (3): # of dwelling units having "Hazardous" Fails; (4): Total # of separate "HF" items; (5) # of dwelling units where all Fails were remedied; Std = Standard Inspection, BD = Blower Door Inspection (where inspector conducts additional Blower Door Test)

Categories	1st Inspections (#)			2nd Inspections (#)		
	Std	BD	Total	Std	BD	Total
(1) Units Inspected						
(2) "F"/"PF" Units						
(3) "HF" Units						
(4) Hazardous Items						
(5) Remedied Units						

Exit Interview Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Interview with (print): \_\_\_\_\_

1. CAS Testing:  Poor,  Average,  Good,  Very Good ♦ Notes: \_\_\_\_\_

2. Blower Door: Activity:  Low,  Med.,  High ♦ Quality:  Poor,  Average,  Good,  Very Good  
 Notes: \_\_\_\_\_

3. Duct Blaster: Activity:  Low,  Med.,  High ♦ Quality:  Poor,  Average,  Good,  Very Good  
 Notes: \_\_\_\_\_

4. Since last visit, work is:  Better,  About the same,  Worse ♦  Information not available

5. General quality of work:  Poor,  Average,  Good,  Very Good,  Excellent  
 Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

6. Required Corrections tend to be:  Major issues, such as: \_\_\_\_\_  
 \_\_\_\_\_  
 Minor issues, such as: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

7. Strengths: \_\_\_\_\_  
 \_\_\_\_\_

8. Weaknesses: \_\_\_\_\_  
 \_\_\_\_\_

9. Recommendations and Comments: More training is needed for:  CAS,  Blower Door,  Duct Blaster,  Other  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Agency:  \_\_\_\_\_ Inspector:  \_\_\_\_\_

Department of Community Services and Development: Request for Proposal 2010-RFP-16  
 Energy Weatherization Quality Assurance Inspections

**CSD INSPECTION CORRECTION TRANSMITTAL (ICT)** Agency: \_\_\_\_\_ Page \_\_\_ of \_\_\_

This form lists the unit(s) that have unresolved Fails. Fails are described on the Weatherization Inspection Reports (WIRs). After Fails are remedied, "complete" this ICT form by filling in "Date Remedied" & "Authorized Signature" columns for each dwelling listed.

1. "Hazardous Fails" (HF):
  - ◆ Eliminate the immediate hazard within 24 hours of written notification, and completely resolve the Hazardous Fail within 5 working days of written notification. (Deadline for remedy is shown in the "HF" box of the "Remedy By (Date)" section.)
  - ◆ On each WIR: (a) indicate what corrective/remedial action was taken for each HF, (b) complete the "Installer's Signature & Date" line, and (c) you must obtain the customer signature somewhere on the WIR to verify HFs have been remedied. This constitutes a "completed" WIR.
2. "Non-Hazardous Fails" (F) and "Paperwork Fails" (PF) for which a physical remedy is feasible\*:
  - ◆ Remedy within 20 working days of written notification. (Deadline for remedy is shown in "F/PF" box of the "Remedy By (Date)" section.)
  - ◆ On each WIR: (a) indicate what corrective/remedial action was taken for each unit, and (b) complete the "Installer's/Contractor's Signature & Date" line. This constitutes a "completed" WIR (a client signature is not required for Fs and PFs.)
3. When corrections to all Fails have been made:
  - ◆ Fax completed ICT, WIRs & questions to Inspection Team. → **Inspection Team:** New contractor
  - Include only WIRs for jobs listed on this ICT.
  - ◆ Fax ICT to CSD. → **CSD:** [wx@cspd.ca.gov](mailto:wx@cspd.ca.gov) with Inspection Correction in subject line

WIR Job Number	Client's Last Name & First Initial	Client's Street Address and City	# of Correction(s) by Type			Date Notified	Remedy By (Date)		Date Remedied		Authorized Signature ↓
			HF	F	PF*		HF	F/PF*	HF	F/PF*	
1)											
2)											
3)											
4)											
5)											
6)											
7)											
8)											
9)											
10)											
11)											

\*Note: Paperwork Fails (PF) requiring invoice adjustment are not included on this form. Please resolve all paperwork fails directly with CSD within the time lines indicated above.

\_\_\_\_\_ X \_\_\_\_\_ / /  
 Printed Name & Title of person receiving ICT                      Signature of person receiving ICT                      Date Received

**SAMPLE MONTHLY SUMMARY REPORTS**

Monthly Agency Summary of Inspection Results (Sample layout)

EOC Agency \_\_\_\_\_ # of Measures Inspected 30  
 # of Measures Passed 21

Measures	1 <sup>st</sup> Inspections - Inspection Code								2 <sup>nd</sup> Inspections by Inspection Code							
	Pass	Fail	HF	PF	R	R	U	Total	Pass	Fail	HF	PF	R	R	U	Total
<b>Assessments</b>																
Blower Door	1	2			1			4								0
CAS Testing	5				2			7								0
Duct Blaster	2	1		1	1			5								0
<b>Mandatory Measures</b>																
CO Alarms	2							2	1							1
Caulking	7							7	1							1
Ceiling Ins.	4	1						5								0
Status																
<b>Total</b>	<b>21</b>	<b>4</b>	<b>0</b>	<b>1</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>30</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>

Applicable to Weatherization Service Providers who received inspections during the reporting period.

Monthly Measure Rate by Agency - Cumulative Inspections (Sample layout)

Agency Name	Date	Total Inspections	# of Fails - Measures	# of Passes - Measures	Measure Pass Rate (%)	Unit Pass Rate (%)
EOC Agency	May 2010	20	10	70	88%	60%
	Sept. 2010	25	5	95	95%	80%

**Due to CSD October 1, 2010**

CSD ARRA funding sub-recipients are required to provide the following data. This reporting period must include quarterly data through the date above. Failure to provide requested data in a timely fashion may result in a "high-risk" designation and/or additional special terms and conditions to the contractor's current CSD ARRA-funded contract. E-mail the reports to your respective program e-mail address listed below.

CSBG: csbgrecovery@csd.ca.gov  
 DOE: doearra@csd.ca.gov  
 LEAD: leadprogram@csd.ca.gov

BACKGROUND INFORMATION	SUBRECIPIENT DATA
Reporting Period	<b>7/1/10-9/30/10</b>
Agency Name	
Program Name	<input type="checkbox"/> ARRA EITC <input checked="" type="checkbox"/> CSBG <input type="checkbox"/> DOE <input type="checkbox"/> LEAD
Contract #	
Contact Information <i>(person submitting information on behalf of agency):</i>	Name: _____
	Title _____
	E-mail: _____
	Phone: _____
INFORMATION REQUESTED	SUBRECIPIENT DATA
Total Hours for the Quarter: <i>Enter the total number of hours worked and funded by Recovery funds during the quarter.</i>	
*Quarterly FTE jobs: <i>Provide the number of jobs created or retained, in full time equivalents (FTE). The Formula can be found on page 2 "How to calculate FTE's"</i>	
** Subrecipient Description of Jobs: <i>Provide a brief description of the types of jobs created and jobs retained</i>	

**How to calculate FTE's:**

As before, the calculation required by OMB converts hours worked and funded by ARRA into a "full time equivalent" job. However, since this is now a quarterly and not a cumulative number, the denominator does not change each quarter. Instead agencies should divide hours worked and funded by 520 which represents a 40 hour workweek over 13 weeks in the quarter. (40 x 13 = 520).

Note: The denominator remains the same for each quarter. Only hours worked and funded by ARRA are included in the Total Hours Worked. The quarterly FTE is derived by the following formula:

$$\frac{\text{Total Number of Hours Worked and Funded by Recovery Act with Reporting Quarter}}{\text{Quarterly Hours in a Full time Schedule (520)}}$$

**Description of Information Requested**

\* - *Subrecipient Number of Jobs:* Jobs created and retained. An estimate of the number of jobs created and jobs retained. At a minimum, this estimate shall include any new positions created and any new positions that were retained to support or carry out Recovery Act projects, activities, or federally awarded contracts managed directly by the subrecipient and vendors.

\*\* - *Subrecipient Description of Jobs Created:* A narrative description of the employment impact of the Recovery Act funded work. This narrative is cumulative for each calendar quarter and at a minimum, will address the impact on the recipient's workforce.

**At a minimum**, provide a brief description of the types of jobs created and jobs retained. This description may rely on job titles, broader labor categories or the recipient's existing practice for describing jobs as long as the terms used are widely understood and describe the general nature of the work.

**Example:** Jobs created or retained include: estimator, project engineer, equipment operator, drywall installer, and concrete personnel. **Alternative methodology:** The U.S. Department of Energy has approved the following statistical sample methodology: the majority of funds were used to purchase 20 fuel efficient busses. The Bureau of Labor Statistics estimates that 2.5 FTE are needed to produce one fuel efficient bus. Therefore, the number of buses times the estimated FTE was used to estimate number of jobs.

**Field Type:** String

**Max Length:** 4,000

**Vendors**

For purposes of ARRA reporting requirements, vendors are defined as dealers, distributors, merchants, or other sellers providing goods and services that are required for the conduct of a Federal program. For payments to vendors over \$25,000, your entity is required to provide the DUNS number and/or the name and zip code of the vendor's headquarters. If you have vendor data to report, please notify us, and we will work with you on a case-by-case basis. For further guidance on the distinction between vendors and sub-recipients, please refer to slides 12-13 from Section 3 ("CSBG and DOE Webinar: ARRA Reporting Requirements") of the ARRA CSBG Contract Webinar, which can be found at the link below:

[CSBG and DOE Webinar: ARRA Reporting Requirements](#)