**Nebraska Department of Environment and Energy**

**Low-Income Weatherization Assistance Program RFP Evaluation Criteria**

The Nebraska Department of Environment and Energy (NDEE) will award aid agreements to the Applicant whose proposal scores the highest with respect to the evaluation criteria and that is most advantageous to the NDEE. Proposals will be evaluated on Applicant’s documentation of meeting the following criteria: complying with threshold requirements, demonstration of organizational capacity to deliver weatherization services and to comply with federal program requirements, project readiness, financial resources and fiscal management and experience as defined in this RFP. Applications will be scored on a scale from one to 100 based on the criteria listed below. Applicants must score a minimum of 60 points to be considered for funding. A serious deficiency in any one criterion may be grounds for rejection regardless of overall score. Responses will be evaluated by a Review Committee established by NDEE using the Evaluation Criteria. The Review Committee will present its recommendations to the NDEE Director. All final award decisions will be made by the NDEE director. NDEE Weatherization Assistance Program (WAP) staff reserves the discretion to assign portions of service territories to various Applicants in making award recommendations to the NDEE director.

**1.1 Scoring by Criteria**

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| **Criteria** | **Maximum Score** |
| Organizational Capacity | 25 |
| Weatherization Program Experience & Readiness | 20 |
| Finance | 20 |
| Weatherization Program Design & Implementation | 35 |
| **Total Maximum Points** | **100** |

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| **1.1.1 Organizational Capacity** | 25 Possible Points |
| **Experience of Management and Administration Personnel**  (outline the experience of Applicant’s staff; higher consideration for experience in energy efficiency for low-income client programs)  **Executive Director –**  Less than 1 year experience  2-4 years’ experience  5 or more years’ experience  **Weatherization Program Manager –**  Less than 1 year experience 2 years’ experience  3 or more years’ experience  **Fiscal Manager –**  Less than 1-year experience  1-2 years’ experience  Two or more years’ experience | **Maximum 9 points**  0 points  2 points  3 points  0 points  2 points  3 points  0 points  2 points  3 points |
| **Field Operations Staff Weatherization Experience**  (Provide a list of all staff and contractors that will provide weatherization services as part of this RFP. Describe staff and experience designing, implementing, and administering U.S.DOE WAP and/or energy efficiency programs)    **Project or program management in energy efficiency –**   * Less than 1 year experience * 1-2 years of experience * 3 or more years of experience   **Project or program management directly with U.S. DOE WAP –**   * Less than 1 year experience * 1-2 years of experience * 3 or more years of experience   **Will all or part of the weatherization work be conducted by crews? (explain including # of crews, # of crew members/per crew)**   * No existing staff – applicant will need to hire all weatherization crew members or is using only contractors to implement weatherization program * Some existing staff – applicant will need to hire some additional weatherization staff * Sufficient staff already employed by applicant   **Will all or part of the weatherization work be conducted by contractors? (explain including # of contractors, type of contractors)**   * No existing contractors– applicant will need to solicit and contract for all weatherization contractors or is using only crews to implement weatherization program * Some existing contractors– applicant will need to solicit and contract for some additional contractors to implement weatherization program * Sufficient contractors already under contract with applicant | **Maximum 10 points**  0 points  2 points  3 points  0 points  2 points  3 points  0 point  1 point  2 points  0 points  1 point  2 points |
| **Board of Directors Experience and Oversight**  (Proved a list of all Board of Directors and Officers with occupation, years of service as board member, representation (by region, occupation, or other – if any), list of board committees and membership)  **Board experience and tenure reflects oversight capacity for federal program delivery?**   * No prior experience of tenure * Sufficient experience with oversight of federally funded programs not directly related to weatherization. (1-4 Years) * Extensive experience with oversight of federally funded programs directly related to U.S.DOE WAP (5+ Years)   **Does Board of Directors have a Fiscal Oversight Committee (describe)?**   * No * Yes | **Maximum 6 points**  0 points  2 points  3 points  0 points  3 points |

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| **1.1.2 Weatherization Program Experience & Readiness** | 20 Possible Points |
| **Weatherization Program Experience or Similar Experience**  (for each item, describe staff (by name and title) with relevant experience, type and length of experience, and directly related trainings and certifications held by staff and/or contractors.  **If these staff or contracted personnel are not employed or contracted at time of RFP submittal, please provide a letter of commitment that the Applicant will be employing and training individuals, or secure committed contractors with experience in weatherization work within the first five (5) months of the Subaward Transition Agreement)**  **Energy Audit Experience & Training**   * Staff experience & training in conducting energy audits on single family residences * Staff experience & training in conducting energy audits with NEAT (National Energy Audit Tool software) * Staff experience & training in conducting energy audits on mobile homes * Staff experience & training in conducting energy audits using MHEA (Mobile Home Energy Audit software) * Staff experience & training in conducting energy audits on multifamily (>4 units) residences   **Building Analysis & Diagnostics Experience & Training**   * Staff experience & training in blower door testing and analysis, including number of blower door tests conducted: minimum of one year experience. * Staff experience & training in Combustion Area Zone testing & analysis, including number of CAZ tests conducted: minimum of one year experience. * Staff experience & training in backdraft and carbon monoxide testing, including number of tests conducted: minimum of one year experience.   **Energy Retrofit Installation Experience & Training**   * Staff experience & training through Building Performance Institute (BPI) in installation of energy retrofit installation * Staff experience & training in Lead-safe Work Practices for Weatherization * Staff experience & training in EPA RRP (Renovation, Repair, and Painting)   **Quality Control Inspection (QCI) Certification, Experience & Training (Commitment to Contract)**   * Staff - QCI staff experience & training and Certification in Building Performance Institute (BPI) in conducting quality control Inspections for energy efficiency projects * Contractor - QCI experience & training and Certification in Building Performance Institute (BPI) in conducting quality control inspections for weatherization projects | **10 maximum points**. Points awarded at reviewers’ discretion. |
| **Other Staff Certifications & Training** – Points will be awarded for weatherization staff completion and/or certifications in the following categories:  **NDEE WAP Training Network Weatherization Curriculum** - list staff who have completed NDEE- or DOE-sponsored WAP Training & name/date of trainings completed.  **BPI Training & Certifications** – (list training, staff, and provide evidence of certification/completion)  **EPA RRP (Renovation, Repair, and Painting) Firm Certification** (provide copy of certificate)  **EPA RRP Individual Certifications** (list staff & provide copy of certificate)  **OSHA 10 and/ or 30-hour Occupational Safety and Health Administration Training** (list staff and provide copy of training certificate)  **Other weatherization/energy efficiency training and experience**: (list other related certifications, licenses, training and/or experience such as infrared thermal training, HVAC license, etc.) | **5 maximum points**. |
| **Weatherization Tools & Equipment** (limited program funds are available to purchase equipment and tools for weatherizing homes; points will be given to applicants that have sufficient tools and equipment in place to implement weatherization measures)  # and type, and age of blower door equipment and manometer owned by agency and/or contractors  # and type of infrared devices to detect insulation levels  Combustion Analyzing equipment (number, type, model, and age)  Gas leak detection equipment (number, type, model and age)  Insulation installation equipment (number, type, model and age)  Other tools and equipment that will be used for weatherizing homes | **3 points maximum** |
| **Training & Technical Assistance Plan**— (provide a brief plan describing how new and existing staff and contractors will obtain required training, certifications, and continuing education) | **2 points maximum** |

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| **1.1.3 Finance** | **20 Possible Points** |
| **External Audit** - a maximum of 6 points will be awarded based on the results of applicant’s independent audit for their most recent completed fiscal year, however audit must not be for a fiscal year ending earlier than 2022. Audit materials must include management’s response to any findings and corrective action that provides the action taken to clear the finding and current status of finding.  No Findings  Findings have been cleared  Unresolved Findings | **10 maximum points**  10 points  5 points  0 points |
| **External Monitoring -** Provide the results of external monitoring pursuant to contracts paid with federal funds for their most recent completed program year. Applicant must supply monitoring responses to include responses to any findings. Agency should also provide proof that findings have been cleared.  No Findings  Findings have been cleared  Unresolved Findings | **2 maximum points**  2 points  1 points  0 points |
| **Central Contract Registry** - Evidence of current registration | **2 maximum points** |
| **Excluded & Debarred Contractors** - Documentation that applicant is not barred or excluded from receiving federal funds (provide from the Excluded Parties List System (EPLS)) | **2 maximum point** |
| **Internal Fiscal Controls** – Two points will be awarded for a sound organizational system of internal controls in fiscal management documented in the organization’s policy & procedures manual approved by the Applicant’s board of directors. | **2 maximum points** |
| **Fiscal Oversight Bylaws & Committee** – Two points will be awarded for proof that the Applicant is required through its bylaws to have a Board of Director’s Oversight Committee. | **2 maximum points** |

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| **1.1.4 Program Design & Implementation** | 35 Possible Points |
| 1. **Business Description and Vision**    1. Mission Statement, i.e. the purpose of the agency (1)    2. Explanation of how the NDEE Weatherization Assistance Program fits into the agency mission (3)    3. Company Vision outlining the company’s planned growth, including energy efficiency related work (2) 2. **Description of Proposed Service Territory**    1. History of activity within the proposed service territory (2)    2. Partners and potential partners (3)    3. Outreach Plan. Describe the Applicant’s plan for generating applications and maintaining the waiting list for the Program. (2) 3. **Description of Services**    1. Operational Format. Describe the proposed operational structure, including field staff by job type and number of FTE’s (full-time equivalent staff) assigned to the weatherization program, and the workflow between the different staff groups. (3)    2. Production assessment. Describe the area to be served by the Applicant. The production plan should be for a 12-month period and production numbers provided for Douglas County. (2)    3. Quality Assurance Plan. (3)    4. Grievance and/or Complaint Process (1) 4. **Organization and Management** (provide a description of the organization and management structure of your agency in less than two pages. Resumes and certifications do not count toward the page count)    1. Approved Board Resolution in support of proposal (1)    2. Organizational Chart (1) with FTE’s    3. Resumes for Executive Director, Weatherization Program Manager, Fiscal Manager\*\*    4. Resumes of WX Field Staff and/or Contractors\*\*    5. Training and Certifications of Weatherization Field Staff\*\* 5. **Financial Management**    1. Provide a proposed cost allocation plan. (2)    2. Provide the policy for the Applicant’s system of internal controls for fiscal management documented in policy & procedures manual approved by the Applicant’s Board of Directors.\*\*    3. Provide proof that the Applicant is required through its bylaws to have a Board of Director’s Oversight Committee.\*\* 6. **References**    1. Provide up to four (4) References from completed projects (weatherization and/or energy efficiency projects preferred) (3)    2. List all projects from the past 3 years. Provide the total cost of the project and indicate all sources of the funds (if any) for each project. (1) | **Maximum of 35 points**. Points are listed at the end of each item (#).  Highlighted items with an \*\* are items that should be included in the Program Plan, but are scored elsewhere. |