

ATTACHMENT A

SOLICITATION NO. 1600000071

This Solicitation is a Contract Document and is a request for proposal in connection with the Contract awarded by the Office of Management and Enterprise Services as more particularly described below. Any defined term used herein but not defined herein shall have the meaning ascribed in the General Terms or other Contract Document.

PURPOSE

The Contract is awarded as a program and department contract on behalf of the Oklahoma Department of Commerce to procure services of public and/or private nonprofit individuals or entities who are or who employ BPI certified Quality Control Inspector(s) for the program year 2021 (April 1, 2021 to March 31, 2022) to assist with some or all of the necessary technical monitoring and technical training and assistance tasks for residential housing related to the oversight of the United States Department of Energy funded Weatherization Assistance Program in Oklahoma. Regulations around the oversight of this program can be found in WPN 15-4. ODOC will need the following work completed by the awarded Bidder: 1) Quality Assurance Inspections (potentially both virtually and in person); 2) Quality Assurance Report Writing and Database Processing; 3) Technical Policy Consultation; 4) In-Progress Inspections.

1. Contract Term and Renewal Options

The initial Contract term, which begins on the effective date of the Contract, is one year and there are two (2) one-year options to renew the Contract. Renewals will be dependent upon availability of funding and favorable performance evaluation.

2. Obligations of Supplier

A. QUALITY ASSURANCE INSPECTIONS

- a. The Supplier is responsible for conducting QAIs for the whole state. The goal is to have all QAIs completed no later than March 30, 2022. However, on a case-by-case basis, additional time may be needed and Supplier and ODOC may work on an extended timeline, after March 30, 2022, if contract is renewed.
- b. ODOC will work with the Supplier to determine the required number of housing units on which QAIs will be performed, based on information from the CAAs regarding units completed, quality of work performed in previous contract years, separation of work duties, and any other relevant factors, such as Supplier capacity.
- c. ODOC will provide Supplier with at least 15 – 30 days' notice of a need for QAI to be scheduled. Supplier must be able to provide a date for availability within two (2) business days, although actual date of QAI may be one month out.

CAA Name	CAA Address	Unit #
Community Action Agency of Oklahoma City	319 SW 25th OKC, OK 73109	5
Community Action Development Corporation	105 S. Main St. Frederick, OK 73542	4
Community Development Support Association	114 S. Independence Enid, OK 73701	5
Delta Community Action Foundation	308 SW 2nd Lindsay, OK 73052	3
Great Plains Improvement Foundation	2 S.E Lee Lawton, OK 7352	4
Opportunities, Inc.	117 W Russworm Watonga, OK 73772	3
Community Action Resource & Development	707 W. Lowry Rd. Claremore, OK 74018	5
INCA Community Services	202 S. Capital St. Tishomingo, OK 73460	3
Northeast OK Community Action Agency	856 E. Melton Dr. Suite C Jay, OK 74346	4
KI BOIS Community Action Foundation	200 SE A St. Stigler, OK 74462	4
Little Dixie Community Action Agency	209 N. 4th Hugo, OK 74743	3
	Total Units to be QAI'd	43

- d. For PY21, ODOC is seeking QAI services on following number of estimated units, in each of the CAA Regions.
- e. Supplier must complete all QA Inspections in accordance with the [National Resource Energy Laboratory's Job Task Analysis for Quality Control Inspector](#)¹ Weatherization [Program Notice 15-4](#), the [CAA Manual](#), and current DOE approved Field Guides. ODOC is responsible for providing copies of the CAA Manual and Field Guides to the Supplier. The CAA manual is only available electronically, but printed copies of the Field Guides may be made available upon request. ODOC agrees to provide all training and guidance as needed related to Oklahoma specific Policy and Procedures. Supplier may be asked to provide input and feedback on the Quality Assurance Inspection process overall.
- f. In conducting the QAIs, a Supplier may use his or her own equipment, or use ODOC equipment (see C.1.6 for a list). Any equipment that neither a Supplier nor ODOC has may be purchased by the Supplier as part of their contract. When purchasing equipment, Supplier must obtain written approval from ODOC in advance of the purchase and outline the cost of the equipment. ODOC will reimburse Supplier for this equipment at cost only. No other fees or mark-up can be added.
- g. The Supplier should not conduct a QAI unless a local QCI accompanies him or her during the visit. ODOC will work with CAAs to ensure compliance.
- h. Supplier will be responsible for following up with any CAA client paperwork requested prior to the In-Progress date and notifying ODOC if paperwork is not submitted by the requested deadline.

¹ <https://www1.eere.energy.gov/wip/pdfs/51670.pdf>

- i. ODOC will provide awarded Supplier with training on OKGrants or other monitoring processes as decided upon by ODOC.
- j. The Supplier will be required to complete Form 44, Form 28 A or Form 28 B, Form 45, and Form 39 as needed for each home. The Supplier must provide his or her signature, on Form 44, that the unit does or does not meet DOE and ODOC standards before the monitoring is considered completed.
- k. If the unit does not meet DOE and ODOC standards, the Supplier will work with ODOC and the CAA until the unit does meet ODOC and DOE standards (and QAI signature can be obtained) or until the unit is paid back by the CAA, in the event the problems cannot be resolved.
- l. Supplier shall complete the QA Inspection monitoring process in [OKGrants](#) or according to another monitoring process as decided upon by ODOC. ODOC will provide Supplier with OKGrants training including written guidelines and directions
- m. Upon completion of a QAI, within 15 calendar days from QA Inspection completion, the Supplier must submit a written report and completed Forms 28 and 44. Supplier may work with ODOC on creating a satisfactory QA monitoring report format that is mutually agreed upon.
- n. Supplier shall be responsible for reviewing CAA submitted corrective action to any monitoring report findings and writing as many follow up responses that are necessary until all findings have been corrected and the monitoring report can be closed out.
- o. If the CAA disputes a corrective action being requested or the Supplier and CAA cannot resolve an issue, ODOC will provide the final resolution.

B. IN-PROGRESS INSPECTIONS

- a. The Supplier will be responsible for conducting In-Progress Inspections for the whole state, however, these do not have a specific timeframe for completion as do the Quality Assurance Inspections. These will need to be completed through the 12 months of the contract period. If time does not permit their completion before March 31, 2022, then the In-Progress Inspection work would be assigned upon successful renewal of contract.
- b. ODOC will work with the Supplier to determine the required number of housing units on which In-Progress will be performed, based on information from the CAAs regarding units completed, quality of work performed in previous contract years, separation of work duties, and any other relevant factors, such as Supplier capacity.
- c. ODOC classifies In-Progress Inspections into 2 different types of Inspections – 1) Work Quality & Health and Safety In-Progress and 2) Energy Audit In-Progress Inspections each has a different in-progress checklist inspection form to be completed.
- d. ODOC will provide Supplier with at least 15 – 30 days' notice of a need for an In-Progress to be scheduled. Supplier must be able to provide a date for availability within two (2) business days, although actual date of In-Progress may vary depending on Subgrantee production schedule.
- e. For PY22, ODOC is seeking In-Progress Inspection services on the following number of estimated units, in each of the CAA Regions.

CAA Name	CAA Address	Unit #
Community Action Agency of Oklahoma City	319 SW 25th OKC, OK 73109	2
Community Action Development Corporation	105 S. Main St. Frederick, OK 73542	2
Community Development Support Association	114 S. Independence Enid, OK 73701	2
Delta Community Action Foundation	308 SW 2nd Lindsay, OK 73052	2
Great Plains Improvement Foundation	2 S.E Lee Lawton, OK 7352	2
Community Action Resource & Development	707 W. Lowry Rd. Claremore, OK 74018	2
INCA Community Services	202 S. Capital St. Tishomingo, OK 73460	2
Northeast OK Community Action Agency	856 E. Melton Dr. Suite C Jay, OK 74346	2
KI BOIS Community Action Foundation	200 SE A St. Stigler, OK 74462	2
Little Dixie Community Action Agency	209 N. 4th Hugo, OK 74743	2
	Total Estimated In-Progress Inspections	20

- f. Supplier will complete all In-Progress Inspections in accordance with the [National Resource Energy Laboratory's Job Task Analysis for Quality Control Inspector](#)² Weatherization [Program Notice 15-4](#), the [CAA Manual](#), and current DOE approved Field Guide. ODOC is responsible for providing copies of the CAA Manual and Field Guide to the Supplier. The CAA manual is only available electronically, but a printed copy of the Field Guide may be made available upon request. ODOC will provide all training and guidance as needed related to Oklahoma specific Policy and Procedures. Supplier may be asked to provide input and feedback on the In-Progress Inspection process overall.
- g. In conducting the In-Progress Inspections, a Supplier can use his or her own equipment, or use ODOC equipment. Any equipment that neither a Supplier nor ODOC has may be purchased by the Supplier as part of their contract. When purchasing equipment, Supplier must obtain written approval from ODOC in advance of the purchase and outline the cost of the equipment. ODOC will reimburse Supplier for this equipment at cost only. No other fees or mark-up can be added.
- h. Supplier will be responsible for following up with any CAA client paperwork requested prior to the In-Progress date, and notifying ODOC if paperwork is not submitted by the requested deadline.
- i. Supplier shall complete the In-Progress Inspection monitoring process in [OKGrants](#) or according to another process as decided upon by ODOC. ODOC will provide Supplier with OKGrants training including written guidelines and directions

² <https://www1.eere.energy.gov/wip/pdfs/51670.pdf>

- j. Upon completion of an In-Progress Inspection, within 15 calendar days, the Supplier must submit a written report and completed ODOC Work Quality/In-Progress Inspection Checklist (for Work Quality and H&S In-Progress Inspections) OR Form 45 (for Energy Audit In-Progress Inspections). Supplier agrees to work with ODOC on creating a satisfactory Inspection Report format that is mutually agreed upon.