

QUESTIONS AND RESPONSES TO THE DRAFT REQUEST FOR PROPOSAL (RFP)			
#	Relates To	Question	CSD Response
1	Sec 3.5 Leveraged Funding	"[Because we cannot] use current LIHEAP funds in order to pay for home repairs or additional expenses that are not covered through the LIWP funding ... Does this mean the agency will be responsible for additional fees or expenses incurred?"	Section 3.5, Leveraged Funding, states that the cost of an individual measure installation may not be split between the Low-Income Weatherization Program (LIWP) Farmworker Housing Component and another program, such as the Low Income Home Energy Assistance Program (LIHEAP). Further, the Administering Agency is not required to approve every job, nor are they required to absorb costs that are not covered within the scope of the farmworker program.
2	Materials	"If the cost of materials and labor goes up due to the current economy changes, will the non-profit agency be responsible for the increase of expenses if [it's] higher than we initially anticipated in proposal?"	The Measure Bid sheet filled out by the Administering Agency shows the contractually-bound pricing for contracting and measure costs to the Department of Community Services and Development (CSD). As such, the Administering Agency will want to ensure that all contracting and subcontracting work is equally binding.
3	Contractors	"Are [agencies] required to have a list of subcontractors that can service multiple counties, or just the county where the proposer currently serves?"	Each of the nine counties in the region must have a team of Subcontractors and Partners that will assist in program implementation and service delivery. This team must be able to perform all direct services required by the program. Further, they must be able to meet the requirements laid out in the Project Team Member Description Form, including experience with solar photovoltaics (PV), Farmworker and low-income communities, as well as community ties to the county or counties in question.
4	Proposal Submissions	"The application materials may be extensive with all the attachments and would be too large a PDF file to transmit via email. Do you expect that applicants will send multiple emails with the attachments?"	CSD will maintain a Proposer-specific drop box that will be made available to all Proposers. All Proposers must first send an email to LIWP@csd.ca.gov stating their intention to submit a Proposal. From there, they shall receive a link to a secure virtual drop box with specific instructions on how to submit all components of their Proposals.
5	Proposal Submissions	"...submitting proposals via email may not be the most secure environment. Particularly for documents that have sensitive information [included]. Please advise if there is a more secure electronic method of submitting the application materials ..."	While the Proposals only require an organization's Tax Identification Number and not any personal Social Security Numbers or other personally identifiable information, CSD has nonetheless worked to ensure that all Proposals can be submitted securely and in full. Please note the submission instructions indicated in the answer to question four above. Further, all potential Proposers are reminded that individual Proposals will be made public once they are received by CSD.

QUESTIONS AND RESPONSES TO THE FINAL RFP

#	Relates To	Question	CSD Response
1	Financial Solvency	Would the agency accept other documentation demonstrating financial solvency besides audited financial statements?	No. As stated in the RFP, the only documentation accepted by CSD to demonstrate financial solvency are audited financial statements.
2	Subcontractors	Is the selected agency supposed to have different subcontractors for each of the nine counties under each region? Or can each region be divided among 2-3 subcontractors?	Each of the nine counties in the region must have a team of Subcontractors and Partners that will assist in program implementation and service delivery. While it is not required to have individual Subcontractors in each county, the teams overseeing each county must be able to perform all direct services required by the program. Further, they must be able to meet the requirements laid out in the Project Team Member Description Form, including experience with solar PV, Farmworker and low-income communities, as well as community ties to the county or counties in question.
3	Attachment 22	There are 6 additional documents in the forms section of Attachment 22 of the Final RFP that were not listed on the Draft RFP.	<p>Yes, that is correct. When the Draft RFP was released, Attachment 22 was not updated to include the six additional documents. However, the documents were added to Attachment 22 in the forms section and included in the Bidders' Library when the Final RFP was released. These forms are included for informational purposes only and will be utilized after contract execution. The forms include:</p> <ul style="list-style-type: none"> PV Customer Contract PV Customer Contract – <i>Spanish Version</i> PV Customer Education PV Customer Education – <i>Spanish Version</i> Warranty Customer Responsibility Warranty Customer Responsibility – <i>Spanish Version</i>