

Entity Name: South Dakota State Government

Event Number: 11468

Event ID: 24RFP11468

Event Name: Quality Control Inspector

Requested By: Missy Schuetzle

Created By: Missy Schuetzle

Due By Date: 10/31/2024 05:00 PM Central Time

Q&A Cutoff Date: 09/26/2024 2:40 PM Central Time

Invitation Type: Invitation Only

Assigned Commodities: 906-27 Energy Management - Architectural; 910-16 Energy Conservation Services (Including Audits); 918-41 Energy Conservation Consulting; 925-34 Energy Management Engineering; 936-29 Facility Energy Management Systems Maintenance and Repair

Allow Supplier Terms and Conditions: No

Public Responses: No

Display Awardee: Display

Posting Board Status: Expired

Event Status: Event Under Review

Section #: Name:

1 Section 1 - 24RFP11468

"Response to Offeror Questions" document attached.

Do not submit responses through ESM Sourcing; please submit your response as specified in the RFP document.

The Invitation Type for this RFP, designated as "Invitation Only," indicates that vendors who have chosen the applicable NIGP codes for the requested services will receive an autogenerated system email notification. The Invitation Only designation does not impose exclusivity or restrictions on access; it does not limit who can respond. Also, the RFP document is accessible to all interested parties for download via the Central Bid Exchange on OPM's website: <https://sourcing.esmsolutions.com/postingboard/entities/3444a404-3818-494f-84c5-2a850acd7779>.

All vendors are encouraged to download the RFP and submit their proposals following the instructions outlined in the RFP document.

1.0 GENERAL INFORMATION

1.1 PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The South Dakota Department of Social Services (DSS) is issuing this Request for Proposals for a certified Quality Control Inspector (QCI) to conduct Weatherization Technical Monitoring following the Department of Energy and State of South Dakota policy and procedures. A QCI is a residential energy efficiency expert who reviews, inspects, and verifies the appropriateness, quality, and completion of energy retrofit work by conducting site visits, performing diagnostic testing, and evaluating work practices and documentation to improve the indoor environment, safety, durability, comfort, and energy efficiency of the building for the client.

The Department of Social Services Weatherization Assistance Program (WAP) has a network of four Community Action Agencies (CAA) located throughout the State of South Dakota to weatherize eligible housing. Each agency has staff who perform energy audits for each dwelling unit to be weatherized, enter audit information, and perform approved energy conservation measures. Each CAA has at least one certified Quality Control Inspector, who inspects 100% of the units before reporting them as completed to DSS.

DSS is required to inspect no less than 10% (approximately 70) of weatherized homes reported as complete by each CAA. The certified Quality Control Inspector (QCI) will complete inspections on behalf of DSS and work under the direction of DSS staff.

1.2 ISSUING OFFICE AND RFP REFERENCE NUMBER

The Division of Economic Assistance is the issuing office for this document and all subsequent addenda relating to it, on behalf of the State of South Dakota, Department of Social Services. The reference number for the transaction is RFP11468. This number must be referred to on all proposals, correspondence, and documentation relating to the RFP.

1.3 LETTER OF INTENT

All interested offerors are requested to submit a non-binding Letter of Intent to respond to this RFP. While preferred, a Letter of Intent is not mandatory to submit a proposal.

Be sure to reference the RFP number in your letter.

The Letter of Intent must be submitted to Kirsten Blachford via email at Kirsten.Blachford@state.sd.us no later than October 3rd, 2024. Please place the following in the subject line of your email: "Letter of Intent for RFP11468".

1.4 SCHEDULE OF ACTIVITIES (SUBJECT TO CHANGE)

RFP Publication 09/26/2024
Letter of Intent to Respond Due 10/03/2024
Offeror Questions Due 10/10/2024
Responses to Offeror Questions 10/17/2024
Request for SFTP folder 10/30/2024
Proposal Submission 10/31/2024
Oral Presentations/discussions (if required) TBD
Proposal Revisions (if required) TBD
Anticipated Award Decision/Contract Negotiation 11/21/2024

1.5 SUBMITTING YOUR PROPOSAL

All proposals must be completed and received in the Department of Social Services by the date and time indicated in the Schedule of Activities.

Proposals received after the deadline will be late and ineligible for consideration.

Proposals must be submitted as PDFs via Secured File Transfer Protocol (SFTP). Offerors must request an SFTP folder no later than the date indicated in the Schedule of Activities by emailing Kirsten Blachford at Kirsten.Blachford@state.sd.us.

The subject line should read "RFP11468 SFTP Request". The email should contain the name and the email of the person who will be responsible for uploading the document(s).

Please note, offeror will need to work with their own technical support staff to set up an SFTP compatible software on offeror's end. While the State of South Dakota can answer questions, State of South Dakota is not responsible for the software required.

All proposals may be signed in ink or digitally by an officer of the offeror legally authorized to bind the offeror to the proposal and sealed in the form intended by the respondent. Proposals that are not properly signed may be rejected.

No proposal may be accepted from, or any contract or purchase order awarded to any person, firm or corporation that is in arrears upon any obligations to the State of South Dakota, or that otherwise may be deemed irresponsible or unreliable by the State of South Dakota.

Terms and Conditions

ESM Sourcing Terms

None

General Terms and Conditions

None

Event Specific Terms and Conditions

See attached document