



Solicitation/Event#: EV00000550

Solicitation/Event Issue Date: 09/27/2024

DUE DATES AND TIME (CENTRAL STANDARD TIME):

Bid Response Must be Received by:
1:00 p.m. on 10/11/2024

Request for administrative review:
1:00 p.m. on 09/30/2024

Last Day to Submit Questions:
1:00 p.m. on 10/04/2024

CONTRACT TYPE: **Statewide** **Agency** **Agency Name/Number:** Oklahoma Department of Commerce/16000

EVENT TYPE: **Request for Proposal** **Request for Quote** **Invitation to Bid**

Does this purchase have IT components? **Yes** **No**

Terms regarding sensitive data will be included in the Contract including, but not limited to:
HIPAA _____ **CJIS** _____
FERPA _____ **OTHER** _____
1075 _____ **N/A** _____

Will federal funds be utilized for this purchase?: **Yes** **No**

SUBMIT BID TO:
Submissions must be submitted via the
[Oklahoma Supplier Portal](#)

CONTRACTING OFFICER:
Name: Jason LaPierre
Email: jason.lapierre@omes.ok.gov
Phone: 405-521-6415

State of Oklahoma Bidder Instructions

Pursuant to Oklahoma Attorney General Opinion No. 06-23, any Bidder that has assisted in preparing the Solicitation or developing the procurement terms, either directly or indirectly, is precluded from being awarded the Contract.

1 Introduction

These Bidder Instructions are not part of the Contract; however, compliance with these Instructions is material to the determination of whether a Bid is responsive. Failure to comply may result in rejection of a bid. Bid requirements are altered only by written Amendment; verbal communications from any source are of no effect. In no event shall the Bidder's failure to read and understand a term, condition or requirement in any of the documents provided by the State constitute grounds for a claim after award of the Contract. *A submitted Bid is rendered as a legal offer and is required to be in strict conformity with these Bidder Instructions.*

2 Definitions

The following terms, when used in these Bidder Instructions, shall have the following meanings:

- 2.1 **Aggregator** means an entity that engages with multiple single-family homes and/or multifamily buildings for the purpose of combining or streamlining projects as allowed by the state
- 2.2 **Amendment** means a written change, addition, correction or revision to Solicitation Documents and its terms, conditions or requirements by the State.
- 2.3 **Bid** means an offer a Bidder submits in response to the Solicitation.
- 2.4 **Bidder** means an individual or business entity that submits a Bid in response.
- 2.5 **Bid Packet** means the order described in these Bidder Instructions in which all Bidders shall insert the relevant sections of a Bid and which shall be the format for all submitted Bids.
- 2.6 **BPI** means the Building Performance Institute. BPI is the certification and standard-setting organization for home performance professionals.
- 2.7 **BPI-2400** (BPI-2400-S-2015 or a subsequent version approved by DOE for use in 50121) is the standard of Building Performance Institute that specifies the requirements and process for the calculation of standardized predicted energy savings for a building.
- 2.8 **Disadvantaged Community** means a group of households characterized by the State. By default, the definition of a disadvantaged community for the Home Energy Rebates is a low-income household located within an area identified by the Climate and Economic

Justice Screening Tool (CEJST).10. ODOC took this data from the CEJST and complied it in a slightly more user-friendly way, that was easier to access by county.

- 2.9 **DOE** means the United States Department of Energy, who is the funding authority for the Home Efficiency Rebate (Section 50121) and Home Electrification and Applicant Rebate (Section 50122) programs.
- 2.10 **EA** means an Energy Audit or Energy Auditor this acronym can stand for either one. An energy audit uses diagnostic testing to assess the energy consumption and needs of a home. An EA determines what cost-saving investments might be recommended in a home to improve the energy efficiency of the home. Energy Auditors are experienced professionals who evaluate the health and safety of issues, durability, comfort, and energy use of a residential building. They conduct diagnostic tests, gather and analyze data, and create models to draw conclusions and make recommendations to the client for improvements.
- 2.11 **Mandatory Provision** means whenever the terms “shall,” “must,” “will,” or “is required” are used.
- 2.12 **Permissible Provision** means whenever the terms “can,” “may,” or “should” are used.
- 2.13 **OAC** means the Oklahoma Administrative Code.
- 2.14 **ODOC** means the Oklahoma Department of Commerce. ODOC is the State Grantee for the Home Efficiency Rebate (Section 50121) and Home Electrification and Applicant Rebate (Section 50122) programs, and partner state agency for the Oklahoma State Energy Office.
- 2.15 **ODOC-SEO** means the Oklahoma State Energy Office, which is an informal designation of the partnership between the Oklahoma Department of Commerce and the Oklahoma Secretary of Energy and the Environment. Together, these two Oklahoma State Agencies work together to increase the energy efficiency of buildings and facilities through grants, loans, and other methods. This handles all federal funding.
- 2.16 **Technical Program Methodology** means a methodology that must describe how the bidder plans to work collaboratively with ODOC and key stakeholders to design HOMES and HEAR programs. This includes both the design and execution of the programs.
- 2.17 **Value-Added** means any goods and/or services that a Bidder provides to other customers that a Bidder wishes to offer to the State that are in addition to those required by Attachment A.

3 Communications and Questions

- 3.1 The Contracting Officer listed on the Bidder Instructions Cover Page is the only individual the Bidder should communicate with regarding any questions or issues with the

Acquisition. *Communication with any other stakeholders at the State may result in disqualification.*

3.2 General Questions from bidders

- a. Questions should be concise, identify the relevant document, include specific section references and avoid use of tables or special formatting (use simple lists).
- b. Method for Submission of Questions

Bidder should submit general questions concerning Contract or Bid specifications or requirements via the portal [Supplier Portal \(oklahoma.gov\)](http://Supplier Portal (oklahoma.gov)) in addition to the Contracting Officer's email address shown on the Bidder Instructions Cover Page. Questions received via any other means will not be addressed. Questions may be submitted as soon as the solicitation is posted. You are encouraged to submit your questions as soon as possible to allow adequate time for answers.

3.3 Clarification Questions from the State

The State reserves the right to request clarifications of Bid information or to conduct discussions for the purpose of clarification with any or all Bidders. The purpose of any such discussion shall be to ensure full understanding of the Bid. If clarifications are made because of such discussion, the Bidder(s) shall submit such clarifications in writing to the Contracting Officer. Bidder answers that are outside scope of the clarification questions shall be disregarded. Oral explanations or instructions provided to a potential Bidder are not binding.

4 Bidder Request for Administrative Review

- 4.1 A Bidder that believes the Contract or Bid requirements or specifications, or Bid Response Due Date, are unnecessarily restrictive or limit competition may email a request for administrative review to the Contracting Officer. A request received via any other means will not be addressed. The State shall promptly respond in writing to each written administrative review request, and where appropriate, issue a revision, substitution or clarification through an Amendment. Requests for administrative review shall include the reason for the request, supported by information, and any proposed changes.
- 4.2 If a Bidder fails to notify the Contracting Officer of an ambiguity, conflict, discrepancy, omission or other error in any of the documents provided by the State that is known to Bidder, or that reasonably should be known by Bidder, the Bidder accepts the risk of submitting a Bid and, if awarded the Contract, shall not be entitled to additional compensation, relief or time by reason of the error or its later correction.

5 Amendments to the Solicitation

- 5.1 Any Amendment shall be set forth at the same online link as the Solicitation.
- 5.2 It is the Bidder's responsibility to check the State's website frequently for any possible Amendments that may be issued. The State is not responsible for the Bidder's failure to review any amendment documents required to complete a Bid.

6 Preparation of the Bid

- 6.1 The Bid is **required** to be structured into separate, labelled and easily identifiable sections using the Bid Packet format provided below. A Bid submitted using any other format may not be accepted. The Bid Packet should not contain duplicative content amongst multiple section. Any section of the Bid Packet that is not applicable to the Bidder shall contain a page that reads "Not Applicable," "N/A" or similar notation.
- 6.2 Reference to literature submitted with a previous Bid shall not satisfy a specification or requirement associated with the present Bid. Any previous solicitation or resultant contract shall not be depended upon, perceived or interpreted to have any relevance to the present Bid.
- 6.3 All costs incurred by the Bidder for Bid preparation and participation shall be the sole responsibility of the Bidder and the Bidder shall not be reimbursed for any such costs. By submitting a Bid, Bidder agrees not to make any claims for damages or have any rights to damages in connection with the Bid.
- 6.4 For consistency of contract structure, certain State terms may be marked "Intentionally Omitted." If so, no response is expected.

7 Required Bid Format

7.1 Section One: Cover Page

Provide a dated cover page or transmittal letter that identifies the Solicitation and the Bidder and provides Bidder contact information.

7.2 Section Two: Executive Summary and Company Information

The Bidder's executive summary shall be inserted in this section using **Exhibit 06 – Company Information**. This includes marketing information, information for a designated contact person to receive official notices, approvals and requests, general company information and other similar resources the Bidder wishes to provide. The following company information is required to be included in the Section:

- a. Length of time the Bidder has been in business;
- b. A brief description of the company;
- c. Company size and organization;
- d. The number of years the Bidder has been providing products and/or services of the type requested;
- e. The core competency of the company;
- f. Number of clients;

- g. Average client size (i.e., employee count); and
- h. A Qualifications and Experience Document

7.3 **Section Three: Required Forms, Certifications and Disclosures**

- a. Completed “Responding Bidder Information” form set forth and accompanying required documentation, inserted in this section **using CP-Form 076**.
- b. Completed “Certification for Competitive Bid and Contract, or Non-Collusion” **using CP-Form 004**.
- c. Disclosure of:
 - i. any public contract terminated by a governmental entity or suits or claims against the Bidder for failure to perform in connection with a public contract (including any company which a Bidder has merged with or acquired that will be performing services or providing products if awarded the Contract);
 - ii. Any contractual relationship or any other relevant contact with any State personnel or another Bidder or Supplier involved in the development of a Bidder’s response to the Solicitation;
 - iii. The name of any officer, director or agent of the Bidder who is also an employee of the State or any of its agencies;
 - iv. The name of any state employee who owns, directly or indirectly, an interest of five percent (5%) or more in the Bidder firm or any of its branches; and
 - v. Any activity or interest that conflicts or may conflict with the best interest of the State, including but not limited to any person or entity currently under contract with or seeking to do business with the State, its employees or any other third-party individual or entity awarded a contract with the State. Any conflict of interest shall, in the sole discretion of the State, be grounds for rejection of the Bid or partial or whole termination of the Contract.
- d. A copy of the Bidders Certificate of Insurance to the standards set forth in Attachment B, Section 8, State General Terms.

7.4 **Section Four: Bid Portions Requested to be Held Confidential**

- a. All material submitted by a Bidder becomes the property of the State. No portion of a Bid shall be considered confidential after award of the Contract except, pursuant to 74 O.S. § 85.10. Any portion of the Bid requested to be held confidential shall be listed in this section for review. Do not duplicate listed documents in this section, simply provide a list of documents or sections of documents requested to be confidential.
- b. For each portion of the Bid listed as considered confidential, the Bidder must identify the specific information considered confidential and fully comply with OAC 260:115-3-9¹ which additionally requires a Bidder to enumerate the specific grounds, based on applicable laws which support treatment of the information as exempt from disclosure and explain why disclosure is not in the best interest of the public. Additional

¹ OAC 260:115-3-9 is located at <https://oklahoma.gov/omes/legal/rules/260-115-3-9.html>

information regarding information considered confidential by a Bidder is provided in Section 6 above.

- c. A Bid marked in total as proprietary and/or confidential will not be considered confidential.
- d. **ANY INFORMATION MARKED AS CONFIDENTIAL AND EMBODIED ELSEWHERE IN A BID RATHER THAN LISTED IN THIS SECTION OF THE BID PACKET WILL NOT BE CONSIDERED CONFIDENTIAL AND WILL BE SUBJECT TO DISCLOSURE WITHOUT FURTHER REVIEW. THE STATE HAS NO RESPONSIBILITY TO INDEPENDENTLY REVIEW AN ENTIRE BID FOR A CONFIDENTIALITY CLAIM. LIKEWISE, CONFIDENTIALITY CLAIMS OF A BIDDER WILL NOT BE CONSIDERED IF A BID DOES NOT COMPLY WITH REQUIREMENTS OF OAC 260:115-3-9 AND THE INFORMATION WILL BE SUBJECT TO DISCLOSURE PURSUANT TO STATE LAW.**
- e. Certain items will never be deemed confidential under the Oklahoma Open Records Act. The following is a non-exhaustive list of items that are not confidential:
 - i. Price
 - ii. References
 - iii. Individual's names

7.5 **Section Five: Requested Exceptions to Terms**

- a. Any requested exception or revision to terms or conditions provided by the State shall redlined **in Word format using track changes**. If no exceptions or revisions are requested, the Bid should reflect that by inserting a page to denote this section is not applicable.
- b. The State will not accept any exceptions or revision to the language found in Attachment A, including A-1, this language is designated as non-negotiable.
- c. A clarification question is not an exception and any clarification included in this section will be disregarded.
- d. Requested exceptions must not be in excess of 10% of the terms and conditions provided by the State in the Solicitation. If requested exception are in excess of 10% it may result in disqualification from evaluation.
- e. **THE STATE HAS NO RESPONSIBILITY TO INDEPENDENTLY REVIEW AN ENTIRE BID FOR EXCEPTIONS AND ANY EXCEPTION EMBODIED IN ANOTHER SECTION OF THE BID OR IN A FORMAT OTHER THAN TRACK CHANGES IN WORD FORMAT WILL NOT BE CONSIDERED. LIKEWISE, AN EXCEPTION EXPRESSING ONLY GENERAL DISAGREEMENT WITH A TERM OR A GENERAL EXCEPTION TO ANY STATE TERMS OR CONDITIONS, WITHOUT SUGGESTED**

ALTERNATIVE WORDING OR IDENTIFYING THAT THE TERM SHOULD BE INTENTIONALLY OMITTED, WILL NOT BE CONSIDERED.

7.6 Section Six: Additional Bidder Terms

Any additional terms that the Bidder requests be applicable to the Contract shall be inserted in this section and shall be provided **in Word** format. The Bidder must review terms before submitting to make changes that contradict the terms and conditions included in the Solicitation. If the Bidder desires any contradicting terms to govern, such changes must be memorialized in the Requested Exceptions in Section Four. Failure to provide Additional Bidder Terms that have not been harmonized to NOT conflict with the terms and conditions in the Solicitation without a documented exception request may result in disqualification from receiving an award.

THE STATE HAS NO RESPONSIBILITY TO INDEPENDENTLY REVIEW AN ENTIRE BID FOR ADDITIONAL TERMS AND ANY SUCH TERMS NOT SUBMITTED IN THIS SECTION OF THE BID SHALL NOT BE CONSIDERED.

Should a Bidder be awarded a Contract, neither the State nor a customer shall be required to execute additional documents not included in a Bid. For example, if a Bidder typically uses an ordering document in connection with an acquisition, the ordering document template shall be included in the Bid. The State expressly rejects any terms found in documents not attached to the Bid Response including but not limited to, terms and conditions located at provided in hyperlinks.

7.7 Section Seven: Response to Specifications and Requirements

- a. The portion of the Bid to be inserted in this section shows the ability of the Bidder to meet or exceed any Acquisition specifications such as Mandatory or Non-Mandatory specifications and requirements found in Attachment A. Please include timelines on deliverables when applicable and shall be inserted in this section using **Exhibit 01 – Scope of Work**.
- b. Unless otherwise specified in the Solicitation, (i) manufacturers' names, brand names, information, and/or catalog numbers listed in a specification are for informational purposes and not intended to limit competition and (ii) a Bidder may offer any brand for which it is an authorized representative, which meets or exceeds the specification for any item(s).
- c. Bidder shall offer new items of current design and technology unless the State specifies older models or versions, or used, reconditioned, or remanufactured products are acceptable. Warranties in either case should be the same. The Bid is required to state the manufacturer's name and number. The Bid shall also explain in detail how a

proposed equivalent will meet the specifications and should not be considered an exception the

- d. If an information technology VPAT is required, the URL link to the Bidder's VPAT shall be inserted in this section at a Bid Packet page referencing the VPAT.
- e. If an information technology Security Certification and Accreditation Assessment is required (Required if data is being accessed, processed, transferred or stored), the completed Assessment shall be inserted in this section at a Bid Packet page referencing the Security Accreditation Assessment. Bidder may also submit Standardized Information Gathering (SIG), Consensus Assessment Initiative Questionnaire (CAIQ), FedRamp and/or State Ramp Certifications in lieu of the Security Certification and Accreditation Assessment.
- f. If service level agreements are required, the proposed service level agreements shall be inserted in this section at a bid Packet page referencing the proposed Service Level Agreements.
- g. If a Statement of Work is required, the proposed draft shall be inserted in this section.

7.8 **Section Eight: Pricing (Will not be held Confidential)**

- a. Pricing associated with the submission of this solicitation shall be a proposed budget. The budget does not have to be detailed at this time, as ODOC is aware many specific details will have to be worked out together. In accordance with 74 O.S. § 85.40, all travel expenses to be incurred by Supplier in performance of the Contract shall be included in the total Bid price. Travel expenses include, but are not limited to, transportation, lodging and meals. Examples of other miscellaneous travel expenses are referenced in §10.14 of the Statewide Accounting Manual².
- b. A Bid containing early payment discounts may be evaluated when making an award. If a Bidder wishes to offer an early payment discount, the Bid must include available discount percentages for no less than ten (10) days payment, increasing in five (5) day increments up to thirty (30) days. The discount percentages shall be expressed in a half or whole percentage, with the minimum discount percentage being 0.5%. The State is not obligated to utilize an offered discount.
- c. Bids shall remain a firm offer for a minimum of one hundred twenty (120) days after the Bid Response Due Date. Any usage amounts provided by the State are estimates and are not guaranteed to be purchased.
- d. Unless specified otherwise, a Bidder shall submit a firm, fixed price for the term, including optional renewal terms, of the Contract. The Bidder guarantees unit prices to be correct.

7.9 **Section Nine: Offer of Value-Added Products and/or Services**

If a Bid includes an offer of value-added products and/or services, such offer shall be inserted in this section and include associated pricing and any other information relevant

² Statewide Accounting Manual is located at <https://oklahoma.gov/content/dam/ok/en/omes/documents/StatewideAccountingManual.pdf>

to such value-added offer. However, the State is not obligated to purchase value-added products or services and these shall be inserted in this section.

7.10 **Section Ten: Business References**

In this section, provide three (3) business references from clients for whom Bidder has provided similar services to establish a successful implementation experience. Also required is one (1) project specific reference. The project reference must be another governmental entity where the bidder has executed a rebate program for that entity. Business references must include customer contact information including email and phone number. The State is not responsible for references that do not respond and shall be inserted in this section using **Exhibit 07 – References**.

7.11 **Section Eleven: Third Party Vendor Information**

a. If a third-party vendor or subcontractor is included as part of a submitted Bid, the following information is required to be included in the Bid for each such third-party vendor, **and** shall be inserted in this section using **Exhibit 08 – 3rd Party Vendor Information**.

- i. Company Summary;
- ii. Relationship to Bidder;
- iii. Clients for which the two entities have worked together; and
- iv. Products and/or services proposed to be provided by the third-party vendor and how those products and/or services interface with the Bidder's solution.

8. Submission of Bid

8.1 A Bid shall be submitted solely via the Supplier Portal. The entire Bid must be submitted by the Bid Response Due Date and Time. A Bid emailed directly to or cc'd to the Contracting Officer will not be reviewed by the Contracting Officer. In person, commercial carrier or facsimile submittals shall not be accepted. Receipt of the Bid by the State is the responsibility of the Bidder. The Supplier Portal is located here: [Supplier Portal \(oklahoma.gov\)](http://Supplier Portal (oklahoma.gov)) You can submit a bid as a bidder or as a Supplier. For help with the portal, please reach out to supplier.registration@omes.ok.gov

8.2 All Bids shall be firm representations that the responding Bidder has carefully investigated and will comply with all State terms and conditions relating to the Contract. Upon award of a contract, such terms and conditions, as may be amended by the Bid after negotiation, shall become contractual obligations between the parties.

EXHIBIT 1 – SCOPE OF WORK

Program Design, Strategy, and Application Support

Conduct background research to inform program design. The contractor will complete foundational work to inform program design. This may include the following subtasks:

- Review and summarize federal program requirements.
- Identify best practices and if or how those practices apply to Oklahoma.
- Document Oklahoma’s existing program landscape (within the state or region) to identify potential programs to leverage or gaps in service.
- Attend relevant presentations by the Department of Energy and other industry partners as appropriate to ensure the state has the latest information about the Home Energy Rebate Program.
- Assess workforce capacity and gaps as they relate to implementing the rebate programs in Oklahoma.

Design and conduct comprehensive stakeholder outreach. The contractor will develop and execute a stakeholder engagement plan that ensures key project stakeholders are informed and have an opportunity to engage with the program as it is developed and deployed. This may include:

- Ensure that disadvantaged communities are represented.
- Conduct and facilitate at least two public hearings and four in-person stakeholder meetings. Support stakeholder engagement activities including, but not limited to:
 - Developing meeting materials as needed (including meeting agendas, presentations, question and answer documentation).
 - Convening and hosting online public input sessions(s)
 - Establishing public online comment form
 - Facilitating interagency strategy and feedback sessions
 - Hosting topic-focused stakeholder discussion and feedback meetings
 - Using surveys as needed to obtain additional input
- Interview state staff as appropriate to understand how the Oklahoma State Energy Office functions and ensure that program design will be as efficient as possible (integrate with accounting workflow, for example)
- Engage with external stakeholders and agencies to determine needs for residents, manufacturers, distributors, retailers, and contractors.
- Support ongoing (quarterly or annual) stakeholder information sessions.
- Review technical meetings and public hearing submissions from Stakeholders to inform the implementation path.

Develop high-level program design strategy. Contractor will develop a high-level program design strategy. This may include the following tasks.

- Develop options for integrating rebates with existing federal, state, utility, and community-based programs, such as local utility rebate programs and the Oklahoma Weatherization Assistance Program.

EXHIBIT 1 – SCOPE OF WORK

- Work with the Energy Team at ODOC and the Training for Residential State Contractors grant to support efforts to increase the workforce and knowledge of Building Science among Oklahoma contractors and the number of qualified energy auditors.
- Work with the Oklahoma Association of Community Action Agencies Weatherization Interstate Renewable Energy Council Accredited Training Center.
- Make recommendations for integration with existing systems and processes at ODOC (if possible).
- Deliver presentations on strategic design recommendations as requested by the Deputy Division Director of Energy Team/OK_SEO
- Provide a plan on how to meet DOE’s requirement on ensuring that 40% of both rebate funds flow to disadvantaged communities. The plan must be written as a Community Benefits Plan. The Community Benefits Plan itself is not a required component of this solicitation response, rather, the bidder’s timeline and approach to determining how to meet this requirement is required as part of the methodology.
- Determine whether ODOC will run measured vs. modeled rebate programs (or both), and for which housing types and how audit data will be collected and modeled consistent with BPI 2400 standards (ODOC will likely need to procure two different software unless the contractor can propose an already existing platform or software solution).
 1. If ODOC is to run a measured program model, determine how to organize, compensate, procure, and motivate aggregators.
- Must agree to make all documents and data available to ODOC or DOE upon request.

Conduct technical and financial analyses to support program design. The contractor will provide technical research and analyses to support program design such as:

- Forecasts of energy savings by program.
- Identification and review of tools available to support the program(s).
- Financial analyses of proposed implementation approaches, including the integration of federal fundings with existing State and utility incentive offers.
- Analysis and mapping of populations that meet the goals of the Justice 40 initiative.

Develop program application materials for 50121 (HOMES) and 50122 (HEAR) no later than January 31, 2025.¹ The contractor will develop the program application and all relevant deliverables required by the Department of Energy for the Home Energy Rebate Programs. This may include the following tasks:

- Develop a timeline and process for program application(s)
- Identify information needed to draft responses
- Prepare initial draft of state responses

¹ ODOC prefers that application materials be prepared and submitted as soon as possible; preferably November or December 2024.

EXHIBIT 1 – SCOPE OF WORK

- Complete budget templates, including forecasts of administrative, project and rebate budgets
- Manage process for review and editing of application responses

Develop Implementation Blueprints. The Contactor will establish a project schedule for and collaborate with state staff and relevant partners to develop Implementation Blueprints for 50121 (HOMES) and 50122 (HEAR). Implementation Blueprints should reflect Oklahoma’s specific needs and opportunities. These Blueprints will provide detailed plans for implementation and will include:

- A Community Benefits Plan, including a plan for addressing equity and environmental justice.
- An Education and Outreach Strategy (must include marketing and collaboration with ODOC marketing, and workshops)
- A Consumer Protection Plan, outlining quality assurance
- A Utility Data Access Plan
- A Privacy and Security Risk Assessment for State Systems
- A Market Transformation Plan

Federal Guidance

The successful bidder will ensure the following Federal requirements are complied with:

- a. National Environmental Policy Act (42 U.S.C 4321, et seq)
- b. Uniform Grant Guidance (2 CFR Part 200)
- c. 2 CFR Part 910
- d. 2 CFR Part 25
- e. 2 CFR Part 170
- f. 10 CFR Part 1005

EXHIBIT 2 – 50121/50122 TIMELINE REQUIREMENTS

Bidders are required to develop a **Timeline** for each rebate program (50121 and 50122). While both timelines can be submitted together in a single document, each program must have its own set of deliverables and milestones clearly outlined. The timeline must encompass the following phases, milestones, and deliverables at a minimum. Bidders may include additional milestones and deliverables as they see fit. ODOC acknowledges that the submitted timetable is preliminary and subject to final negotiations, and may require input from ODOC. The timeline should detail plans for the initial planning year and approximate dates for subsequent program years up to 2031.

50121 Home Rebate Required Timeline Elements

a. Phase I – Design

- i. Must assist with writing the DOE application that is due January 31, 2025. ODOC would prefer to turn the application in no later than December 2025. The earlier the application can be turned in, the better. The 50121 requires a separate application from the 50122 application.
- ii. Must hold at least two public hearings (more is preferred) and four in-person stakeholder meetings (with a virtual option).
 1. Contractor must follow Oklahoma state and Federal requirements regarding public hearing procedures such as proper notice, accessibility and comment period.
- iii. Must collaborate closely with stakeholders (see page 13 for list of initial target stakeholder groups)
- iv. Must develop a database or procure one.
 1. Note - All subcontracting procurement must be pre-approved by ODOC prior to implementation.
- v. Must develop a Community Benefits Plan
- vi. Must develop Outreach and Education Strategy
 1. Monthly (at least for the first 12 months, and then the schedule can be renegotiated) public training and virtual workshops
 2. Workshops would serve as both a new applicant recruitment technique and as an educational training – to increase resident knowledge of the importance of energy efficiency in the home.
- vii. Must develop a Consumer Protection Plan through Quality Assurance
- viii. Must develop a Utility Data Access Plan
- ix. Must develop a Privacy and Security Risk Assessment for State Systems
- x. Must develop a Market Transformation Plan

b. Phase II – Implementation

- i. Must develop or procure a call center or workflow process for answering applicant questions, concerns, quality assurance issues with work, etc.
- ii. How the contractor or team of contractors/subcontractors plans to have a physical presence in Oklahoma.

EXHIBIT 2 – 50121/50122 TIMELINE REQUIREMENTS

- iii. Program must be completed and closed out within 30 days of September 30, 2031.
 - iv. Once DOE application is approved, a State Implementation Blueprint must be submitted a minimum of 60 days prior to the planned program launch per DOE guidance ([DOE Rebate Program Requirements & Application Instructions, p.8.](#))
- c. Phase III – Reporting
- i. Weekly updates to ODOC (specifically, ODOC’s Deputy Division Director of Community Development/Energy Team) on work and project
 - ii. Submit monthly invoices with supporting documentation and a brief narrative of the tasks performed and the budget remaining.
 - iii. Monthly, quarterly, and yearly reports to ODOC
- d. Phase IV – Monitoring
- i. Must agree to have any paperwork, documents, or database files made available for inspection upon request to ODOC or DOE.
 - ii. Must develop a plan for onsite inspections from independent inspectors¹
- e. Phase V – Evaluation
- i. Establish an appropriate period of time for yearly evaluation of the program and time for implementing opportunities for improvement. There should also be a comprehensive program evaluation at the end of the program.
 - 1. Note - should ODOC and/or DOE determine that the contractor is not meeting performance goals or targets, an improvement plan will be required to be submitted as part of the continuing application.

50122 Home Electrification Rebate Required Timeline Elements

- a. Phase I – Design
- i. Must assist with writing the DOE application that is due January 31, 2025. ODOC would prefer to turn the application in no later than December 2024. The earlier the application can be turned in, the better. The 50121 requires a separate application from the 50122 application.
 - ii. Must hold at least 2 public hearings (more is preferred) and 4 in-person stakeholder meetings (with a virtual option)
 - iii. Must collaborate closely with stakeholders (see page 13 for list of initial target stakeholder groups)
 - iv. Must develop a database or procure one.

¹ ODOC will likely monitor the program on a quarterly basis, but this could fluctuate to be more often or less often as needs of the program and staff capacity permit.

EXHIBIT 2 – 50121/50122 TIMELINE REQUIREMENTS

- a. Note - All subcontracting procurement must be pre-approved by ODOC prior to implementation.
 - v. Must develop a Community Benefits Plan
 - vi. Must develop Outreach and Education Strategy
 - a. Monthly (at least for the first 12 months, and then the schedule can be renegotiated) public training and virtual workshops
 - i. Workshops would serve as both a new applicant recruitment technique and as an educational training – to increase resident knowledge of the importance of energy efficiency in the home.
 - b. Regular collaboration with the ODOC marketing team to either create in-house or outsource advertisements and marketing of the program.
 - c. Provide a plan on education and outreach, which is also a required DOE element to both rebate programs, and must be submitted as part of the final application to DOE.
 - vii. Must develop a Consumer Protection Plan through Quality Assurance
 - viii. Must develop a Utility Data Access Plan
 - ix. Must develop a Privacy and Security Risk Assessment for State Systems
 - x. Must develop a Market Transformation Plan
- b. Phase II – Implementation
- i. Must develop or procure a call center or workflow process for answering applicant questions, concerns, quality assurance issues with work, etc.
 - ii. How the contractor or team of contractors/subcontractors plans to have a physical presence in Oklahoma.
 - iii. Program must be completed and closed out within 30 days of September 30, 2031.
 - iv. Once DOE application is approved, a State Implementation Blueprint must be submitted a minimum of 60 days prior to the planned program launch per DOE guidance ([DOE Rebate Program Requirements & Application Instructions, p.8.](#))
- c. Phase III – Reporting
- i. Weekly updates to ODOC (specifically, ODOC’s Deputy Division Director of Community Development/Energy Team) on work and project.
 - ii. Submit monthly invoices with supporting documentation and a brief narrative of the tasks performed and the budget remaining.
 - iii. Monthly, quarterly, and yearly reports to ODOC
- d. Phase IV – Monitoring
- i. Must agree to have any paperwork, documents, or database files made available for inspection upon request to ODOC or DOE.
 - ii. Must develop a plan for onsite inspections from independent inspectors²

² ODOC will likely monitor the program on a quarterly basis, but this could fluctuate to be more often or less often as needs of the program and staff capacity permit.

EXHIBIT 2 – 50121/50122 TIMELINE REQUIREMENTS

e. Phase V – Evaluation

- i. Establish an appropriate period of time for yearly evaluation of the program and time for implementing opportunities for improvement. There should also be a comprehensive program evaluation at the end of the program.
 - a. Note - should ODOC and/or DOE determine that the contractor is not meeting performance goals or targets, an improvement plan will be required to be submitted as part of the continuing application.
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Exhibit 03 - Program Design/Technical Design Methodology

1. Bidders must submit a detailed **Technical Design Methodology** as part of the final solicitation package. This methodology must describe how the bidder plans to design both rebate programs collaboratively with ODOC and key stakeholders. It should reflect a structured approach to engagement and problem-solving, preparing for a range of design and compliance challenges. Even if selected, the successful bidder's methodology will not be final, and must ultimately be approved by ODOC post-award. A significant portion of the scoring for this solicitation will be based on the evaluation of the technical design methodology, with a focus on its robustness and clarity. Scores will assess the thoughtfulness of the approach, understanding of Federal guidance, flexibility, willingness to compromise, and capacity to innovate in creating solutions for Oklahomans, incorporating substantial feedback from stakeholders. By guiding bidders to anticipate project challenges and think proactively about potential design and compliance questions, this solicitation seeks to identify partners who are not only prepared to engage collaboratively but also possess a deep understanding of the regulatory landscape and project demands.
 - a. Technical Design Methodology should fulfill the following objections:
 - i. Showcase Collaborative Intent: Clearly articulate commitment to a collaborative design process involving multiple stakeholders and [Justice40](#) considerations.
 - ii. Demonstrate Process Management: Outline the methods and processes for integrating feedback throughout the design and implementation states
 - iii. Anticipate Compliance and Design Challenges: Display an understanding of potential Federal and program-specific questions and issues that will need to be addressed throughout the project lifecycle, including unknown challenges.
 - b. Required Technical Design Methodology Elements
 - i. Introduction to Methodology
 1. Summarize the bidder's approach to the project, focusing on collaborative and adaptive design principles
 - ii. Stakeholder Engagement Plan
 1. Identification and Engagement: Detail the strategy for identifying and engaging stakeholders, both before, during, and after program development and DOE approval.
 2. Engagement Tools and Techniques: Describe the tools and methods that will be used for effective stakeholder participation.
 3. Feedback Utilization: Explain how the bidder will document and integrate stakeholder input into the program design
 - iii. Collaborative Design Process
 1. Iterative Design: Outline the iterative design process, including how program adjustments will be managed based on stakeholder feedback (both before and after DOE application submission).
 2. Feedback Integration: Describe systematic methods for incorporating continuous stakeholder into the evolving program design
 - iv. Implementation and Adaptation Planning
 1. Detail strategies for the collaborative implementation of the program and adjustments based on feedback and initial outcomes

Exhibit 03 - Program Design/Technical Design Methodology

- v. Evaluation Strategy
 - 1. Outline the approach for evaluating the program's effectiveness and integrating evaluation outcomes into program modifications
- vi. Example List of Federal and Compliance Questions
 - 1. As part of this solicitation, ODOC will provide an example list of Federal and program compliance/design questions that will need to be addressed after the award (in order to successfully outline a program design to DOE in the application). Note: These questions are not to be answered in the solicitation proposal response (they cannot be properly answered without gathering stakeholder feedback) but are intended to prepare a bidder for the type of issues that will be tackled collaboratively with stakeholders and ODOC post-award. ODOC will expect the successful bidder to take the lead on answering and/or acquiring the necessary information for ODOC to answer these questions.
 - 2. Bidders are encouraged to add to the list of example questions that will need to be addressed post-award based on their review of the grant guidance and understanding of the project's scope.
- c. How will the Home Efficiency Rebate (50121) and Home Electrification and Application Rebate (50122) be tracked and managed separately to ensure no single home receives both rebates?
- d. What are the pros and cons to requiring all energy auditors who perform work for 50121 rebates to be Building Performance Institute (BPI) certified?
- e. How does ODOC minimize public confusion with weatherization programs and prevent duplication of services with both 50121 and 50122?
- f. What are the pros and cons to aligning 50121 and 50122 requirements to reconcile with ODOC weatherization assistance program requirements (Standard Work Specifications) and not just Energy Star?
- g. What percentage of rebates should go to which low-income family brackets What percent of those rebates will be to multifamily, single-family, or manufactured homes?
- h. What are the allowable project costs for determining rebate levels when based on the project costs?
- i. Identify the date after which upgrade projects must be completed for the purposes of being eligible for a rebate under the State program
- j. See [DOE Application Checklist](#) for additional questions

Exhibit 03 - Program Design/Technical Design Methodology

It is not the intention of this solicitation to answer the questions listed above as part of the solicitation response. Rather, the purpose of listing example questions such as those above are to ensure that potential bidders understand the work scope of the program design and that questions such as these will need to be determined as part of the program design process.

3. Important Note - for the Home Efficiency Rebates (Section 50121) program, ODOC will disqualify any bidders who will not equally consider both measured and modeled program design options. ODOC, as of the date of this solicitation, has not yet decided on which program design, or whether a combination is the best option for the state. ODOC will look to both the awarded bidder and stakeholders to provide input on the pros and cons of each model in order to determine whether one, both, or a combination of designs are best for the residents of Oklahoma. ODOC will only consider vendors who are willing to work under either model. The successful vendor(s) will be expected to work collectively with ODOC, DOE, and stakeholders and the community to develop the best design for Oklahomans. The ODOC Energy Team and Oklahoma State Energy Office values community and stakeholder input and expects the successful bidder to also place a high value on external feedback. Final program design recommendations must include a series of stakeholder meetings including, but not limited to, stakeholders with the following experience:
 - a. Utility companies
 - b. Non-profits
 - c. Schools and Universities (such as Oklahoma State University Industrial Assessment Center)
 - d. Low-income advocacy organization
 - e. Community Action Agencies
 - f. Other State Agencies (Corporation Commission, Oklahoma Secretary of Energy & Environment, State Historic Preservation Office, etc)
 - g. Oklahoma Renewable Energy Council
4. If more than one bidder is awarded, one bidder will be determined to be the lead project manager. As stated in the overview, ODOC would prefer to award the entire project to one bidder, and have that bidder subcontract out any necessary additional work to others, with ODOC preapproval and collaboration.