Request for Proposal

Of

Commercial and/or Residential Electrical Services

Lawrence County Community Action Partnership

The Lawrence County Community Action Partnership (LCCAP) is accepting proposals on behalf of (Commercial and/or Residential Electrical Activities). The proposal is for **all general Electrical** needs for the agency, with some specific programmatic needs including, but not limited to, the **Lead Hazard Control, Rehabilitation, Weatherization and Weatherization LIHEAP Crisis programs.**

Such activities will be associated with grant funded opportunities offered by LCCAP and can be all inclusive or as an individual activity. Awards made to applicants responding may be as a contractor and not that of a sub-recipient, sub-contractor or sub-award agreement.

The procurement for services hereunder shall comply with Office of Management and Budget’s Super Circular requirements for grants and cooperation agreements to state and local governments, and shall be in accordance with LCCAP’s Procurement Policy for Professional Services. It is the intent of LCCAP to retain the services of said agency that will provide the necessary expertise to carry out the activities described within attached appendixes.

**INFORMATION REQUIRED:**

Applicant must submit proposal via link referenced at end of RFP by 2:00pm on Friday, September 2nd , 2022.

Proposals may be withdrawn at any time prior to Friday September 2nd, 2022 via email to mhughes@lccap.org.

**Proposals must contain responses to the following:**

1. Qualifications, Experience and Time Commitments of Proposed Technical Staff
   1. Demonstrate experience in conducting efforts of the nature and scope of the project required by this Request for Proposal.
   2. Identify key personnel to be assigned to render the service required.
   3. Identify the work plan to be utilized in completing the contract.
   4. Demonstrate stability and continuity of both staff and management.
   5. Describe knowledge of and engagement with the community programs and activities required.
   6. Provide agency/company search from Federal and State disbarment website.
2. Small, Minority and Women Enterprise Participation and/or Participation by Labor Surplus Area, Section 3, and SERB Firms. (If the Contracted Partner qualifies under any of the categories listed below, the Contracted Partner shall set forth the basis so the procuring agency can determine which category(s) is applicable to the Contracted Partner.)
   1. Small Business Firm
   2. Minority Owned Business Firm
   3. Women Owned Business Firm
   4. Section 3 Business Firm

**3.** If the Proposer intends to use a sub-contractor for all or part of the work items, the proposal shall be so noted and shall comply with all applicable requirements.

**BASIS FOR COMPENSATION:**

Those responding to this request are accepting the fee for service allocated within appropriate Appendix of Services. LCCAP reserves the right to negotiate regarding services and costs, award any combination in the best interest of LCCAP, and to reject any and all proposals. During negotiations, a Do Not Exceed Lump Sum Fee will be established. Applicants are encouraged to use examples of past projects in their proposals, including project budgets, meeting project costs, and letters/references.

**EVALUATION CRITERIA:**

LCCAP will evaluate each written proposal and risk analysis results, determine if oral discussion with the applicant is necessary, then (based on the content of the written proposal and oral discussions) assign points for each segment of the proposal in accordance with the criteria hereinafter set forth. The points to be awarded are listed below. The maximum amount of points attainable is 100. Those achieving (75) total points will be selected to negotiate a contract.

LCCAP is an affirmative action/equal opportunity employer and all qualified applicants will receive consideration without regard to race, color, religious creed, handicap, ancestry, national origin, age or sex. LCCAP will enter into a contract with the successful applicants; the contract will contain all the required provisions as outlined in OMB Super Circular and strictest program requirements.

**Work protocol:**

**Upon notification from LCSS Program Coordinator, the company shall inspect each property in question, and perform the following tasks:**

Perform any necessary calculations to determine load requirements; perform an inspection to determine compliance with any code issues; determine appropriate units/size/accessories/materials to properly address needs, and report all these issues on standardized forms to the Program Coordinator. This shall include all services, openings, devices, mounting materials, supply systems, etc. as needed.

**Note** that all inspections requested by Program Coordinator shall be performed by contractor in a timely manner, and contractor shall provide full written reports, in a standardized format, to Program Coordinator, on a timely basis.

There shall be NO CHARGE to the program for this service, and the program shall not be bound to award any work to contractor for providing this service. Any work that the Program Coordinator does award to contractor shall be at the rates stated within Pricing/Bid Cost worksheet, including individual labor rates (and standard material costs).

If any unforeseen item should arise, which is not specifically stated within Pricing/Bid Cost worksheet, and does not meet the criteria to be priced on an hourly/material basis, Program Coordinator and Contractor shall jointly determine allowable costs for said item.

**Answer these questions in comparison to Electrical Appendixes:**

1. **Qualifications, Experience, Relevancy of Work, and Past Projects (70 points)**
   1. Describe qualifications and experience of the organization applicable to the project. (10 points)
   2. Describe experience and ability of the nature and scope of similar work. (10 points)
   3. Chart of specifically-named key personnel; Program Manager, Fiscal Administrator and Lead Project/Case Manager. Describe experience and ability to carry out the proposed assignment of the nature and scope of similar work. (10 points)
   4. Describe the level of effort in the proposed work plan in terms of time commitment of the Project Manager and key personnel. (10 points)
   5. Demonstrate experience and capability providing stability, continuity and responsiveness of staff and management, and knowledge and familiarity with the programs. (10 points)
   6. Provide certifications and/or licenses of the nature and scope of work. (20 points)
      * Copies of applicable certifications (Firm and all employees)
      * EPA, RR &P (upon RFP approval)
      * DOE LSWP (upon RFP approval)
      * HUD LSWP (upon RFP approval)
      * OSHA 10-Construction (upon RFP approval)
      * Customer Service (upon RFP approval)
      * PA Contractor Registration Certificate
      * Liability Insurance Declaration Page
      * Worker’s Compensation Insurance Declaration Page
      * All company material and labor warranty
2. **Minority, Women Owned, and/or Section 3 Firm Participation (10 points)**
   1. When utilizing sub-contractors, describe level of efforts to use or seek out Minority or Women Owned Business Firms (5 points)
   2. When utilizing sub-contractors, describe level of efforts to use or seek out Section 3 Business Firms (5 points)
3. **Technology (20 points)**
   1. Describe knowledge and capability to upload documents to terminal server (10 points)
   2. Describe knowledge and capability to utilize electronics (Laptop, Smartphone, IPhones, IPad, etc.) in the field (10 points)

Follow the link below to submit your Request for Proposal:

<https://form.jotform.com/LCCAP/commercial-andor-residential-reques>