

August 20, 2009

TO: ALL POTENTIAL PROPOSERS

RE: RFP No. 2033-10-01
“ARRA Implementation of SEP and EECBG Program”

1) Q: I see that there are 6 different programs that DNR has outlined within the scope. Are all of these programs to be included in one proposal? Can a consultant submit on all or some of the program? Please let me know what you would prefer.

A: The proposed contractor should submit one proposal that includes all programs.

2) Q: We've reviewed the SEP RFP quite thoroughly but now cannot find a reference that you might be able to help us find. I recall seeing a statement in the instructions to proposers that said the materials regarding this program are available for review in State offices, but since then have been unable to locate that for details. Can you please send me that statement/paragraph or point out where I might find it?

A: Enc. 1, Page 1 of 8 Pages.

3) Q: Pg. 2, it is stated that several entities will require reports: ARRA, Louisiana Recovery Authority, and LDNR. Details of the Louisiana Recovery Authority and LDNR reporting requirements are not provided in the Special Terms and Conditions as referenced. When will these be provided?

A: The LRA currently requires occasional reporting on all stimulus funding online via the DNR Official Contact within the Technology Assessment Division. The contractor will be required to provide information upon request to the Official DNR Contact as applicable to complete reporting requirements. The executed contract will include as an appendix the monitoring report required to be submitted monthly with all invoices.

4) Q: How did DNR estimate the expected program outcomes? If the actual outcomes differ from the estimates, how will this impact the scope of work for the contractor? Will there be contract adjustments if these numbers change with program implementation.

A: DNR used EPA benchmarking for metrics submitted to DOE. Any decrease in project outcomes may require consultation with the U.S. Department of Energy and evaluation of which programs within the contract are not performing to expectations.

5) Q: Will the contractor be expected to negotiate terms and finalize agreements, make contract awards and enforce contract terms as DNR's representative?

A: See Expected Program Outcomes for each program regarding contractual agreements.

6) Q: Will the five FTE's listed on pg 19 perform work as part of the contractor's team or will these staff solely support DNR staff activities?

A: Fiscal FTE's will work as part of the contractor's team within DNR; clerical will provide staff support to DNR activities implementing stimulus.

7) Q: Is the intention of this contract to provide administration/financial management or technical oversight of the programs? The assignment of five FTE's to administrative and accounting tasks seem to indicate that the contract is more administrative management than program management and renewable energy guidance.

A: The contract is to provide both administrative/financial management as well as technical administration/implementation of the programs.

8) Q. Will DNR assign dedicated staff from the Technology Assessment Division to administer this program and provide consistent interactions with the contractor?

A: Yes.

9) Q: Is there a reason that the budget is 6% vs. the more usual 10% of the program total?

A: Yes, a portion of administrative funding allotted from stimulus is for DNR staff and monitoring and verification.

Program 1, Lead by Example

- 10) Q: Will DNR be responsible for ensuring that bid packages comply with all ARRA requirements prior to issuing the request for bids?
- A: It is the Contractor's responsibility to ensure that bid packages comply with all ARRA requirements prior to issuing the request for bids.
- 11) Q: What is meant by "monitoring the execution of energy efficiency projects?"
- A: Monitoring and execution of energy efficiency projects refers to the contractor's responsibility for ensuring that the projects run smoothly and achieve the goals and objectives of the ARRA funding.
- 12) Q: What is the contractor's authority for overseeing execution?
- A: The contractor will be available to assist Facility, Planning & Control through all phases of project execution. Facility, Planning & Control will be responsible for the project's completion but may require ongoing support from DNR and it will be the contractor's responsibility to assist with whatever needs arise.
- 13) Q: Will the contractor be provided copies of the design details and contract terms for these projects?
- A: The contractor will not be provided design details by DNR, but design details and contract terms may be available from Facility, Planning & Control.
- 14) Q: What is meant by measuring, verifying and reporting all required information?
- A: All ARRA reporting that is required of DNR by DOE will be completed by the contractor. See Attachment A; State Buildings Energy Efficiency Retrofits.

15) Q: Will there be submittal requirements for equipment and quantities in the construction/installation contracts to facilitate measurements and verification?

A: All information required for reporting will be obtained by the contracts and post retrofit measurement and verification. The contractor will be responsible for obtaining any necessary information.

16) Q: Will the firms awarded bids and executing energy efficient projects be required to comply with the ARRA requirements?

A: All firms that win contracts paid for by ARRA funds will be required to comply with all ARRA requirements.

17) Q: It will be difficult for the contractor to comply with all deadlines and reporting requirements if the ARRA terms are not contained in the contracts issued to other firms.

A: The contractor will be required to coordinate with Facility, Planning & Control to ensure that the bidders are aware of the requirements of ARRA.

Program 2 – Buildings-Residential-HERO-New Homes

18) Q: What is meant by “limiting participation to a prescribed number of applicants”? Is this already determined for the HERO Program?

A: The maximum program expenditures for this portion of the program are \$5,056,816. Basing the average rebate amount for this portion of the program on \$2,250 per home, at this level of expenditure the program can accommodate 2,247 rebates paid to participants. It will be the contractor’s obligation to ensure that there is a mechanism in place to immediately halt rebates once this expenditure level is reached. In addition to monitoring the expenditures, the contractor will also be responsible for developing a mechanism to prevent any single participant, or small number of participants/developers from draining the funds.

19) Q: Who is responsible for maintaining the secure internet site that the Home Energy Rater uses to verify availability of funds?

A: The Contractor.

20) Q: What is meant by the phrase (pg. 6) “under close coordination and oversight of the current contractor”? What contractual provisions in this current contract require coordination and adherence to by another contractor? What contractual terms will be included in this contract that would enable such oversight?

A: This RFP is to administer the provisions of a temporary program that expands a current ongoing program that is expected to continue after the provisions of the RFP have been fulfilled. All information/data collected under the temporary program must be able to be seamlessly incorporated with the pre-existing information/data from the ongoing program. The current contractor will not be expected to perform any task associated with this RFP but can advise on what information/data is needed and in what format it must be maintained.

21) Q: If the contractor is required to “utilize the rating providers approved by DNR” does this mean that they will be under a subcontract to the contractor? If not how can the contractor ensure timely completion of program activities by the rating providers to enable completion of reporting requirements?

A: No. Each RESNET provider is required under RESNET to provide the results of their quality control testing of each rater they are providing for who are participating in this program based on RESNET guidelines. RESNET is the governing body over the home energy rating industry throughout the nation.

22) Q: Is the contractor required to establish and staff a program hotline as listed on pg 7 under Program Delivery Details?

A: Yes

- 23) Q: (a) What is anticipated to be included in the relational database to be developed?
(b) Will details of the current program and database details be provided for preparation of this proposal?

A: (a) The relational data base should contain all building file details from both the preliminary rating (pre improvements) and the final rating (post improvements) and be in a format as to allow manipulation of the data for empirical research. Other information required such as the participant's name, rated property address, mailing address, energy and environmental emissions savings, rebate payment amount or any other information deemed valuable to DNR for reporting, research or relating information back to the property or the participant. This information will consist of a minimum of the following:

- Number of SCB/homes qualified
- Rebate awarded by SCB/home
- Square Footage by SCB/home
- Address of qualifying SCB/home
- Name of SCB owner/homeowner/homebuilder
- SCB owner/Homeowner/homebuilder phone number
- HVAC type and efficiency by SCB/home
- Ceiling insulation R-Value and type by SCB/home
- Window type, U-factor, and Solar Heat Gain Coefficient by SCB/home
- Rating or Efficiency by SCB, or HERS Index Number by home
- MMBtu savings by SCB/home
- SOX emission savings by SCB/home
- NOX emission savings by SCB/home
- CO2 emission savings by SCB/home

(b) Yes

- 24) Q: Please explain how statewide participation can be ensured by limiting participation to a prescribed number of applicants for funding?

A: The contractor must develop a mechanism to prevent overuse by any single or small number of participants/developers in order to maintain the availability of funds for distribution throughout the state as fairly as possible. If as the program moves forward and participation is not being taken advantage of in any number of geographical areas of the state, parameters can be adjusted to allow redistribution of funds to the more active areas. This mechanism is to prevent any one area/applicant/developer from receiving all of the funds and to ensure opportunities statewide participation.

25) Q: What ability will the contractor have to enforce the completion of auditor activities and submittal of verification and required documentation in the formats required and within the deadlines required for timely completion and submittal of reports by the contractor?

A: It will be the responsibility of the contractor to develop their own disciplinary procedures to ensure compliance by all parties associated with the program.

26) Q: Please explain the type of statistical technique envisioned for quality control?

A: The HERO Program requires that 100% of the electronic building files associated with a home energy rating conducted under the program be verified. The HERO Program also requires that 1% of the actual home energy ratings associated with the program be field verified. DNR's list of approved rating providers has agreed to conduct their normal QA on all home energy ratings by field inspecting 1% of all home energy ratings submitted to them and verify 1 out of every 10 electronic building files before passing them on to the contractor. The 1% field inspected QA of all home energy ratings addresses all of the QA requirements associated with field verification needed under the program. The balance of the electronic building files will be a simple pass through from the rating provider to the contractor. The balance of these 9 out of every 10 electronic building files must be verified by the contractor. Verification protocol for electronic building files will consist of a minimum of:

- Opening the file to ensure that it is not corrupted
- Comparison of square footage uniformity between preliminary rating and final rating
- Verification that the home was properly located in the correct climate zone
- Verification that all installed HVAC mechanical equipment meets the minimum equipment efficiencies of the program
- Verification that all installed water heating equipment meets the minimum equipment efficiencies of the program
- Verification that all installed insulation values meet the minimum requirements of the program
- Verification that all installed windows meet the minimum efficiencies of the program
- Verification that all infiltration rates meet the minimum requirements of the program
- Verification that the home orientation is uniform between the preliminary rating and the final rating
- Verification that the HERS Index meets the minimum requirements of the program
- Verification that all fuel and utility rates are consistent with program established rates
- Verification that the rating does not contain any fuel switching

Program 3 – Transportation Efficiency & Alternative Fuels

27) Q: Will the contractor be allowed to develop contract terms to require grantees to submit reports and other documentation in a format and a timeframe to support contractor reports to meet all ARRA and other requirements?

A: Yes.

Program 4 – Renewables

28) Q: Will grant recipients be required to adhere to all licensing requirements, regulatory requirements, reporting and submittal formats and deadlines prior to fund distributions (see last sentence, pg 13)?

A: Yes

29) Q: Will DNR determine the applicable design standards, building codes and construction standards to be addressed in the recipient's designs?

A: All facilities must meet whatever building and environmental standards are in place at the location of the facility. This is not a function of DNR.

30) Q: Is the required "project monitoring" meant to include construction monitoring? Please clarify this statement.

A: Not as a general rule. The term does not preclude monitoring during construction, but the selected DNR contractor will not serve as a "project manager" over each construction site.

Program 5 – Energy Star Appliance Rebate Program

31) Q: Will DNR coordinate with the Louisiana Housing Finance Agency?

A: At one time there was a possibility that additional funding for this program may come from LHFA. At this time this seems less of a possibility. Should LHFA funding develop, DNR will assist in coordinating such funding transfer.

32) Q: Has DNR initiated any activities or discussions with utilities that would promote utility participation through administration or funding of the program?

A: No formal discussion have been held.

33) Q: Please define what is meant by the sentence “secures mechanism for non-covered areas statewide.”

A: It is the desire of DNR that all citizens of the state have the opportunity to participate in the program. For those areas of the state in which a participating utility cannot be recruited, the contractor must develop a method to allow participation.

34) Q: Will DNR provide required contract terms for the contracts with utilities and/or rebate companies?

A: It is the desire of DNR that utilities are encouraged to participate in partial funding of this program. Thus it will be the responsibility of the contractor to recruit utilities and develop specific terms for their participation.

Program 6, EECEBG

35) Q: How are NEPA and other regulatory requirements anticipated to fit within the requirement that obligations to eligible entities should be within 180 days after approval of the state’s strategy?

A: All projects will have to meet NEPA and all other ARRA regulatory requirements.

36) Q: What role will DNR play in coordinating with other agencies to facilitate and encourage leveraging funds?

A: DNR may or may not play a role in coordinating with other agencies but the contractor will be solely responsible for the successful execution of leveraging activities.

Special Terms and Conditions

37) Q: Based on prohibited actions listed on page 6, when does DNR anticipate either a NEPA clearance or a final NEPA decision being provided by the National Energy Technical Laboratory (NETL) NEPA compliance officer. Delays in receipt of these NEPA decisions could seriously impact the project schedule.

A: This has been submitted as an issue to DOE officials as a barrier to awarding funds expeditiously. The Contractor must be flexible to accommodate any of a variety of unforeseen delays and program alterations as a result of activities and rulings at the federal level that are outside of the control of DNR.

- 38) Q: Page 10 E. Reporting Requirements for Recipients. Will DNR require submittals by recipients to include all data requirements in advance of required schedules to enable the contractor to adhere to ARRA reporting and submittal requirements? Will the contractor be involved in preparation of grant terms and conditions to ensure that sub grantees provide information required to address ARRA and other agency reports and timelines?
- A: Yes. The Contractor will be involved in developing terms and conditions regarding required data reporting for all sub-grantees. It is the desire of DNR that reporting requirements on sub-grantees be as easy as possible.
- 39) Q: Pg. 13, M. Buy American. How will DNR ensure that this requirement is met for all of the sub-grants?
- A: To the extent that Buy American is required, such language will be included in any sub-grant. It will be the responsibility of the Contractor to ensure that all sub-grantees are in compliance with their sub-grant conditions.
- 40) Q: Pg. 14, O. Certification. Will DNR be addressing this?
- A: Yes
- 41) Q: Will a list of potential bidders be made available to potentially foster partnering opportunities in responding to the RFP?
- A: The list of attendees to the pre-proposal conference is posted to the DNR web page.
- 42) Q: Will bids to perform specific aspects of the RFP be accepted and reviewed by DNR?
- A: No.
- 43) Q: Is the vendor expected to pay for advertising to augment the program?
- (a) If so, does the budget of this advertising come from the 6.55% budget included in the RFP?
- A: No. A separate program for outreach and marketing is included in the stimulus package but not a component of this RFP.
- (a) N/A

- 44) Q: What is the State's payable time frame for paying invoices (i.e., 30 days, 45 days, 60 days, other)?
- A: 30 days after it has been approved by the Department's Project Manager.
- 45) Q: If the vendor provides consulting services to Electric Utility companies, will that be considered a conflict of interest as it relates to the RFP? Are there specific services that would be considered conflict of interest?
- A: The appropriate authority to contact with specific inquiries regarding conflicts of interest is the Louisiana Ethic Administration Program.
- 46) Q: If no vendor provides an adequate overall proposal (for all contract requirements), does the DNR intend on contracting multiple vendors for specific aspects of the requirements?
- A: No
- 47) Q: Are expenses (travel, etc.) to be inclusive in the 6.55% budget or exclusive?
- A: Yes
- 48) Q: DNR's RFP articulates program design components with a level of specificity. Is DNR open to proposals for improved program design or alternative program design that could be expected to enhance effectiveness?
- A: Yes
- 49) Q: Regarding ENERGY STAR appliances, is it envisioned that utility partners will be expected to contribute actual funding into this initiative as well as providing administrative services? Are they being asked to administrate a program on behalf of DNR, market it, etc?
- A: Yes. It is the contractor's responsibility to develop and administer the program; see question 43 in regard to marketing.
- 50) Q: On August 14, DNR announced that an additional \$4 million was made available to the ENERGY STAR program. Should bidders assume these funds will be available as they draft proposals, and would the cap on administrative fees be re-calculated proportionately?
- A: No

51) Q: The RFP states that payment will be made for work performed under this contract at actual cost (Enclosure 1, page 1 of 8). The RFP states that contract will be awarded at an amount Not to Exceed (Enclosure 4, page 2). We are asked to give an itemized Cost Estimate by the various programs and to place staff within designated Labor Class/Category with corresponding rates (Enclosure 2, page 4).

(a) Will this be awarded as a Cost Plus or Time and Materials contract?

(b) Will the contractor be held to a Not to Exceed within the various programs or will this be an overall contract amount Not to Exceed?

A:

(a) Invoices detailing the fees charges and allowable cost to be reimbursed, as set forth in the proposal, shall be based upon actual cost incurred.

(b) Various program totals with prior approval of the DNR Project Manager, may be revised provided total program revisions do not exceed ten percent (10%) per program category and do not exceed the total contract amount. Program revisions over 10% will require a formal amendment to the contract.

52) Q: Page 2, section 6 states that proposers are allowed to mark confidential financial information as CONFIDENTIAL in order to protect such information. Further along on the same page it states that "It should be noted that any resultant contract will become a matter of public record."

Will the successful bidder's proposal (including any information marked CONFIDENTIAL) become a matter of public record? Furthermore, will the successful bidder's overhead rate information required in both the VOLUME II: FINANCIAL INFORMATION and the Standard Form: DOTD24-102 become a matter of public record?

A: Volume II: Financial Information is not public record. All other information submitted is public record.

53) Q: Do the state university facility retrofit projects already exist? Who determines which projects are funded? Who will write (has written) the specification for the bid(s)?

A: The bid specifications have not yet been written and Facility, Planning & Control will bid the projects. The contractor will be expected to assist Facility, Planning & Control on behalf of DNR as needed to meet the ARRA requirements.

54) Q: Is the Memorandum of Understanding (MOU) agreement for funding between Department of Natural Resources and Division of Administration, Office of Facility Planning in place or planned at some future date for energy efficient equipment purchases for state buildings? If not in place, when will it be completed? Has the monthly monitoring/payment method been outlined in the MOU?

A: The MOU has not yet been executed, but will be completed as soon as possible and all requirements will be delineated.

55) Q: Is it expected that the contractor will market the HERO program?

A: Refer to the first paragraph on page 5 of the RFP.

56) Q: What current software is being used in the HERO program? Will this be available to the selected vendor?

A: REM/RateTM is the only software accepted for building files for the HERO Program. It will be the contractor's responsibility to maintain their own sub-license agreement under REM/RateTM.

57) Q: In the HERO program under section II Program Delivery Details, what is meant by the "Contractor program hotline"? Is this an 800 number for applicant information that DNR expects the contractor to maintain as part of this effort?

A: What is meant by the contractor program hotline is that the contractor will be expected to maintain an applicant hotline that will provide information about the HERO program to applicants as well as potential applicants.

58) Q: Also 2 A: Is it expected that the contractor will market the HERO program (Outreach is not listed as one of the contractor responsibilities)?

A: Refer to the first paragraph on page 5 of the RFP

59) Q: Regarding the HERO program: In what format are the REM files?

A: REM/RateTM files are in a building file format that was designed by Architectural Energy Corporation. The building files are currently manually input into our data base. The contractor will be required to develop a system that will allow the building file data to be directly downloaded into either Microsoft Access or through Structured Queried Language (SQL).

- 60) Q: Program 2-B: Residential-HERO-Existing, what current software is being used to track this program?
- A: REM/RateTM is the current software being used to track the HERO Program. Information contained in the REM/RateTM building files is imported into DNR's Strategic Online Natural Resources Information System powered by Oracle for sorting.
- 61) Q: Regarding Program 4: Renewables, what is the timeframe for the amount of energy production in the expected program outcomes?
- A: The time frame would depend on the particular project. All renewable energy projects are required to generate power. A Photovoltaic system would be expected to produce 100% of design before final payment. A wind or biomass to energy project may be limited by fuel, etc. but must show the rated capacity before final payment.
- 62) Q: Regarding Program 6: EECBG, what is the mechanism for transferring the funding from DNR to the Parishes?
- A: Contractor will be responsible for payment of invoices from Parish Governments.
- 63) Q: Regarding Program 6: EECBG, what is meant by "on-site oversight of the projects implemented"? Will the selected contractor be expected to make monthly/weekly/daily visits to each of the parishes?
- A: The contractor's recommendation for the frequency of on-site inspections of projects should be included in the proposal and/or indicated by program areas.
- 64) Q: Page 20, bullet 5: Which systems are being set up by DOA and LRA?
- A: See Question 3
- 65) Q: Where can we get a copy of the most current SEP?
- A: You may contact Tangular Jones of DNR during business hours and she can provide you a copy for a cost of \$0.25 per page. The document is approximately 25 pages.
- 66) Q: When awards are made to the grant or rebate awardees, what mechanisms and accounts for writing checks or transferring funds will be made available? How will the contractor have authority to use them?

A: Contractor will issue checks for rebates to awardees from Contractor's own account. Contractor will submit detailed and itemized invoices to State for each reimbursement at negotiated interval.

67) Q: Regarding Sub-Contractors: Is a sub-contractor of a contractor ineligible to participate in fully implemented DNR programs or receive funds as grantees?

(a) Is a University sub-contractor ineligible to receive funds from Program 1: State Buildings?

(b) Is a sub-contractor who provides tech assistance on Program 3- Transportation Efficiency & Alternative Fuels ineligible to compete for bids when the program is full implemented?

A: See response to question 45.

(a) On Page 2 of 3 in the RFP document, it states:

All potential contractors should be advised that contractors may, in certain circumstances be deemed "public employees" as defined by the Ethics Commission. **Full disclosure to the DNR is required of any potential conflicts.** Any potential conflicts **shall** be resolved with the Ethics Commission prior to seeking a contract. The Commission on Ethics for Public Employees is located at 617 N. 3rd Street, 10th Floor, Baton Rouge, LA 70802; telephone number 225-219-5600; toll free at 1-800-842-6630. (Please note the address correction for the Commission on Ethics).

(b) See response to question 67 (a).

68) Q: In the August 11 question and answer document, #26 discusses 1% field verification and 1 out of every 10 building files. Are these two different QA verifications? If so, please differentiate the two.

(a) Are these the same 10% random sampling for quality control listed on pg 6 of enclosure 4 of the RFP?

(b) Does this mean Energy Raters will do 1% of the random sampling and the contractor will do 9%, or are these two separate tasks; energy raters sampling 1% and the contractor verifying 10% of the 1% pre-sampled?

A: There are three different levels of QA required under the HERO program:

Level One is 100% verification of all building files submitted under the HERO program. Every energy rater working in the HERO program must use one of the Rating Providers named on DNR's approved list of Rating Providers. Energy raters must submit every one of their building files to one of the approved Rating Providers before the Rating Provider passes it on to the contractor. Rating Providers receive a fee from the energy rater for every rating submitted to them. Through their normal operating procedures, the Rating Provider will verify, to the level explained in the bulleted section of Question 26, 1 out of every 10 building files submitted to them by each

individual energy rater. In order to meet the 100% building file verification, it will be the contractor's responsibility to verify the balance of the 9 out of 10 building files to the level explained in the bulleted section of Question 26.

Level Two is a field verification of 1% of every energy rating conducted by every energy rater working in the HERO program. This means that 1% of every energy rater's ratings must have a third party perform a full energy rating on the property to verify that the results submitted by that energy rater for that property are accurate. The rater's Rating Provider will perform this QA as part of their normal operating procedures. The Rating Provider will report any improprieties to DNR and the contractor. The contractor will have no obligation under the RFP to provide this Level Two QA function.

Level Three is a 10% random sampling of every energy rater's submitted field work. It will be the contractor's responsibility to field verify, by means of a visual inspection of the completed property, that no energy rater is submitting fraudulent information under the HERO program. It will be the contractor's responsibility to develop a method to visually verify the correctness of the information of a random sample of ratings submitted under the HERO program by each and every energy rater. Verifying information such as the location of the home, verifying whether it is a new or existing home, and verification that the equipment in the completed home is of the documented efficiencies. This Level Three QA is what is referred to on pg 6 of Enclosure 4.

(a) See above explanation

(b) See above explanation

- 69) Q: The SEP Allocation from the DOE to the State of Louisiana is \$71M. There is an added component included in the RFP for the state EECBG program in the amount of \$13M. There is a total of \$81M in program funds for the RFP. Is the following approximate breakdown of fund allocations correct? Please clarify where necessary, especially iv and v.
- i. \$25M has been set aside for Program 1: State Buildings (From SEP funds and included in RFP)
 - ii. \$13M will be used for Program 6: State EECBG (Not from SEP allocation but included in RFP)
 - iii. \$38M will be used for programs 2-5 (From SEP funds but not included in RFP)
 - iv. \$3.3M will be used for contractor admin costs. (From SEP funds but not included in RFP)
 - v. \$3M unknown (SEP funds not included in RFP)

A: The entire \$71 million for SEP is not included within this RFP.

70) Q: During the pre-proposal conference the statement was made that the fund amounts listed in the RFP will not be going towards the admin costs. As listed in the breakdown above, does this mean that the \$3.3M for Admin costs will not come from the Fund amounts listed in the RFP and has already been set aside?

A: Yes

71) Q: Is Program1: State Buildings to be done at no cost to the contractor?

- We understand the statement that this program is 'less intensive than the others' and is 'the easiest component,' but there are still verification, monitoring, and facilitation duties requested.

A: No, a portion of the 6.55% of total administration cost should be planned for tasks under this program component.

72) Q: Will the 6.55% cost be a required breakdown for each program separately or just for the total cost for the SEP program?

(a) Can program 2 cost be less than the 6.55% of its allocation while program 6 cost exceeds the 6.55% of its allocation as long as the total cost does not exceed 6.55% of the \$50.7M?

(b) Is the EECBG component of the LA DNR program bound by the 6.55% restriction set by the DNR or is it bound by the admin restrictions set by the DOE for the EECBG Program?

A: The total cost for the SEP program

(a) Yes

(b) Set by DNR

73) Q: Are there examples of program design elements that are considered Admin costs but *outside* of the 6.55% restriction? If so, please provide.

A: See first paragraph of RFP, Page 1 of 3 pages

74) Q: Are there examples of program design elements that are considered Admin costs but *inside* of the 6.55% restriction? If so, please provide.

A: See first paragraph of RFP, Page 1 of 3 pages

75) Q: Regarding issuance of rebate checks, can you provide details on what is necessary for this process?

(a) Will the contractor be issuing rebate checks from the DNR?

A: Currently all rebate checks issued and federal and state tax reporting documentation is being handled by DNR.

(a) The issuance of rebates to awardees and any required State and Federal reporting documentation will be the responsibility of the contractor.

76) Q: Does LDNR intend that the selected contractor will make final determinations regarding issuance of checks/funds to applicants, or will the selected proposer only make recommendations (with the final decision being made by LDNR or another party)?

A: Per Enclosure (4) of the RFP, pages 2 and 3:

A summary of the programmatic funding is as follows:

Program 1 Lead By Example – State Buildings:	\$25,723,807
<i>(Payments for state buildings program will be direct from DNR to the Division of Administration)</i>	
Program 2-A Residential – New Home	\$5,056,816
Program 2-B Residential – Retrofits	\$5,056,817
Program 2-C Commercial	\$5,056,817
Program 3 Transportation Efficiency and Alternative Fuels	\$9,893,772*
Program 4 Renewable	\$9,893,772*
Program 5 Energy Star Appliance Rebate	\$2,638,339
Program 6 Energy Efficiency & Conservation Block Grant	\$13,114,000*

*The contractor will make recommendations for projects in these programs and DNR (& DOE) will make final decisions. DNR must approve the FINAL payments on these projects. On these programs the contractor will make interim payments as progress justifies.

On refunds for Program 2 A, B & C and Program 5 the contractor will make determination and pay according to program guidelines without consulting LDNR.

77) Q: Will the selected contractor be given access to and/or direct control over funds to be distributed to applicants?

A: No, funds will be on cost reimbursement

78) Q: Do you require financials from sub-contractors?

(a) If so, what details are necessary?

A: No, financials from sub-contractors are not required.

79) Q: Can you provide more information on the public outreach contract mentioned during the pre-proposal conference held Friday, August 14, 2009? Will there be any overlap between this contract and the scope of work required of the contractor selected for the program management in RFP No. 2033-10-01? As we understand it, there are already specific outreach and marketing components built into this RFP in the scope of work. Please provide some clarity on outreach services required under this RFP and the public outreach contract referenced during the pre-proposal conference.

A: There will be a separate RFP for a major marketing and outreach campaign for all aspects of programs to ensure statewide coverage of all available initiatives, rebates, grants, etc. The marketing components included under Transportation Efficiency & Alternatives Fuels and Renewables competitive solicitation is to encourage leveraging for EECSBG funds with additional funds which parishes may apply.

80) Q: Pertaining to the requirement for five full-time employees:

(a) Do these people report directly to DNR people?

(b) How long will their services be required? The full 29 months of the project?

(c) What will they be doing? Will they be doing any of the tasks that are listed as contractor's responsibilities beyond those duties listed on page 20?

(d) If they are to be working in all areas, where will the funding come from for them?

A: (a) Yes, the two accountants will answer directly to the fiscal officer and the other 3 directly to the deputy secretary

(a) Full 29 months

(b) No

(c) Funding will be from administrative costs associated with the administration of the ARRA