

# SAMPLE

## Request for Proposal (RFP) for Contractor

**[Administrator]** seeks a qualified contractor to assist **[Administrator]** in the installation of appropriate measures under the **[Name of Program(s)]** grant(s) awarded through the Texas Department of Housing and Community Affairs (TDHCA). Bids must include the following required services:

### I. Statement of Qualifications

A competent contractor will possess experience administering federally-funded housing projects. Proposals must disclose past clients, types of programs administered, and résumés of all employees who might provide technical assistance under the winning contract.

### II. Scope of Work

**[Administrator]** is an **[non-profit]** organization that operates/ administers a Comprehensive Energy Assistance Program (CEAP) and a Weatherization Assistance Program (WAP) in **[Insert Service Area]** counties. The CEAP program provides utility assistance to low-income families, as well as occasional work on client's heating/cooling units. The WAP program reduces energy costs for low-income households by increasing the energy efficiency of their homes, while ensuring their health and safety. Both programs prioritize services to the elderly, people with disabilities, and families with children. The Agency's professionally trained staff will use advanced diagnostic equipment to determine the most cost-effective measures appropriate for each home. Typical WAP measures may include: installing insulation; sealing ducts; tuning and repairing heating and cooling systems; mitigating air infiltration; and reducing electric base load consumption.

Proposers must describe tasks they would perform to comply with the above administrative duties.

### III. Proposed Cost of Services

Your proposal must include your estimated cost for each activity identified in the Scope of Work. **[Administrator]** will not use lowest bid as the sole basis for selecting the best bid for this contract.

### IV. Evaluation Criteria

Proposals will be evaluated and ranked according to the following criteria:

<b>Criteria</b>	<b>Proposal Points</b>
Price	50
Financial Resources	10
Technical Resources	10
Background and Experience	15
References	15
<b>TOTAL</b>	<b>100</b>

### V. Deadline for Submission

Proposals will be accepted no later than: **[Time Deadline]** on **[Date]** at **[Address]**.