

NOTICE
CAPITAL AREA COMMUNITY SERVICES, INC.
REQUEST FOR PROPOSAL
FOR **ENERGY AUDITOR**
U.S. DEPARTMENT OF ENERGY



March 18, 2026

Capital Area Community Services, Inc. (CACS) is seeking Energy Auditor(s) to provide inspection services for CACS's Low-Income Weatherization Assistance Program.

Sealed Response Requirements

Interested contractors and/or vendors should mail or drop off one (1) unbound original and two (2) copies of their proposal documents to the following address:

**Capital Area Community Services, Inc.
Request for Proposal – Energy Auditor
Weatherization Director
1301 Rensen St.
Lansing, MI 48910**

**Sealed responses must be received no later than
4:00 PM EST Wednesday, April 1, 2026
Late responses will not be accepted.**

Thank you very much for your interest in the Weatherization Program.

Sincerely,

Robert A. Liss
Weatherization Director

Capital Area Community Services, Inc.

Request for Proposal For Energy Audit/Inspection Services

Weatherization Assistance Program

1301 Rensen St.
Lansing, Michigan

Robert Liss
Weatherization Director
(517) 393-1780



*Weatherization
Works*

Date Prepared 03/18/26

- I INTRODUCTION.....5**

 - I.1 PURPOSE OF THIS REQUEST FOR PROPOSAL..... 5
 - I.2 MAJOR OBJECTIVES OF THIS REQUEST FOR PROPOSAL..... 5
 - I.3 OVERVIEW OF CACS’S WEATHERIZATION ASSISTANCE PROGRAM 5

- II OVERSIGHT AND MANAGEMENT5**

 - II.1 OVERSIGHT 5
 - II.2 LIAISON 5
 - II.3 TYPE OF AGREEMENT AND PAYMENT SCHEDULE 6
 - II.4 PROCUREMENT SCHEDULE KEY DATES 6

- III CAPITAL AREA COMMUNITY SERVICES RFP REQUIREMENTS.....6**

 - III.1 SUBMITTAL OF RFP DOCUMENTS 6
 - III.2 SUBMISSION REQUIREMENTS FOR THE REQUEST FOR PROPOSAL..... 7
 - III.3 INTEGRITY OF RESPONSE TO RFP 7
 - III.4 PROPOSAL APPLICABILITY 8
 - III.5 POINT OF CONTACT 8
 - III.6 MINIMUM BIDDERS QUALIFICATIONS..... 8
 - III.7 LICENSES..... 8
 - III.8 PREFERENCES 8
 - III.9 INSURANCE 9
 - III.10 TRAINING REQUIREMENTS..... 9
 - III.11 EQUIPMENT/TOOL REQUIREMENTS 11
 - III.12 CONFLICT OF INTEREST 11
 - III.13 DEBARMENT AND SUSPENSION 11
 - III.14 CRIMINAL BACKGROUND CHECK..... 11
 - III.15 ECONOMY OF PRESENTATION 11
 - III.16 COSTS FOR PREPARATION OF PROPOSAL 12
 - III.17 RFP MODIFICATIONS 12
 - III.18 CERTIFICATIONS 12
 - III.19 RFP EVALUATION AND AWARD(S) 13

- IV PROPOSAL EVALUATIONS13**
- V PROTEST PROCEDURES13**

Exhibits

Exhibit A – Bid Pricing for Energy Audit/Inspection Services

Exhibit B – Example Contract for Services

Attachments

Attachment A – Energy Auditor Application Form

Attachment B – Debarment and Suspension Certification Form

Attachment C – Criminal and Sex Offender Search Form

Attachment D – Request for Central Registry Clearance

Attachment E – Signature Page

Attachment F – Checklist for RFP Submission

I INTRODUCTION

I.1 Purpose of this Request for Proposal

The purpose of this Request for Proposal (RFP) is to solicit qualified Energy Auditor(s) to provide energy audit/inspection services for Capital Area Community Services, Inc. (CACS) Low Income Weatherization Assistance Program.

CACS plans on contracting with up to three (3) Energy Auditors to provide energy audit/inspection services for its Weatherization Assistance Program. The actual number of energy auditors participating in the Weatherization Assistance Program will be at the sole discretion of CACS and will be based on the needs of the program.

Inspections performed must comply with the minimum standards set forth by the United States Department of Energy (DOE), The Michigan Department of Health and Human Services (MDHHS), and CACS.

I.2 Major Objectives of this Request for Proposal

The major objectives of the solicitation are:

1. To identify contractors that will provide energy audit/inspection services for CACS.
2. To ensure that all work performed complies with CACS policies and procedures; the Community Services Policy Manual (CSPM); DOE Weatherization Assistance Program requirements; the National Laboratory of the Rockies (NLR) Standard Work Specifications (SWS); and the Michigan Weatherization Field Guide.
3. To ensure that audit/inspection services are provided within the timeframe established by CACS.

I.3 Overview of CACS's Weatherization Assistance Program

CACS is a private, non-profit agency that operates/administers a Weatherization Assistance Program in Ingham, Eaton, Clinton, and Shiawassee Counties. DOE's Weatherization Assistance Program reduces energy costs for low-income households by increasing the energy efficiency of their homes while ensuring their health and safety. The Weatherization Assistance Program prioritizes services to the elderly, people with disabilities, and families with children. CACS's certified Energy Auditor(s) use(s) energy modeling software (Weatherization Assistant web based – "WAweb") and advanced diagnostic equipment to determine the most cost-effective measures appropriate for each home.

II OVERSIGHT AND MANAGEMENT

II.1 Oversight

The oversight of the Weatherization Assistance Program will be exercised by Robert Liss, Weatherization Director, CACS.

II.2 Liaison

The main contact points for participating Energy Auditors will be Robert Liss, Weatherization Director, or Jamie Berry, Cost Accountant/Job Estimator/Warehouse Manager.

II.3 Type of Agreement and Payment Schedule

The agreement between CACS and the Energy Auditor will be on a fixed price basis.

There will be an initial 1-year agreement period with two optional 1-year extensions available, each of these exercised at CACS's discretion. Payments will be made after completion of work and/or delivery of services and acceptance by CACS.

II.4 Procurement Schedule Key Dates

Item	Description	Time	Date
I.6.1	Release of Request for Proposal	n/a	Wednesday 03/18/2026
I.6.2	Last day for written questions	12:00 PM EST	Wednesday 03/25/26
I.6.3	Last day to respond to questions	4:00 PM EST	Friday 03/27/26
I.6.4	RFP documents due not later than	4:00 PM EST	Wednesday 04/01/26
I.6.5	Estimated Date for Evaluation Committee Approval	n/a	Wednesday 04/08/26

III CAPITAL AREA COMMUNITY SERVICES RFP REQUIREMENTS

III.1 Submittal of RFP Documents

Sealed responses must be mailed to or dropped off at Capital Area Community Services, Inc. All responses must be received by CACS by 4:00 PM, EST. Wednesday, April 1, 2026.

ALL RESPONSES TO THE RFP SHALL BE ADDRESSED AS FOLLOWS:

**Capital Area Community Services, Inc.
Request for Proposal – Energy Auditor
Weatherization Director
1301 Rensen St.
Lansing, MI 48910**

The envelope/package shall also have stated thereon the name and address of the submitting firm.

Responses to the RFP will not be accepted after Wednesday, April 1, 2026 @ 4:00 PM EST.

CACS WILL NOT ACCEPT RFP RESPONSES SUBMITTED BY FAX OR EMAIL.

III.2 Submission Requirements for the Request for Proposal

The proposal submission will include the following documents:

- Attachment A – Energy Auditor Application Form
- Attachment B – Contractor Certification Form Regarding Debarment & Suspension
- Attachment C – Criminal & Sex Offender Search Form
- Attachment D – Request for Central Registry Clearance Form
- Attachment E – Signature Page
- Copy of current relevant license(s)/certification(s)
- Copy of proofs of insurance
- Exhibit A – Completed Bid Sheet
- Training Certificates (if applicable)
 - DHHS Lead Safe Weatherization
 - DHHS Health & Safety (Indoor Air Quality)
 - Lead Renovation, Repair and Painting (RRP)
 - OSHA Construction 10-Hour
 - ASHRAE 62.2

All contractors submitting responses must mail or drop off one (1) unbound original and two (2) copies of their RFP package.

For your convenience, a checklist of the above requirements is included as Attachment F. A sample copy of CACS's Contract for Services is also included as Exhibit B.

All forms must be completely filled out and any forms requiring signatures must be signed. Failure to complete the forms in their entirety could result in a disqualification.

The format for the proposal specified in each of the attached forms must be used. All information provided in response to this RFP is subject to verification.

Misleading and/or inaccurate information shall be grounds for disqualification at any stage in the procurement process.

Submission of a signed proposal is acknowledgement and acceptance of all terms and conditions of the solicitation. CACS reserves the right to reject all responses submitted by contractors.

III.3 Integrity of Response to RFP

By signing the documents contained in this RFP, a contractor affirms that s/he has not given any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a CACS staff person or board member in connection with the submitted proposal. Failure to sign the required proposal documents, or signing it with a false statement, shall void the submitted response and any resulting agreement(s), and the contractor shall be removed from CACS' approved roster.

III.4 Proposal Applicability

Contractors submitting responses to the RFP must substantially conform to the terms, conditions, specifications, and other requirements found within the text of the RFP. All previous agreements or other documents, which have been executed between the contractor and CACS, are not applicable to this RFP or any resultant agreement.

III.5 Point of Contact

Questions and correspondence regarding this RFP shall be directed to:

Robert Liss
Weatherization Director
1301 Rensen St.
Lansing, MI 48910
Email: wxrfp@cacs-inc.org

All questions regarding this RFP shall be submitted via email to wxrfp@cacs-inc.org no later than **12:00 PM EST, Wednesday, March 25, 2026**. Answers to all questions will be sent to interested contractors no later than **4:00 PM EST Friday, March 27, 2026**.

FAILURE TO RETURN ALL SIGNED DOCUMENTS MAY RESULT IN A RESPONSE BEING DETERMINED AS NON-RESPONSIVE

The Energy Auditor shall direct all inquiries to the above-mentioned name and not contact directly any other CACS department regarding any matter related to the RFP. If you do, you risk disqualification of any RFP Response you submit.

Each contractor shall have examined the entire contents of this RFP and shall be responsible for having acquired full knowledge of the work, the frequency, its requirements, and all issues/problems affecting it. No variations or allowances in compensation will be made because of lack of such examination.

III.6 Minimum Bidders Qualifications

Bidder must have successfully obtained certification from the Technical Division of the Michigan Department of Health and Human Services Bureau of Community Action and Economic Opportunity (MDHHS/BCAEO) as a Certified Weatherization Assistance Program Energy Auditor or certification as a Building Performance Institute (BPI) Home Energy Professional (HEP) Energy Auditor per Item 618 of the Community Services Policy Manual (CSPM).

III.7 Licenses

The contractor submitting the RFP shall maintain in status all Federal, State, and Local licenses and permits required for the operation of business conducted by the contractor.

III.8 Preferences

Preference will be given to the following:

- Minority Firms
- Women Business Enterprises
- Labor Surplus Area Firms

III.9 Insurance

Bidder shall provide to CACS, as part of its RFP, proof of the following insurances:

<u>TYPE OF INSURANCE</u>	<u>MINIMUM LIMITS AND COVERAGE</u>
1. <u>Workers' Compensation</u>	Statutory requirements for the State of Michigan
2. <u>Commercial General Liability</u>	\$1,000,000 Each Occurrence Limit \$1,000,000 Personal & Advertising Injury Limit \$2,000,000 General Aggregate \$50,000 Deductible Maximum (Each Occurrence)
3. <u>Automobile Insurance</u>	\$1,000,000 Per Occurrence

At the time a contract is awarded, the company/contractor(s) must provide CACS with certificates of insurance that designate CACS and the State of Michigan Department of Technology, Management and Budget Procurement, its departments, divisions, agencies, offices, commissions, officers, employees, and agents as additional insured.

It will be the responsibility of the contractor to provide CACS with updates to the above insurances within 14 days of them being renewed.

III.10 Training Requirements

Energy auditor(s) selected to participate in the Weatherization Assistance Program must attend certain training sessions offered through the Michigan Training and Education Center (MiTEC), and/or training programs accredited by DOE. The Energy Auditor may be compensated for their time spent in MiTEC and other required trainings. The Michigan Department of Health and Human Services (MDHHS) will make all training stipend payments. The Energy Auditor may be responsible for paying other training related costs (mileage, lodging, and meals).

Training will include DOE-identified, National Laboratory of the Rockies (NRL) Job Task Analyses (JTAs) for a specific occupation. Energy auditor must meet JTA standards to ensure quality workmanship.

- **Comprehensive Training** will follow a curriculum aligned with the JTA for a specific occupation. Training must be administered by, or in cooperation with, a training program accredited by DOE for the specific JTA being taught. Comprehensive training will include Energy Auditor training and other training as specified in Item 618 of the Community Services Policy Manual (CSPM) every three years.

- **Specific Training** is short-term training which may be provided by accredited or non-accredited training providers on an as-needed basis or as required.
- **Required Training/Certification for Energy Auditors**
 - Energy Auditor Training: Energy auditor(s) must complete the MiTEC course or BA-T/BA-P Training before achieving certification or within 180 days after beginning work in the Weatherization Assistance Program if already a holder of the BPI EA or BPI-P certification.
 - Lead Safe Weatherization (LSW): Energy auditor(s) must be trained in Lead Safe Weatherization as specified in Item 618 of the Community Services Policy Manual (CSPM). Proof of training must be provided with submission of the RFP, or within 180 days of approval as an Energy Auditor working for CACS. Preference will be given to Energy Auditor(s) already in possession of LSW certification.
 - Lead Renovation, Repair and Painting (RRP): Energy auditor(s) must be trained in Lead Safety for Renovation, Repair and Painting (RRP) and comply with certification requirements per EPA 40 CFR Part 745 and HUD 24 CFR Part 35. Preference will be given to contractors already in possession of Lead Renovation, Repair and Painting (RRP) certification.
 - Health & Safety (Indoor Air Quality): Energy auditor(s) must be trained in Health & Safety (Indoor Air Quality) Training as specified in Item 618 of the CSPM. Proof of training must be provided with submission of the RFP, or within 180 days of approval as an energy auditor working for CACS. Preference will be given to energy auditor(s) already in possession of Health & Safety certification.
 - OSHA 10-Hour Construction: Energy auditor(s) must attend the OSHA Construction 10-Hour Course as specified in Item 618 of the CSPM. Proof of training must be provided with submission of the RFP, or within 180 days of approval as an Energy Auditor working for CACS. Preference will be given to Energy Auditor(s) already in possession of OSHA certification.
 - ASHRAE 62.2: Energy auditor(s) must attend ASHRAE 62.2 training as specified in Item 618 of the (CSPM). Preference will be given to Energy Auditor(s) already in possession of ASHRAE 62.2 certification.
 - Combustion Appliance Zone (CAZ): Energy auditor(s) must complete Combustion Appliance Zone (CAZ) Training as specified in Item 618 of the Community Services Policy Manual (CSPM).
 - Mobile Home Training: Energy auditor(s) must complete Mobile Home Training as specified in Item 618 of the Community Services Policy Manual (CSPM).
 - Additional Training Sessions: Energy auditor(s) performing any work for CACS will be required to attend additional training sessions as specified in Item 618 of the CSPM

and/or upon the direction of the Weatherization Assistance Program. All reasonable efforts will be made to schedule training at convenient times for the contractor.

III.11 Equipment/Tool Requirements

Energy auditor(s) shall have experience in operating the following tools and equipment:

Blower door

- Infrared camera
- Digital camera
- Carbon monoxide detector
- Combustion gas analyzer
- Exhaust fan flow meter/pressure pan
- Refrigerator kWh meter
- Ladder

III.12 Conflict of Interest

The contractor shall notify CACS if they or any person holding key or other positions within their company have any relationship to or with CACS personnel that would be considered a conflict of interest. By signing the RFP documents, the contractor is stating that no such relationship exists.

III.13 Debarment and Suspension

At the time of submitting the RFP documents, the Bidder must provide a written disclosure to CACS indicating whether the contractor, or any of its principals, is currently debarred, suspended, or proposed for debarment by the State of Michigan or the Federal Government (see Attachment B).

III.14 Criminal Background Check

As part of its contract with the Michigan Department of Health and Human Services (MDHHS), CACS is required to complete a criminal background check on all contractors and subcontractors performing work for the Weatherization Assistance Program. The criminal background checks which will be completed on all contractors submitting responses to RFPs include:

- An internet Criminal History Access Tool Check (ICHAT)
- A National Sex Offender Registry Check (National SOR)
- A State Sex Offender Registry Check (State SOR)
- A Central Registry Check (CR Check)

To complete the above criminal background checks, a Criminal & Sex Offender Search Form (Attachment C) and a Request for Central Registry Clearance Form (Attachment D) must be completed, signed, and returned with your response to the RFP package.

III.15 Economy of Presentation

All responses must address the specific RFP requirements. All items requested by the RFP shall be answered clearly and concisely. Additional promotional materials that are not responsive to a specific requirement shall not be included in the proposal response package.

III.16 Costs for Preparation of Proposal

No payments shall be made to cover costs incurred by any contractor in the preparation or submission of their response to the RFP, nor any other associated costs.

III.17 RFP Modifications

CACS shall prepare written modification(s) if needed. All modifications to this RFP shall be prepared by CACS and formally issued to all holders on record of RFP documents. Addenda shall be issued not later than the date specified in the schedule. Written addenda shall serve to amend the RFP documents accordingly.

III.18 Certifications

Each person signing the RFP documents certifies that:

- S/he is the person in the contractor's organization responsible for the decisions necessary to complete all required documents, and that s/he has not participated in, and shall not participate in, any action contrary to the requirements of this RFP.

OR

- S/he is not the person in the contractor's organization responsible for the decisions necessary to complete all required documents contained in the RFP, but that s/he has been authorized to act as an agent for the persons responsible for such decisions. Furthermore, those persons have not participated in, and shall not participate in, any action contrary to the requirements of this RFP.

Any statements made in the submitted proposal documents, and any clarifications to the proposal shall be signed by an officer of the contractor firm or a designated agent empowered to bind the firm in an agreement.

III.19 RFP Evaluation and Award(s)

All RFP responses submitted shall be evaluated in accordance with the CACS criteria shown below. The maximum points for each category are indicated.

Selection Criteria	Points
Previous Experience	30
- Prior experience of the Energy Auditor	10
- Prior experience with Michigan's Weatherization Assistance Program	10
- Prior experience with CACS's Weatherization Assistance Program	10
Bid pricing	10
Specialty areas of work	11
Certifications	25
- MDHHS Lead Safe Weatherization (LSW) Certification	5
- MDHHS Health & Safety (formerly Indoor Air Quality) Certification	5
- Lead Renovation, Repair and Painting (RRP) Certification	5
- OSHA Construction 10-Hour Course Certification	5
- ASHRAE 62.2 Training Certification	5
Minority-owned business enterprise, women-owned business enterprise, or labor surplus area firm	9
References	18
Completeness of RFP response	14
	Total Points for Evaluation Purposes
	117

IV Proposal Evaluations

CACS will evaluate the responses to this RFP. CACS will determine the contractors with the best proposal. Contractors submitting responses to this RFP must meet all the mandatory criteria in order for the proposal to be evaluated. Proposals that are incomplete or contain significant inconsistencies or inaccuracies may be rejected by CACS without further discussion. CACS will use the responses to this RFP to determine which contractors will be added to CACS's Roster of Approved Contractors and which contractors will be awarded contracts.

V Protest Procedures

Capital Area Community Services, Inc. (CACS) reserves the right to accept or reject any part of any of the Proposal documents, and to accept or reject any or all Contractors submitting Proposal documents without penalty. CACS reserves the right to waive minor deficiencies and informalities if, in the judgment of CACS, the best interests of CACS shall be served.

In the event that a contractor wishes to appeal the result of the selection process:

A Protest Committee will handle all protests regarding Weatherization Assistance Program Contractor/Vendor solicitations for CACS and will be composed of the CACS Executive Director, Associate Director for Head Start, Board Chairperson, and Finance Committee Chairperson.

The protest procedures are as follows:

1. All responses to the Weatherization RFP package will be reviewed by CACS's Evaluation Committee.
2. Each contractor/vendor that has submitted a response to CACS's RFP will receive a written notification of acceptance or denial.
3. Any Contractor who is allegedly aggrieved in connection with the solicitation or pending award of a contract must file a formal written protest within ten (10) business days after the notice of denial being sent.
4. All protests must be submitted by certified mail, registered mail, or overnight delivery with proof of delivery to the following address:

Capital Area Community Services, Inc.
Miguel Rodriguez, Executive Director
Notice of Protest
101 E. Willow St.
Lansing, MI 48906

5. **All formal protests must be in writing.** Protests shall contain the following information:
 - The title of the solicitation document under which the protest is being submitted
 - Contact information for the party protesting, including: name, address, phone number, fax number, and email address
 - A statement stating this is a protest letter
 - A detailed statement of the grounds for the protest
 - A specific request for a ruling by the Protest Committee and a statement of the relief requested
6. If the information mentioned above is not furnished, CACS may refuse to consider the protest.
7. CACS, at its discretion, may make a decision regarding the protest without requesting further information or documents from the Protestor. Therefore, the initial protest submittal must include all grounds for the protest and all evidence available at the time the protest is submitted. If the protestor later raises new grounds or evidence that was not included in the initial protest, but which could have been raised at that time, CACS will not consider such new grounds or new evidence.
8. Within ten (10) business days of receipt of a timely and proper formal written protest, the Executive Director of CACS or designee will arrange a meeting of the Protest Committee. The purpose of the Protest Committee will be to:
 - A. Review the basis of the protest
 - B. Evaluate the facts and merits of the bid protest, and

C. If possible, reach a resolution of protest that is acceptable to the affected party

9. Within twenty (20) business days of receipt of the protest, the Protest Committee shall issue a written decision to the Protestor.
10. In the event that the matter being protested is not resolved, the Protestor may re-file a protest within seven (7) business days of being notified of the decision by the Protest Committee. The procedures for re-filing the protest will be the same as the original protest.
11. Within ten (10) business days of receipt of the re-filed protest, the recommended award, the details of the protest, and the Protest Committee's decision shall be presented to the CACS Board of Directors Executive Committee. The Board of Directors Executive Committee will make the final decision on the protest and the protestor will be notified ten (10) business days after that decision.

Stay of Procurement During Protests

Failure to observe any or all of the above procedures shall constitute a waiver of the right to protest a contract award. In the event of a timely and proper protest following the above Protest Procedures, CACS shall not proceed further with the award until the protest is resolved or the Board of Directors Executive Committee has made their final recommendation. However, if in the opinion of the Executive Director of CACS, the award must be made without further delay in order to protect the public interest, the Director may do so.

Bid Pricing for Energy Audit/Inspection Services

All bids in response to this Request for Proposal (RFP) must comply with the following:

- Community Services Policy Manual (CSPM):
<https://www.michigan.gov/mdhhs/doing-business/weatherization/manuals>
- National Laboratory of the Rockies (NLR) Standard Work Specifications (SWS):
<https://sws.nlr.gov/>
- Michigan Weatherization Field Guide:
<https://wxfieldguide.com/mi/>

Note: Any 1-year extension to this agreement will require that the Energy Auditor possess the knowledge, skills, and abilities outlined in the NLR Job Task Analysis for Energy Auditor.

Energy Auditor shall:

1. Inspect said dwellings in a professional, workmanlike, and thorough manner at such times and places as designated by the Agency.
2. Provide written reports describing in detail the work to be performed to completely weatherize each home assigned for inspection.
3. Comply with all General Conditions and Special Conditions of the Contract for Services.
4. Provide his/her own transportation to work sites and will incur all expenses for his/her own vehicle including mileage, meals, etc. while inspecting.
5. Provide all personal tools necessary to perform inspections on assigned homes.

Bid Pricing for Energy Audit/Inspection Services per dwelling unit: \$ _____

CONTRACT FOR SERVICES

BETWEEN

CAPITAL AREA COMMUNITY SERVICES, INC.
(Hereinafter referred to as the "Agency" or "CACs")

and

(Hereinafter referred to as the "Energy Auditor")

FOR

**The Weatherization Assistance Program
for Low-Income Persons in
Clinton, Eaton, Ingham, and Shiawassee Counties**

Beginning

and

Ending

CONTRACT NUMBER:

Exhibits

Exhibit A – Assurances

Attachments

Attachment A – Debarment & Suspension Form

Attachment B – Criminal & Sex Offender Search Form

Attachment C – Request for Central Registry Clearance

SAMPLE

WITNESSETH:

WHEREAS, CACS's Contract with the Michigan Department of Health and Human Services (Hereinafter referred to as MDHHS) authorized CACS to subcontract in the State of Michigan to implement the Weatherization Assistance for Low-Income Persons Program pursuant to the U.S. Department of Energy grant, in the counties of Ingham, Eaton, Clinton, and Shiawassee (hereinafter collectively referred to as the "Program");
and

WHEREAS, CACS desires to engage the Energy Auditor to assist in the performance of the Program.

NOW THEREFORE, for and in consideration of the mutual covenants hereinafter contained, IT IS HEREBY AGREED as follows:

I. Statement of Work

The Energy Auditor will inspect each dwelling as assigned by the Agency and in accordance with the applicable procedures set forth in the Community Services Policy Manual (CSPM), the National Laboratory of the Rockies (NLR) Standard Work Specifications (SWS), and the Michigan Weatherization Field Guide. The Energy Auditor agrees to inspect said dwellings in a professional, workmanlike, and thorough manner at such times and places as designated by the Agency. Energy Auditor will provide written reports describing in detail the work to be performed to completely weatherize each home assigned for inspection. Reports will include required accurate measurements.

II. General Conditions

The Energy Auditor will provide his/her own transportation to work sites and will incur all expenses for his/her own vehicle including mileage, meals, etc. while inspecting. The Energy Auditor will provide all personal tools necessary to perform inspections on assigned homes.

III. Insurance**A. Property Insurance**

The Energy Auditor shall be responsible for insuring all the tools, equipment, and materials which it receives from CACS under this contract. CACS shall not be responsible for any loss or damage to the Energy Auditor's tools or equipment.

B. Required Insurance Coverages

The Energy Auditor shall procure, pay for, and maintain during the term of the contract the following insurance coverages:

<u>TYPE OF INSURANCE</u>	<u>MINIMUM LIMITS AND COVERAGE</u>
<u>Workers' Compensation</u>	Statutory requirements for the State of Michigan
<u>Commercial General Liability</u>	\$1,000,000 Each Occurrence Limit \$1,000,000 Personal & Advertising Injury Limit \$2,000,000 General Aggregate \$50,000 Deductible Maximum (Each Occurrence)
<u>Automobile Insurance</u>	\$1,000,000 Per Occurrence

C. Certificates of Insurance

Prior to commencing any work, the Energy Auditor shall provide CACS with certificates of insurance showing the acquisition of each insurance coverage required above. The certificates of insurance shall contain a provision that the coverage afforded under the policies will not be changed or cancelled until at least thirty (30) days prior written notice has been given to CACS. Upon receipt of such notice, CACS may terminate this Contract effective immediately upon delivery of notice of termination to the contractor.

D. Additional Insured

The Energy Auditor shall name Capital Area Community Services, Inc., and the State of Michigan Department of Technology, Management and Budget Procurement, including their respective departments, divisions, agencies, officers, employees, and agents, as additional insureds on the Commercial General Liability policy required under this Contract.

E. Other Insurances

The Energy Auditor may maintain such other insurances as it deems appropriate for its own protection.

IV. Special Conditions

- A. The Energy Auditor must have obtained certification from the Technical Division of the Michigan Department of Health and Human Services Bureau of Community Action and Economic Opportunity (MDHHS/BCAEO) as a Certified Weatherization Assistance Program (WAP) Energy Auditor or obtained certification as a Building Performance Institute (BPI) Home Energy Professional (HEP) Energy Auditor per Item 618 of the Community Services Policy Manual (CSPM).
- B. The Energy Auditor will comply with all the rules of the Weatherization Assistance Program including, but not limited to, the Community Services Policy Manual (CSPM), National Laboratory of the Rockies Work Specifications (SWS) and the Michigan Weatherization Field Guide and agrees s/he has received such documents.
- C. The Agency will provide written authorization to perform inspections on pre-qualified clients' homes.

- D. The Agency will provide the client's name, address, phone number, the name and phone number of a contact person different than the client (if available), directions to the house, and any special conditions such as dogs, etc. which could present a problem.
- E. The Energy Auditor will make appointments by phone prior to going to a client's home. The Energy Auditor may use The Agency's phone with cost incurred by The Agency. If unable to contact by phone, notification will be mailed using a form letter provided by The Agency.
- F. The Energy Auditor shall complete an assessment of potential problems such as:
- Unstable lead-based paint
 - Friable Asbestos
 - Mold and mildew
 - Other moisture problems
 - Improperly vented appliances, fans, etc.
 - Faulty wiring
- G. The Energy Auditor shall complete a pre-blower door test and record the information on a DHHS-required form.
- H. The Energy Auditor shall evaluate the need for an ASHRAE exhaust fan, preferred location of the installation, and cfm requirements.
- I. The Energy Auditor shall perform pressure diagnostic testing for attics, garages, and room pressures in homes with forced air heating systems.
- J. The Energy Auditor shall take and record accurate measurements for all areas of the house including overall dimensions, attics, crawlspaces, basements, and sidewalls and shall determine existing depths of insulation.
- K. The Energy Auditor shall complete accurate measurements for all special-order items including replacement windows and exterior doors.
- L. The Energy Auditor shall estimate the quantity and type of materials required to weatherize a home.
- M. The Energy Auditor shall meter all refrigerators to determine current energy consumption and determine whether the refrigerator needs to be replaced.
- N. The Energy Auditor shall complete a CACS-required data collection form for all information collected above.
- O. The Energy Auditor shall gather and enter all field data collected in accordance with Item 612 of the Community Services Policy Manual (CSPM).
- P. The Energy Auditor shall provide digital photo documentation of each inspection as specified in Item 612 of the CSPM. Photos shall include, but are not limited to, all sides of the house, photo(s)

showing the furnace, water heater, clothes dryer, refrigerator, exhaust fans, basement/foundation, attic, and any condition found that is out of the ordinary and may require corrective measures.

- Q. The Energy Auditor must attend certain training sessions offered through the Michigan Training and Education Center (MiTEC), and/or training programs accredited by DOE. The Energy Auditor may be compensated for their time spent in MiTEC and other required trainings. The Michigan Department of Health and Human Services (MDHHS) will make all training stipend payments. The Energy Auditor may be responsible for paying other training-related costs (mileage, lodging, meals, etc.). All reasonable efforts will be made to schedule training at convenient times for the Energy Auditor.

Training shall follow the Job Task Analysis (JTA) for the applicable occupation as identified by DOE and developed by the National Laboratory of the Rockies (NLR). The Energy Auditor shall perform inspections in compliance with JTA standards and the Standard Work Specifications (SWS).

- R. **Comprehensive Training** will follow a curriculum aligned with the JTA for a specific occupation. Training must be administered by, or in cooperation with, a training program accredited by DOE for the specific JTA being taught. The Energy Auditor agrees to attend Comprehensive Training every three years as specified in Item 618 of the CSPM.
- S. **Specific Training** is short-term training which may be provided by accredited or non-accredited training providers on an as-needed basis or as required. Specific training is as follows:
1. The Energy Auditor agrees to attend a Lead Safe Weatherization (LSW) training or must be trained in Lead Safety for Renovation, Repair and Painting (RRP) as specified in Item 618 of the CSPM. The Energy Auditor is required to complete the LSW training or must be trained in RRP within 180 days of approval as an energy auditor working for CACS.
 2. The Energy Auditor agrees to attend Health & Safety (formerly Indoor Air Quality) training as specified in Item 618 of the CSPM. The Energy Auditor is required to complete the Health & Safety training within 180 days of approval as an energy auditor working for CACS.
 3. The Energy Auditor must complete the OSHA 10-Hour Construction course as specified in Item 618 of the CSPM. The Energy Auditor is required to complete the OSHA 10-Hour Construction course within 190 days of approval as an energy auditor working for CACS.
 4. The Energy Auditor must complete ASHRAE 62.2 training as specified in Item 618 of the CSPM.
 5. The Energy Auditor must complete Combustion Appliance Zone (CAZ) training as specified in Item 618 of the CSPM.
 6. The Energy Auditor must complete Mobile Home training as specified in Item 618 of the CSPM.
- T. The Energy Auditor will provide education to clients on the work being performed and the additional steps they can take to reduce energy consumption.
- U. The Energy Auditor will provide technical assistance to Weatherization Contractors when requested.

- V. The Energy Auditor will complete the inspection and return the report within five (5) working days. At the option of the Agency, this contract may be canceled by failure of the Energy Auditor to complete the inspection within the specified time.

V. Temporary Suspension of Contract (Force Majeure)

- A. If, at any time during the term of this contract, CACS determines that the services to be provided by the Energy Auditor cannot be continued due to an act of God, strike, or other disaster, CACS may, at its discretion, suspend this contract. Suspension shall be effective upon two (2) days' written notice to the Energy Auditor. Once the interference caused by the event has passed, CACS may reinstate the contract upon two (2) days' written notice to the Energy Auditor. The contract shall remain in effect until the end of the term set forth in Section II.
- B. During the term of suspension, CACS and the Energy Auditor shall retain any funds and materials approved for use under this contract. These funds and materials shall be held in readiness for the reinstatement of the contract and for the Energy Auditor's performance once services resume.

VI. Termination or Suspension (for cause)

- A. If the Energy Auditor fails to perform its obligations under this contract in a timely or proper manner, or violates any covenant contained herein, the Agency may terminate or suspend this contract. Termination or suspension shall be effective upon written notice sent by certified letter to the Energy Auditor, specifying the reason for the action and the effective date.
- B. Notwithstanding any other provision of this contract, the Energy Auditor shall remain liable to the Agency for any damages the Agency sustains as a result of a breach of this contract by the Energy Auditor. The Agency may withhold any payments under this contract until the exact amount of reimbursement owed by the Energy Auditor has been determined.

VII. Termination (for convenience)

The Agency or the Energy Auditor may terminate this contract at any time by giving written notice to the other party of such termination and specifying the effective date thereof at least ten (10) working days before the effective date of such termination.

VIII. Payment

- A. The Agency will pay the Energy Auditor for performance of the contract in the amount of \$_____ per weatherization inspection.
- B. The Energy Auditor shall submit his/her request for payment together with complete inspection reports attached. The invoice is to include, but is not limited to, the following:
- The Energy Auditor's name and address
 - Invoice number

- Client job number
- Client name
- Client address
- Cost of inspection

C. The invoices shall be paid within thirty (30) days from their receipt by the Agency.

IX. Minimum Wage Rates

It is required that a minimum wage be paid to all workers no less than the amount established by the State of Michigan Minimum Wage Rates.

X. Amendments

This contract may not be altered, amended, extended, or rescinded except in writing by the Agency. Any amendment, alteration, extension, or rescission will be effective only if it is properly submitted, approved, and incorporated into this contract by the Agency. No prior, contemporaneous, or subsequent oral or written statements or agreements shall modify this contract unless expressly authorized in writing by the Agency.

XI. Entire Agreement

This contract, when signed by the Agency and the Energy Auditor, constitutes the full and complete understanding of all parties and may not be in any manner interpreted or fulfilled in contradiction of its expressed terms as provided herein.

XII. Compliance with the Law, Applicable Law, and Venue

- A. In performing the services to be conducted under this contract, the Energy Auditor shall comply with all applicable Federal, State, and Local laws, ordinances, rules, and regulations.
- B. The Energy Auditor shall comply with all applicable codes, including the Michigan Residential Code and all applicable building and zoning codes.
- C. All work performed by the Energy Auditor under this Contract shall comply with the Michigan Occupational Safety and Health Act, 1974 PA 154 ("OSHA"), as amended, and all regulations promulgated under it. In addition, the Energy Auditor shall comply with all other applicable Federal, State, and Local laws, ordinances, rules, and regulations. The Energy Auditor shall take all steps necessary to ensure compliance at no additional cost to CACS.
- D. The Energy Auditor shall adhere to all Federal, State, and Local laws, ordinances, rules, and regulations prohibiting discrimination in regards to employees and applicants for employment, which include, but are not limited to, the following:
 1. The Elliott-Larsen Civil Rights Act, 1976 PA 453
 2. The Michigan Handicappers Civil Rights Act, 1976 PA 220
 3. Section 504 of the Federal Rehabilitation Act of 1973, P.L. 93-112, 87 Stat. 394, and the regulations promulgated thereunder.

- E. The Energy Auditor, as required by law, shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, or conditions because of race, color, religion, national origin, age, sex, height, weight, marital status, or handicap that is unrelated to the individual's ability to perform the duties of a particular job or position. Breach of this subsection shall be regarded as a material breach of this contract. In the event the Energy Auditor is found to not be in compliance with this subsection, CACS may terminate this contract effective as of the date of delivery of written notification to the Energy Auditor.
- F. In addition to the foregoing, the Energy Auditor shall also comply with the assurances attached hereto and labeled "Exhibit A". Said assurances are incorporated by reference into this contract and made a part hereof.

XIII. Certification Regarding Debarment, Suspension, and Other Responsibility Matters

1. The Energy Auditor certifies that they and their principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by State or Federal court, or voluntarily excluded from covered transactions by any Federal or State department or agency.
 - b. Have not, within a three-year period preceding this contract, been convicted of or had civil judgment rendered against them for commission of fraud; or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) transaction; or a violation of Federal or State antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or Local) with commission of any of the offenses enumerated in 28 CFR 67, et seq.
 - d. Have not, within a three-year period preceding this contract, had one or more public transactions (Federal, State, or Local) terminated for cause and default.
2. Where the Energy Auditor is unable to certify to any of the statements in this certification, the Energy Auditor shall attach and explanation to this contract.
3. The Energy Auditor shall promptly notify the Agency of any criminal litigation, investigations, or proceedings which may have arisen or may arise involving the Energy Auditor or any of the Energy Auditor's subcontractors, or any of the foregoing entities' then-current officers or directors during the term of this contract and three years thereafter.
4. All notices shall be provided in writing to the Agency within fifteen (15) business days after the Energy Auditor learns about any such criminal or civil investigations and within fifteen (15) days after the commencement of any proceeding, litigation, or arbitration as otherwise applicable.
5. The Energy Auditor certifies to the best of his/her knowledge that within the past three years, the Energy Auditor has not:

- a. Failed to substantially perform an Agency contract or subcontract according to its terms, conditions, and specifications within specified time limits.
- b. Refused to provide information or documents required by a contract including, but not limited to, information or documents necessary for monitoring contract performance.
- c. Failed to respond to requests for information regarding contract compliance or accumulated, repeated, substantiated complaints regarding performance of a contract.
- d. Failed to perform an Agency contract or subcontract in a manner consistent with any applicable Federal or State law, rule, regulation, order, or decree.

XIV. Confidentiality

The Energy Auditor shall comply with all applicable Federal and State laws, rules, and regulations regarding confidentiality of information related to services performed under this contract, as well as information about applicants or recipients of those services.

XV. Conflict of Interest

CACS's employees, officers, and/or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from any contractors or potential contractors. The Energy Auditor shall notify CACS if they or any person holding key or other positions within their company have any relationship to or with CACS personnel that would be considered a conflict of interest. By signing this contract, the Energy Auditor is stating that no such relationship exists.

XVI. Certification

The persons signing this contract on behalf of the parties hereto certify by said signatures that they are duly authorized to sign on behalf of said parties and that this contract has been authorized by said parties.

IN WITNESS WHEREOF, the parties hereto have executed this Contract on the day and year first above written.

IN THE PRESENCE OF:

CAPITAL AREA COMMUNITY SERVICES, INC.

Date BY _____
Miguel Rodriguez
Executive Director

Date BY _____
Robert A. Liss
Weatherization Director

CONTRACTOR: _____

Date BY _____
Signature

Name

Title

APPROVED AS TO FORM:

COHL, SALSTROM, STOKER & ASELTINE, P.C. by Robert D. Townsend

CAPITAL AREA COMMUNITY SERVICES, INC.

ASSURANCES

1. NAME OF PARTICIPATING CONTRACTORS;

2. AGREEMENT NUMBER

3. ASSURANCES APPLY TO:

Weatherization Assistance for Low-Income Persons Program in Ingham, Eaton, Clinton, and Shiawassee Counties.

4. EFFECTIVE DATES:

In connection with the performance of work under this agreement, the Participating Contractor agrees as follows:

The Participating Contractor will not discriminate against any employee, applicant for employment or applicant for services provided by these funds because of race, religion, color, national origin, sex, political affiliation, age, physical or mental characteristics or other categories or groups protected by the law. The Participating Contractor will take affirmative action to ensure that applicants receive services, that applicants are employed and that employees are treated during employment without regard to their race, religion, color, national origin, sex, age, political affiliation, physical or mental characteristics or other categories or groups protected by the law. Such action will include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment advertising, layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship. See section 4 A of Act No 344, Public Acts 1965; Section 4 A of Act No. 349, Public Acts 1955; and Section 504 of U.S. Act No. 220 of 1973.

The Participating Contractor will in all solicitations or advertisements for employees placed by or on behalf of the Participating Contractor, state that all qualified applicants will receive consideration for employment without regard to race, religion, characteristics, or other categories or groups protected by the law.

The Participating Contractor will comply with all published rules, regulations, directives, and orders of the Michigan Civil Rights Commission relevant to Section 4, Act No. 251, Public Acts 1955, as amended, which may be in effect prior to the taking of bids for any individual State project.

The Participating Contractor will furnish and file compliance reports within such time and upon such forms provided by the Michigan Civil Rights Commission. These forms may also elicit such information as the practices, policies, program and employment statistics of C.A.C.S. Assurance, each subcontract to its books, records and accounts by the Michigan Civil Rights Commission, and/or its agent, for the purposes of investigation to ascertain compliance with this contract and with rules, regulations and orders of the Michigan Civil Rights Commission relevant to Section 4, Act No. 251, Public Acts of 1955, as amended.

In the event that the Civil Rights Commission finds, after a hearing held pursuant to its rules, that a Participating Contractor has not complied with the contractual obligations under this agreement, the Civil Rights Commission may, as part of its order based upon such findings, certify said findings to the Administrative Board of the State of Michigan, which Administrative Board may order the cancellation of the

Contract found to be violated, and/or declare the Participating Contractor ineligible for future contracts with the State and its political and civil subdivision, departments, and officers, and including the governing board of institutions of higher education, until the Participating Contractor complies with said order of the Civil Rights commission. Notice of said declaration of future ineligibility may be given to any or all of the person with whom the Participating Contractor is declared ineligible to contract as a contracting party in future contracts. In any case before the Civil Right commission, in which cancellation of an existing contract is a possibility, the Contract Agency shall be notified of such possible remedy and shall be given the option of the Civil Rights commission to participate in such proceedings.

The Participating Contractor and any Delegate Agencies shall not maintain any information about any individual in a manner which would violate the provisions of the Privacy Act of 1974, P.L. 93-579, 5US.C. 552a(c:) (3), section 3(c) (3).

The Participating Contractor will include, or incorporate by reference the provisions of the foregoing paragraphs (1) through (7) in every subcontract or purchase order unless exempted by the rules, regulations or order of the Michigan Civil Rights Commission, and will provide in every subcontract or purchase order that said provisions will be binding upon each subcontractor or seller.

The applicant hereby certifies that the statements made in the application are correct to the best of its knowledge and belief, and that the person whose signature appears below is the authorized representative of the applicant.

Legal Name of Participating Contractor

Name and Title of Responsible Officer

Date

Signature of Responsible Officer

**BEGINNING OF DOCUMENTS REQUIRED
FOR RESPONSE TO THE RFP**

Capital Area Community Services, Inc.
Weatherization Assistance Program
Energy Auditor Application Form

Date: _____

Name of Firm: _____

Name of Contractor: _____

Address of Firm: _____

Phone #(s): _____

Email address: _____

Office Hours? _____ Do you work Saturdays? _____ Sundays? _____

When was your firm established? _____

In which counties would you be willing to work? Ingham Eaton Clinton Shiawassee

How many employees are part of your firm? (other than subcontractors) _____

Principal Officer: _____

Builder's License # _____ Tax ID # _____

	YES	NO
Are you a minority-owned company?		
Are you a Women Business Enterprise owned company?		
Are you a Labor Surplus Area Firm?		
Have you participated in the Weatherization Assistance Program before?		
If yes, where? What year(s)?		
Have you attended a DHHS Lead Safe Work (LSW) training?		
Have you attended a DHHS Health & Safety (Indoor Air Quality) training?		
Have you attended a Lead Renovation, Repair and Painting (RRP) training?		
Have you attended the OSHA Construction 10-Hour course?		
Have you attended an ASHRAE 62.2 training?		

Please provide estimates for the following:	
Number of jobs per week you could inspect:	
Number of single-family homes per month you could inspect:	
Number of mobile homes per month you could inspect:	

Please provide your insurance company info:	
Name	
Address	
City/State	
Phone	

Three Customer References	Contact Phone	Type of Work/Association

List Education/Training Specific to Building Science/Weatherization	Date

List Certifications Specific to Building Science/Weatherization	Date

Areas of Expertise

Please check the type of equipment that you have operated and indicate the number of years of experience you have in that area. Check if the use of the equipment was by your company (CO) or a subcontractor (SUB). For sections labeled "other" please add any other areas of expertise relevant to weatherization.

Type of Work	CO	SUB	Years	Type of Work	CO	SUB	Years
Blower Door				Refrigerator kWh Meter			
Infrared Camera				Digital Camera			
Carbon Monoxide Detector				Ladder			
Combustion Gas Analyzer				Hand Tools, Drill, etc.			
Exhaust Fan Flow Meter				Computer			
Smoke Pencil				Other:			
Other:				Other:			

I authorize the CACS Weatherization Program administrators to verify the above information and I certify that the above information is true and complete.

Signature: _____

Date: _____

**Certification Regarding
Debarment, Suspension, and Other Responsibility Matters
Primary Covered Transactions**

CONTRACTOR'S NAME: _____

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

(Before signing certification, read attached instructions)

1. The prospective contractor certifies to the best of its knowledge and belief that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or Local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or Local) terminated for cause or default.

2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

Name

Title

Signature

Date

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective contractor is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the Department of Labor's (DOL) determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the DOL determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the DOL may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the DOL if at any time the prospective primary participant learns its certification was erroneous when submitted or has become erroneous by reason of charged circumstances.
5. The terms "covered transaction"; "debarred", "suspended", "ineligible", "lower tier covered transaction", "participant", "person", "primary covered transaction", "principal", "proposal", and "voluntarily excluded", as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the DOL for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-- Lower Tier Covered Transactions", provided by the DOL, without modification, in all lower tier covered transactions and all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determined the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Procurement or Non-procurement Programs.
9. Nothing contained in the foregoing shall be construed to required establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the agency may terminate this transaction for cause or default

DHS-1929, CENTRAL REGISTRY CLEARANCE REQUEST
 Michigan Department of Health and Human Services
 (Revised 5-23)

COPY PHOTO ID HERE
OR
ATTACH A SEPARATE PAGE

SECTION 1 – INFORMATION ON PERSON BEING CLEARED

 Name, (First, Middle, Last)

Maiden Name, Aliases, also known as (A.K.A)	Social Security Number	Date of Birth
---	------------------------	---------------

Address	City	State	Zip Code
---------	------	-------	----------

Phone Number	Email
--------------	-------

 I would like to pick up my results in _____ County (For Michigan Residents Only).

Signature Required for Individual Being Cleared	Date
---	------

SECTION 2 – REQUESTER INFORMATION

Check Appropriate Box

- Employer-Subcontractor
 Volunteer Agency
 Out-of-State Child Caring Institution
 Out-of-State Adoption/Foster Care Home Screening
 Michigan Court/Law Enforcement/Department of Corrections/Prosecuting Attorney
 Individual Self-Request

Name of Agency or Organization	Name of Requester		
Capital Area Community Services, Inc.	Chelsea Tatroe		
Address	City	State	Zip Code
1301 Rensen St.	Lansing	MI	48910
Email	Fax	Phone Number	
ctatroe@cacs-inc.org	(517) 580-3177	(517) 393-1780	

Effective November 1, 2022, only confirmed cases of methamphetamine production, confirmed serious abuse or neglect, confirmed sexual abuse, or confirmed sexual exploitation will be classified as a central registry case in Michigan. Individuals may have child welfare history that previously resulted in central registry placement, but that would no longer meet the criteria. In addition, select criminal convictions involving children will result in placement on central registry.

This clearance does not identify individuals with child abuse/neglect history who did not meet the new central registry requirements as noted above or history in other states, territories, or tribal trust land.

With your signature, you are authorizing agencies to receive notice of all placements on central registry as allowable by Child Protection Law (MCL 722.627-722.627j).

The confidentiality of central registry information is protected by Sections 7 through 7j of the Michigan Child Protection Law (MCL 722.627-722.627j). Anyone who violates this protection is guilty of a misdemeanor and is civilly liable for damages.

The Michigan Department of Health and Human Services (MDHHS) does not discriminate against any individual or group on the basis of race, national origin, color, sex, disability, religion, age, height, weight, familial status, partisan considerations, or genetic information. Sex-based discrimination includes, but is not limited to, discrimination based on sexual orientation, gender identity, gender expression, sex characteristics, and pregnancy.

Signature Page

I have reviewed the requirements in Exhibit A, Contract for Services and agree that these provisions will be met.

Bidder Initials _____

Signature

Company Name

Print Name

Company Address

Title

City State Zip

Telephone #

Fax #

Federal Tax ID #

Email Address

I certify that the above statements are true and correct, and they may be verified by CACS at its discretion. I also understand that my signature signifies that I am aware of the fact that the above information and any additional related information will be considered in determining whether I will be eligible or ineligible to perform any work related to the contract that exists between CACS and the Bidder.

The above individual is authorized to sign on behalf of company submitting the Response to the Request for Proposal.

Checklist for Submission of RFP Package

The following information is required as part of your RFP package being submitted.

Mistakes or omissions may result in the rejection of your bid.

- ___1. Are all documents completed fully and signed?
- ___2. Attachment A – Contractor Application Form
- ___3. Attachment B – Contractor Certification Form Regarding Debarment & Suspension
- ___4. Attachment C – Criminal and Sex Offender Search Forms
- ___5. Attachment D – Request for Central Registry Clearance Forms
- ___6. Attachment E – Signature Page
- ___7. Copy of Current License(s)
- ___8. Copy of Proofs of Insurance
- ___9. Exhibit A – Bid Pricing for Weatherization Work
- ___10. Training Certificates - DHHS Lead Safe Weatherization Training, DHHS Health & Safety (Indoor Air Quality) Training, Lead Renovator Repair Painting (RRP) Training, OSHA Construction 10-Hour Course
- ___11. Is the envelope containing your RFP properly addressed?
- ___12. Did you submit an unbound original and two (2) copies of your RFP?