

COMMUNITY HOUSING PARTNERS

WV Office of Economic Opportunity

RFQ 0327 COM1500000003 for Quality Control
Inspector Training and Testing

September 16th, 2014 1:30 p.m. Eastern Time

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

MANDATE: Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: CHP Energy Solutions

Authorized Signature: [Signature] Date: 9-15-14

State of Virginia

County of Montgomery, to-wit:

Taken, subscribed, and sworn to before me this 15 day of September, 2014.

My Commission expires 11-30, 2016.

AFFIX SEAL HERE

NOTARY PUBLIC [Signature]



SOLICITATION NUMBER: COM1500000003

Addendum Number: 01

The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

-] Modify bid opening date and time
- | Modify specifications of product or service being sought
- | Attachment of vendor questions and responses
- | Attachment of pre-bid sign-in sheet
- | Correction of error
-] Other

Description of Modification to Solicitation:

This addendum is issued to modify the evaluation criteria group and evaluation criteria line. The evaluation will be based off the lowest price meeting specifications.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: _____

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.


Addendum Numbers Received:

(Check the box next to each addendum received)

<input type="checkbox"/> Addendum No. 1	<input type="checkbox"/> Addendum No. 6
<input type="checkbox"/> Addendum No. 2	<input type="checkbox"/> Addendum No. 7
<input type="checkbox"/> Addendum No. 3	<input type="checkbox"/> Addendum No. 8
<input type="checkbox"/> Addendum No. 4	<input type="checkbox"/> Addendum No. 9
<input type="checkbox"/> Addendum No. 5	<input type="checkbox"/> Addendum No. 10

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

CTP Energy Solutions

 Company


 Authorized Signature
 9-15-14

 Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.
 Revised 6/8/2012



Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia
 Request for Quotation
 11 – Educational

Proc Folder: 25701

Doc Description: Quality Control Inspector Course and Testing

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2014-08-19	2014-09-16 13:30:00	CRFQ 0327 COM1500000003	1

BID RECEIVING LOCATION

BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US

VENDOR

Vendor Name, Address and Telephone Number: *CHP Energy Solutions Research & Training*
550 Industrial Dr.
Christiansburg, VA 24073
540-260-9081 ext. 4012

FOR INFORMATION CONTACT THE BUYER

Beth Collins
 3045582157
 beth.a.collins@wv.gov

Signature *[Handwritten Signature]* FEIN # *541 023 025* DATE *9-15-14*

All offers subject to all terms and conditions contained in this solicitation

INVOICE TO		SHIP TO	
ADMINISTRATIVE SECRETARY OFFICE OF ECONOMIC OPPORTUNITY 4TH FLOOR 700 WASHINGTON ST E CHARLESTON WV25301 US		ADMINISTRATIVE SECRETARY OFFICE OF ECONOMIC OPPORTUNITY 4TH FLOOR 700 WASHINGTON ST E CHARLESTON WV 25301 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Quality Control Inspector Training class workshop				

Comm Code	Manufacturer	Specification	Model #
86132201			

Extended Description :

Quality Control Inspector Training Class or workshop with a maximum of ten (10) students per the attached specifications.

Attachment A - Pricing Page

Quality Control Inspector Course and Testing

Section	Description	Unit of Measure	Unit Cost	Quantity	Extended Price
3.1.1	Quality Control Inspector Course and Testing (max. of 10 students per class) Price includes testing fees for 10 written and 10 field exams.	Class	\$24,375.00	1	\$ 24,375.00
	Mileage for Class #1 to vendor's training location listed below from agency address being: 700 Washington Street East, Charleston, WV 25301	Round Trip Miles (Mileage Rate \$0.47 x max. number of students being 10)	\$4.70	296	\$ 1,391.20
***GRAND TOTAL					\$ 25,766.20

Vendor's Training Location Class #1: (MUST be a physical address)

Street:	550 Industrial Dr.
City, State, Zip	Christiansburg, VA 24073

- *Vendor must provide a physical address in which the training will take place.
- *The mileage must be calculated for round trip. Mileage amount is for evaluation purposes only.
- *Vendor's bid is to be all inclusive, no additional shipping or travelling costs will be paid.
- *Vendor should complete the pricing page as Unit Cost x Quantity = Extended Price.
- ***Grand Total is Class Course and Testing Total + Mileage Total.

Training Services Agreement Between

CHP Energy Solutions Research and Training

and

The State of WV- Office of Economic Opportunity

History –

CHP Energy Solutions is an Interstate Renewable Energy Council (IREC) Accredited Training Provider™ for its Quality Control Inspector, Energy Auditor, Crew Leader, and Retrofit Installer Technician courses.

In June 2012, CHP Energy Solutions became the first training center in the nation to obtain IREC accreditation for an energy efficiency program. The training center earned this distinction for its Retrofit Installer Technician course.

Subsequently, in May 2013, CHP Energy Solutions became an IREC Accredited Training Provider™ for its Quality Control Inspector and Energy Auditor training programs, and in December 2013, it earned IREC accreditation for its Crew Leader training program.

CHP Energy Solutions has delivered its Quality Control Inspector course since November 2012. It has delivered its Energy Auditor course since May 2012, its Crew Leader course since April 2013, and its Retrofit Installer Technician course since October 2011.

CHP Energy Solutions has also licensed its Quality Control Inspector curriculum to the Building Performance Center, which became IREC accredited in December 2013 using this curriculum.

CHP Energy Solutions Services:

In addition to our experience as a WAP provider, CHP is also home to a nationally-renowned energy training center – CHP Energy Solutions Research and Training, formerly the New River Center for Energy Research and Training (NRCERT). Since 1999, CHP Energy Solutions Research and Training (CHP) has trained over 30,000 participants in building science and energy conservation techniques in over 40 states across the United States.



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RESEARCH & TRAINING

Community Housing Partners
www.CommunityHousingPartners.org

550 Industrial Drive, Christiansburg, VA 24073 | (540) 260-9081, fax: (540) 260-9084 | (540) 260-9084



The following are responses to CRFQ 0327 COM150000003 requirements:

3.1 Mandatory Contract Item Requirements

3.1.1 CHP Energy Solutions is fully capable and prepared to provide the QCI course and testing at its location at 550 Industrial Drive, Christiansburg, VA.

3.1.2 CHP Energy Solutions is an IREC accredited training provider and documentation is included within this response.

3.1.3 CHP Energy Solutions provides all of its students with binders full of power point slides, reference documents, the JTAs associated with the course, BPI field guides for studying, and many other resources. Each student also has access to quizzes and pre-tests to prepare them for the BPI exams. Every student that registers for an in person QCI course receives complimentary the online prep course.

3.1.4 AGENDA:

QCI Course October 20th-24th (sample week, can be moved if needed)

Monday

- 8:30-9:00 Introductions, Course Outline, Tour (If Needed)
- 9:00-12:00 What is a QCI, Basic Documents, Inspecting Work In-Progress, Safety, Worker Professionalism (Communication)
- 12:00-12:45 Lunch
- 12:45-5:00 Address Work Problems, House as a System, Basic Building Science

Tuesday

- 8:30-12:00 Basic Building Science (Air Movement), Driving Forces of Air Leakage, Stack-lator Experiment
- 12:00-12:45 Lunch
- 12:45-5:00 Insulation Types, Construction Types, Exterior Visual Assessment, Interior Visual Assessment, Math Basics

Wednesday

- 8:30-12:00 Windows and Doors, Sidewall Inspection, Basement/Crawl Assessments, Attic Inspection, Knee walls
- 12:00-12:45 Lunch
- 12:45-3:00 Knee walls, Attic Fire Hazards, Attic Inspection Electrical, Attic Insulation, Attic Mechanicals, Attic Venting
- 3:00-5:00 Blower Door Testing (Review Power Points, Then Go to Lab)

Thursday

- 8:30-12:00 Duct Leakage Testing (Review Power Points, Then Go to Lab)
- 12:00-12:45 Lunch
- 12:45-5:00 Combustion Safety Testing (Review Power Points, Then Go to Lab)

Friday

- 8:30-9:30 ASHRAE 62.2 Review
- 9:30-???? Written and Field Testing

BPI Testing will commence the following week: October 27th-30th exact test times TBD.



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3.1.5 CHP Energy Solutions has the capacity to host class sizes of up to 12 people.

3.1.6 CHP Energy Solutions provides to its students certificates upon passing the CHP Energy Solutions Preparatory Courses, however BPI will be responsible for administering certificates upon passing the BPI HEP QCI written and field exams.

3.1.7 CHP Energy Solutions has include in its price all costs associated with trainers, books and materials, and expenses incurred at the training site.

3.1.8 CHP Energy Solutions has three training and testing houses within its facility that have been BPI approved for QCI training and testing.

3.2 Quality Control Inspector Course and Testing

3.2.1 CHP Energy Solutions' QCI preparatory in person course and its supplemental online course is designed to prepare students adequately for the Building Performance Institutes' Home Energy Professional Quality Control Inspector written and field exams. CHP Energy Solutions' current pass rate for the written and field exams are over 80%, well above the national average.

3.2.2 CHP Energy Solutions is prepared to provide training and testing for a maximum of 12 students for QCI, and understands that the West Virginia Office of Economic Opportunity will provide the names of the students if a contract is awarded.

3.2.3 CHP Energy Solutions' course is at a minimum of 35 hours in length with preparatory testing for the national exam at the end to ensure course completion. The BPI exams will need to be scheduled the next week upon submittal of approval letters from the students from the BPI.

3.2.4 CHP Energy Solutions is capable of providing the training and testing by October 31st, 2014.

3.2.5 Agenda is included in response **3.1.4**

3.2.6 CHP Energy Solutions will ensure that students have the appropriate documentation to attend the course and testing per BPI.

The agency is responsible for registering all students in the course through CHP Energy Solutions' Learning Management System (LMS) located here <https://lms.chplearning.org/app/register> prior to the students attending the training or testing.

The WV Office of Economic Opportunity agrees to reimburse and pay CHP Energy Solutions for the training and testing as outlined in this agreement. This cost covers CHP Energy Solutions' staff time for preparation, instruction, travel, lodging, per diem, binders/handouts, and trainer during the training and other costs directly related to the training as well as technical assistance provided before and after the training sessions.



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Any changes to this agreement must be made in writing and agreed to by both parties.

Proposal for Costs for the QCI Training and Testing not to exceed: **\$25,766.20**

If you require any further clarification or information please don't hesitate to contact Phil Hull at the office or by cell. The office phone is (540) 260-9081 EXT 4012; my cell phone is (540) 239-0917.

Susan Sisk

Date

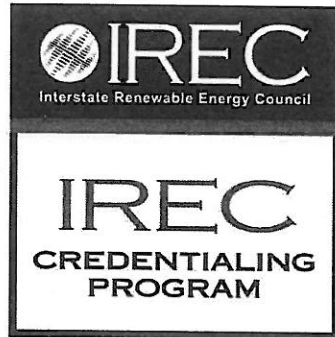
Chief Administrative Officer

State of West Virginia

Date

Office of Economic Opportunity

Authorized Representative



THIS IS TO ATTEST THAT

CHP Energy Solutions, LLC

is recognized as an

IREC ACCREDITED TRAINING PROVIDER

for the job task analysis **Quality Control Inspector** for the course

Quality Control Inspector

AS ASSESSED BY THE IREC REGISTERED ASSESSORS AND THE IREC AWARD COMMITTEE

Date of Issue: 5/23/2013
Date of Expiration: 5/23/2018
Certificate Number: IREC_80004_TP_QCI

A handwritten signature in black ink, appearing to read "Jane M. Weissman".

Jane M. Weissman
President and Chief Executive Officer
Interstate Renewable Energy Council, Inc.