



*Weatherization  
Works*

Delaware Weatherization Program  
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**Delaware Weatherization Assistance Program  
Supplemental Clarification  
Residential Weatherization Subcontractors Request for Qualifications  
September 7, 2012**

**The following points of clarification are being provided with regard to the Submission of Qualifications:**

Submissions of Qualifications must include all the parts and sections listed in Section III. Format of Submission of Qualifications, which is found in the RFQ on pages 18 through 22. The Attachments listed in this Section can be found at the end of the RFQ document on pages 48 through 54. All pertinent attachments must be included with any successful Submission of Qualifications. Additionally, the Submissions must provide evidence of the Respondent's ability to meet or exceed the services and responsibilities listed in Section II. Scope of Work, particularly beginning with Subsection C. Statement of Needs (page 9), through the end of the section on page 17.

This RFQ does not require the Submission of Qualifications to include quotes for costs of services or prices the Respondent proposes to adhere to. Since the Weatherization Assistance Program relies on the use of a Price List to set the costs allocated for services within the program, all Submissions of Qualifications must adhere to the costs set out in the Price List found in Appendix A of the RFQ, beginning on page 55.

Once complete, the Submissions of Qualifications from each interested Respondent must reach the Weatherization Assistance Program Offices by the deadlines established in the RFQ. As explained on page 19, in Section III. Format of Submission of Qualifications, Subsection L. Number of Copies with Mailing of Qualifications, Respondents must submit five (5) paper copies and one (1) electronic copy on CD or DVD media disc. One of the paper copies must be marked as the "Master Copy" and must contain original signatures in all locations requiring a Respondent's signature. The electronic copy is a requirement of this RFQ. If Respondent's lack the necessary computer skills or programs to consolidate the multiple sections of their

Submission of Qualifications, they may include their Submission in multiple computer files. However, should this approach be taken, the order of the files must be clearly evident or clearly and simply explained. An exact copy of the Respondent's full Submission of Qualifications must be contained on the electronic media and able to be opened on a Windows operating system. In the case that the Respondent does not have the ability to produce a CD or DVD media disc, the Respondent may in that case submit the electronic copy of their Submission of Qualifications on a USB flash drive (also known as a thumb drive). In any case, a complete copy of the Submission of Qualifications must be submitted electronically with the paper copies.