

Questions and Answers RFP-DDEC-WAP-2026-001 | Grant SE0001848 WAP FORMULA

Questions	Answers
1. Expected participant volume / throughput targets (Section 3.2 – Outreach, Intake, and Eligibility Management; Section 2.3 – Expected Outcomes) Does PRDEDC have an expected/target volume for FY 2025–2026 (total and/or by month) for: 1. applications received; applications processed; applications approved/eligible, and 2. monthly installations/completed units 3. monthly QC inspections (e.g., number of inspections completed and/or required)?	The total expected/target volume for FY 2025–2026 is 150 units/homes weatherized. 300 cases evaluated; 150 cases to be weatherized. 15 units completed per month. 100% of the weatherized/completed units will receive a final inspection.
2. Availability of baseline/historical data (Section 3.2 – Outreach, Intake, and Eligibility Management; Section 2.3 – Expected Outcomes) Can PRDEDC provide historical data (e.g., prior monthly intake volumes, approval rates, completed units, inspection throughput) to support realistic forecasting and capacity planning?	PRDEDC does not plan to provide historical operational metrics as part of this solicitation. Proposers should develop their own assumptions and propose a scalable plan that can adjust as intake and production levels are established.
En el RFP Indiano *This engagement is expected to span a period of one (1) year, subject to performance, funding availability, and the terms and conditions of the grant award*; no obstante, el portal de hig.gov.com Indica Indica lo siguiente sobre el Grant EED0009928 - Weatherization Assistance Program Puerto Rico: Since initial award the End Date has been extended from 06/30/23 to 06/30/26 and the total obligations have increased 244% from 1,235,088 to \$4,249,810.00	
¿Esto quiere decir que hay una probabilidad (aunque sea remota) de que el programa termine en junio 30 de este año, si no asignan fondos adicionales?	No. Este RFP utiliza fondos de la subvención SE0001848 (WAP Formula FY25–FY26). La vigencia del grant es mayor al primer año del contrato; cualquier extensión del contrato depende de fondos disponibles y desempeño.
¿Cuántos casos esperan climatizar por mes para cumplir con las metas del programa?	Meta operacional: 15 casos completados por mes (aprox.).
Are key personnel resumes included in the 25-page limit of the Technical Proposal?	No. Resumes of key personnel are submitted separately and do not count toward the page limit of the Technical Proposal.
6.3 Cost Plan Evaluation References Section 0 in the last paragraph. Please provide respondents with Section or confirm this is a typo. The same situation occurs in 7.3.2 Breakdown by service domain section.	PRDEDC confirms that there is a cross-reference error in the document. In Section 6.3, where it says "Section 0," it should read "Section 7.3." In Section 7.3 (Breakdown by service domain), where it says "Section 0," it should read "Section 3.2."
Please clarify if the awarded program manager needs to acquire and include in the proposal the cost of the weatherization services and equipment necessary to implement on the eligible participants' dwellings?	Proposers should include the costs necessary to deliver the full scope under this RFP, including procurement/management of subcontractors that perform weatherization installations (including materials/appliances) and required inspections. PRDEDC will confirm final budget structure during negotiations and in the Service Agreement.
How many participants are expected to be impacted by the program per the approved WAP-Formula FY25–26 State Plan	The program is expected to weatherize 150 homes. The number of individuals impacted will vary by household size.
What are the projected weatherization measures included in the approved WAP-Formula FY25–26 State Plan?	The projected measures to WAP-Formula FY25–216 State Plan are Low-Flow Showerheads, Tier 2 Advanced Power Strips, Light Emitting Diode (LED) Lighting, Domestic Water Heater Replacements, Small Room Air Conditioners, ENERGY STAR Refrigerators, Solar Water Heaters and Large Room Air Conditioners.
Which municipalities will be impacted by the WAP Formula FY 25-26 State Plan?	All 78 municipalities are eligible for WAP services.
What is the Approximate Cost per Unit (ACPU) approved in the WAP-Formula State Plan for FY 25-26?	The current approved ACPU is \$8,497 (per the applicable DOE guidance for the FY25–FY26 plan, WPN 23-7).
Could you please provide a copy of the FY 2025–2026 WAP Formula Funds State Plan that has been officially approved by the U.S. Department of Energy?	Yes. The FY 2025–2026 WAP Formula State Plan can be shared with proponents (via email) upon request, consistent with applicable disclosure rules.
Eligibility as a for-profit organization: Under the Weatherization Assistance Program (WAP) Formula Grant for FY 2025–2026 administered by PRDEDC, is a for-profit entity eligible to serve as the Program Manager as a Subgrantee under this RFP? If so, please identify the specific legal and regulatory authority, DOE guidance, or approved structuring mechanism that permits such eligibility, including any applicable conditions or limitations.	No. 10 CFR 440.3 and 10 CFR 440.15 (a) does not allow a for-profit organization to be a subgrantee of WAP funds.
If a for-profit entity is not eligible to serve as a Subgrantee, does PRDEDC permit a consortium or a prime-subcontractor structure in which a public, nonprofit or Community Action Agency (CAA) serves as the Subgrantee/Prime, and a for-profit performs program management and operational functions as a subcontractor? If so, please specify which responsibilities must remain with the eligible Subgrantee.	PRDEDC, as grantee of WAP funds, is firmly committed to maintaining zero findings related to any federal funds received in any future audits, monitoring reviews, or oversight activities conducted by the U.S. Department of Energy (DOE) or local oversight agencies. Accordingly, all proponents must recognize and respect this commitment. As subgrantee of federal funds, they are expected to implement robust compliance, internal controls, and risk management practices to prevent any findings that could jeopardize their own eligibility to receive or manage federal funding currently or in the future. Accordingly, upon receipt of proposals, PR WAP will rigorously evaluate the demonstrated organizational, administrative, fiscal, and technical capacity of the proposing nonprofit entity or CAA to directly perform, manage, and oversee all Program Manager responsibilities, consistent with 10 CFR § 440.15(a)(3) and all applicable federal requirements, among others. PR WAP will not approve any arrangement that, in form or substance, results in the delegation of core programmatic authority, fiscal accountability, or compliance oversight to a for-profit entity. In instances where a nonprofit or CAA proposes to subcontract Program Manager services to a for-profit entity, the proponent must demonstrate how they will ensure that, as subrecipient, they will retain unequivocal control, decision-making authority, and full responsibility for federal compliance. Any structure that raises concerns regarding pass-through arrangements, diminished oversight, or misalignment with statutory and regulatory requirements may, at PRDEDC sole discretion, result in the disqualification of the proposal or reconsidering its selection decision, which could result in the termination of the contract. The PRDEDC reserves its right to make such disqualification or termination determination even if the proponent can demonstrate unequivocal control, decision-making authority, and full responsibility for federal compliance.
For purposes of this RFP, how does PRDEDC define term "Subgrantee"? Specifically, does the Subgrantee assume full fiscal, audit, and compliance responsibility under the DOE grant, or may PRDEDC designate a different fiscal agent while the program manager performs operational and coordination functions?	Subgrantee means an entity managing a weatherization project which receives a grant of funds awarded under this part from a grantee. Hence, the subgrantee should have the capacity to assume full fiscal, audit, documentation, and compliance responsibilities under the DOE grant. PRDEDC will monitor subgrantee compliance throughout contract term.

PR defines a Community Action Agency (CAA) the same as in 10 CFR § 440.3; a CAA means a private corporation or public agency established pursuant to the Economic Opportunity Act of 1964, Pub. L. 88-452, which is authorized to administer funds received from Federal, State, local, or private funding entities to assess, design, operate, finance, and oversee antipoverty programs. Acceptable documentation to validate CAA designation:

- Active Department of State Certificate of Organization as a non-for profit
- IRS 501(c)(3) determination letter
- Active CAA designation certificate or letter

The selected subgrantee is expected to serve approximately 150 households during the one (1) year contract term. Monthly and/or regional production targets will be established in coordination with PR WAP as part of the program planning and implementation process. Proponents must demonstrate sufficient organizational, staffing, operational, and financial capacity to meet and sustain PR WAP-established performance targets in a timely and compliant manner.

PR WAP does not currently have any pending corrective actions or monitoring findings. We do have active contractors.

The program platform will be Canopy. PRDEDC will provide system access, licenses, and training as needed for the Program Manager to perform required duties.

Applicant PII must be treated as confidential. The Program Manager must use role-based access controls, secure storage/transmission, and retain records per federal requirements (generally at least 3 years after the final financial report). Any suspected breach must be reported promptly to PRDEDC and handled per applicable law/contract terms.

The Program Manager is expected to conduct competitive procurements for installers/implementation subcontractors and QC inspection resources. The RFP does not indicate an existing pre-qualified installer list. Subcontractors must hold all applicable Puerto Rico licenses/permits for the work performed; bonding requirements, if any, will be established in the applicable contract/subcontract terms.

The RFP requires final inspections by a "certified QCI" and 100% final inspection coverage for completed units. PRDEDC will apply DOE requirements applicable to Puerto Rico (including any approved exemptions or alternative qualifications) and will require trained/qualified inspectors and corrective actions/re-inspections as needed.

DOE WAP and federal grant limits (e.g., admin and other category limits) apply. PRDEDC, as the Grantee, will ensure the overall budget stays within those caps; proposers should structure their cost plan accordingly.

PRDEDC is not providing standard templates at this time. The proposer may submit its own reporting formats for PRDEDC review/approval as part of implementation.

PRDEDC anticipates selecting one statewide Program Manager; however, the RFP reserves the right to award more than one contract if deemed in the best interest of the program.

Yes. The 30-page limit applies to the Technical Proposal section only; required attachments (e.g., resumes and mandatory certifications) are submitted separately, as instructed in the RFP.

PRDEDC does not anticipate providing fixed volume estimates beyond stated program targets. Proposers should model expected workloads and propose a scalable approach.

Centralized management with strong islandwide field coordination is acceptable. The Program Manager should demonstrate capacity to cover all municipalities as needed.

PRDEDC does not maintain a pre-approved/legacy pool for this procurement. The Program Manager is expected to procure and qualify subcontractors as needed, consistent with applicable requirements.

No additional caps are imposed beyond applicable federal/DOE requirements; PRDEDC will enforce those requirements during budget review.

The RFP does not set minimum local staffing or residency requirements. Proposers should ensure adequate local/field capacity to meet program needs across Puerto Rico.

Yes. The Program Manager will receive appropriate system access to perform program duties, including reporting. Program data remains PRDEDC property; data handling/return requirements will be addressed in the Service Agreement.

If additional WAP funding or related program scope is added during the contract term, PRDEDC may amend the contract to incorporate the change (subject to approvals and applicable requirements) or issue a separate procurement, depending on the scope.

The initial term is one (1) year. Extensions/renewals may be considered based on performance and funding availability, and must remain within the grant's allowable period of performance.

PRDEDC may share high-level funding/allocation information (as available through the WAP plan/application framework). Detailed line-item working budgets are not typically shared during the competitive phase and may be finalized during negotiations/award.

No separate non-recurring allocation is confirmed at this time beyond the regular formula allocation and any approved carryover.

Can PRDEDC share with proponents the program's yearly budget?

Are there any non-recurring budget allocations for the program for FY2026? If so, what is the amount of the allocation?

If the Subgrantee is required to be a Community Action Agency (CAA), how does PRDEDC define and verify CAA status in Puerto Rico? What documentation or designation would be considered acceptable to demonstrate compliance with 10 CFR 440.3 and 10 CFR 440.15 (a)(1)?

What is the anticipated volume of households/units to be served under the WAP Formula Grant for FY 2025-2026, and are there expected monthly or regional throughput targets that proposers should consider for staffing and contract start?

What is the current operational status of the WAP in Puerto Rico (e.g., backlog of applications, active subcontractors, pending corrective actions, or monitoring findings) that the selected Program Manager would inherit at contract start?

Please identify the specific DDEC/WAP software platform referenced in the RFP. Will PRDEDC provide system access, user licenses, training, reporting templates, and the data export capabilities to the selected Program Manager?

What data governance and data security requirements apply to applicant Personally Identifiable Information (PII), including data retention, access controls, incident reporting, and cybersecurity standards that proposers must follow?

Will the Program Manager be required to conduct competitive procurements for WAP- certified installers, or does PRDEDC maintain existing pre-qualified vendor lists? Please clarify any required licenses, certifications, or bonding requirements.

Does PRDEDC require that Quality Control Inspections be conducted by DOE WAP-Certified Quality Control Inspectors (QCIs), and are there minimum inspection sampling rates or re-inspection thresholds that must be met?

Are there administrative cost caps or budget category limits (e.g. Administration, training & technical assistance, health & safety) applicable to the FY2025-2026 WAP Formula Grant that proposers should incorporate into the cost plan?

Will PRDEDC provide standard templates for biweekly, monthly, quarterly, and annual reports, or should proposers submit their own reporting formats as part of the Technical Proposal?

PRDEDC reserves the right to award more than one contract. Does PRDEDC anticipate a single statewide award, or multiple awards by region or service component?

Please confirm that the 30-page limit applies exclusively to Part 4 - Technical Proposal, and clarify whether resumes, organizational charts, references, and mandatory requirements documents are excluded from this page count.

Will PRDEDC provide estimated volumes (e.g., number of households, municipalities, subcontractors, inspections) for FY 2025-2026 to support staffing and cost assumptions, or should proposers independently model expected workloads?

Is the Program Manager expected to maintain physical presence or regional offices across Puerto Rico, or will centralized management with field coordination be acceptable?

Does PRDEDC currently maintain an approved or legacy pool of WAP subcontractors, or is the selected Program Manager expected to fully procure and qualify all subcontractors anew?

Are there specific cost category caps or restrictions beyond those imposed by 2 CFR 200 and DOE WAP guidance?

Are there any minimum local staffing or residency requirements for key personnel or field staff?

Will the Program Manager receive access to the PRDEDC/WAP system, and are data export tools available for analytics and reporting?

If additional WAP funding or related energy programs are added during the contract term, will PRDEDC issue contract amendments or separate procurements?

Please confirm whether PRDEDC anticipates renewal or extension options beyond the initial one-year term, subject to funding and performance.

Can PRDEDC share with proponents the program's yearly budget?

Are there any non-recurring budget allocations for the program for FY2026? If so, what is the amount of the allocation?

In the application management process, which entities with distinct roles, such as subgrantees and contractors, are expected to be involved, and how is the selected awardee expected to coordinate and interact with these entities within the same application workflow?	Key entities include DOE (oversight), PRDEDC (Grantee), the selected Program Manager/Subgrantee (day-to-day implementation), and procured contractors/subcontractors (audits, installations, inspections, etc.). The Program Manager coordinates upstream with PRDEDC for reporting/compliance and downstream with contractors for delivery and documentation.
Will the selected awardee be responsible for overseeing the entire process, including intake, eligibility determination, review, validation, monitoring, and closeout, acting as the central program administrator? Additionally, is the awardee expected to directly provide services to beneficiaries, or will its role be strictly administrative and coordinative?	Yes. The Program Manager is expected to serve as the central administrator for day-to-day operations (outreach, intake, eligibility processing, coordination, monitoring, reporting, and closeout) under PRDEDC oversight. Direct in-home services (installation/inspections) are performed by subcontractors managed by the Program Manager.
Could you clarify which specific programs for low-income households will be administered under this award?	This award is for the DOE Weatherization Assistance Program (WAP) Formula Grant for FY 2025–2026. No other programs are included unless PRDEDC issues an amendment or separate procurement.
Can the DDEC provide an estimate of the number of applications or households expected to be managed during the grant period?	PRDEDC expects the Program Manager to evaluate approximately 300 cases and weatherize approximately 150 homes during FY 2025–2026.
Does the DDEC anticipate making a single award under this RFP, or will multiple awards be issued?	PRDEDC may make one or multiple awards, as the RFP reserves the right to award more than one contract and/or select more than one qualified respondent.
What font size is recommended for tables and/or graphics in the proposal submission?	Use a clear, readable font for tables/graphics. As a general rule, 12-point is preferred; smaller text is acceptable for tables/graphics if it remains legible and prints clearly.
Based on the RFP's use of competitive pricing, professional services terminology, and bidder qualification requirements, could DDEC confirm whether for-profit entities are eligible to participate in this solicitation?	The RFP is open to qualified respondents. If a for-profit firm participates, it may do so directly if eligible under the award structure, or as part of a team/consortium. Any required eligibility for a WAP subgrantee role must be met as applicable under DOE requirements.
Will the selected entity be expected to exercise independent programmatic authority (such as final eligibility determinations or obligation of WAP funds), or will DDEC retain ultimate programmatic authority with the selected entity providing administrative and operational support under DDEC oversight?	PRDEDC will retain ultimate programmatic authority for the grant. The Program Manager provides day-to-day administrative and operational support under PRDEDC oversight; final approvals remain with PRDEDC as applicable.
For planning and compliance purposes, could DDEC clarify whether the award instrument will incorporate federal subaward elements consistent with 2 CFR 200.331–200.332, or whether it will be structured as a professional services contract subject to procurement standards?	PRDEDC is conducting a competitive RFP and expects to execute a Service Agreement with the selected Program Manager, which must include the federal requirements applicable to WAP funds and PRDEDC oversight/monitoring provisions.
Please confirm the total amount of WAP formula grant funding for Fiscal Years 2025–2026.	Funding amounts are based on DOE's WAP formula allocation and the executed award for SE0001848. PRDEDC will confirm the applicable funding levels through the official award/State Plan documents and during contract finalization.
Please confirm the total number of cases to be considered under this RFP.	150 households are expected to be weatherized under this engagement.
The scope of services includes conducting community needs assessments to identify eligible low-income households. Please confirm whether the contractor is expected to assist PRDEDC with outreach activities and the intake process, or whether the contractor will be responsible for conducting all outreach and intake activities.	The Program Manager is expected to lead outreach and intake activities in coordination with PRDEDC, including community needs assessments and application processing.
Please confirm whether PRDEDC will provide the software platform to be used for outreach, intake, and eligibility management.	Correct. PRDEDC will provide the software platform for outreach/intake/eligibility management, and the Program Manager will use it to execute day-to-day operations and reporting.
Are inspectors required to be Certified Quality Control Inspectors (QCI), or will comparable experience performing these tasks be accepted?	The RFP references certified QCI inspections; PRDEDC will follow DOE requirements applicable to Puerto Rico and will accept inspectors with the required qualifications/training for the program, while maintaining 100% final inspection coverage and corrective actions as needed.
Please clarify whether energy auditors will be directly contracted by PRDEDC or whether energy auditing services are expected to be included as part of this proposal. If PRDEDC will directly contract these services, please confirm whether the Program Manager will be responsible for administrative functions, including oversight, coordination, review of energy audit reports, and energy auditors' invoicing/reporting process.	Energy auditors will be directly contracted by PRDEDC. The Program Manager will handle the administrative side: coordination, tracking, reviewing audit deliverables for completeness/compliance, and supporting the invoicing/reporting workflow under PRDEDC oversight.
Please clarify whether the Program Manager's responsibility under this RFP is limited to the administration of weatherization measures, with equipment and installation services provided by others, or whether the Program Manager will also be responsible for providing equipment and installation services, including all associated costs, as part of this proposal.	The Program Manager is responsible for administering and coordinating delivery, including procuring/managing subcontractors that perform installations (including materials/appliances) and inspections. Proposers should reflect that scope in their cost plan; PRDEDC will confirm final cost structure in the Service Agreement.
Are 11" x 17" pages allowed for charts and tables?	Yes. 11" x 17" pages may be used for charts and tables, consistent with submission requirements.
Will PRDEDC allow for smaller sized point size font for graphics, tables, and charts?	Yes. Smaller font sizes may be used in graphics/tables/charts as long as they remain legible and the document prints clearly.
Please confirm whether the submission of a redacted copy is permitted.	Yes. A redacted copy may be submitted in addition to the complete unredacted proposal. Redactions should be limited to legitimately confidential/proprietary information and must not remove content needed for evaluation.
Please clarify whether demonstrated experience across each of the service domains constitutes a mandatory requirement for proposal responsiveness or whether such experience will be evaluated holistically as part of the technical evaluation.	Experience will be evaluated holistically. Proposals should demonstrate capacity to cover the full scope (directly or through qualified partners/subcontractors).
In reference to the reporting, software utilization, and data management responsibilities described in the Scope of Work, please confirm whether the Program Manager is expected to directly administer federal reporting systems and data platforms or provide support to PRDEDC in fulfilling these requirements.	The Program Manager will run the day-to-day data and reporting workflow and provide the documentation needed for PRDEDC's official submissions. PRDEDC retains ultimate responsibility for final federal submissions/approvals.
Please clarify whether the provisions of Article 37 of Act No. 73-2019, known as the General Services Administration Act for the Centralization of Government Purchases of Puerto Rico, are applicable to this procurement process. If so, please confirm how such provisions will be incorporated into the evaluation and selection methodology.	PRDEDC will follow the RFP evaluation process and applicable procurement requirements (including ASG/RUP registration). The RFP does not include additional Act 73 Article 37 preference scoring mechanisms beyond mandatory compliance documentation.
Please indicate whether this solicitation incorporates any policies, evaluation considerations, or participation mechanisms intended to support the inclusion and economic development of Puerto Rico-based small businesses and cooperatives in alignment with DDEC's mission and objectives.	This solicitation is open and competitive, with no separate evaluation preference or set-aside for any specific business type. Proposers may voluntarily include local small businesses/cooperatives as subcontractors or partners, if helpful and compliant.
Please clarify whether the English-language requirement applies exclusively to the proposal narrative or extends to official governmental certifications and records submitted as part of the mandatory documentation.	Proposals must be submitted in English. Supporting certifications/records issued only in Spanish may be submitted in the original form, but PRDEDC may request an English translation if needed for review, audit, or DOE reporting.
Please confirm the payment structure contemplated for this engagement, including whether the contract will operate on a cost-reimbursement basis or provide for advance funding. Additionally, please clarify the expected invoicing cycle and payment timeframe.	Payment terms (e.g., reimbursement vs. other structure, invoice cycle, and processing timeframe) will be specified in the Service Agreement. In general, PRDEDC processes payments after review/approval of invoices and supporting documentation.

Given the scope of services outlined in the RFP and our commitment to preparing a thorough, responsive, and high-quality submission, we respectfully request an extension of the proposal deadline. Additional time would allow our team to complete final technical and operational reviews, confirm strategic partnerships, and ensure full alignment with the program's compliance and performance expectations. We believe that this extension would ultimately benefit PRDEDC and the people of Puerto Rico by fostering a more robust and competitive proposal process that supports the long-term success of the Weatherization Assistance Program. Accordingly, we kindly request that PRDEDC consider extending the submission deadline by 14 days, or to such later date as the Department may deem appropriate.

With respect to the Chauffeurs' Certification, please confirm whether this requirement is limited to the proposer as a legal entity or extends to personnel proposed for contract execution. Additionally, please specify which positions, if any, must comply with this requirement.

DDEC RFP-DDC-WAP-2026-01 refers to the selected entity as a "Subgrantee/Program Manager" while also describing the engagement as professional services subject to competitive cost evaluation. In order to determine whether our firm is an eligible and appropriate respondent, we respectfully request clarification on the following:

Could DDEC please confirm whether the selected entity will enter into: A subaward agreement (i.e. a subrecipient relationship under 2 CFR Part 200), or professional services contract awarded through a procurement process?

PRDEDC appreciates the request, but cannot extend the proposal deadline at this time due to program timelines and the need to begin implementation as soon as possible. Proposals are due by the deadline stated in the RFP.

The Chauffeurs' Certification is an entity-level requirement. It applies to the proposer/awardee (and any subcontractor) to the extent they employ personnel who will drive as part of contract performance.

No. 10 CFR 440.3 and 10 CFR 440.15 (a) does not allow a for-profit organization to be a subgrantee of WAP funds.

PRDEDC is selecting the Program Manager through a competitive procurement (RFP) and will execute a Service Agreement. The selected entity will operate as the Program Manager/Subgrantee under PRDEDC oversight and must comply with applicable federal requirements tied to WAP funds.