

**Open Request for Qualifications (RFQ)
Professional Services to Assist RESNET with Execution of
Quality Assurance Tasks**

July 13, 2009

The Residential Energy Services Network, Inc. (RESNET), headquartered in Oceanside, CA, is seeking professional services of individuals or companies who can assist in the execution of the Quality Assurance tasks that RESNET is or may be required to complete in accordance with the RESNET Standards.

Background

Home energy ratings are increasingly being recognized as the national standard for the rating of a building's energy performance. RESNET receives a number of requests from government agencies and the media on how the energy performance of a home will increase through improving a home's energy rating.

A critical quality assurance responsibility of RESNET is to monitor the rating work performed by accredited Providers (Rating Providers, BOP Providers, Sampling Providers, and Home Energy Survey Providers) to insure that they are in compliance with the RESNET Standards. In the fulfillment of this responsibility, RESNET performs the following tasks:

1. Annual monitoring of accredited Provider's Quality Assurance files;
2. Random field monitoring of accredited Provider's Quality Assurance files, processes and procedures;
3. Investigation of ethics complaints filed against accredited Providers;
4. Investigation of consumer complaints filed against accredited Providers;
5. Desk audit and field assessment of applicants for Sampling Provider accreditation;
6. Miscellaneous in the field evaluations, assessments or investigations that may from time to time be required by RESNET.

RESNET is seeking professional services to assist in the execution of some or all of the tasks listed above.

Minimum Qualifications of Contractor(s)

Respondents to this RFQ must, at a minimum, meet the following requirements:

1. Accreditation by RESNET as a Rating Provider or certified as a rating Quality Assurance Designee;
2. Ability to review building plans, take-offs and rating software building files;
3. Ability to prepare a preliminary and confirmed rating on either the REM/Rate or Energy Gauge USA rating software program;
4. Practical knowledge of conducting home energy ratings in accordance with the RESNET Standards;
5. Practical knowledge of the sampling of ratings in accordance with the RESNET standards.

Desirable Qualifications of Contractor(s)

It is preferred, but not required, that respondents to this RFQ have the following additional desirable qualifications:

1. Accreditation by RESNET as a BOP, Sampling and/or Energy Survey Provider;
2. A minimum of three (3) years experience as a RESNET accredited Rating Provider or certified rating Quality Assurance Designee.

Tasks To Be Completed

The selected contractor(s) shall be able to:

1. On request from RESNET, review and evaluate rating electronic files and rating field inspection and testing documentation of one or more confirmed or sampled ratings;
2. On request from RESNET, coordinate with a Provider to complete an in the field assessment of the Provider's compliance with the RESNET Standards, including, but not limited to, evaluation of the following:
 - a. Rating electronic files
 - b. Rating Quality Assurance records
 - c. Rating field inspection and testing documentation
 - d. Rating field inspection and testing policies and procedures
 - e. Rater Agreements
 - f. Rater Registry
 - g. Complaint files

h. Disclosure files

3. On request from a RESNET accredited Rating Provider who is seeking to become an accredited Sampling Provider, coordinate with the Provider to complete a desk audit and field assessment of the Provider's sampling procedures to determine if they are in compliance with the RESNET Standards (Chapter 6);

Evaluation Criteria

Qualifications of the individuals or companies that respond to this solicitation, including any subcontractors to be utilized, will be evaluated using the following criteria:

1. Compliance with the Minimum Qualification Requirements;
2. Level of compliance with the Desirable Qualifications;
3. Qualifications of the individuals listed in the Respondent's submission;
4. References from third parties;
5. Price proposal;
6. Overall quality of response.

At the discretion of RESNET, an award may be given based on the responses to this RFQ using the criteria above; an RFP for a more detailed work scope and cost proposal may be issued to two or more respondents; or no award be issued. RESNET reserves the right to accept one or more, or none of the proposals received based solely on RESNET's discretion.

How to Submit a Proposal

Respondents shall include the following in their submission:

1. A cover letter (limited to no more than three single spaced pages, not including items 2 through 4 below):
 - a. Describe the individual or company's compliance with the Minimum and Desirable Qualification for this RFQ;
 - b. Identification of rating software program(s) that the Respondent will be using to complete the Tasks for this RFQ;
 - c. A firm estimate of the hourly rate to be charged;
2. Documentation that the individual or company meets the Minimum and Desirable Qualification for this RFQ, including proof of accreditation by RESNET as a Rating Provider (accreditation identification number issued by RESNET) or certification as a Quality Assurance Designee.

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3. Professional resumes for each individual who will be completing the Tasks called for in this RFQ;
4. A list of at least (3) three third-party professional references, including the name of an individual contact and their contact information. Respondents are also encouraged to submit letters of reference from each third-party reference; however this is not a specific requirement of this RFQ.

This is an open RFQ with no established deadline. Submissions shall be made in PDF format as a single document and e-mailed to sbaden@natresnet.org.

If there are any questions about this RFQ, please e-mail them to sbaden@natresnet.org or call (760) 806-3448.