**REQUEST FOR PROPOSAL (RFP)**

**STATE OF MARYLAND**

**DEPARTMENT OF HUMAN RESOURCES**

**FAMILY INVESTMENT ADMINISTRATION**

**OFFICE OF HOME ENERGY PROGRAMS**

**FIA/OHEP-14-003-S**

**AMENDMENT NO. 6**

**October 28, 2014**

Dear Prospective Offerors:

This amendment is being issued to amend certain information in the above-named RFP. All information contained herein is binding on all Offerors who respond to this RFP. Specific parts of the RFP have been amended. The changes are listed below. New language has been double underlined and marked in **bold (i.e. word)**, and language that has been deleted has been marked with a strikethrough (i.e. ~~word~~).

1. Revise Section 3.3.3.1, **Outreach** as follows:

Develop an Annual Outreach Plan, subject to the approval of the State Project Manager, to inform the public of the energy and utility services available through OHEP (see **OHEP Annual Outreach Plan, Phases 1-4** (**Attachment R**)). The initial Annual Outreach Plan shall be submitted with the Technical Proposal **using Attachment R and shall cover the period of July 1, 2015 – June 30, 2016**. The Annual Outreach Plan must specify activities designed to ensure that all potentially eligible households are made aware of the energy assistance programs and related services, and to meet outreach goals and shall demonstrate the establishment of relationships and partnerships with other organizations serving the community.

2. Revise Section 3.3.6, **MEAP Crisis Services** as follows:

The MEAP crisis season runs from November 1 to March 31each Program Year.

During the MEAP crisis season, each Contractor shall provide home heating assistance on an expedited basis to qualified Applicants whose households are experiencing an energy emergency. A household experiences an energy emergency if it (i) has less than a four (4) day supply of heating fuel, (ii) has had the primary utility for home heat disconnected or has received a notice that the utility will be disconnected within four (4) Days, or (iii) does not have an operable furnace, fuel burner, or fuel storage tank.

Contractor shall, upon receipt of a request for emergency home heating assistance, review the documentation submitted and make an eligibility determination for crisis

assistance. No later than 48 hours after receipt of a qualified application that identifies that the household is experiencing an energy emergency during the MEAP crisis season, Contractor shall restore or ensure the maintenance fuel supplies and utility services, repair or replace inoperable home heating or storage equipment, provide adequate alternate heat sources, or otherwise ensure that the Applicant’s household has access to heated shelter. The Contractor must complete those actions no later than 18 hours after receipt of an application that identifies any member of the household to be (i) under the age of two (2), (ii) over the age of 65, or (iii) experiencing, or imminently facing, a life-threatening or health-related crisis due to a home heating issue. Contractor shall refer all Applicants who are experiencing an energy emergency but who are ineligible for crisis assistance to other agencies for assistance with their home heating emergencies.

Contractors shall submit an annual OHEP Energy Crisis Plan (~~Attachment U~~) **(Attachment T)** to the State Project Manager no later than September 30th of each year that delineates the steps it will take to provide expedited home heating assistance services during energy emergencies. The OHEP Energy Crisis Plan is subject to approval by the State Project Manager.

The initial OHEP Energy Crisis Plan shall be submitted with the Technical Proposal **using Attachment T-1**.

3. Remove **Attachment R – OHEP Annual Outreach Plan, Phases 1-4** added September 23, 2014

4. Add **Attachment R – OHEP Annual Outreach Plan, Phases 1-4** revised 10.28.14

5. Add **Attachment T-1 – OHEP Energy Crisis Plan Fill Form**

6. Remove **Pre-Proposal Conference List of Attendees** added October 23, 2014

7. Add **Pre-Proposal Conference List of Attendees** revised 10.23.14

If you require clarification of the information provided in this amendment, please contact me at (410) 767-7418, or via email at [nneka.willis-gray@maryland.gov](mailto:nneka.willis-gray@maryland.gov).

Issued: October 27, 2014

By:

Nneka Willis-Gray

Nneka Willis-Gray

Procurement Officer