

**REQUEST FOR PROPOSALS (RFP)**  
**Engineering, Program Management, and Other Support Services**

RFP No.: 2026-020

Issue Date: 02-03-2026 - Questions by 02-10-2026

Proposal Due Date: 03-06-2026 5pm EST

Submit to: [ivang@resourcesmart.net](mailto:ivang@resourcesmart.net)

**Issuing Organization** -Resource Smart, Inc. (“Resource Smart”)

**RFP Contact:**

Name: Ivan Gonick

Title: Systems Manager

Email: [IvanG@resourcesmart.net](mailto:IvanG@resourcesmart.net)

Program Authority: New Jersey Board of Public Utilities (NJBPU)

Funding Context: U.S. Department of Energy (DOE) – Home Energy Rebate Programs

(HEAR & HER)

Procurement Method: Competitive Procurement – Best Value

Contract Term: Twelve (12) Months

This procurement is conducted in accordance with all applicable federal, state, and program requirements, including but not limited to:

- 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards)
- DOE Home Energy Rebate Program guidance
- NJBPU program rules and contractual requirements

Proposals must be submitted electronically in PDF format.

Proposals shall be submitted no later than 02-15-2026 5pm EST to:

[Ivang@resourcesmart.net](mailto:Ivang@resourcesmart.net)

Late submissions may not be considered.

Proposals shall include all required sections outlined in this RFP. Proposers are responsible for ensuring complete and timely submissions and receipt.

## **1. Purpose and Program Background**

- 1.1.Resource Smart LLC (“Resource Smart”) is soliciting proposals from qualified firms to provide Engineering, Program Management, and Other Support Services in support of a New Jersey Board of Public Utilities

(NJBPU) energy efficiency program administered by Resource Smart and funded through DOE Home Energy Rebate programs (HER and HEAR). Services are limited to the currently awarded NJBPU program.

## **2. Scope of Services**

The selected Contractor shall provide dedicated technical, and operational support services as described below. Applicants may submit proposals for all or part of the requested services. While there is a preference for contractors who offer the entire scope of services requested, we may select multiple vendors if such a selection is advantageous. Staffing levels represent current anticipated needs and may be adjusted in accordance with contract provisions.

### **2.1. Resources Coordination Support (~1.0 FTE)**

- 2.1.1. Support Coordination
- 2.1.2. Drafting documentation under Resource Smart direction
- 2.1.3. DOE/NJBPU workforce documentation
- 2.1.4. Audit record retention
- 2.1.5. Support for employees and contractors
- 2.1.6. Use of Resource Smart HR/payroll systems
- 2.1.7. Standard onboarding/offboarding support
- 2.1.8. Assist with compliance with staff in multiple states (7-12 states)
- 2.1.9. Assist with payroll and benefits contractor (ADP) work
- 2.1.10. Assist in solving related issues as they come up e.g. invoicing issues on benefits with health care company

### **2.2. Engineering Support (~2.5 FTE)**

- 2.2.1. Energy savings modeling and verification using DOE-approved modeling software
- 2.2.2. QA/QC review of documentation
- 2.2.3. Support for NJBPU/DOE audits by preparing Audit-ready documentation for NJ BPU and DOE evaluation and record retention

- 2.2.4. Provide oversight and reviews for all applications to NJ program, specifically for the energy savings modeling submitted by MF customers or their 3rd party Technical Service providers
- 2.2.5. Verify audit and inspection reports from 3rd party vendors for multifamily properties that are enrolled in NJ program
- 2.2.6. Work with on-site auditor and inspector to ensure their reports are compliant with program requirements
- 2.2.7. Applicants for this RFP must be independent from installation contractors and other service providers to the program (such as 3rd party Technical Service providers / Auditors / QCI)

### 2.3. Program and Project Status Reporting (1.5 FTE)

- 2.3.1. Program and Project related Data acquisition, transfer, analytics and validation plus retention.
- 2.3.2. Assist Resource Smart establish processes and protocols that are meeting program security requirements
- 2.3.3. Help with reports and data access for customers, contractors, NJBPU, DOE and other stakeholders
- 2.3.4. Oversee any custom software development e.g. website platform/portal for NJ program including reporting requirements for NJ contract.

### 2.4. Sales Administration (~1.5 FTE)

- 2.4.1. CRM management
- 2.4.2. Customer and Contractor contact intake into the CRM and routing to appropriate staff
- 2.4.3. Provide support to site Customer specialists including, follow up on task status for any customer issues and update internal tracker, etc.

- 2.4.4. Enter all program and project related data in CRM to keep track of issues and other customer requests
- 2.4.5. Send and monitor results of email campaigns for NJ program and assign action items to RS staff to call on potential customers
- 2.4.6. Collate and analyze customer data presented by RS staff to develop customized outreach strategies for potential customers
- 2.4.7. (No contracting or pricing authority)

#### 2.5. Marketing and Outreach Support (~1.5 FTE)

- 2.5.1. Developing drafts of Program-specific collateral including direct and online Messaging content
- 2.5.2. Conduct Email outreach and scheduling of customer engagements with Resource Smart staff

#### 2.6. Operations Support (~0.5 FTE)

- 2.6.1. Help draft RFPs and other program related content
- 2.6.2. Draft SOPs and process flow for program-and manage revisions of all process documentation

#### 2.7. Program and Project Accounting (~2.5 FTE)

- 2.7.1. Contractor and Customer Invoice intake and processing.
- 2.7.2. coordination and reconciliation of all payment to contractors and customers
- 2.7.3. Manage all NJBPU billing that also meets DOE requirements
- 2.7.4. Coordinate and reconcile all customer payments received
- 2.7.5. Help Project Cost Manager with updating project costing data as new info comes in from customer, contractor, RS staff, etc. to keep project cost data updated for the Project Cost analysis.
- 2.7.6. Enter all project invoices and rebate data in RS internal tracking system

2.7.7. Create checks and ACH payment forms with back up data for RS staff approval.

2.8. Program Management Office (~1.5 FTE)

2.8.1. Support the Sr. Program Manager organize and follow up on task assignments to RS staff, NJBPU staff, contractors, customers and keep status tracker updated, i.e., be the Jr. Program Manager for the program.

2.8.2. Support the Sr. Site Project Manager by following up with project stakeholders on task status and update project management software accordingly i.e. be the Jr. Project Manager.

**3. Deliverables**

- 3.1. Energy modeling documentation
- 3.2. Financial and billing reports
- 3.3. Marketing materials
- 3.4. Program and Project records
- 3.5. Monthly activity summaries

**4. Staffing and Availability**

- 4.1. Eastern Time core hours
- 4.2. Dedicated staff with back-up staff trained and available, in case the dedicated staff is not available to ensure continuity.
- 4.3. 30-day onboarding for selected vendor
- 4.4. Knowledge transfer within 30 days of termination, to another vendor, is required if selected vendor services are terminated

**5. Qualifications**

- 5.1. Public program experience preferred
- 5.2. Strong communication skills

- 5.3. Technical and Management support capability

## **6. Pricing and Invoicing**

- 6.1. Fixed monthly pricing by Activity/role
- 6.2. Hourly crosswalk required
- 6.3. Detailed invoices
- 6.4. 2 CFR 200 and DOE billing experience

## **7. Evaluation and Award**

- 7.1. Proposals will be evaluated using a Best Value methodology.  
Evaluation criteria include:
  - 7.1.1. Technical approach and understanding (25%)
  - 7.1.2. Staffing plan (20%)
  - 7.1.3. Relevant experience (20%)
  - 7.1.4. Price (35%)
- 7.2. Mandatory Requirements:
  - 7.2.1. Failure to meet any of the following may result in disqualification:
    - 7.2.2. Ability to meet GAAP and 2 CFR 200 compliance
    - 7.2.3. Independence from ALL existing and future contractors to program
    - 7.2.4. US Eastern Time availability
    - 7.2.5. Current SAM registration and if selected, register in NJ
    - 7.2.6. Lowest price does not guarantee an award. Technical merit or lack thereof may outweigh prices.
- 7.3. Resource Smart reserves the right to:
  - 7.3.1. Award without discussions
  - 7.3.2. Request clarifications
  - 7.3.3. Negotiate scope and pricing

7.3.4. Award all or part of the scope

## **8. Contract Term and Termination**

- 8.1. 12-month initial term, with potential two one-year extensions
- 8.2. Terminates if NJBPU program ends
- 8.3. 30-day termination for convenience
- 8.4. Termination for cause will be immediate
- 8.5. Transition assistance to a new vendor required for 30 days after termination

## **9. Reservation of Rights**

- 9.1. Resource Smart reserves the right to amend, cancel, or reject proposals in the best interest of the program.

## **10. Conflict of Interest and Integrity**

- 10.1. Proposers must disclose any actual or potential conflicts of interest. Failure to disclose conflicts may result in disqualification or contract termination.

## **11. Debarment and Eligibility**

- 11.1. Proposers must certify that they are not debarred or suspended and are eligible to receive federal funds in accordance with 2 CFR 180 and 2 CFR 200.213.

## **12. Equal Opportunity and Non-Discrimination**

- 12.1. The Contractor must comply with all applicable federal and state non-discrimination and equal opportunity requirements, including Title VI, Title VII, ADA, and applicable New Jersey law.

## **13. Records Retention and Access**

- 13.1. All records related to services under this contract must be retained for a minimum of seven (7) years after final payment and made available to Resource Smart, NJBPU, DOE, and their authorized representatives upon request.

**14. Data Privacy and Confidentiality**

- 14.1. The Contractor must protect confidential information, including personally identifiable information (PII), and comply with Resource Smart data security policies. Data breaches must be reported promptly.

**15. Protests**

- 15.1. Any protest related to this procurement must be submitted in writing to Resource Smart within five (5) business days of the notice of award.
- 15.2. Protests shall be limited to alleged procedural errors in the procurement process.
- 15.3. The decision of Resource Smart shall be final.

**16. Evaluation Criteria Score Card**

<b>Criterion</b>	<b>Description</b>	<b>Weight</b>
Technical Approach & Work Plan	Understanding of scope, methodology, implementation approach	25%
Relevant Experience & Past Performance	Demonstrated experience with comparable programs, DOE or utility-funded work	20%

Staffing & Key Personnel	Qualifications, availability, and organizational capacity	20%
Cost Proposal	Reasonableness, realism, and cost effectiveness	35%

**17. Proposal Format**

- 17.1. Proposals shall be clearly organized and include, at a minimum, the following sections:
- 17.2. Executive Summary
- 17.3. Technical Approach and Work Plan
- 17.4. Relevant Experience and Qualifications
- 17.5. Key Personnel and Staffing Plan
- 17.6. Cost Proposal (separate section or attachment)
- 17.7. Required Certifications and Disclosures