

RFP:

Independent Quality Control Inspections (QCI) and Completed Unit Auditing Services

RFP No.: 2026-030

Issuing Entity: Resource Smart LLC (“Resource Smart”)

Client/Program Context: New Jersey Board of Public Utilities (NJBPU) – DOE-funded Home Energy Rebates Programs (HER/HEAR)

RFP Release Date: 02-03-2026

Questions Due: 02-10-2026

Proposals Due: 03-06-2026

Submit Responses to: ivang@resourcesmart.net

Period of Performance: Base 24 Months + optional renewal 12 months

Place of Performance: State of New Jersey (statewide; includes multifamily and other eligible dwelling types)

RFP Contact

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1. Purpose and Background

1.1. Resource Smart is soliciting proposals from qualified firms to provide independent energy auditing, quality control (QC) inspection, and data/file review services in support of New Jersey’s DOE-funded Home Efficiency and Electrification Rebate (HER) and Home Energy Appliance Rebate (HEAR) programs. These programs provide rebates for comprehensive energy savings

retrofits including appliances, insulation, and HVAC. The selected Contractor will support NJBPU/Program Administrator (PA) with the program quality assurance objectives, including recommending cost-effective EE upgrades, detection and correction of deficiencies, fraud/waste/abuse flags, and verification that installed measures meet approved project plans and program requirements. The Contractor's role is limited to independent quality control inspection, auditing, and reporting. Final program determinations, enforcement actions, payment decisions, and contractor discipline remain the responsibility of Resource Smart and/or NJBPU

2. Procurement and Federal Award Compliance

- 2.1. Offerors must be capable of performing under federal award flow-down requirements. At minimum, the selected Contractor will be required to support the program's compliance posture by:
 - 2.1.1. Maintaining eligibility (including not debarred/suspended) and remaining registered in SAM.gov (or demonstrating ability to comply as required).
 - 2.1.2. Avoiding conflicts of interest and adhering to written standards of conduct and procurement procedures applicable to the award (including 2 CFR 200.317–200.327 concepts referenced in DOE program guidance).
 - 2.1.3. Supporting required “flow-down” provisions into any subcontracting (as directed by Resource Smart/NJBPU).

3. Scope of Work

- 3.1. The Contractor shall provide the following services, for multifamily properties, in coordination with Resource Smart and NJBPU as applicable:
 - 3.1.1. The Contractor's role under this RFP is strictly limited to independent quality control inspections, conducting unit audits, data/file review, and associated reporting. The Contractor shall not be responsible for program administration, policy interpretation, eligibility determinations, enforcement actions, payment approvals, contractor discipline, or consumer dispute resolution.
 - 3.1.2. All final program determinations, corrective action enforcement, payment decisions, and any disciplinary actions related to participating contractors or retailers remain solely the responsibility of Resource Smart and/or the New Jersey Board of Public Utilities (NJBPU).
- 3.2. Independent On-Site QC Inspections (Post-Install)
 - 3.2.1. Provide independent QC inspections performed by qualified personnel to verify equipment/retrofits were installed and commissioned correctly, as per the approved project plans and meet code requirements. The state requires a qualified person be deployed for on-site QC (either directly or via subcontractor arrangements). (qualified Energy Inspector with certification such as BPI Energy Inspector).

3.2.2. Sampling and cadence shall align to the program's stated framework, including:

3.2.3. Sample rate of 10% of the apartments in the multifamily properties, including minimums for unit types per building. We will provide job details and sample plans.

3.3. Energy Auditing

3.3.1. Conduct energy efficiency audits on Multifamily properties using a 20% sampling rate for the # of apartments audited, but with a minimum of 2 apartments per type (one bedroom versus two bedrooms, etc.) per property.

3.3.2. Provide recommendations for EE upgrades specifically focused on HVAC and Hot Water system upgrades using heat pump technologies. Also inspect the electric panel and wiring for their ability to support the electrification of the MF property.

3.3.3. Inspect all other EE upgrades that would provide at least 20% energy savings and model the savings using a DOE approved energy modeling software.

3.4. Records, Documentation, and Retention

3.4.1. Maintain QC inspection records including sampling rates, findings, corrective actions, and verification of conformance, consistent with the state's stated 10-year record retention approach for QC records.

3.4.2. Support retention expectations for certain technical proofs where applicable (e.g., combustion safety testing / commissioning testing), described as retained for 10 years in the plan language.

3.5. Minimum Qualifications

3.5.1. Offerors must demonstrate:

3.5.1.1. Relevant program QA/QC inspection experience in energy efficiency, electrification, building performance, and/or rebate/incentive programs (preferably multifamily).

3.5.2. Staffing plan that includes:

3.5.2.1. Personnel meeting the stated credentialing expectation for SOW: Bachelor's degree (or equivalent experience), Home Energy Professional (HEP) Quality Control Inspector certification, and yearly compliance training. For larger/complex multifamily, capability to support Professional Engineer sign-off where required.

3.5.2.2. Field operations capacity to meet sampling volumes and service levels statewide or let us know the geography you will serve within the state of NJ.

3.5.2.3. Data security posture suitable for handling participant and project data (policy + procedures + incident response) that meets NJBPU and DOE requirements for data acquisition, transfer, handling and management

4. Deliverables

4.1. At minimum, the Contractor shall provide:

- 4.1.1. Inspection Protocol Package (within 30 days of NTP):
 - 4.1.1.1. Final inspection checklists by measure type
 - 4.1.1.2. Sampling protocol for multi-building/multi-system projects (approval-ready)
 - 4.1.1.3. Photo/documentation standards; metadata and geo/time stamping approach (if used)
- 4.1.2. Inspection Outputs (Ongoing):
 - 4.1.2.1. Completed inspection reports (standardized format)
 - 4.1.2.2. Photo evidence package and field notes
 - 4.1.2.3. Participant-facing “what was done” summary (template)

5. Service Levels

5.1. Include (at minimum):

- 5.1.1. Deficiency notification issued to the responsible party within 1 week of detection (or sooner per severity).
- 5.1.2. Field inspection scheduling windows within a week of project completion: Re-inspection turnaround: within a week

6. Data Integration and Technology Requirements (Platform-Agnostic)

6.1. Offerors must propose a solution that:

- 6.1.1. Captures structured inspection/audit data in a consistent data model.
- 6.1.2. Supports API-based or secure file-based transfers (SFTP/secure portal) and provides error handling/alerts where feasible.
- 6.1.3. Produces exportable datasets (CSV/JSON) and standard PDF reports.
- 6.1.4. Supports geotag/time-stamp capture where required by program direction.
- 6.1.5. The Contractor shall cooperate fully with any federal, state, or program audit, monitoring activity, or investigation related to the Home Energy Rebates Programs, including those conducted by DOE, NJBPU, Resource Smart, or their authorized representatives.
- 6.1.6. Such cooperation shall include, upon reasonable notice, providing timely access to relevant records, inspection of documentation, photographs, reports, staff knowledgeable of the work performed, and systems used to capture or store program-related data.
- 6.1.7. The Contractor shall ensure that inspection of photo documentation, metadata, and associated records are maintained in a manner that supports auditability, traceability, and validation of completed work.

7. Proposal Instructions

7.1. Provide the following sections in no more than 15 pages, with 12-point font, and 1.15-line spacing and 1” margins. (resumes will not count towards page limit):

- 7.1.1. Executive Summary
- 7.1.2. Technical Approach (inspection methodology, sampling, QA, corrective action)
- 7.1.3. Staffing Plan + Resumes + Certifications (include HEP QCI and PE coverage approach)
- 7.1.4. Relevant Experience (minimum 3 references)
- 7.1.5. Data Security + Privacy Plan
- 7.1.6. Technology Approach (data capture, transfer, dashboards, QA metrics)
- 7.1.7. Project Plan and Schedule
- 7.1.8. Email response to ivang@resourcesmart.net

8. Pricing: (recommended: unit rates per inspection and auditing + ad hoc rates)

8.1. Exceptions to Terms (if any)

8.2. General Example of Pricing thought process:

Service Area	Measure / Inspection Type	Unit of Measure	Description of Scope	Unit Price (\$)
Building Envelope	Blower Door Test (Air)	Per unit / per building	Conduct blower door testing in accordance with program protocol; document ACH results and diagnostics	\$_____
HVAC / Distribution	Duct Blaster Test	Per system	Perform duct leakage testing; document CFM25 and system condition	\$_____
HVAC / DHW / Water	Visual Inspection – HVAC, Water	Per unit	Visual verification of installed HVAC equipment,	\$_____

	Heating, Low-Flow Measures		water heaters, and low-flow fixtures; photo documentation	
Cooking / Appliances	Electric Stove / Range Inspection	Per unit	Verify installation, safety clearances, and functionality of electric cooking equipment	\$_____
Electrical	Electrical Panel Inspection / Upgrade Verification	Per panel	Inspect electrical panel capacity, breaker configuration, labeling, and readiness for electrification	\$_____

9. Evaluation Criteria

- 9.1. Technical approach and understanding of program requirements (30%)
- 9.2. Qualifications and staffing (20%)
- 9.3. Relevant experience in similar programs (5%)
- 9.4. Data/security and integration approach (10%)
- 9.5. Past performance/references (5%)
- 9.6. Cost/price reasonableness (30%)

10. Terms and Conditions

- 10.1. Resource Smart reserves the right to reject any or all proposals, waive informalities, and award in the best interest of the program.
- 10.2. This RFP does not obligate Resource Smart to award a contract or pay any costs incurred in proposal preparation.
- 10.3. Award is contingent upon execution of a mutually acceptable written agreement and satisfaction of all federal and state compliance requirements.
- 10.4. Any contract resulting from this RFP will incorporate applicable federal flow-down provisions, including those required by DOE and 2 CFR Part 200.

- 10.5. Offerors must disclose any actual or potential conflicts of interest, including prior or current relationships with contractors, retailers, manufacturers, or implementers participating in NJ HER/HEAR programs.
- 10.6. The selected Contractor must maintain independence and shall not perform installation, sales, program implementation, or rebate processing services under NJ HER/HEAR during the contract term.
- 10.7. All data, reports, inspection records, photographs, and work products generated under this contract shall be considered for program records and owned by Resource Smart and/or NJBPU.
- 10.8. Contractors shall treat all participant and project data as confidential and use such data solely for purposes of performing services under this contract.
- 10.9. Any objections to the RFP must be submitted in writing by the Questions Due date. Failure to do so constitutes waiver of the right to object.
- 10.10. Resource Smart reserves the right, at its sole discretion, to award contracts to one or more qualified Offerors under this RFP, and to allocate work among selected Contractors by geography, service type, capacity, performance, or other program needs.