

**WEATHERIZATION PROFESSIONAL SERVICES RFP  
QUALIFICATION & EXPERIENCE QUESTIONNAIRE**

The RFP Proposer is asked to explain the Proposer's qualifications and experience for the professional weatherization services. All responses and data must be clear and concise. Separate pages may be used when the length of the response requires it. A contractor may submit any additional information desired in support of its responses below.

1. Company Name: \_\_\_\_\_

2. Entity:  corporation  partnership  other entity (specify) \_\_\_\_\_

Principal Company Owner(s)/Partners: \_\_\_\_\_

Years in business: \_\_\_\_\_ Federal tax ID number: \_\_\_\_\_

3. Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Business Telephone: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

4. Address of principal owner(s)/partners listed in item 3 above:

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_

5. Date Organized or Incorporated: \_\_\_\_\_

6. If this entity is a corporation, nonprofit, partnership, limited liability company, or other legal entity, please indicate the State of organization or incorporation: \_\_\_\_\_

**Attach a copy of each of the following for this entity, as applicable:**

A. Current certificate of good standing from State if corporation or limited liability company.

B. Current certificate of authority to transact business in the State of Minnesota, if incorporated or organized in another State.

7. List how many years you have been contracting business under your present firm or trade name:

8. The following questions involve your rating or standing with projects and/or insurance.

A. Have you ever failed to complete any work contracted by you? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, list each reason why such work was not completed, along with name, address and telephone number of the customer/client:

9. Describe your company, staff, and its experience providing the Weatherization Professional RFP scope of services. (0-15pts)

10. Summarize the applicable education and trainings the Owner has directly related to the Weatherization Professional RFP scope of services. (0-15pts)

11. List all current certifications (and expiration dates) applicable to the Weatherization Professional RFP scope of services. (0-15pts)

12. Based on the Minnesota Weatherization Field Guide, how much training will you need to perform at the standards set by the guide and the DCCDA as set forth in this RFP? (0-5pts)

13. The contract is proposed to begin July 1, 2026. Is there any reason you would not be able to begin work by that time? If so, why?

The Proposer, by and through the undersigned, hereby certifies that the above statements, information and attachments are true and complete. The contractor further understands that the DCCDA will use reasonable efforts to keep the information provided by the Proposer in and with Exhibit A - Qualifications and Experience questionnaire confidential and shall use such information to investigate and verify the qualifications and experience of the Proposer.

The Proposer, by and through the undersigned, hereby authorizes and requests that any individual, firm, partnership, corporation, limited liability company, other entity, or any other third party contacted by the DCCDA, to furnish to the DCCDA, any information requested by the DCCDA for due diligence purposes and with regard to any of the information provided in and with this Exhibit A - Qualifications and Experience questionnaire, any other submissions, proposals, information, documentation, or data provided by the Proposer with regard to this RFP that the Proposer agrees to accept and assumes all liability and responsibility for any and all such furnishing of information by any such third party to the DCCDA, and the contractor warrants and covenants to indemnify and hold the DCCDA, harmless from all liabilities and expenses incurred by the DCCDA, as a result of any act or omission of the Proposer or its employees.

The Proposer, by and through the undersigned, agrees and covenants to execute and provide, on an expedited basis, to the DCCDA, any release, authorization, waiver or similar form, as requested by the DCCDA, authorizing that any such information so requested by the DCCDA, from any third party be provided by such third party to the Agencies, or any of them.

This Qualifications and Experience questionnaire, together with all statements, information and attachments hereto, has been prepared and executed this \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Name of Company

By: \_\_\_\_\_

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Title