Request for Supplier Qualifications (RFSQ)

27-01-DEV-01

Submission Deadline

Thursday, September 3, 2026

4:00PM Local Time

Prepared by Cochise County

Procurement Department

On behalf of the Cochise County

Development Services Department

Energy Auditor Services for Cochise County HOME Investment Partnership Program Grant

1415 Melody Lane, Building C
Bisbee, AZ 85603
PH: (520) 532-8394 | FAX: (520) 432-8397
procurement@cochise.az.gov

Contents

1.0 INTENT…… 3

2.0 SCOPE OF WORK……... 4

3.0 PURPOSE……. 4

4.0 APPROVAL……...4

5.0 PREPARATION OF RESPONSE – REQUIRED CONTENT…….4

6.0 SUBMISSION REQUIREMENTS……....5

7.0 FEDERAL REGULATORY REQUIREMENTS……..6

8.0 EVALUATION CRITERIA……..6

9.0 SELECTION PROCEDURES……...7

10.0 ATTACHMENTS……. 7

11.0 AUTHORITY……8

1.0 INTENT

Cochise County ("County") issues this Request for Qualifications (RFQ) for the purpose of selecting a vendor to provide Energy Auditor Services for the Cochise County HOME Investment Partnership Program Grant for Cochise County Development Services Department. This solicitation will result in an award to a single vendor.

The County hereby invites competent vendors to submit Statements of Qualifications (SOQs). Submissions received prior to the closing deadline will be evaluated in accordance with Section 8.0 – Evaluation Criteria. Submissions should only include recent (last 5 years) and relevant information pertaining to Section 8.0 – Evaluation Criteria. All documentation and data submitted by any vendor shall be in accordance with section 5.0 – Preparation of Response/Required Content and will be handled in accordance with the Arizona State Statutes Applying to Library, Archives and Public Records. For further information please visit: **https://azlibrary.gov/sites/**

This solicitation includes additional documentation specific to this requirement. See any attached documents for examples of the additional requirements and specifications. The County expects any potential vendor to adhere to the outlined requirements and specifications throughout the life cycle of this requirement and shall enforce standards, terms and conditions contained within any documentation within this solicitation and any supporting documents. Any deviations from these requirements must be specifically outlined within the submission and an alternate must be proposed.

The preferred method of communication is through the Cochise County Bonfire Site: **http://cochise.bonfirehub.com/portal/?tab=openOpportunities**

Inquiries can also be made via email to the following personnel:

Anne Coppola
Contracts Administrator
Cochise County Procurement Department
1415 Melody Lane, Bldg. C
Bisbee, AZ 85603
Office (520) 432-8394
Fax: (520) 432-8397
ACoppola@cochise.az.gov

Do not contact any other County departments or other County staff directly.
Information provided by personnel other than the above contact may be invalid, and statement of qualifications which are submitted in accordance with such information may be declared non-responsive.

2.0 SCOPE OF WORK

The Vendor shall provide all labor, materials, transportation, and technical expertise in order to successfully accomplish the required work outlined within Attachment 2 – Scope of Work to the County's satisfaction.

3.0 PURPOSE

The County, through this solicitation, is requesting vendors to submit SOQs for the work to be completed in Section 2.0 Scope of Work. The County is not required to make an award based on any information contained within this solicitation and retains discretion to cancel this procurement at any time if deemed advantageous to the County.

4.0 APPROVAL

No award will be made to any vendor without prior approval from the Cochise County Board of Supervisors. The County makes no promises or guarantees of an award to any vendor(s) without prior approval from the Cochise County Board of Supervisors.

5.0 PREPARATION OF REPONSE – REQUIRED CONTENT

Each response to this solicitation will be considered a submission and shall contain the requested information, as outlined within this document and its attached documents. Failure to meet all of the specifications and requirements may result in rejection of your submission or an unsuccessful offer. Additional information may be provided but should be succinct and relevant to the requested information contained within this solicitation, and should not include pricing data, unless relevant to the requested documentation required herein. Excessive and/or extraneous information will not be considered favorably.

5.1 All submittals shall contain the following elements, in the order given:

5.1.1 SOQ shall include the following information:

A. Experience and Qualifications of the Firm, Project Team, and Team Members.

- Detailed firm profile and history.
- Summarize the experience, special expertise, and qualifications of the firm and project team and how those qualifications will enable your firm to complete the services as specified generally in this RFQ, and more specifically in Attachment 2 – Scope of Work.

- Provide examples of previous experience in energy auditor services as identified in the scope of work and community development projects. Highlight any projects that have occurred in the Southwest region of the United States.
- For each referenced project also include the names and current telephone numbers of owner and/or project management contacts with first-hand knowledge of each specified project. Identify each contact's specific role in the referenced project.

B. Project Understanding and Approach/Overall Vision.

- Identify and discuss the important issues and critical success factors on this project and the proposed approach to address these issues and factors.
- Describe any technological innovations that may be incorporated and/or innovative approaches that would be used in executing the work.

6.0 SUBMISSION REQUIREMENTS

6.1 Submissions for this solicitation must be uploaded to the Cochise County Procurement Bonfire Site: https://cochise.bonfirehub.com/portal/?tab=openOpportunities

6.2 Faxed and hard copy submissions will not be accepted.

6.3 Submissions delivered to any location, electronically or otherwise, other than the above will not be considered duly delivered. The County shall not be responsible for re-routing submittals delivered to a person or location other that specified above.

6.4 All submittals, whether selected or rejected, shall become the property of the County and will not be returned.

6.5 Deadline: To be considered timely, vendors must submit their completed proposals on Bonfire by 4:00PM Local Time, Thursday, September 3, 2026.

6.6 The County reserves the right to waive minor defects and/or irregularities in submission and shall be the sole judge of the materiality of any such defect or irregularity. Further, the County reserves the right to contact vendors regarding any ambiguities it considers to be major, and for the respondent of any such defective submission to correct and resubmit provided this occurs prior to the opening of submissions.

6.7 Submissions shall be opened publicly at 4:00PM Local Time, Thursday, November 21, 2024, at the Cochise County Procurement Office located at 1415 Melody Lane, Building C, Bisbee, AZ 85603. Only the name of each vendor shall be publicly read and recorded. All other information contained in the submissions shall be deemed

confidential until an award is made, or the procurement is cancelled or withdrawn. Following award or cancellation, all information contained in the submissions shall be open for public inspection, except those portions deemed confidential in accordance with Cochise County Procurement Policy § 4.5.

7.0 FEDERAL REGULATORY REQUIREMENTS

Prior to the award of any contract including Federal grant money, vendors must be registered with the Federal System for Award Management (SAM) at www.SAM.gov, and remain active during the life of the Project. Vendors must not be debarred at any time during the life of the contract. If vendors become debarred at any point during the life of the contract, the County reserves the right to cancel the contract for cause, upon issuance of a modification for termination.

8.0 EVALUATION CRITERIA

The County will establish an Evaluation Committee composed of, but not limited to, the Procurement Department, Board of Supervisors Department, Sheriff's Office, Facilities Department, and Information Technology Department to review and rank the SOQs. The Evaluation Committee will use the following criteria to establish the initial list and final ranking of qualified firms.

- **Experience and Qualifications of the Firm, Project Team, and Team Members Demonstrating expertise and experience in housing planning and community development – 60 points**
- **Past Performance Listing and References 40 points**

9.0 SELECTION PROCEDURES

The County Evaluation Committee will evaluate all submitted SOQ's. If necessary, interviews will be held for up to three firms.

Upon designation of the final list, Cochise County will commence negotiations with the highest ranked firm on the list. The negotiations shall include compensation and other contract terms and conditions the County considers to be material to the success of the project. If the parties are unable to reach mutually acceptable terms, negotiations may continue with the next most qualified firm in sequence until a tentative agreement on terms is reached, or until the submissions of those included on the list have been rejected.

Upon tentative agreement with a firm regarding compensation and other contract terms and conditions, the contract for services will be forwarded to the County's Board of Supervisors for consideration of approval. No agreement will be deemed binding on the County until approval by the Board of Supervisors and subsequent execution of the contract by both parties.

The County reserves the right to reject any or all submittals, to waive minor irregularities in said submittals, or to negotiate minor deviations with any successful vendor. The County shall be the sole judge of the competency and responsibility of all SOQs. Any submittals which are not submitted by the date and time specified within the RFQ will be considered late. Late submissions, provided they are received prior to the date and time of public opening, may be used by the County, if the Evaluation Committee determines, in writing, accepting the late submission will be in the best interest of the County.

10.0 ATTACHMENTS

The following documents are attached to this solicitation and all information contained within shall be as if it were written directly into this solicitation:

- Attachment 1 – General Terms and Conditions of Contract Award
- Attachment 2 – Scope of Work

11.0 AUTHORITY

The undersigned personnel are authorized to release the information contained within their submittal and has the authority to contractually bind and enter into agreements for their firm.
All information submitted by the Firm shall conform to the requirements as outlined by this solicitation, its attachments and/or appendices, unless otherwise proposed to the County, as mutually agreed.

VENDOR

_____	_____
Signature	Date
_____	_____
Printed Name	Firm Name