Request for Proposals (RFP):

Compliance Advisory Services for The DOE Home Rebate Program for New Jersey

RFP No.: 2026-034

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

Client/Program Context: New Jersey Board of Public Utilities (NJBPU) – U.S. Dept. of Energy (DOE): Inflation Reduction Act (IRA)-funded Home Energy Rebates Programs (HOMES/HEEHR)

RFP Release Date: 10-07-2026

Questions Due: 10-12-2026

Proposals Due: 10-21-2026

Submit Responses to: njdoerebates@resourcesmart.net, and proposals@resourcesmart.net along with subject line “Proposal for Compliance Advisory Services”.

RFP Contact:

Name: Ryan Kristoff
Title: Vice President of Business Development
Email: ryank@resourcesmart.net

1. Purpose and Background

1.1. Resource Smart is soliciting proposals from qualified firms to provide compliance advisory services for New Jersey's US DOE IRA-funded Home Energy Rebates (HOMES/HEEHR) programs. Resource Smart as the Program Administrator (PA) is soliciting firms to review program processes and documentation for regulatory compliance, especially for 2CFR200 and a risk assessment for compliance issues.

The program began Sept. 2025, is slated to launch for operation in 2027 and is slated to operate until YE 2029.

1.2. Learn more about the program here

- Board of Public Utilities | Newsroom
& Public Notices
- Inflation Reduction Act Home Energy Rebates in New Jersey | New Jersey's Clean Energy Program | NJ OCE Web Site
- M-RISE Program | New Jersey's Clean Energy Program | NJ OCE Web Site
- Home — New Jersey's Home Energy Rebate Program (M-RISE)
- Comfort Partners | New Jersey's Clean Energy Program | NJ OCE Web Site

1.3. Learn more about the Department of Energy- Home Energy Rebate Program

- Home Energy Rebates Program Requirements and Application Instructions
- Home Energy Rebates Administrative and Legal Requirements Document - Updated June 17, 2024
- https://www.energy.gov/documents/program-notice-26-1
- https://www.energy.gov/documents/program-notice-26-2

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:

- Maintaining eligibility (including not debarred/suspended) and currently registered in SAM.gov
- 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).
- Supporting required "flow-down" provisions into any subcontracting, as directed by Resource Smart/NJBPU.
- Must not be barred from conducting business with Federal dollars and cannot be in the Do Not Pay listing maintained by the U.S. Dept. of the Treasury.

3. Scope of Work

3.1. Offers will provide pricing for the following services:

- **Task 1: Regulatory & Guidance Alignment Review**
  - Federal & State Framework Mapping: Review all program documentation against applicable Federal and State guidelines, including:
    - DOE CFR- Part 200 Requirements Review
    - DOE Administrative and Legal Requirements Document (ALRD).
    - DOE Federal Program Notices (including Program Notices 26-1 and 26-2).
  - Compliance Matrix Development: Create a comprehensive compliance tracking matrix mapping DOE federal requirements to program processes.
- **Task 2: Process & Operational Workflow Audit:** Evaluate key processes, workflows and documentation for compliance and risk. These processes include:
  - Data Privacy & Security Handling: Assess workflows for handling personally identifiable information (PII) and household

income verification data to ensure compliance with federal and state privacy standard requirements.

- Procurement Standards: Review procurement processes, subcontractor contracts and awards, and flow down reporting requirements to ensure contractors' compliance within the program.
- Review of Accounting and Payroll Processes: Ensure that invoicing, payroll, timekeeping, separation of program funding process are in compliance with DOE rebate and CFR Part 200.

- **Task 3: Risk Assessment & Internal Controls**
  - Comprehensive Risk Register: Conduct a program-wide risk assessment identifying operational, financial, legal, and reputational risks.
  - Fraud, Waste, and Abuse (FWA) Mitigation: Evaluate internal controls designed to prevent double-dipping across multiple incentive programs, falsification of income data, or improper rebate disbursements.
  - Audit Readiness Strategy: Review and help establish standard operating procedures (SOPs) and reporting frameworks to ensure Resource Smart and M-RISE are fully prepared for federal (DOE/OIG) and state-level audits.

4. Deliverables

4.1. The selected Contractor shall provide:

- Compliance Matrix for both HOMES (50121) and HEEHR (50122) funding streams which includes detailed mapping of DOE IRA requirements to administrative workflows and documentation.
- Program Risk Assessment & Mitigation Plan- Report identifying key compliance, operational, and financial risks alongside concrete mitigation strategies.
- Process Audit & Recommendations Report- Formal evaluation of accounting, privacy and procurement processes and recommendations.

- Audit Readiness Protocol & SOPs- Internal control checklists and document retention workflows to streamline future federal/state audits.

5. Proposal Instructions

5.1. Provide a not to exceed pricing for each task as a separate line item. Please utilize the template below. Additionally, please provide fully loaded rates for staff roles included in Staffing Plan. Alternatively, applicants may provide a budget for a "Discovery Phase" that will allow both parties to hone down on the exact SOW and then follow up with a not to exceed price quote for the agreed upon SOW.

- Applicants can choose to submit a response for any of the tasks. Applicants may also choose to submit a response for all three tasks (which is our preference).

5.2. Proposal should not exceed 15 pages, with 12-point font, and 1.15-line spacing and 1" margins. Resumes will not count towards page limits.

Proposing firms must demonstrate:

- Proven expertise in federal grant compliance. Experience with specific US DOE Home Energy Rebates (HOMES / Section 50121 and HEEHR / Section 50122) or similar IRA/BIL energy programs preferred.
- Demonstrated experience developing Internal Control Frameworks, Fraud/Waste/Abuse prevention systems, and Audit Readiness strategies for US DOE funds.

The proposal should include the following sections:

- Executive Summary
- Technical Approach including Ability to Comply with Program Requirements
- Organizational Qualifications and Staffing Plan
- Proposed Timeline for Activities (within a 6-month period)
- Pricing

6. Pricing

6.1. Exceptions to Terms (if any)

6.2. Pricing Assumptions

6.3. Pricing in the following format:

Task	**Not to Exceed Price**
Discovery Phase (Optional)	$
Task 1: Regulatory & Guidance Alignment Review	$
Task 2: Process & Operational Workflow Audit	$
Task 3: Risk Assessment & Internal Controls	$

In addition, please include a fully loaded rate sheet which includes all staff roles for those presented in staffing plan.

7. Evaluation Criteria

7.1. Technical approach and understanding of requirements (30%)

7.2. Cost/price reasonableness (35%)

7.3. Relevant experience (35%)

8. Terms and Conditions

8.1. Resource Smart reserves the right to reject any or all proposals, waive informalities, and award in the best interest of the program.

8.2. This RFP does not obligate Resource Smart to award a contract or pay any costs incurred in proposal preparation.

8.3. Award is contingent upon execution of a mutually acceptable written agreement and satisfaction of all federal and state compliance requirements.

8.4. Any contract resulting from this RFP will incorporate applicable federal

flow-down provisions, including those required by DOE and 2 CFR Part 200.

8.5. Offerors must disclose any actual or potential conflicts of interest, including prior or current relationships with contractors, retailers, manufacturers, or implementers participating in NJ HOMES/HEEHR programs.

8.6. All data, reports, and work products generated under the awarded contract shall be considered by program records and owned by Resource Smart and/or NJBPU.

8.7. Contractors shall treat all participants and project data as confidential and use such data solely for purposes of performing services.

8.8. 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.

8.9. 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.

END OF RFP