Attachment 2: Application Form

Please use the following to complete your application.

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| **1. Applicant Information** | | | |
| **Name of Lead Applicant** |  | | |
| **Street Address** |  | | |
| **City, State** |  | **Zipcode** |  |
| **Contact Email** |  | | |
| **Contact Phone** |  | | |
| **Website (if applicable)** |  | | |
| **Strands Proposing in this Application** (check all that apply) | **Associated Cost** | | |
| Strand A: Clean Energy Careers Curriculum | For 12 module scope:  For 24 module scope: | | |
| Strand B: Clean Energy Videos: | For 15 video scope:  For 30 video scope: | | |
| Strand C: Interactive Learning Materials |  | | |
| Strand D: Clean Energy Careers Website |  | | |

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| **2. DEI Qualifications** | |
| **Optional DEI Qualifications**  **Commitment to DEI in Organizational Practices** | *If applicable, check any certifications obtained by Lead Applicant from the Massachusetts Supplier Diversity Office:*  Minority Business Enterprise  Women Business Enterprise  Service-Disabled Veteran Business Enterprise  Veteran Business Enterprise  Lesbian, Gay, Bisexual, and Transgender Business Enterprise  Disability-Owned Business Enterprise |
| *If Lead Applicant meets the criteria for any of the above certifications but has not completed certification with the Supplier Diversity Office, please identify the applicable certification and explain the qualifications:*  Click or tap here to enter text. |
| *Describe proactive internal organizational practices designed to promote diversity, equity, and inclusion at the organization:*  Click or tap here to enter text. |
| *Describe proactive external organizational practices designed to promote diversity, equity, and inclusion in the sector and communities the organization operates within:*  Click or tap here to enter text. |
| *Note any practices by partners that promote DEI both internally and externally, if applicable:*  Click or tap here to enter text. |

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| **3. Summary of Qualifications**  *Please provide a summary of qualifications and past work most relevant to the proposed scope of work. Resumes of key staff and contractors should be included and detailed at the end of the application.* |
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| Click or tap here to enter text. |

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| **4. Examples**  *For each strand that you are applying to, please provide at least three relevant work samples.* | | | |
|  | | | |
| Starting Page in PDF (if attached) | Example Description | Hyperlink | Notes |
| *(e.g., 10)* | *(e.g., curriculum sample)* |  |  |
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| **5. Proposed Scope of Work and Initial Work plan**  *For each strand that you are applying to, please describe your approach to completing the work. Be sure to detail how you would define quality products and services and your plan for achieving these desired results. Also, provide a brief initial work plan detailing the key activities, milestones, and deliverables for October 2023 through June 2024.* | | |
| Click or tap here to enter text. | | |
| Initial Workplan | | |
| Month | Key Activities | Anticipated Milestones/ Deliverables |
| October 23 |  |  |
| November 23 |  |  |
| December 23 |  |  |
| January 24 |  |  |
| February 24 |  |  |
| March 24 |  |  |
| April 24 |  |  |
| May 24 |  |  |
| June 24 |  |  |

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| **6. Budget Narrative**  *Please provide information about the total proposed cost and a basic outline of costs associated with core deliverables and services, including anticipated hours and relevant staff rates. For applicants applying for more than one strand, include separate cost totals for each of the relevant strands and scope of work.* |
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| Click or tap here to enter text. |

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| **7. References** | | | |
| **Name of Reference** |  | | |
| **Street Address** |  | | |
| **City, State** |  | **Zipcode** |  |
| **Contact Email** |  | | |
| **Contact Phone** |  | | |
| **Website (if applicable)** |  | | |
| **Please briefly describe the context in which the reference has worked with the applicant.** |  | | |
|  | | | |
| **Name of Reference** |  | | |
| **Street Address** |  | | |
| **City, State** |  | **Zipcode** |  |
| **Contact Email** |  | | |
| **Contact Phone** |  | | |
| **Website (if applicable)** |  | | |
| **Please briefly describe the context in which the reference has worked with the applicant.** |  | | |
|  | | | |
| **Name of Reference** |  | | |
| **Street Address** |  | | |
| **City, State** |  | **Zipcode** |  |
| **Contact Email** |  | | |
| **Contact Phone** |  | | |
| **Website (if applicable)** |  | | |
| **Please briefly describe the context in which the reference has worked with the applicant.** |  | | |

Supporting Documents Guidelines and coversheet

Applicants should include resumes of staff and consultants who will play a key role in the proposed scope of work. Additionally, Letters of Support and Memorandums of Understanding from partner organizations can be included. All such documents should be listed in the Supporting Documents Table of Contents chart below.

While submitting all supporting documents in a single combined PDF is encouraged, separate and distinct files will be accepted.

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| **8. Supporting Documents Table of Contents** | | |
| Starting Page in PDF | Document Description | Notes |
| *(e.g., 10)* | *(e.g., resume of Lead Project Manager)* |  |
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