Attachment B: Application Form

|  |
| --- |
| **Contact Information** |
| **Lead Applicant Organization Name** | Click or tap here to enter text. |
| **Contact Name and Position** | Click or tap here to enter text. |
| **Street Address** | Click or tap here to enter text. |
| **City or Town** | Click or tap here to enter text. |
| **State** | Click or tap here to enter text. | **Zip Code** | Click or tap here to enter text. |
| **Contact Email** | Click or tap here to enter text. |
| **Contact Phone** | Click or tap here to enter text. |

|  |
| --- |
| **Organization Description** *Complete this section once for every organization that is part of the Applicant team.* ***If there are multiple organizations that are part of the Applicant team, please copy this table for each organization that is part of the Applicant team****.* |
| **Organization Name** | Click or tap here to enter text. |
| **Organization Description***Describe your organization’s history and mission (200 words maximum)* | Click or tap here to enter text. |
| **Supplier Diversity Office Certifications***Optional**(Please check all the apply)* | Does your company have any of the following certifications from Massachusetts’ [Supplier Diversity Office](https://www.mass.gov/certification-program-for-sdo):[ ]  Minority Business Enterprise[ ]  Women Business Enterprise[ ]  Service-Disable Veteran Business Enterprise[ ]  Veteran Business Enterprise[ ]  Lesbian, Gay, Bisexual, and Transgender Business Enterprise[ ]  Disability-Owned Business Enterprise |
| **Non-certified Diverse Business Enterprises** *Optional* | *Identify if you believe that your organization meets the criteria for any of the business enterprises above but has not completed certification with the Supplier Diversity Office or meets the criteria for a Minority Business Enterprise or a Women Business Enterprise for purposes of the EPA’s fair share objectives to the extent they may apply to the Solar For All program:**Click or tap here to enter text.* |

|  |
| --- |
| **Review of Attachment C: Sample Agreement** |
| **Has the Applicant reviewed Attachment C: Sample Agreement? (Required)** | [ ]  Yes |
| **Are there any changes to this template contract agreement that would be necessary before the Applicant could sign the contract?** (Note: MassCEC has limited ability to change our contract terms.) | [ ]  No[ ]  Yes. If so, please elaborate below and/or provide an annotated version of Attachment C with your application. Click or tap here to enter text. |

|  |
| --- |
| **Statement of Qualifications***Describe how the Applicant or Applicant team meets the experience described in Section IV (Eligibility). Please reference relevant past projects that Applicant team organizations (or individuals from those organizations) have worked on. Where applicable reference relevant certifications and credentials. As an attachment to this application, please include resumes of key individuals who would be part of the project team.* *MassCEC suggests a limit of 200 words per topic area to encourage concision. Applicants may write more if they feel it is necessary to address the prompt. Please do not feel obligated to approach the suggested word limit.* |
| **Implementing/maintaining online application portals**  | *Click or tap here to enter text.* |
| **Maintaining strong information security protocols** | *Click or tap here to enter text.* |
| **Clean energy incentive programs (optional)** | *Click or tap here to enter text.* |

|  |
| --- |
| **Proposed Approach***The sections below are an opportunity to describe the Applicant’s proposed approach to each of the Tasks described in the RFP. Any additions to the scope should be described separately as additional Tasks. MassCEC suggests a limit of 300 words per topic area to encourage concision. Applicants may write more if they feel it is necessary to address the prompt. Please do not feel obligated to approach the suggested word limit.* |
| **Approach to Task 1: Develop/Implement an Application and Project Management Platform** | *Click or tap here to enter text.* |
| **Approach to Task 2:** **Create Training Resources for Platform Use and Administration** | *Click or tap here to enter text.* |
| **Approach to Task 3:****Maintain Application and Project Management Platform** | *Click or tap here to enter text.* |
| **Additional Proposed Scope***Optional: If desired, please describe an added task or expanded scope which you believe would enhance the value of this initiative.**(suggested 300 word limit)* | *Click or tap here to enter text.* |
| **Additional Information about Proposed Approach***Please share anything else the Applicant team would like MassCEC to know about your proposed approach. Applicants may attach additional content if desired.* *(suggested 300 word limit)* | *Click or tap here to enter text.* |

|  |
| --- |
| **References** |
| *Include three references for the Applicant’s previous work. The references must include the name of the organization, contact person, a full address, email, and phone number, as well as a one sentence description of the Applicant’s work for the reference.* ***If there are multiple organizations that are part of the Applicant team, please copy this table for each organization that is part of the Applicant team****.* |
| **Organization Name** |  |
| **Reference 1:**  | Organization: Click or tap here to enter text.Contact Name: Click or tap here to enter text.Contact Title: Click or tap here to enter text.Contact Email: Click or tap here to enter text.Contact Phone Number: Click or tap here to enter text.Description of the Applicant’s work for the Reference: Click or tap here to enter text. |
| **Reference 2:**  | Organization: Click or tap here to enter text.Contact Name: Click or tap here to enter text.Contact Title: Click or tap here to enter text.Contact Email: Click or tap here to enter text.Contact Phone Number: Click or tap here to enter text.Description of the Applicant’s work for the Reference: Click or tap here to enter text. |
| **Reference 3:**  | Organization: Click or tap here to enter text.Contact Name: Click or tap here to enter text.Contact Title: Click or tap here to enter text.Contact Email: Click or tap here to enter text.Contact Phone Number: Click or tap here to enter text.Description of the Applicant’s work for the Reference: Click or tap here to enter text. |

**Please include the following attachment:**

* Team Member Resumes: Include resumes of each individual who would be part of the project team.