Attachment B: Application Form

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| **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. | | |

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| **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.* |
| **Summary of Experience with Eligible Population** | *Please include a brief summary of your organization’s experience in working within Solar For All-eligible populations (as defined by EPA). If available, please provide or link to any relevant materials. Include brief examples of initiatives, projects, or other work in which your organization has demonstrated a track record of working with the eligible population.*  Click or tap here to enter text. |

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| **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. |

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| **Statement of Qualifications**  *Describe how the Applicant or Applicant team meets all of the experience described in Section 4 (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 each individual who would be part of the project team.*  *Suggested word limits are 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.* | |
| **Technical expertise in residential-serving solar options** *(Suggested 1000-word limit)* | *Click or tap here to enter text.* |
| **Creating high-quality, consumer-focused content** *(Suggested 1000-word limit)* | *Click or tap here to enter text.* |
| **Communication to multiple audiences, including resident- and CBO-facing** *(Suggested 500-word limit)* | *Click or tap here to enter text.* |
| **Taking a customer-centered approach**  *(Suggested 1000-word limit)* | *Click or tap here to enter text.* |
| **Expertise designing web-based tools** *(Suggested 500-word limit)* | *Click or tap here to enter text.* |
| **Service translation and transcreation** *(Suggested 500-word limit)* | *Click or tap here to enter text.* |

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| **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. Suggested word limits are 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: Development of Educational Materials and MASFA Pre-Qualification Tool**  *(suggested 2000-word limit)* | *Click or tap here to enter text.* |
| **Approach to Task 2: Facilitating Ongoing Uptake of Educational Materials by Residents, Contractors, Installers, and Community Partners**  *(suggested 1500-word limit)* | *Click or tap here to enter text.* |
| **Approach to Task 3:**  **Program Reporting**  *(suggested 500-word limit)* | *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 1000-word limit)* | *Click or tap here to enter text.* |
| **Additional Information about Proposed Approach (Optional)**  *Please share anything else the Applicant team would like MassCEC to know about your proposed approach. Applicants may attach additional content if desired.*  *(suggested 1000-word limit)* | *Click or tap here to enter text.* |

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| **Project Team Rates** | | | |
| **Organization** | **Name** | **Position/Title** | **Hourly Rate** |
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| **Detailed Budget and Schedule**  *Fill out an estimated completion timeline and budget for each Task.* *The budget should reflect the proposed approach described above**. MassCEC suggests leaving at least $5,000 under Task 4 for additional miscellaneous tasks that may arise. Add additional lines for additional proposed Tasks as necessary.* | | | | |
| **Task Number** | **Task Description** | | **Estimated Completion Timeline from Contract Signing** | **Budget** |
| **1** | Development of Educational Materials | |  |  |
| **2** | Facilitating Uptake of Educational Materials | |  |  |
| **3** | Program Reporting | |  |  |
| **Total Base Scope Budget** | | | |  |
| **4** | Miscellaneous or If applicable, additional proposed task(s) | |  |  |
| **5** | *(Add additional lines as necessary for any additional tasks)* | |  |  |
| **Total Proposed Budget** | | | |  |
| **Schedule Narrative**  *Please provide details about the anticipated schedule beyond the table above that the Applicant would like MassCEC to be aware of.*  *(suggested 500-word limit)* | |  | | |
| **Budget Narrative**  *Please provide any details about the budget beyond the budget for each Task listed in the table above that the Applicant would like MassCEC to be aware of.*  *(suggested 1000-word limit)* | |  | | |

Please include the following attachment(s):

* Team Member Resumes: Include resumes of key individuals who would be developing and managing this scope of work.
* Relevant work sample **(optional)**: Applicants with a relevant work sample, summary report, or case study that is helpful to display their qualifications may submit this along with their application. This is not required.

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| **References** | |
| *Include at least one reference 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. |