



Request for Proposals:  
FY26 Professional Services Support  
for Workforce Development Programs

Date of Issue: August 29, 2025

Applications will be accepted on a rolling basis, with the  
following deadlines:

Scope 1, 2, 4, 5: Monday, October 17, 2025, 11:59 pm

Scope 3: Monday, September 26, 2025, 11:59 pm

Anticipated Total Funding Available: \$455,000

*(pending availability, additional funds may be added at any time)*

See Section IX: Budget for Funding by Scope

All proposals must be submitted to:

[RFPWorkforce@MassCEC.com](mailto:RFPWorkforce@MassCEC.com)

## I. SUMMARY

Through this Request for Proposals (“RFP”), the Massachusetts Clean Energy Technology Center (“MassCEC”) seeks qualified individuals or organizations (“Applicants”) to support MassCEC Workforce Development efforts across five different scopes of work (“Scopes”). Applicants may apply to one or multiple Scopes, which are referenced below and are more fully laid out in Section V. **If an applicant wishes to apply to multiple Scopes or Strands, they must submit a different application for each Scope and Strand.** An applicant is allowed to apply to a subset of Strands within a Scope, but must submit a separate application for each strand. See *Section IV. Eligibility* for more information on who can apply.

Scopes of Work in this solicitation include:

***Scope 1: Technical Assistance for Grantees*** - Scope 1 incorporates two strands of work. Applicants may elect to apply to one or both strands.

**Strand A:** Consultant to provide services that accelerate the rollout of coordinated, high-quality support for underrepresented clean-energy businesses by assisting with program development, convening, and continuous improvement across the Climate-Critical Underrepresented Business Support (CUBS) Hub-and-Spoke ecosystem.

**Strand B.** Consultant to provide direct technical assistance for recipients of MassCEC’s Equity Young Adult Career Pathways grants and Climate Service Corps programs, design virtual and in-person group technical assistance offerings, and support broader SYA program development and improvement efforts.

***Scope 2: Training providers for Support of Internship Program Success (SIPS) Initiative for 2026, 2027*** - MassCEC is seeking one Training Provider that can recruit, match, retain, mentor, and track Eligible Students to the Internship Program and conduct the services further described below. The funding amount for this Scope can be up to Twenty Thousand Dollars (\$20,000) if requesting a one (1) year contract, or up to Forty Thousand Dollars (\$40,000), if requesting a two (2) year contract.

***Scope 3: Event Production*** - Consultant to provide event production services, including planning and logistics support, for three in-person events hosted by MassCEC annually: annual MassCEC workforce grantee convening on December 4th, 2025; a regional clean energy and climatetech workforce conference in March of 2026; and clean energy internship symposium in Spring of 2026, as well as other in-person events as requested.

**Scope 4: Research Services** - Consultant to provide research and data analysis support to MassCEC Workforce Development department, working closely with the MassCEC Workforce Strategy, External Engagement, and Research team on FY26 workforce development initiatives and to align them with current economic trends impacting the clean energy and climatetech sector.

**Scope 5: Subject Matter Experts** - MassCEC is seeking to engage two to four on-call technical subject matter experts. These experts will leverage their technical expertise and experience to help MassCEC staff identify best practices for requirements, curriculum, and strategies for clean energy and climate-critical training programs.

## II. ABOUT MASSCEC

The Massachusetts Clean Energy Technology Center (MassCEC) is a quasi-state economic development agency dedicated to accelerating the growth of the clean energy sector across the Commonwealth to spur job creation, deliver statewide environmental benefits and to secure long-term economic growth for the people of Massachusetts. MassCEC works to increase the adoption of clean energy while driving down costs and delivering financial, environmental, and economic development benefits to energy users and utility customers across the state.

MassCEC's mission is to accelerate the clean energy and climate solution innovation that is critical to meeting the Commonwealth's climate goals, advancing Massachusetts' position as an international climate leader while growing the state's clean energy economy. MassCEC is committed to creating a diverse, equitable, and inclusive organization where everyone is welcomed, supported, respected, and valued. We are committed to incorporating principles of diversity, equity, inclusion, and environmental justice in all aspects of our work in order to promote the equitable distribution of the health and economic benefits of clean energy and support a diverse and inclusive clean energy industry. MassCEC strives to lead and innovate in equitable clean energy and climate solutions.

## III. PROGRAM GOALS AND DESCRIPTION

MassCEC works to drive the growth of the clean energy economy in Massachusetts as part of a broader effort to support statewide climate goals. Massachusetts is a world leader in climate and clean energy, and continued progress relies on a strong and expanding clean energy workforce. To meet our 2030 greenhouse gas emission reduction targets, Powering the Future: A Massachusetts Clean Energy Workforce Needs Assessment report found that the industry

would need over 38,000 additional clean energy workers, across 140 occupations will see job increases due to the clean energy industry growth.<sup>1</sup>

MassCEC develops and manages workforce programs that increase access to clean energy careers, education, and training. Through our Clean Energy Internship Program<sup>2</sup>, MassCEC has placed over 7,000 interns at over 600 clean energy companies. Our Equity Workforce Development programming ensures that clean energy careers are accessible to all by supporting expanded career awareness, training, and support services for individuals and minority and women-led clean energy businesses.

**MassCEC Workforce Goals and Program Descriptions that are Applicable to RFP Scopes 1, 3, 4 and 5:**

MassCEC is focused on building capacity for partners to develop and deliver high-quality workforce development training and business development opportunities across climate-critical occupations for Massachusetts residents, as well as career awareness and other educational programs. The work solicited under Scope 1 of this RFP is necessary to provide the Climate-Critical Under-Represented Businesses (CUBS) Grant and the Student and Young Adult Grant (including Climate Service Corps) Recipients with the support and guidance required to plan and implement their programming successfully.

Funds for these programs will be expended from the Equity Workforce Training Fund, created through the March 2021 Climate Legislation, *An Act Creating a Next Generation Roadmap for Massachusetts Climate Policy*. Pursuant to this legislation, a minimum of \$12 million annually in funding is provided to support one or more of the following populations:

- Existing or emerging Massachusetts-based Minority and Women-Owned Business Enterprises (MWBEs) companies operating or expanding into climate-critical fields;
- Individuals from Environmental Justice (“EJ”) Neighborhoods or low-income communities;
- Members of federally recognized or state-acknowledged tribes;
- Members of underrepresented communities in the clean energy workforce; and
- Current or former workers from the fossil fuel industry (“Fossil Fuel Workers”).

Climate-Critical Underrepresented Business Support (CUBS)<sup>3</sup>

CUBS Grants provide grant funds and technical support to applicants to support the development of a regional “Hub and Spoke” model. This model provides accessible and uniform

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<sup>1</sup> 38,000 additional clean energy workers between 2022 and 2030. [Powering the Future: A Massachusetts Clean Energy Workforce Needs Assessment](#).

<sup>2</sup> To learn more about the Clean Energy Internship Program, please see <https://www.masscec.com/clean-energy-internships>

<sup>3</sup> To learn more about the CUBS program, please see <https://www.masscec.com/program/climate-critical-underrepresented-business-support>

support through regional “Hubs” that will offer a suite of baseline core services designed to help underrepresented businesses become “business ready” to bid successfully on clean energy procurements. “Spoke” partners will offer complementary or additional services designed to enhance Hub services and further help underrepresented businesses pivot and grow in the clean energy sector.

#### Student and Young Adult Awareness and Training<sup>4</sup>

Students and Young Adults Equity Workforce Career Awareness and Training Grants provide grants to organizations interested in career awareness and training programming focused on supporting students and young adults. The grants support programming in the following areas: Clean Energy Career Awareness, Career Exploration, Career Navigation, and Preparedness; Career Pathway Training; Career Awareness Events; Planning and Capacity for Career Awareness or Career Pathways Training.

#### Climate Service Corps<sup>5</sup>

Climate Service Corps provides direct funding and technical assistance to organizations that can build and scale work-based learning, skills training, service opportunities, and career guidance in occupations in energy efficiency and clean heating and cooling for people ages 18-24 from the following populations: individuals from Environmental Justice (EJ) Neighborhoods or low-income communities, members of federally recognized or state-acknowledged tribes, members of underrepresented communities in the clean energy workforce, and current or former workers from the fossil fuel industry. Implementation Grants provide matching funds for complete career pathway workforce development programs. Planning Grants provide both financial and technical assistance for a comprehensive planning process in preparation for implementation of a Massachusetts Climate Service Corps program.

#### **MassCEC’s Equity Workforce Technical Assistance Goals as Related to Scope 1:**

- Utilize individual coaching and small group cohort sessions to support grantees in conducting effective internal processes that lead to solid and timely deliverables and impactful program outcomes;
- Encourage an increased understanding of relevant implementation best practices through guidance and supporting tools;
- Strengthen and expand relevant grantee partnerships by providing guidance and referrals as needed;
- Foster engaged professional learning through small to medium-sized group virtual meetings and larger in-person convenings;

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<sup>6</sup> For additional information about Host Employer terms and conditions, please visit [Clean Energy Internship Program for Employers | MassCEC](#)

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- Provide effective project management and oversight to achieve the relevant technical assistance of program development tasks;
- Provide the MassCEC workforce team with regular updates on grantee progress and areas for concern; and
- Collaborate effectively with CUBS or SYA grantees and relevant MassCEC staff to reach the best possible outcomes.

**Specific to Student and Young Adults:**

- Develop and implement programmatic tools and strategies to enhance youth development and career awareness initiatives aligned with industry best practices;
- Support the design of programming that aligns with the developmental needs, interests and capacities of participants;
- Promote increased understanding and application of effective youth engagement and career readiness approaches through targeted guidance and supportive resources.

**MassCEC’s Strategic Goals as Related to Scopes 3, 4, and 5:**

Strategy, External Engagement, and Research Team

The MassCEC Workforce Development Strategy, External Engagement, and Research Team (“SEER”) works to support the overall Workforce Development Department including its two programmatic teams, Training and Small Business Support (“TSBS”) and Student and Young Adult (“SYA”) Programs. The awardees for Scope 3: Event Production, Scope 4: Research Services, and Scope 5: Subject Matter Experts of this RFP would work directly with this team. The three in-person events are outlined further in Section VI. Scope of Work below are a part of the SEER team’s goals to coordinate regional workforce ecosystems and statewide efforts to align with the Massachusetts climate corridor strategy for climatetech economic development.

Building off MassCEC’s Workforce Needs Assessment, and in order to stay current with economic trends impacting the sector, MassCEC Workforce Development is seeking consultants or research firms to provide research and data analysis to the department through this RFP’s Scope 4. The additional research capacity provided through this Scope would support meeting additional SEER goals, including but not limited to tracking real-time and near-term hiring trends; using data-driven insights to identify gaps and align training with industry needs; and analyze and understand the impact of climate change and the energy transition on the job market.

Subject Matter Experts (SMEs) interested in applying for Scope 5 will provide strategic insight and technical expertise to help MassCEC staff assess the requirements, curriculum, and strategies of local clean energy and climate-critical training programs seeking funding through MassCEC. This support will ensure that funding decisions are aligned with best-in-class industry standards and keep pace with innovation.

## **MassCEC Workforce Goals and Program Descriptions that are Applicable to RFP Scope 2:**

### Clean Energy Internship Program

The Clean Energy Internship Program (“Internship Program”) facilitates the placement of Massachusetts college and clean energy certificate students (“Participants,” as further defined below) in career opportunities in the clean energy sector. The objective of the Internship Program is to introduce young adults to professional pathways within the clean energy field, fostering early interest and building the skills and knowledge that will lead to long-term engagement and growth. Additionally, the Program seeks to support the development of a sustainable talent pipeline that meets employer needs and responds to evolving workforce demands. The Internship Program reimburses employers for paid summer internships and academic year internships across the state. Companies (“Host Employers,”<sup>6</sup>) are permitted to take up to two (2) students per semester or up to three (3) students if one is enrolled at a community college. MassCEC will reimburse Host Employers directly for the internship period. Host Employers will receive a reimbursement of up to Eight Thousand Six Hundred Forty Dollars (\$8,640) per student for the Summer session and up to Four Thousand Three Hundred and Twenty Dollars (\$4,320) for the Fall and Spring Sessions.

### Support Internship Program Success (“SIPS”) Initiative:

The SIPS Initiative aims to directly recruit and support students in the Internship Program to create the best chance for a successful internship experience that provides exposure to the clean energy industry. Students eligible to participate in this initiative (“Eligible Students”) include Pell Grant recipients, First-generation college students, residents of Massachusetts Environmental Justice neighborhoods and Disadvantaged communities, as defined here: <https://www.mass.gov/info-details/environmental-justice-populations-in-massachusetts>. As further laid out in Scope 2 below, MassCEC is seeking to partner with up to four Training Providers that can equip students with additional support services, track student progress, and provide mentorship for students. Combined, Training Providers will recruit and match up to sixty (60) Eligible Students with clean energy Host employers in the summer 2026 Internship Program. Each Training Provider must recruit, retain and place an agreed upon number of Participants, likely twelve (12) to fifteen (15), referenced further herein as a student cohort. As part of this solicitation, applicants may apply as a Training Provider for the summer 2026 SIPS Initiative, or for both the summer 2026 and summer 2027 SIPS Initiatives. Trainers may apply for more than one cohort.

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<sup>6</sup> For additional information about Host Employer terms and conditions, please visit [Clean Energy Internship Program for Employers | MassCEC](#)

#### IV. ELIGIBILITY

Eligible Applicants may be individuals, organizations, or a partnership/team with a range of expertise and experience to deliver a comprehensive proposal. If multiple parties are jointly applying, one party should take on the role of leading the application team and be responsible for signing Attachment 1, executing a contract with MassCEC (if selected), and receiving funds from MassCEC.

The following includes, but is not limited to, entities that may be interested in applying:

- Sole proprietors;
- Consultant groups with experience in workforce development;
- Workforce Development Organizations, both Non-Profit and For-Profit;
- Community-based entities (often called community-based organizations) with relevant experience implementing similar programming focused on climate-critical occupations for relevant target populations;
- For-profit entities such as training companies, trade associations, or other coalitions of businesses;
- Post-secondary institutions;
- Be based in Massachusetts or have staff in Massachusetts who will support the proposed work

#### V. ESTIMATED TIMELINE

This timeline is subject to change at MassCEC's discretion.

Release of RFP	Friday, August 29, 2025
Questions due to MassCEC via email to <i>RFPWorkforce@MassCEC.com</i>	Ongoing
Questions with Answers Posted to MassCEC Website	Questions will be responded to directly, and a synopsis of responses will be posted on the RFP website
Webinar	Wednesday, September 10 from 10:00 AM to 11:00 AM
Proposals Due	Scope 3: Friday, September 26, 2025, 11:59 pm Scopes 1, 2, 4, 5: Friday, October 17, 2025, 11:59 pm
Interviews of Top Applicants	As needed and will be arranged virtually.



Notification of Award	Scope 3: Rolling through early November Scope 1,2,4,5: Rolling through early January
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## VI. SCOPE OF WORK

**Scope 1: Technical Assistance for Grantees** - Scope 1 incorporates two aligned strands of work. Applicants may elect to apply to one or both strands. MassCEC plans to contract with between one and two applicants for each Strand.

**Strand A:** Consultant to provide services that accelerate the rollout of coordinated, high-quality support for underrepresented clean-energy businesses statewide and strengthen the Climate-Critical Underrepresented Business Support (CUBS) Hub-and-Spoke ecosystem. The engagement will assist in the refinement of inclusive recruitment and outreach strategies, support convening and peer briefings, compile shared resources to streamline referrals and service delivery, support alignment of outcome measures, and recommend linkages to MassCEC career-pathway investments:

- Support recruitment and outreach strategies, by providing messaging guidance that Hubs can customize to recruit underrepresented businesses while keeping language consistent with MassCEC’s brand and campaign guidelines;
- Organize inclusive convenings that bring Hubs, Spokes, business participants, and other key partners together to exchange insights and uncover collaborative opportunities;
- Compile key ecosystem resources (e.g., intake tools, eligibility guides, service directories) and recommend practical resource-sharing practices that enable Hubs and Spokes to deliver consistent support and coordinate participant and alumni referrals;
- Provide design and facilitation support for MassCEC-led Best Practice Briefings and Roundtables, working with staff to refine formats and materials, coordinate speakers, manage technical logistics, and facilitate select sessions;
- Review existing outcome measures (e.g., contracts won, revenue growth, certifications earned, jobs created) and evaluate their alignment across Hubs and Spokes reporting to ensure consistent definition and tracking;
- Analyze how business growth translates into clean-energy job openings, identify skills gaps, and inform alignment with MassCEC career-pathway investments in individual training.

**Strand B.** Consultant to provide direct technical assistance for recipients of MassCEC’s Student and Young Adult (SYA) grants through the SYA Awareness and Training program and Climate Service Corps programs, design virtual and in-person group technical assistance offerings, and support broader SYA program development and improvement efforts.

- Provide high-quality technical assistance to a caseload of six to twelve grantees working with SYA grants through Awareness and Training program and Climate Service Corps program;
- Review all relevant materials from the grantee's procurement and contracting process;
- Develop clear focus areas for technical assistance and associated benchmark goals based on feedback from the grant proposal review committee and thoughtful analysis of the grantee proposals;
- Deliver technical assistance that seeks to address these focus areas and goals through a mix of grantee support materials, in-person convenings, small-group cohort virtual meetings, and individual virtual meetings;
- Develop and implement programmatic tools and strategies to enhance youth development and career awareness initiatives aligned with industry best practices;
- Support the design of programming that aligns with the developmental needs, interests and capacities of participants;
- Promote increased understanding and application of effective youth engagement and career readiness approaches through targeted guidance and supportive resources.

***Scope 2: Training providers for support of Internship Program Success (SIPS) Initiative for 2026 and 2027.***

MassCEC is seeking up to four Training Providers that can recruit, match, retain, mentor, and track Eligible Students to the Internship Program and conduct the following services. The budget for this Scope can be up to Twenty Thousand Dollars (\$20,000) per student cohort (12 – 15 students) if requesting a one (1) year contract, or up to Forty Thousand Dollars (\$40,000) per student cohort if requesting a two (2) year contract<sup>7</sup>:

- Recruit Eligible Students for the summer 2026 Internship Program (this includes Pell Grant recipients, First-generation college students, residents of Massachusetts Environmental Justice neighborhoods and Disadvantaged communities, as defined here: <https://www.mass.gov/info-details/environmental-justice-populations-in-massachusetts>);
- Assist MassCEC in matching Eligible Students to Host Employers for the summer 2026 Internship Program;<sup>10</sup>
- Mentor and support recruited Participants for the Student Internship Program Success (SIPS) Initiative component of the summer 2026 Internship Program (May, June, July, and August);
- Design and facilitate three (3) 60-minute virtual career readiness workshops during the summer of 2026 (May, June, July, August), which will include a strategic opportunity for 15-20 minute breakouts/small group discussions for each student cohort;

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<sup>7</sup> As part of the Attachment 2: Application Form, if an applicant wishes to work with more than one student cohort (12 - 15 students), they will be asked to explain the case management strategy for the larger numbers that will be recruited.

- In collaboration with MassCEC Internship staff, design and deliver an employer best practices webinar, which will be open to all employers participating in the Internship Program, and required for those participating in the SIPS Initiative.
- Attend all weekly workshops for students, including those facilitated by other training providers, to lead breakouts/small group discussions with your own cohort within each workshop;
- Report any concerns to MassCEC regarding participant progress and experience in the program;
- Track recruited summer Internship Program Participant in each cohort for up to one (1) year post internship completion;
- Provide case studies and photos of at least two (2) participants per cohort; and
- Complete an interim report and a final report, which will detail outcomes at the end of the program as well as outcomes one (1) year after the program.

### ***Scope 3: Event Production***

Consultant to provide event production services, including planning and logistics support, for annual MassCEC in-person grantee convening, annual regional clean energy & climatetech workforce conference summit, annual internship symposium, as well as other in-person events as requested. MassCEC plans to contract with one consultant as part of this scope of work for a minimum of a one year contract with an option to renew.

MassCEC plans to contract with one applicant to offer event production services as described below:

- Support planning and logistics of annual Workforce Grantee Convening (Up to 250 participants), anticipated to be held on December 4, 2025;
- Support planning and logistics of annual regional Clean Energy & Climatetech Workforce Summit. Up to 300 participants, anticipated to be held in March, 2026;<sup>8</sup>
- Support planning and logistics of internship symposium (100 – 200 businesses and young adults), anticipated to be held in March/April, 2026;<sup>9</sup>
- Event production services may include:
  - Strategic planning and logistics support
  - Venue and vendor coordination, including catering
  - Develop and manage event website (seeking more functionality than Eventbrite) including managing virtual registration. Note that MassCEC will fund the cost for an event website as part of a separate budget from this scope of work. As part of the application, MassCEC will request applicants to recommend up to three event management websites for MassCEC consideration.

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<sup>8</sup> See Spring 2025 event here: <https://www.eventbrite.com/e/northeast-regional-clean-energy-climatetech-workforce-summit-tickets-1273073279449>

<sup>9</sup> See Spring 2025 event here: [MassCEC Clean Energy Career Summit · Luma](#)

- Coordination with MassCEC program team and content development consultants regarding session content development
- Day-of logistics
  - In-person check-in
  - Site set-up, break-down, materials management (rented and / or MassCEC internal materials)
  - Coordinate Audio/Visuals
  - Coordination with MassCEC program team and content development consultants
- Post-event logistics
  - Examples may include post-event survey, follow-up with participants, sharing of event materials
- Post-event debrief / analysis

Based on funding availability and services rendered by selected applicant, MassCEC may elect to amend the contract for an additional year to engage event production services as part of the Fall 2026 workforce grantee convening, Spring 2027 regional Clean Energy & Climatetech Workforce Summit and Spring 2027 internship symposium.

#### ***Scope 4: Research Services***

Building off of MassCEC's Clean Energy Workforce Needs Assessment, the MassCEC Workforce Strategy, External Engagement, and Research (SEER) team is seeking one or more consultants or research firms to provide research and data analysis services to support FY26 workforce development initiatives and to align them with current economic trends impacting the clean energy and climatetech sector. MassCEC's Workforce Development Department funds training and education programs across the state, working closely with the MassHire workforce system, public and private educational institutions, training providers, community-based organizations, and businesses. The research services we are seeking would add value to our work with these partners, providing them with timely labor market information and intelligence in a format that is easy to understand and actionable. This support would include but is not limited to the following:

- Regularly tracking changes in the labor market impacting climate-critical occupations and climatetech sectors, including analysis of education, employment, and business statistics;
- Research to understand rapidly evolving occupations, as well as new and emerging occupations;
- Research to understand demand for jobs that contribute to climate resilience and adaptation as extreme weather increases in both frequency and intensity;
- Analysis of the impact of the energy transition on fossil fuel workers; and
- Research to understand changes in skill demand, in order to understand how job requirements are changing for existing occupations, including demand for industry-recognized credentials and certifications.

## Minimum Qualifications

### ***Scope 5: Subject Matter Experts***

MassCEC is seeking to engage two to four on-call technical subject matter experts who are currently active in the following sectors:

- Building decarbonization, including but not limited to:
  - HVAC & heat pump design, installation and maintenance;
  - Energy efficiency (Weatherization and pre-weatherization barrier removal)
  - Residential and Commercial energy assessments
- Clean transportation, including EV maintenance and repair and EV charging infrastructure installation and maintenance;

These experts will leverage their technical expertise and experience to help MassCEC staff determine the most relevant requirements, curriculum, and strategies for specific clean energy and climate-critical training programs. Applicants should demonstrate both their experience in the sector and how they stay up to date with market trends, including, but not limited to: required and desired certifications, high-quality training, equipment and tools. Applicants should also explain how they will prioritize short-term project work among any regular professional responsibilities.

MassCEC “on-call” consultants work on an hourly basis and must be able to complete work within a given timeline, usually 2-3 weeks from assignment. On-call consultants may work concurrent projects outside of their MassCEC projects, provided they maintain confidentiality and avoid conflict of interest. Consultants must disclose in writing any conflicts of interest. Subject matter experts may be engaged to do tasks including, but not limited to:

- Provide guidance about industry-recognized credentials and employer certification and training preferences based on the most current labor conditions;
- Review and provide constructive feedback on technical resources (e.g., tools, guides, trainings, frameworks, reports, presentations) in support of MassCEC workforce programs in accordance with Mass Decarbonization Roadmap.

## Minimum Qualifications

- A minimum of 8-years experience working in one or more of the specified sectors or aligned work: building decarbonization including energy efficiency measures including weatherization and pre-weatherization barrier removal; energy assessments and energy auditing; HVAC & heat pump design, installation and maintenance; and clean transportation, including EV maintenance and repair and EV charging infrastructure installation and maintenance;
- Excellent understanding of the latest building decarbonization and electrification research topics, technical challenges, and market trends;

- Proven self-starter and ability to keep to a timeline;
- Strong interpersonal communication skills and attention to detail;
- Familiarity with primary job tasks of one or more priority occupations such as:
  - Electricians
  - Energy Analyst/ HERS Rater
  - Heating, Ventilation, Air Conditioning, and Refrigeration Mechanics and Installers
  - Sheet Metal Workers
  - Carpenters
  - Pipelayers, Plumbers, Pipefitters, and Steamfitters
  - Insulation Workers
  - Automotive Technicians and Repairers

#### Preferred Qualifications

- Knowledge of workforce training programs;
- Experience with instructional design and knowledge of curriculum development methods;
- Organizational and evaluation skills; analysis skills

## VII. HOW TO APPLY

1. Review and execute the Authorized Applicant's Signature and Acceptance Form in Attachment 1;
2. Complete the Application Form in Attachment 2. **Applicant should submit a separate Attachment 2 – Application Form for each Scope and Strand that they are applying to.** Applicants should use this RFP to develop a proposal submission that demonstrates the ability of the Applicant to meet the project Scope(s) being applied for; and
3. Please note that Attachment 3 (Sample Services Agreement) should be reviewed and retained for your records, but does not need to be submitted at the time of application. However, any questions or concerns regarding the language within the Sample Services Agreement should be included as part of the proposal.
4. Submit your completed application submission, including a completed Attachment 1 and Attachment 2 forms by emailing [rfpworkforce@masscec.com](mailto:rfpworkforce@masscec.com) with the subject line **"FY26 Professional Services Support for Workforce Development Programs."**  
**Applications for Scope 3 must be received by Friday, September 26, 2025 at 11:59 PM ET, and for Scopes 1, 2, 4 and 5 by Friday, October 17, 2025 at 11:59 PM ET. Under no circumstances will MassCEC accept responses past the deadline.**
5. As part of the RFP review process, applicants may receive a request from MassCEC via email to participate in an interview, or to respond to supplemental questions associated with their application. Applicants should seek to respond to a request for interview or respond to questions within the timeframe laid out within the email.
6. Please disclose to MassCEC in your application any use of, or planned use of, generative AI either in responding to this RFP or in carrying out the scope of work required for the

project or services, if awarded. MassCEC reserves the right to review submitted materials to determine whether generative AI was likely used, including using detection tools, linguistic analysis, or verification methods as appropriate. MassCEC further reserves the right to accept or reject any proposed uses of generative AI, or request supplemental non-AI generative materials from applicants, or cancel or rescind an award where generative AI has been used without MassCEC approval.

## VIII. SELECTION CRITERIA

MassCEC is seeking comprehensive proposals from qualified entities to fulfill the general scope of work outlined in Section VI of this RFP. All submissions must be responsive to the requirements outlined in this RFP. Applicant proposals will be evaluated on the following criteria based on the strand(s) they are applying for:

Alignment of Background & Summary of Qualifications	<p>Applicant's background and qualifications reflect ample expertise and skills to accomplish the proposed Scope.</p> <p>Documented experiences with positive outcomes on projects like those proposed.</p> <p>In addition, for the following scopes:</p> <ul style="list-style-type: none"> <li>• <b>Scope 1A:</b> Qualifications demonstrate ability to thoughtfully support program development for CUBS grantees and Hub and Spoke ecosystem partners</li> <li>• <b>Scope 1B:</b> Qualifications demonstrate ability to thoughtfully provide technical assistance to SYA grantees</li> <li>• <b>Scope 4:</b> Research experience related to climate critical industries preferred; familiarity with labor market research and economic forecasting preferred</li> <li>• <b>Scope 5:</b> A minimum of 8-years experience working in one or more of the specified sectors or aligned work: building decarbonization including energy efficiency measures including weatherization and pre-weatherization barrier removal; energy assessments and energy auditing; HVAC &amp; heat pump design, installation and maintenance; clean transportation, including EV maintenance and repair and EV charging infrastructure installation and maintenance;</li> </ul>
Quality of Workplan / Approach to Proposed Scope of Work	Proposed scope of work demonstrates a clear understanding of the process and timelines needed to accomplish the work.

	For <b>Scope 3</b> , applicant's work plan outlines a process for delivering quality event production services and desired outcomes, including proposed activities, milestones and deliverables
Program Design	<b>For Scopes 1 – 2:</b> Proposed scope of work, including proposed services and deliverables meet the technical assistance and program development goals.
Quality of Examples	<b>For Scopes 3, 4, and 5</b> <ul style="list-style-type: none"> <li>• Examples reflect clear usage of current best practices for the subject matter.</li> <li>• Examples demonstrate a range of capacity and relevant techniques/skills.</li> </ul>
Budget Alignment and Value	<p>The proposed rates are competitive in comparison to similar scopes and services.</p> <p>As relevant, the proposed costs are reasonable and thoughtful for the time and services required for the relevant Scope(s) of work.</p>
References	<p>Provide a minimum of three references.</p> <p>The references provided are relevant to the scope of work.</p> <p>The references can provide concrete feedback about the applicant's work quality, including timeliness and responsiveness to feedback.</p>

## IX. BUDGET

Scope Number	Budget Parameters*
Scope 1 - Strand A: Technical Assistance for CUBS grantees	To be determined based on agreed upon scope and hours <b>(up to \$130,000 in total awards for this scope)</b>
Scope 1 - Strand B: Technical Assistance for SYA grantees	To be determined based on agreed upon scope and hours



	<b>(up to \$70,000 in total awards for this scope)</b>
Scope 2: Training providers for SIPS	Up to Twenty Thousand Dollars (\$20,000) per student cohort if requesting a one (1) year contract, or up to Forty Thousand Dollars (\$40,000) per student cohort, if requesting a two (2) year contract <b>(up to \$80,000 in total awards for this scope)</b>
Scope 3: Event Production	<b>Up to Fifty-Thousand Dollars (\$50,000)</b> for a minimum of 3 events as described above. Resources are available to pay for a registration platform separately.
Scope 4: Research Services	To be determined based on agreed upon scope and hours <b>(Up to \$85,000 in total awards)</b>
Scope 5: Subject Matter Experts	To be determined based on agreed upon scope and hours <b>(Up to \$40,000 in total awards)</b>

## X. CONTACT INFORMATION FOR QUESTIONS

For all questions on this RFP, please email [RFPWorkforce@MassCEC.com](mailto:RFPWorkforce@MassCEC.com) with “FY26 Professional Services RFP” in the subject line.

## XI. GENERAL REQUEST FOR PROPOSALS CONDITIONS

### NOTICE OF PUBLIC DISCLOSURE

As a public entity, MassCEC is subject to Massachusetts’ Public Records Law, codified at Chapter 66 of the Massachusetts General Laws. Thus, any documentary material, data, or other information received by MassCEC from an applicant is a public record subject to disclosure. Applicants shall not send MassCEC any confidential or sensitive information in response to this RFP. If confidential information is submitted as part of the application and not clearly marked as confidential, such information may be made publicly available by MassCEC without further notice to the Applicant.

**Please note: consultant rate sheets will be considered a public record subject to disclosure.**

### DISCLAIMER & WAIVER AUTHORITY

This RFP does not commit MassCEC to award any funds, pay any costs incurred in preparing an application, or procure or contract for services or supplies. MassCEC reserves the right to

accept or reject any or all applications received, waive minor irregularities in submittal requirements, modify the anticipated timeline, request modification of the application, negotiate with all qualified Applicants, cancel or modify the RFP in part or in its entirety, or change the application guidelines, when it is in MassCEC's best interests.

This RFP has been distributed electronically using MassCEC's website. It is the responsibility of Applicants to check the website for any addenda or modifications to an RFP to which they intend to respond. MassCEC accepts no liability and will provide no accommodation to Applicants who submit an application based on an out-of-date RFP document.

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#### CONTRACT REQUIREMENTS

Upon MassCEC's authorization to proceed with the proposal, MassCEC and the awarded applicant(s) will execute a contract, substantially in the form of the template agreement attached hereto as Attachment 3 which will set forth the respective roles and responsibilities of the parties.

## ATTACHMENT 1: AUTHORIZED APPLICANT’S SIGNATURE AND ACCEPTANCE FORM

### **Request for Proposals:2026 Professional Services Support for Workforce Development Programs (the “RFP”)**

The undersigned is a duly authorized representative of the Applicant named below. The undersigned has read and understands the RFP requirements and acknowledges and confirms that the Applicant and each member of its team has read and understands the RFP Requirements. The undersigned acknowledges and agrees that all of the terms and conditions of the RFP are mandatory.

The undersigned and each Applicant and each member of its team acknowledges and agrees that (i) all materials submitted as part of the application are subject to disclosure under the Massachusetts Public Records Law, as explained in the RFP; (ii) that the Massachusetts Clean Energy Technology Center (“MassCEC”) has no obligation, and retains the sole discretion to fund or choose not to fund the application set forth herein; and (iii) that MassCEC’s receipt of the application does not imply any promise of funding at any time.

The undersigned and each member of the Applicant’s team understands that, if the Application is selected by MassCEC pursuant to this RFP, the Applicant will execute and deliver an agreement to be provided by MassCEC that shall set forth the terms and conditions, together the respective roles and responsibilities of the Applicant, and each member of its team, and MassCEC, with respect to the project described in the RFP.

I certify that the statements made in this Application, including all attachments and exhibits, are true and correct.

Applicant: \_\_\_\_\_

(Printed Name of Applicant)

By: \_\_\_\_\_

(Signature of Applicant or Authorized Representative)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

### ATTACHMENT 3: APPLICATION FORM

Attachment 2: Application Form is accessible on the solicitation webpage.

## ATTACHMENT 3: SAMPLE AGREEMENT

Attachment 3: Sample Agreement is accessible on the solicitation webpage.