



## **Mini-Bid Request: Professional Services to Support the Development of Multi-Purpose Data Platform for Workforce Development**

Posting Date: January 3, 2024

### **I. SUMMARY**

The Massachusetts Clean Energy Technology Center ("MassCEC") is seeking proposals through a mini-bid request ("Mini-Bid") for highly qualified individuals or organizations ("Applicants") to provide professional support to MassCEC's Workforce Development team (the "WFD Team") on the scoping and development of a request for proposals for vendors to develop a multi-purpose data Platform to support the WFD Team's work with grantees and a range of external stakeholders (the "Platform"). The Platform will need to streamline the collection and display of data on businesses, nonprofits, training providers, educational institutions, and individuals participating in workforce development programs. Additionally, the Platform will need to provide learning products to MassCEC grantees and support the scaling of MassCEC's internship programs by including a more effective internship portal. Following the selection of vendors to develop a suite of systems, the professional support would include, but not be limited to, collaborating with MassCEC on the project management of the Platform development vendors and designing and implementing training and resource materials to ensure MassCEC staff can support end user interactions with the final Platform.

MassCEC's WFD Team currently manages a portfolio of eight (8) initiatives across three (3) focus areas: (1) Youth and Young Adult Career Development, (2) Adult New Entrant and Incumbent Worker Upskilling Training, and (3) Minority and Women Owned Business Enterprises ("MWBE") Support Programming. In FY24 the WFD Team will award an excess of Thirty Million Dollars (\$30M) to organizations to support the growth and diversification of the clean energy and climatetech workforce. MassCEC's longest-running program, the Massachusetts Clean Energy Internship Program, which matches students with clean energy companies and subsidizes their paid work experience, has supported more than five thousand (5,000) students across more than six hundred (600) companies.

The ideal multi-purpose data Platform would support these key programs by creating a secure and easy to use environment for multiple user-profiles to engage with it to follow program /grantee progress, analyze key program metrics through dashboards, and offer ways to share educational content such as videos, curricula, and other resources with external partners and

grantees. The recipient of this mini-bid would help the MassCEC WFD Team accurately describe and map out the use cases and functions, along with examples of the types of CRM, CMS, LMS web Platform that could be built, so that we can best communicate our requirements and the qualifications needed to potential bidders to the RFP for the Platform.

MassCEC is seeking applicants with experience in all or most of the following areas to apply:

- Project management of the development of complex, secure, nonprofit and/or government data systems with multiple user profiles and internal and external dashboard reporting capability;
- Experience supporting the procurement of vendors for similar multi-purpose data and technology systems;
- Familiarity with workforce development or education (postsecondary), specifically knowledge of typical performance reporting requirements for state and federal grants and the data needed for workforce/education program evaluation;
- Demonstrated network of relevant partners and resources; and
- Capacity to commit to a multi-year engagement on a project from scoping through development to completion and user training.

MassCEC plans to contract with one (1) professional services applicant, as more fully described in Section 3.2: Project Scope, for an eighteen (18) to twenty four (24) month engagement or through the completed development of the Platform and staff training.

Applications are due by 11:59 pm on February 2, 2024.

## II. BACKGROUND AND GOALS

MassCEC is a 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 clean energy workforce while accelerating the clean energy sector and investing in climatetech to meet the Commonwealth's 2030 and 2050 climate goals. Funds from the March 2021 Climate Legislation, *An Act Creating a Next Generation Roadmap for Massachusetts Climate Policy* ("the Act") have enabled MassCEC

to begin supporting in FY23 a portfolio of forty-five (45) grant recipients, involving over one hundred fifty (150) partner organizations, focused on providing individual career pathway training; career awareness, exploration, and navigation; or supportive services to MWBEs.

It is anticipated that in FY24, these grantees will provide services and support to over three hundred (300) individual participants from Environmental Justice (“EJ”) Neighborhoods, Federally recognized and State-acknowledged Tribes, Fossil Fuel Workers, and other underrepresented populations and to over one hundred thirty (130) participating MWBEs. These grantees are expected to report participant metrics including demographic data, overall program progress such as training completion and job placement, and resulting impact on the clean energy workforce on a regular basis to MassCEC. In addition, the grantees and partners are required to take part in monthly technical assistance check-in meetings, as well as monthly community of practice meetings and biannual in-person convenings featuring curated educational workshops and networking opportunities, designed to foster partnerships, enable sharing of best practices, and support discussions about pain points and barriers. For most grantees, these activities will span multiple years as most awards are two (2) to three (3) years. This portfolio of grantees is anticipated to grow as MassCEC secures additional state and federal funding, resulting in a sharp increase to the number of active and reporting grantees each year going forward, as the numbers compound each cycle.

MassCEC also continues to administer the successful Clean Energy Internship Program (“Internship Program”) which has historically placed over five thousand (5,000) interns at six hundred (600) clean energy companies. On an annual basis, the current internship portal typically gets accessed by over two thousand (2,000) students interested in internships and at least four hundred (400) companies considering utilizing the program and looking for an intern match. Demographic data on the interns and companies involved in the Internship Program are captured in the internship portal and utilized to report on internship matches, track wages for reimbursement, and record subsequent permanent hires resulting from internships.

The combination of the workforce funding opportunities and Internship Program, along with other workforce development programming, creates a dynamic and expanding portfolio of stakeholders reporting extensive metrics to MassCEC, regularly accessing supports to establish new relationships including internship matches, and otherwise turning to MassCEC for educational resources and information as the experts in clean energy workforce. Additionally, MassCEC wants to be more able to efficiently report to different stakeholder groups internal and external to the organization about these programs and their progress. The work solicited under this Mini-Bid is necessary to assist MassCEC in selecting the best suite of systems, including but not limited to customer relationship management (“CRM”) databases, content management system (“CMS”) packages, and learning management system (“LMS”) software or portals, to streamline the data reporting processes, distribution of resources and educational content, and interface with stakeholders, potentially in multiple and varied ways including matching for internships and promoting networking and cross-pollination across grantee and stakeholder cohorts where opportunities arise.

### **MassCEC's Data and Reporting Goals (CRM):**

- Efficiently and securely collect required reporting data and metrics from existing and future grantees including participant demographic data, milestone and deliverable completion metrics, and industry sector impact metrics;
- Visualize the data through reports, dashboards, or other approaches to support reporting out about grant program success and to analyze trends for continuous quality improvement, both on an overall programmatic and specific grantee scale;
- Track relationships across varying instances and types with a lead-prospect approach to promote meaningful partnerships and cross-pollination across cohorts and to better guide grantees and stakeholders to a broad array of opportunities at MassCEC and in the clean energy workforce ecosystem; and
- Reduce the time and workload required to report for both grantees and MassCEC staff through utilization of portal-based forms or other similar approaches.

### **User Experience Goals (CMS):**

- Provide a more responsive internship matching portal for both students seeking internships and companies seeking a match;
- Engage grantees, internship participants, and other interested stakeholders with streamlined, compelling, and useful website touchpoints; and
- Promote the success of MassCEC's workforce efforts via external-facing dashboards fed by the CRM, or other selected database system, and via graphical resources such as GIS-based grantee and impact maps.

### **Educational Resource Goals (LMS):**

- Regularly deliver curated educational content on workforce best practices to grantees;
- Organize content offered during prior communities of practice workshops and in-person convenings for all grantees to utilize; and
- Establish a repository for grantees, partners, and external stakeholders of program resources, curricula, and other relevant content.

## **III. PERFORMANCE AND CONTRACT SPECIFICATIONS**

### **3.1 ELIGIBLE APPLICANTS**

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 lead 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; and
- For-profit entities such as information technology companies, private businesses, or coalitions of businesses.

Additional eligibility notes:

**Applicants must:**

- Be based in Massachusetts or have staff in Massachusetts who will support the proposed work;
- Proven track record of implementing data management systems including data architecture and analysis;
- Have user experience / design thinking expertise, and some expertise on learning data interoperability;
- Have database website development experience and demonstrate a history of effectively building and managing web-based database services;
- Have core enterprise architecture capabilities (strategy, design and delivery, performance & reliability, etc.);
- Have project management experience for the development of a multi-purpose data Platform;
- Understand web-based security best practices;
- Excellent client management skills with the ability to understand and scope the needs of MassCEC;
- Strong documentation skills for website and database wireframe design;
- Capacity to facilitate staff training for the selected CRM, LMS, and cloud-based products;
- Have working knowledge of current AI integration trends and the ability to understand modern automation processes and
- Experience with Salesforce and other CRM management systems and
- Relevant certifications and expertise with similar projects.

### 3.2 PROJECT SCOPE

MassCEC is looking to contract with a qualified Applicant to advise in constructing a new multi-purpose data Platform that will streamline existing processes and enhance user experience and data reporting capabilities. The consultant will guide the MassCEC WFD Team to design a system that will meet the needs of different users and include features such as reporting functions, data input methods, user profiles, dashboards, user permissions website functionality, data visualization, and integration with other systems used at MassCEC. The scope of work will continue until the end of December 2025.

Contracted Applicants will be required to:

- 1) Review and provide guidance on the relevant documents that MassCEC develops for the Platform procurement;
- 2) Engage with the MassCEC WFD Team to gather requirements and understand the unique needs of the various programs;
- 3) Design a detailed system design that outlines the architecture, integration, data-entry, and reporting functions of the Platform, considering stability and security needs;
- 4) Evaluate and recommend appropriate technologies and Platforms, identifying what is needed to address existing inefficiencies, areas of improvement, and future needs;
- 5) Work with MassCEC and vendors on an integration plan to ensure adequate data flow between the different components;
- 6) Support the launch of the multi-purpose data Platform, collaborating with MassCEC and selected vendors;
- 7) Develop a user training plan and comprehensive documentation to support end-users;
- 8) Establish a regular schedule of meetings with the MassCEC team that would on average two (2) check-ins a month; and
- 9) Additional projects within this scope identified as necessary by the Applicant and MassCEC.

### 3.3 PROJECT BUDGET

As a component of the proposal, applicants must submit a budget narrative providing a rationale for the associated costs of proposed services. MassCEC anticipates up to \$125,000 in resources for a single professional services provider (individual or firm).

## IV. APPLICATION PROCESS AND TIMELINE

### 4.1 ESTIMATED TIMELINE

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

Release of Mini-Bid	January 3, 2024
Questions due to MassCEC via email to <a href="mailto:rfpworkforce@masscec.com">rfpworkforce@masscec.com</a>	January 12, 2024
Questions with Answers Emailed to Mini-Bid Recipients and posted to Mini-Bid Page	January 19, 2024
Pre-Application Office Hours	January 16, 2024 at 3PM via Zoom
Proposals Due	February 2, 2024
Interviews of Top Applicants	February 9, 2024 between 1PM and 4PM via Zoom

Notification of Award	February 23, 2024
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#### 4.2 PROPOSAL SUBMISSION INFORMATION

To apply, Applicants should follow the below steps:

- 1) Review this Mini-Bid to develop an understanding of the funding opportunity;
- 2) Review the following information about MassCEC's workforce development programming and grantees:
  - a. [Equity Programs](#)
  - b. [Planning and Capacity Grantees](#)
  - c. [Training Implementation Grantees](#)
  - d. [MWBE Support Grantees](#)
  - e. [Clean Energy Careers Internship Website](#);
- 3) Submit any questions about this Mini-Bid to [rpfworkforce@masscec.com](mailto:rpfworkforce@masscec.com) by January 12, 2024 and review answers to any potential Applicant questions provided by MassCEC via email;
- 4) Develop a proposal submission that demonstrates the ability of the Applicant to meet the project scope and includes all the requirements outlined in Section 5.1 of this Mini-Bid, not to exceed sixteen (16) pages, inclusive of all attachments;
- 5) Review and sign Attachment 1;
- 6) Review the sample contract included in Attachment 2, detailing any proposed changes or additions to the sample contract as needed; and
- 7) Combine the complete application into a single pdf and submit it by email to [rpfworkforce@masscec.com](mailto:rpfworkforce@masscec.com) with "**Mini-Bid Request: Professional Services to Support Development of a Multi-Purpose Data Platform for Workforce Development**" in the subject line.

**A complete application must include:**

- A detailed proposal submission addressing all contents outlined in Section 5.1 of this Mini-Bid;
- Attachment 1: Authorized Applicant's Signature and Acceptance Form; and
- (Optional) Attachment 2: Feedback on sample contract.

Complete application submissions will be accepted through 11:59 PM on Friday, February 2, 2024. Under no circumstances will MassCEC accept responses past the deadline.

#### V. PROPOSAL REQUIREMENTS

## 5.1 PROPOSAL CONTENTS

All proposals must contain the following sections:

1. Full contact information about the lead applicant, including address, phone number, and email address;
2. Summary of qualifications including examples of similar work for other clients including links to accessible final products, if available, and references;
3. Statement of approach to project management between nonprofit or government clients and technology solution providers/vendors on complex projects;
4. Overview of proposed services;
5. Initial workplan by month covering March 2024 through December 2025 that corresponds with key milestones such as scoping initial requirements by April of 2024, launching work with selected vendors by July of 2024, and supporting the launch of a new Platform by the summer of 2025;
6. Budget narrative that includes an hourly cost for services provided, the total proposed cost and a basic outline of anticipated hours associated with core deliverables and services; and
7. Resumes or bios for relevant staff.

## 5.2 EVALUATION CRITERIA

MassCEC is seeking comprehensive proposals from select qualified entities to fulfill the general scope of work outlined in Section 3.2 of this Mini-Bid. All submissions must be responsive to the requirements outlined in this Mini-Bid. Applicant proposals will be evaluated on the following criteria:

1. Capacity of staff and/or organization to support the development of key criteria for a multi-purpose data platform to meet the aforementioned goals, and support the project management of multiple vendors leading to a successful final technology solution;
2. Qualifications of the organization and individuals, including specific experience managing and supporting the development of data systems for workforce development and/or education program performance management;
3. Quality and relevance of references; and
4. Value of the services proposed in relation to budget narrative.

## VI. GENERAL REQUEST FOR RESPONSE CONDITIONS

### 6.1 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 Mini-Bid. 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.

### 6.3 DISCLAIMER & WAIVER AUTHORITY

This Mini-Bid does not commit MassCEC to award any funds, pay any costs incurred in preparing response, or procure or contract for services or supplies. MassCEC reserves the right to accept or reject any or all responses received, waive minor irregularities in submittal requirements, modify the anticipated timeline, request modification of the response, negotiate with all qualified contractors, cancel or modify the Mini-Bid in part or in its entirety, or change the relevant guidelines, when it is in its best interests.

This Mini-Bid has been distributed by email to select recipients. MassCEC will distribute any addenda or modifications to the Mini-Bid recipients by email. MassCEC accepts no liability and will provide no accommodation to contractors who submit a response based on an out-of-date Mini-Bid document.

### 6.3 CONTRACT REQUIREMENTS

Upon MassCEC's authorization to proceed with the proposal, MassCEC and the awarded contractor will execute a contract, substantially in the form of the Sample Agreement attached to this Mini-Bid as Attachment 2, which will set forth the respective roles and responsibilities of the parties.

ATTACHMENT 1: AUTHORIZED APPLICANT'S SIGNATURE AND ACCEPTANCE FORM

**Mini-Bid Request: Professional Services to Support Development of Multi-Purpose Data Platform for Workforce Development (the "Mini-Bid")**

The undersigned is a duly authorized representative of the Applicant named below. The undersigned has read and understands the Mini-Bid requirements and acknowledges and confirms that the Applicant and each member of its team has read and understands the Mini-Bid Requirements. The undersigned acknowledges and agrees that all of the terms and conditions of the Mini-Bid 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 Mini-Bid; (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 Mini-Bid, 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 Mini-Bid.

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 2: SAMPLE AGREEMENT

### **AGREEMENT FOR SERVICES**

This **AGREEMENT FOR SERVICES** (the "Agreement"), effective as of [**Date – M/D/YYYY**], the ("Effective Date"), is by and between the **Massachusetts Clean Energy Technology Center** ("MassCEC"), an independent public instrumentality of the Commonwealth of Massachusetts (the "Commonwealth") with a principal office and place of business at 294 Washington Street, Suite 1150, Boston, Massachusetts, 02108, and [**fill in COMPANY NAME AND PRINCIPAL PLACE OF BUSINESS**] ("Contractor") (each a "Party" and together the "Parties").

**WHEREAS**, [provide an introduction to the Agreement, why it is being entered into, provide facts about the relationship and goals of the parties, the nature of the contract, and mention other related transactional documents];

**WHEREAS**, [use as many clauses as necessary]; and

**WHEREAS**, MassCEC desires to retain Contractor to provide certain services described more fully herein, and Contractor desires to provide MassCEC said services, all in accordance with the terms of this Agreement.

**NOW, THEREFORE**, in consideration of the recitals, the mutual promises and covenants contained in this Agreement, and other good and valuable considerations, the receipt, adequacy, and sufficiency of which are hereby acknowledged, MassCEC, and Contractor agree as follows:

1. **Scope of Services:** Contractor shall carry out all services reasonably contemplated by this Agreement and described in Exhibit 1 attached hereto (the "Services"), which exhibit is incorporated by reference. This Agreement shall apply to all Services provided from time to time by Contractor to MassCEC during the Term, as defined below. Contractor shall perform the Services in accordance with schedule in Exhibit 1 (the "Schedule").
2. **Deliverables:** Contractor shall provide all deliverables described in Exhibit 1 (the "Deliverables").
3. **Payment:**
  - a. [**FIXED FEE:** MassCEC shall pay Contractor an aggregate amount of up to \$[**fill in AMOUNT**] (the "Fee Amount") to perform the Services. The Fee Amount shall be the sole and complete compensation for the Services performed by Contractor under this Agreement.] [**HOURLY FEE:** MassCEC shall pay Contractor at the hourly rate of \$[**fill in AMOUNT**] per [**fill in AMOUNT OF TIME**] to perform the Services. Such payments shall not exceed \$[**fill in AMOUNT**] in total (the "Fee Amount"). The Fee Amount shall be the sole and complete compensation for Services performed by Contractor under this Agreement.]
  - b. Contractor shall submit to MassCEC reasonably detailed invoices [**each quarter/each month**] describing the Services rendered during the invoice period, and such invoices shall

become payable within forty-five (45) days of receipt by MassCEC. Invoices shall provide reasonable documentation of evidence of costs incurred including, but not limited to:

- i. **[IF APPLICABLE]** Staff Charges: staff charges for each employee, the employee's name, title, number of hours worked, and hourly rate; and
- ii. **[IF APPLICABLE]** Direct Materials/Other Direct Costs: all direct materials and other direct costs, itemized.

Grantee shall enroll in MassCEC's Automated Clearinghouse ("ACH") system to receive payment by completing the ACH enrollment form attached to this Agreement in Attachment 3 and submitting it to [Finance@masscec.com](mailto:Finance@masscec.com) at or before the submission of their first invoice. Any changes to the information in the ACH form must be submitted to Finance@masscec.com through an updated ACH enrollment form within thirty (30) days of any such change. MassCEC will pay Grant funds to **Grantee** in installments in accordance with the Schedule and Deliverable table set forth in Attachment 1 (each installment a "Grant Installment") within forty-five (45) days of approval of the corresponding Deliverable, receipt of a written invoice describing the work performed with Grant funds during the invoice period, and receipt of a completed and signed Expenditure Certification (Attachment 2).

Contractor shall promptly provide MassCEC with any additional documentation or information upon MassCEC's reasonable request.

4. **Term**: This Agreement shall take effect as of the Effective Date, and shall remain in effect for **[fill in NUMBER OF DAYS/YEARS or until DATE – NOTE: Include sufficient time for invoicing/payment]** (the "Term"), unless terminated in accordance with Section 9 herein.
5. **Access and Use**: Contractor agrees to provide all contributions made in the scope of the Services as a work made for hire for MassCEC, which shall own all rights, including without limitation copyrights and patents, in materials Contractor prepares and delivers to MassCEC or its customers or clients or others on its behalf, and which shall have the right to use them in any way without additional payment to Contractor. In the event that Contractor's contributions are for any reason deemed not to have been a work made for hire, Contractor hereby assigns to MassCEC any and all right, title, and interest that the Contractor has, including any copyright or patent, in the work created or performed in the scope of the Services. Contractor, both during the Term and subsequently, shall cooperate with MassCEC to perfect, enforce, defend, and prosecute all such rights.

Contractor represents and warrants that Contractor's contribution will not infringe on any copyright, right of privacy, or personal or proprietary rights of others. If Contractor delivers or uses materials subject to the rights of any third parties (e.g., requiring permission from a copyright owner), Contractor will provide all information required of the person or entity to use such materials without infringing on any copyright, right of privacy, or other personal proprietary right of such third party. If Contractor provides to MassCEC or uses in the performance of the Services any material to which Contractor claims copyright, patent, or other interests or rights for itself, such use or delivery

shall be deemed to be an assignment of such material, interests, and rights to MassCEC, unless a contrary agreement is reached in writing, between the Parties, prior to such delivery or use.

6. **Contractor's Representations, Warranties, and Certifications:** As of the Effective Date of this Agreement, Contractor hereby represents, warrants, and certifies under the pains and penalties of perjury as follows:
- a. Contractor is duly authorized to enter into this Agreement.
  - b. Contractor and all personnel to be employed or engaged by Contractor under this Agreement ("Project Personnel") are fully capable and qualified to perform the Services and Contractor's other obligations under this Agreement, and have obtained all requisite licenses and permits to perform any and all of the Services.
  - c. Contractor and its Project Personnel are familiar with, and will remain in compliance with, and will not take any actions contrary to the provisions of, any laws, rules, regulations, ordinances, orders, or requirements of the Commonwealth and other governmental authorities applicable to or implicated by the subject matter of this Agreement.
  - d. Contractor and its employees are independent contractors of MassCEC, and not employees, partners, or joint-venturers of MassCEC. Contractor will be solely responsible for withholding and paying all applicable payroll taxes of any nature and imposed by any authority, including social security and other social welfare taxes or contributions that may be due on amounts paid to its employees. Contractor has filed and will continue to file all necessary state tax returns and reports, and has paid and will continue to pay all taxes and has complied and will continue to comply with all laws of the Commonwealth relating to contributions and payment in lieu of contributions to the Employment Security System, and with all laws of the Commonwealth relating to worker's compensation, codified at M.G.L. c. 152.
  - e. Contractor certifies that appropriate insurance coverage for all activities under this Agreement has been obtained and shall be maintained in effect through the term of this Agreement. CONTRACTOR ACKNOWLEDGES THE SUFFICIENCY OF THE TYPES AND AMOUNTS OF INSURANCE COVERAGE MAINTAINED AND THE APPROPRIATENESS OF THOSE COVERAGES FOR THE DURATION OF THE TERM. At MassCEC's request, Contractor will provide MassCEC with copies of the certificates of insurance evidencing such coverage. The insurance requirements for the project and pursuant to this Agreement are solely Contractor's responsibility and shall not relieve Contractor of any responsibility to MassCEC.
  - f. Contractor agrees to comply with all applicable federal and state and local statutes, rules, regulations, and permitting requirements, including, but not limited to, all laws promoting fair employment practices or prohibiting employment discrimination and unfair labor practices, and shall not discriminate in the hiring of any applicant for employment nor shall any qualified employee be demoted, discharged, or otherwise subject to discrimination in

the tenure, position, promotional opportunities, wages, benefits, or terms and conditions of their employment because of race, color, national origin, ancestry, age, sex, religion, disability, handicap, sexual orientation, gender identity, or for exercising any rights afforded by law.

- g. Contractor represents and warrants that all of Contractor's Project Personnel are eligible to work in the United States at the time of execution of this Agreement and that Contractor shall comply with its continuing obligation to ensure such status for the Term.
- h. Contractor agrees and acknowledges that MassCEC is relying upon Contractor to provide the Services in a competent, complete, and professional manner, and, accordingly, Contractor performance under this Agreement shall be conducted with due diligence and in accordance with the highest industry standards of professionalism and competence.
- i. Contractor is registered and in good standing with the Secretary of State's Office of the Commonwealth of Massachusetts.

**7. Project Managers:**

- a. MassCCHC and Contractor have designated the following persons to serve as Project Managers to support effective communication between MassCEC and Contractor and to report on the project's progress (the "Project Managers").

For Contractor:

[First Name Last Name], [Title] ([phone number] / [email]@)

For MassCEC:

[First Name Last Name], [Title] ([phone number] / [email]@masscec.com)

- b. Contractor shall be required to obtain prior written approval from MassCEC to make any change to its Project Managers. For the avoidance of doubt, MassCEC may update its Project Manager(s) listed without amending this Agreement, in compliance with the notice provisions of Section 8.
8. **Notice:** Any notice hereunder shall be in writing and shall be sent either by (i) facsimile, email, or other electronic transmission, (ii) courier, or (iii) first class mail, postage prepaid, addressed to the Project Manager(s) listed in Section 7(a) at the address indicated in the preamble of this Agreement (or to such other address as a Party may provide by notice to the Party pursuant to this Section), and shall be effective (x) at dispatch, if sent by facsimile, email, or other electronic transmission, (y) if sent by courier, upon receipt as recorded by courier, (z) if sent by first class mail, five (5) days after its date of posting.

**9. Termination:**

- a. This Agreement may be terminated by either MassCEC or Contractor at any time for a material breach of any term of the Agreement.
  - b. MassCEC may terminate this Agreement in the event of loss of availability of sufficient funds for the purposes of this Agreement or in the event of an unforeseen public emergency or other change of law mandating immediate MassCEC action inconsistent with performing its obligations under this Agreement.
  - c. MassCEC may terminate this Agreement at any time, in the exercise of its sole discretion. In the event of such termination, compensation shall be paid by MassCEC to Contractor for the actual costs of allowable expenses incurred for work performed and the reasonable and necessary actual direct costs incurred in the performance of the work pursuant to this Agreement prior to the effective date of the termination.
  - d. Except as otherwise provided in the Agreement, the rights and obligations of each of the Parties under Sections: 5, 8, 9, 10, 12, 13, 14, 15, 17, 18, 20, 21, and 23 of this Agreement shall survive and remain in effect after the termination or expiration of this Agreement.
10. **Assignment and Subcontracting:** MassCEC may assign its rights and obligations under this Agreement to any person who succeeds to all or any portion of MassCEC's business, and all covenants and agreements hereunder shall inure to the benefit of and be enforceable by said successors or assigns. Contractor shall not assign or in any way transfer any interest in, or any of Contractor's rights or obligations under this Agreement, including by operation of law, without the prior written consent of MassCEC, nor shall Contractor subcontract any services to anyone without the prior written consent of MassCEC.
11. **Conflicts of Interest:** Contractor acknowledges the application of the Commonwealth's Conflict of Interest Law, codified at M.G.L. c. 268A to the subject matter of this Agreement and that Contractor's Project Personnel, and Contractor's subcontractor's personnel, if any, may be considered "special state employees" and thus may be subject to the provisions of such law. Contractor represents and warrants that it is, and agrees that, for the duration of the term of this Agreement, it and its subcontractors, if any, shall remain in full compliance with the Commonwealth's Conflict of Interest Law.
12. **Audit:** Contractor shall maintain books, records, and other compilations of data pertaining to its activities pursuant to this Agreement to the extent and in such detail as to properly substantiate claims for payment and Contractor's performance of its duties under the Agreement. All such records shall be kept for a period of seven (7) years, starting on the first day after final payment under the Agreement (the "Retention Period"). If any litigation, claim, negotiation, audit, or other action involving the records is commenced prior to the expiration of the Retention Period, all records shall be retained until completion of the audit or other action and resolution of all issues resulting therefrom, or until the end of the Retention Period, whichever is later. MassCEC or the Commonwealth or any of their duly authorized representatives shall have the right at reasonable times and upon reasonable notice, to examine and copy at reasonable expense, the books, records,

and other compilations of data of Contractor which pertain to the provisions and requirements of the Agreement. Such access shall include on-site audits, reviews, and copying of records. If such audit reveals that any portion of the fees was utilized for purposes not expressly permitted under this Agreement, Contractor shall refund to MassCEC the amount determined by such audit within thirty (30) days of Contractor's receipt of such audit and demand.

**13. Indemnification:**

- a. To the fullest extent permitted by law, Contractor shall indemnify and hold harmless the Commonwealth, MassCEC, and each of their respective agents, officers, directors, and employees (together with the Commonwealth and MassCEC, the "Covered Persons") from and against any and all liability, loss, claims, damages, fines, penalties, costs, and expenses (including reasonable attorney's fees), judgments and awards (collectively, "Damages") sustained, incurred or suffered by or imposed upon any Covered Person resulting from (i) any breach of this Agreement or false representation of Contractor, its officers, directors employees, agents, subcontractors, or assigns under this Agreement, or (ii) any negligent acts or omissions or reckless misconduct of Contractor, its officers, directors, employees, agents, subcontractors, or assigns. Without limiting the foregoing, Contractor shall indemnify and hold harmless each Covered Person against any and all Damages that may arise out of or are imposed due to the failure to comply with the provisions of applicable law by Contractor or any of its agents, officers, directors, employees, subcontractors, or assigns.
- b. In no event shall either Party be liable for any indirect, incidental, special, or consequential damages whatsoever (including, but not limited to, lost profits or interruption of business) arising out of or related to Contractor's, its officers', directors', employees', agents', subcontractors', or assigns' performance of Services under this Agreement, even if advised of the possibility of such damages.

**14. Confidentiality:**

- a. Contractor hereby agrees to protect the physical security and restrict access to all data compiled for, used by, or otherwise in the possession of Contractor in performance of the Services in accordance with reasonable business practices and as otherwise provided in this Agreement. Contractor shall comply with all applicable laws and regulations relating to confidentiality and privacy, including, without limitation, all requirements of M.G.L. c. 66A implicated by the subject matter of this Agreement.
- b. In connection with the performance of the Contractor's Services, Contractor will be exposed to and have access to MassCEC's confidential and proprietary information and information that MassCEC's employees, applicants, consultants, affiliates, licensors, customers, vendors, and others have entrusted to MassCEC that may include, but is not limited to, trade secrets, know-how, or other intellectual property, financial, and commercial information, marketing and servicing information, costs, business affairs, future plans, employee compensation, employee personnel information, programs, databases, operations, and procedures



(collectively, "Confidential Information") to which Contractor did not have access prior to performing Services of MassCEC, and which Confidential Information is of great value to MassCEC. Contractor, at all times, both during and after any termination of this Agreement by either party, shall not in any manner, directly or indirectly, use any Confidential Information for Contractor's own benefit, or divulge, disclose, or communicate in any manner, or otherwise make available such Confidential Information, unless expressly authorized to do so in writing by an officer of MassCEC. Confidential Information shall not include (i) information which was in the public domain at the time of disclosure to Contractor; (ii) information which is or becomes generally known or available to the public through no act or failure to act on the part of Contractor; or (iii) information the disclosure of which is required by law or court order, provided the Contractor gives to MassCEC prompt, prior written notice of any such disclosure.

- c. Contractor has read and agrees to comply with, and will cause its agents, officers, directors, employees, and subcontractors to comply with, the provisions of this Section. Contractor agrees, for itself and for its agents, officers, directors, employees, and subcontractors, as follows:
  - i. Not at any time, whether during or after the termination of this Agreement, to divulge, disclose, or reveal to any person any Confidential Information, whether or not such information is produced by Contractor's own efforts, except (A) as specifically required in connection with the fulfillment of Contractor's obligations hereunder, or (B) as otherwise directed by MassCEC in connection with a disclosure request under M.G.L. c. 66 (the "Public Records Law"), a request for discovery, subpoena, court, or administrative order or other compulsory legal process, disclosure requirement or request relating to such Confidential Information;
  - ii. Not at any time, whether during or after the termination of this Agreement, use any Confidential Information for Contractor's direct or indirect financial or other benefit or for the benefit of any Person related to or affiliated with Contractor or with whom Contractor is now or hereafter associated, other than MassCEC, nor will Contractor use or attempt to use any Confidential Information in any manner which could reasonably be expected to injure or cause loss, whether directly or indirectly, to MassCEC or any applicable third party;
  - iii. In the event that Contractor (or any of its agents, officers, directors, employees, or subcontractors) is questioned about Confidential Information by anyone who has not demonstrated to Contractor that it is authorized to receive or have access to such Confidential Information, or is asked to provide Confidential Information to any such Person, Contractor agrees to promptly notify MassCEC and respond to the inquirer in accordance with MassCEC's instructions; and

- iv. Not at any time, whether during or after the termination of this Agreement, reproduce any materials containing Confidential Information except to the extent necessary to perform Contractor's obligations under this Agreement, nor make or use (or permit any of its agents, officers, directors, employees, or subcontractors to use) any materials other than in connection with the performance of Contractors' obligations under this Agreement and for the benefit of MassCEC, it being understood and agreed that all materials are, shall be and shall remain the sole and exclusive property of MassCEC, and immediately upon the termination of the Agreement for any reason, Contractor shall deliver all copies of MassCEC's confidential materials and all other property of MassCEC in its direct or indirect possession or control to MassCEC, at its main office. In addition, Contractor shall, upon termination of the Agreement, within ten (10) days, return all materials and Confidential Information, held by Contractor as data stored on computers, floppy disks, CD-ROMs, or other electronic media.
  - d. Contractor shall collaborate directly with MassCEC to prepare any public statement, media strategy, webpage update, or announcement relating to or bearing on the work performed or data collected under this Agreement, or to prepare any press release or for any news conference in which MassCEC is concerned or discussed. The aforementioned includes, but is not limited to, any media pitches, interviews, embargoed materials, photo opportunities, blogs, guest columns, media events, or editorial boards which relates to this Agreement or MassCEC.
  - e. Notwithstanding the foregoing, Contractor is hereby notified that in accordance with the Defend Trade Secrets Act of 2016 (18 U.S.C. Sec. 1833(b)), as amended, Contractor will not be held criminally or civilly liable under any federal or state trade secret law for the disclosure of a trade secret that: (a) is made (i) in confidence to a federal, state, or local government official, either directly or indirectly, or to an attorney; and (ii) solely for the purpose of reporting or investigating a suspected violation of law; or (b) is made in a complaint or other document that is filed under seal in a lawsuit or other proceeding.
15. **Public Records and CTHRU:** As a public entity, MassCEC is subject to the Commonwealth's Public Records Law, codified at M.G.L. c. 66. Thus, any documentary material, data, or other information received by MassCEC from an applicant is a public record subject to disclosure. Contractor acknowledges and agrees that MassCEC, in its sole discretion, shall determine whether any particular document, material, data, or other information is exempt from or subject to public disclosure. Contractor agrees and acknowledges that it shall not send MassCEC any confidential or sensitive information under this Agreement.

Contractor agrees and acknowledges that MassCEC shall have the right to disclose the name of Contractor and/or payee, the amount of any payments under this Agreement and any other information it may deem reasonably necessary on CTHRU, the Commonwealth's online database of state spending, or any other applicable state spending website.

16. **Tax Forms:** MassCEC will record payments to Contractor on, and provide to Contractor, a United States Internal Revenue Service ("IRS") Form 1099, and MassCEC will not withhold any state or federal employment taxes on Contractor's behalf. Contractor shall be responsible for paying all such taxes in a timely manner and as prescribed by law. Contractor shall provide MassCEC with a properly completed IRS Form W-9 (the "W-9"). Failure to provide the W-9 shall be grounds for withholding payment until such W-9 is received. The W-9 must be emailed to finance@masscec.com. For all tax-exempt entities (including government entities), a tax-exemption certificate or IRS tax-exemption determination letter must be emailed to finance@masscec.com.

17. **Choice of Law:**

- a. This Agreement and the rights and obligations of the Parties shall be governed by and construed in accordance with the laws of the Commonwealth, without giving effect to its conflict of laws principles. Any dispute arising out of or relating to this Agreement or its breach, termination, or invalidity, whether before or after termination of this Agreement, if not resolved by negotiation among the Parties within thirty (30) days after such dispute is raised by either Party in writing, will be settled by binding arbitration by a single arbitrator in accordance with the Commercial Arbitration Rules of the American Arbitration Association then in effect, and judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction over this Agreement. Any such arbitration will be conducted in or near Boston, Massachusetts. The prevailing Party shall be entitled to receive from the other Party its reasonable attorney's fees and costs incurred in connection with any action, proceeding, or arbitration hereunder.
- b. This Section shall not be construed to limit any other legal rights of the Parties. Each Party acknowledges and agrees that any breach or threatened breach of this Agreement by the other Party may result in substantial, continuing, and irreparable damage to the first Party. Therefore, before or during any arbitration, either Party may apply to a court having jurisdiction for a temporary restraining order or preliminary injunction, where such relief is necessary to protect its interests pending completion of the arbitration proceedings.

18. **Independent Status:** Nothing in this Agreement will be construed or deemed to create a relationship of employer and employee, partner, joint venturer, or principal and agent between MassCEC and Contractor, its employees, agents, or officers.

19. **Counterparts:** This Agreement may be executed in two (2) or more counterparts, and by different parties hereto on separate counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument.

20. **Severability:** Each provision of this Agreement shall be treated as a separate and independent clause and any decision from a court of competent jurisdiction to the effect that any clause or provision of this Agreement is null or unenforceable shall in no way impair the validity, power, or enforceability of any other clause or provision of this Agreement.

21. **Amendments and Waivers:** MassCEC may amend Section 15 (without any action by Contractor) to reflect changes in law or MassCEC policies and shall promptly deliver any and all such amendments to Contractor in the manner provided in Section 8. Except as provided in the immediately preceding sentence, no amendments to or modifications of this Agreement, and no waiver of any provision of this Agreement, shall be effective unless the same shall be in writing and shall be signed by each of the Parties. Any waiver by MassCEC of a breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach of such provision or any other provision of this Agreement. Forbearance or indulgence in any form or manner by a Party shall not be construed as a waiver, or in any way limit the remedies available to that Party.
22. **Force Majeure:** Neither Party shall be liable or responsible to the other Party, nor be deemed to have breached this Agreement, for any failure or delay in fulfilling or performing any term of this Agreement, when and to the extent such failure or delay is caused by or results from acts beyond the impacted Party's ("Impacted Party") reasonable control, including, without limitation, the following force majeure events ("Force Majeure Events"): (a) acts of God; (b) flood, fire, earthquake, or explosion; (c) war, invasion, hostilities (whether war is declared or not), terrorist threats or acts, riot, or other civil unrest; (d) actions, embargoes, or blockades in effect on or after the date of this Agreement; (e) national or regional emergency; and (f) strikes, labor stoppages or slowdowns. The Impacted Party shall give notice within two (2) days of the Force Majeure Event to the other Party, stating the period of time the occurrence is expected to continue. The Impacted Party shall use diligent efforts to end the failure or delay and ensure the effects of such Force Majeure Event are minimized. The Impacted Party shall resume the performance of its obligations as soon as reasonably practicable after the removal of the cause. In the event that the Impacted Party's failure or delay remains uncured for a period of ten (10) days following written notice given by it under this Section, the other Party may thereafter terminate this Agreement upon fifteen (15) days' written notice.
23. **Binding Effect, Entire Agreement:** This Agreement shall be binding on the Parties and their respective successors and permitted assigns, and shall inure to the benefit of the Parties and their respective successors and permitted assigns. Except as provided in the immediately preceding sentence, nothing in this Agreement shall be construed to create any rights or obligations except between the Parties, and no Person shall be regarded as a third party beneficiary of this Agreement. This Agreement embodies the entire understanding and agreement between the Parties with respect to the subject matter of this Agreement and supersedes all prior oral or written agreements and understandings relating to such subject matter. No statement, representation, warranty, covenant, or agreement of any kind not set forth in this Agreement will affect, or be used to interpret, change, or restrict, the express terms and provisions of this Agreement. Furthermore, neither Contractor's nor any of its subcontractors' provision of services under this Agreement implies, establishes or otherwise creates any rights or expectations of additional contracts with the MassCEC, whether related or unrelated to the subject matter of this Agreement. The following (together with all exhibits, schedules, and attachments) are hereby incorporated into this Agreement by reference:

a. Exhibit 1: Scope of Services

[Rest of Page Intentionally Blank]

**In witness whereof**, the Parties have caused this Agreement to be duly executed and delivered by their duly authorized officers effective as of the Effective Date.

**Massachusetts Clean Energy Technology Center**

**[Contractor Name]**

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

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

**Name:** \_\_\_\_\_

**Name:** \_\_\_\_\_

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

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

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

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

**Federal Tax ID No.:** \_\_\_\_\_

**EXHIBIT 1**  
**SCOPE OF SERVICES: PROJECT PLAN, DELIVERABLES, AND SCHEDULE**

- I. Project Plan [provide a description of the project]
- II. Payment Terms [describe payment terms and the invoicing process. Make sure this section is consistent with the terms of Section 3]
- III. Schedule and Deliverables

**EXAMPLE TABLE**

<b>Task Number</b>	<b>Task Description</b>	<b>Milestone/Deliverable</b>	<b>Completion Date</b>	<b>Payment Amount</b>
1				
2				
3				