



Request for Proposals:  
Offshore Wind Works: Business Ready Pilot  
OSW-2025-02  
*Revision 01*

Date of Issue: April 11, 2025

*Revised: April 17, 2025*

Proposals Due: May 23, 2025 by 11:59 pm

Total Funding Available: \$320,000

All proposals must be submitted to:  
[offshorewind@masscec.com](mailto:offshorewind@masscec.com)

## Revision 01 Summary

*New or revised text is shown in red italic.*

### *1. Section VII*

*Expected award amount was corrected to reflect up to the total funding available.*

## I. SUMMARY

Through this Request for Proposals (“RFP”), the Massachusetts Clean Energy Technology Center (“MassCEC”) seeks a qualified Applicant or a team of qualified Applicants to provide business development assistance and tailored technical support to Massachusetts businesses looking to enter or expand in the offshore wind industry. MassCEC’s goals for Offshore Wind Works: Business Ready (the “Initiative”) are to (1) assist local companies in assessing their current operations and capabilities with respect to the requirements and standards of offshore wind industry supply chain businesses, and (2) provide structured support to local companies to improve their readiness and ability to compete for contracts in the offshore wind sector. Through this RFP, MassCEC is seeking to pilot the Initiative as described through this document and use this initial phase to inform further program development and implementation.

Through this RFP, MassCEC also seeks to amplify the offshore wind focus of the recently released MassCEC opportunity known as the new [Climate-Critical Underrepresented Business Support](#) (“CUBS”) Grant opportunity. CUBS supports initiatives that assist Massachusetts-based Minority- and Women-owned Business Enterprises and other underrepresented businesses (“Underrepresented Businesses”) entering and expanding in fields that are critical to meeting the Commonwealth’s climate goal of reaching net zero emissions by 2050. The CUBS Program provides access to a consistent baseline suite of services through the development of a regional “Hub and Spoke” model. Regional “Hubs” will offer a suite of baseline core services to Underrepresented Businesses, and “Spoke” partners will offer complementary and additional services geared towards addressing sector-specific barriers to Underrepresented Businesses in attaining success in energy sectors, with a focus on procurement opportunities in building decarbonization, clean transportation, net-zero grid, and offshore wind. Through this RFP and the selection of one Applicant team, MassCEC intends to ensure continuity in programming between the Business Ready Initiative and the CUBS program.

Through this Initiative, MassCEC seeks to select one Applicant team that can provide professional services to Massachusetts small businesses and serve as the pilot offshore wind sector Spoke for the service areas (“Service Areas”) detailed in Section III. The Applicant selected through this RFP will provide services to Underrepresented Businesses and will be qualified to provide those same services under the CUBS program.

## 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.

MassCEC's offshore wind program focuses on accelerating the responsible development of offshore wind ("OSW") projects and increasing the role of Massachusetts companies, institutions, and workers in the offshore wind industry. MassCEC leads a wide portfolio of initiatives in close collaboration with policy makers, developers, industry and stakeholders. These initiatives are grouped in five (5) primary areas:

- Science, Research, and Analysis: Cultivate capacity and provide direct support for science, applied research, and analysis to advance responsible offshore wind development, reduce costs and increase reliability, and address challenges in areas including fisheries, wildlife, supply chain, logistics, and transmission.
- Ports, Infrastructure, and Harbor Access: Manage investments in redevelopment of priority OSW port facilities and infrastructure and seek additional funding. Ensure the utility of MA ports for OSW activities through trainings/simulations, coordination with port managers and users, and supporting availability of real-time met-ocean conditions.
- Offshore Wind Works: Develop and sustain a qualified, well-trained, safe, and diverse OSW workforce to plan, build, operate and maintain regional offshore wind facilities through grants and technical assistance. Convene and facilitate offshore wind workforce development practitioners to exchange information and best practices.
- Offshore Wind Business Ready: Foster the growth of offshore wind business in the Commonwealth by supporting the localization of the global industry and expanding participation of MA-based manufacturers, suppliers, and service providers in the offshore wind supply chain through technical assistance, tax incentives, and grants.
- Ocean Renewable Energy & Climatetech Innovation: Collaborate with partners to support entrepreneurs, early-stage companies, and small businesses in commercialization of technologies and solutions and access to supply chain networks. Advance development of ocean testing and validation sites.

### III. PROGRAM GOALS AND DESCRIPTION

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## BACKGROUND: OFFSHORE WIND SUPPLY CHAIN OPPORTUNITIES

The Commonwealth is leading the way as a national hub for the emerging offshore wind industry. Offshore wind, one of the largest sources of clean, renewable energy, presents a significant opportunity to help the Commonwealth meet its greenhouse gas emission reduction mandates and goals, address the retirement of aging power plants, provide economic development opportunities for Massachusetts businesses, and create thousands of jobs for Massachusetts residents. Massachusetts has established an overarching climate goal of net-zero emissions by 2050, and the Massachusetts Clean Energy and Climate Plan for 2050 points to the estimated need for more than 20 GW of offshore wind energy to meet this goal. In order to meet this goal, the Commonwealth is investing in all aspects necessary for a successful offshore wind industry including ports and related maritime infrastructure, a skilled and ready workforce, and a robust and local supply chain that will deliver key offshore wind services and components.

Currently, most of the main turbine, foundation, and balance of plant components of offshore wind farms are manufactured and produced overseas. Many of the components for the US offshore wind industry's first tranche of projects will be imported to local ports to be staged before being transported to the project site for installation, while some components will be taken directly to the project site, foregoing local staging. Although the large majority of initial project infrastructure will be imported, these projects will be generating significant economic activity in the project development phases, will require significant support and services from local business during construction/installation (over an 18-24 month period), and will continue to have economic impact during the 25-30 years of operation and energy production.

MassCEC is supporting efforts to develop a robust local supply chain in Massachusetts and throughout the region that can manufacture and produce turbine components and associated equipment at a scale necessary to serve planned and anticipated offshore wind projects. Through engagement with offshore wind developers and associated Tier 1 subcontractors to identify potential opportunities for local contracting, MassCEC has already hosted several 'meet-the-buyer' events to get local companies in front of purchasing managers. MassCEC also commissioned the [Offshore Wind Supply Chain Assessment and Development Support Report](#), a study to examine the local supply chain needs and specific capabilities that exist in Massachusetts. This report identified an absence of manufacturing and heavy steel fabrication capability in the Commonwealth but found high interest among local suppliers and plenty of potential to fill these needs in the local supply chain. One of the key recommendations from the report was the development of a capabilities assessment and enhancement 'pilot' program (full report available from MassCEC upon request). The report also found that the growth of the offshore wind supply chain represents a major opportunity for local companies while helping local communities further realize the economic benefits associated with offshore wind. MassCEC worked with developers, original equipment manufacturers ("OEMs") and Tier 1 companies to develop the specifics of this Initiative.

To further promote local companies entering the offshore wind supply chain, MassCEC developed and manages the [Massachusetts Offshore Wind Supply Chain Directory](#), which provides companies and organizations an opportunity to showcase their products, skills, services, and capabilities, and network with others in the industry. In addition, through Supply Chain Forums, MassCEC has helped buyers and sellers in the industry convene for meaningful, in-person business-to-business networking. MassCEC has also supported international knowledge-sharing and partnership opportunities, working to connect international companies with extensive experience in offshore wind with highly capable local businesses that possess U.S. and Massachusetts market intelligence and experience.

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## OFFSHORE WIND WORKS: BUSINESS READY GOALS

MassCEC's goals for the Business Ready Initiative are to enable existing Massachusetts businesses to (1) better understand business opportunities they may have in the offshore wind sector, and (2) improve their readiness and ability to compete for that business in the offshore wind sector. To achieve these goals, the Initiative is structured to (a) provide technical assistance to local small businesses through an assessment of their operations and capabilities with respect to requirements and standards in the offshore wind industry, and (b) identify and then implement specific recommended improvements to their operations and capabilities.

Under the Initiative, MassCEC will select **one Applicant team** to deliver a capabilities assessment, technical assistance and procurement navigation support to local companies interested in competing for business in the offshore wind sector. Applicants should be qualified to provide services to the following "OSW Industry Sectors":

- **Manufacturing and Fabrication Services**  
Manufacturers of steel sheet/rod/plate/bar/tube components, electrical components/electronics, mechanical components, composite pipe and fittings. manufacturing processes that include milling, machining, painting/coating/galvanizing, rolling, welding, blasting, casting, forging.
- **Pier-side and/or Onshore Services**  
Includes all services that take place only on land including engineering {civil, electrical, environmental, structural, general}, environmental permitting, material testing and inspection, construction & logistics management, dredging, electrical and cable installation, electrical services, onshore engineering procurement, construction, and installation (EPCI), site development and excavation, land-based construction, mechanical services, pre-assembly.
- **At-sea Services**  
Any service that takes place at sea, on vessels (not in port), underwater, over water, or on offshore platforms. Services could include: ocean geophysical survey, ocean geotechnical survey (soil and core testing), physical oceanography (currents, waves, tides), protected species observing, biological and marine life surveys and studies, marine salvage and lightering, marine surveyors, service operation vessels, tugs/barges/towing, crew transport vessels, marine security, guard/chase vessels and

services, pilot services, at-sea fuel delivery, ROV, AUV, and subsea services, skilled or technical labor or technicians working at sea.

- **Equipment**

Includes rental services (may include operators services), retail sales, or distributors of any equipment including generators, compressors, portable welders, pumps and motors, hand tools, power tools, heavy lift cranes, crawler cranes and modular transport equipment, lifting appliances, rope, rigging and slings, forklifts and trucks, drones, SCADA and central monitoring systems.

- **Materials, Consumables, and Supplies**

Includes any stock materials, consumables, or supplies such as: aggregate/concrete, electrical and/or telecommunications cables, electrical components or controls, engine/diesel parts (marine or non-marine), fire protection materials and supplies, Personal Protection Equipment, fuel and lubricants, painting supplies, welding supplies, stock Fasteners.

- **Professional Services**

Includes services not related to construction, equipment, or engineering such as: health and safety consulting, financial, legal, or business support services, community outreach and/or marketing services, training or educational services.

Working with a consultant and offshore wind industry members, MassCEC has developed a set of questionnaires designed to assess the capabilities of companies to compete for business in offshore wind procurements (a “Capabilities Assessment”). The results of the Capabilities Assessment are intended to be utilized to identify specific needs of the participating company (“Participating Business”) in one or more Service Areas (as defined below) to improve their competitiveness for offshore wind contracts. The Capabilities Assessment will capture a company’s qualifications specific to the OSW Industry Sector they fit within. MassCEC will make this Capabilities Assessment available to the selected Applicant team and will provide training sessions to instruct on its administration and evaluation.

The successful Applicant team will propose a strategy for outreach and recruitment to small businesses in Massachusetts that are well positioned to serve a role in the offshore wind supply chain. While developing this Initiative, MassCEC identified a number of companies that are interested in this service and may provide direct recommendations to the selected Applicant team for this pilot phase. While MassCEC expects the intake process for selected companies to include the completion of the Capabilities Assessment, Applicants may propose additional steps they would take to evaluate the Participating Businesses and establish a plan of recommended actions.

Applicants are required to offer assistance across all Service Areas but may subcontract with partners or third-party vendors, subject to the approval of MassCEC, to deliver elements of the Service Areas. The Lead Applicant will be responsible for the administration, oversight, monitoring, and outcomes of those activities to ensure that Participating Businesses attain or move significantly towards becoming “business ready”.

Since being “business ready” can vary depending on the OSW Industry Sector targeted by the Participating Business, Applicants will need to be prepared to offer Service Area support at varying levels responsive to the unique situation of each company. Services offered under the Initiative will be expected to result in a reasonable proportion of Participating Businesses becoming “business ready” or making reasonable progress towards becoming “business ready” in relation to the service provided, which may be signaled by the business attaining one or more performance metrics. Performance metrics include, but are not limited to, bids/applications submitted to OSW contract opportunities, secured OSW contracts, progress on OSW business improvement recommendations, inclusion on preferred vendor lists, or attainment of industry-critical licenses or certifications. Additionally, we will seek to track long-term outcomes for Participating Businesses such as revenue growth and increase in personnel. Applicants will be expected to develop a service plan with each Participating Business based upon the specific service area of interest, the results of the Capabilities Assessment, and other pertinent information or intake assessments completed. The service plan should identify Service Areas that will be addressed and specific performance metrics targeted for that business’s “business ready” designation.

Table 1. Service Areas and Examples, identifies the Service Areas to be supported by the successful Applicant as well as specific examples of services that might be provided to Participating Businesses. Note that the examples below are *not* a comprehensive list and other related activities may be acceptable.

<b>Service Areas</b>	<b>Examples</b>
Capabilities Assessment	Provide in-take evaluation of companies’ current capabilities with regard to the needs of the offshore wind industry.
	Compile and prioritize recommendations for companies to become ‘Offshore Wind Business Ready’.
Procurement Navigation	Assist with identifying and applying for appropriate clean energy Procurement Opportunities such as bid packages from Tier 1/2s.
	Assist with pre-qualification process/preferred vendor listing utilized by several larger offshore wind industry members.
Certification and Licensing	Identify the needed certifications and licenses that would be advantageous to the company to enter the offshore wind industry. (AWS, AISC, ISO 9000, TWIC, etc)
	Connect to training to attain necessary certifications to win contract bids.
	Translating certifications from European industry.
	Identify industry-specific safety and technical training requirements (GWO, SPRAT/IRATA, IMO)
Financial Planning	Run targeted workshops on the tax incentives offered to offshore wind supply chain entities.

	Assist loan applications to enable capital investment.
Business Development	Host summits or 'meet-the-buyer' events involving procurement decisionmakers at Tier 1/2s in OSW.
	Provide training on the offshore wind industry and taxonomy of the supply chain.
	Help align company offerings with offshore wind industry high-priority needs.
Operations	Advise on potential necessary capital investments, industry-preferred operational and personnel policies, etc.
	Advise on design and implementation of Health, Safety, and Environmental plan required by OSW industry buyers.

### Coordination and Roles for Applicants

Applicants are expected to operate as an integrated network to support Participating Businesses across all Service Areas. Lead Applicants will be required to formalize their working relationship with each partner Co-Applicant through a memorandum of understanding (“MOU”).

The Lead Applicant will also be required to sign MOUs with each regional Hub selected through the CUBS program. As MassCEC intends for the successful Applicant to serve as a Spoke for offshore wind companies that participate in the CUBS program, a bi-directional cross-referral system will be established between the Lead Applicant and the selected CUBS Hubs. The Lead Applicant will work with Hubs in designing a ‘light-touch’ intake assessment that will be deployed at every established Hub to allow Hubs to assess their participating companies fit for the Initiative. The Lead Applicant will also be expected to identify and refer interested Underrepresented Businesses to CUBS Hubs if they do not yet meet the threshold required to participate in the Initiative.

## IV. ELIGIBILITY

One party should take on the role of leading the application team (“Lead Applicant”). Other partner organizations on the team are collectively termed “Co-Applicants.” The Lead Applicant will sign a contract similar to Attachment 4: Sample Grant Agreement with MassCEC (if selected) and receive funds from MassCEC. The following entities are eligible to serve as a Lead Applicant with the following conditions:

- Nonprofit organizations including trade associations, clean energy incubators/accelerators, environmental justice organizations, and organizations representing tribes;
- Academic institutions with a business support program; and
- For profit entities such as clean energy businesses, technical or workforce training organizations, or other clean energy practitioners.



#### Additional eligibility notes:

- Lead Applicants must have a Massachusetts office or staffing.
- Lead Applicant is currently in good standing with the Commonwealth of Massachusetts and can provide a Certification of Good Standing (COGS)
- Lead and Co-Applicants will be expected to disclose any potential conflicts of interest created through partnerships or subcontracts with related family members, current and recent employers, or any other involved parties that may create such conflicts of interest and to detail the review and selection processes used by the Applicants to ensure selection of the best parties to perform the related work.
- **Reminder:** This funding is not intended to benefit a single or limited number of businesses but is instead intended to support the formation of a team of organizations that can help many different small businesses across Massachusetts grow and excel in the offshore wind industry.

## V. ESTIMATED TIMELINE

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

Release of RFP	April 11, 2025
Office Hours	<ul style="list-style-type: none"><li>• Thursday April 24, 2025, 12 pm via Teams</li><li>• Wednesday May 7, 2025, 5:00 pm via Teams</li></ul>
Questions due to MassCEC via email to <i>OffshoreWind@MassCEC.com</i>	May 9, 2025
Questions with Answers Posted to MassCEC Website	May 16, 2025
Proposals Due	May 23, 2025 by 11:59 pm
Review Proposals & Interviews of Top Applicants as necessary	June 2025
Notification of Award	June 2025

## VI. SCOPE OF WORK

### EXPECTATIONS OF SELECTED APPLICANT

MassCEC expects the successful Applicant team to satisfy the following responsibilities in the delivery of the Initiative:

1. Finalize Grant Agreement

Successful Applicant team will work with MassCEC to develop and finalize their grant agreement to ensure that the statement of work, milestones and deliverables schedule, payment schedule, and other terms are in conformity to MassCEC standards prior to commencement of project work and disbursement of funding.

2. Formalize Agreements with Applicant Team and CUBS Hubs

Lead Applicant will sign MOUs with all members of the Applicant team. Lead Applicant will also establish relationships with CUBS Hubs that will allow for referrals between the two.

3. Consult with MassCEC on Capabilities Assessment implementation

Developed by MassCEC and its consultant with extensive input from OSW industry developers and Tier 1 and 2 companies, the Capabilities Assessment utilizes a set of questionnaires that reflect the requirements of offshore wind industry Tier 1 or Tier 2 buyers ("Industry Buyers"). The base questionnaire includes general questions and a set of sector-specific forms relating to where the company sits in the supply chain. The Capabilities Assessment is intended to evaluate a suite of fundamental supplier capabilities and qualifications specific to a range of offshore wind Industry Sectors. MassCEC will provide the Applicant team with access to the Capabilities Assessment and provide guidance on how to evaluate the results.

4. Recruit interested companies capable of supplying the Offshore Wind industry

Local companies that seek to engage business opportunities in the offshore wind sector but require technical assistance to identify and implement necessary business readiness improvements are the focus of this initiative. Companies can be connected with the Lead Applicant through direct recruitment and through referrals from CUBS Hubs, MassCEC, and other entities. Once a company completes an intake agreement, it will be a Participating Business. MassCEC intends to pilot the Initiative with approximately ten to twelve (10-12) Participating Businesses across a 12- to 18-month period.

5. Administer Capabilities Assessment to Participating Businesses

The first step in the intake or onboarding process is an assessment of the Participating Business's current qualifications and capabilities. Working with the Lead Applicant, the Participating Business will complete a Capabilities Assessment. The results of the questionnaires will be evaluated by the Lead Applicant and its Co-Applicants in consultation with the Participating Business to identify the specific needs of the Participating Business in one or more Service Areas to improve their competitiveness for offshore wind contracts.

#### 6. Develop Business Ready Plan with Participating Business

Based on the results of their Capabilities Assessment, the Lead Applicant will provide Participating Businesses with a proposed OSW Business Ready Plan, which contains recommendations for specific areas of technical and other support for improvements. The plan will provide details on the services that the Applicant team could provide to the Participating Business, with the anticipated outcome and estimated cost.

#### 7. Execute agreement with Participating Business

Lead Applicant and the Participating Business will sign an agreement on the services that will be addressed as part of the Initiative. As described below in Section VII Budget, MassCEC will provide cost-sharing with the Participating Business for the costs incurred by the Applicant team for the proposed services, up to an agreed not-to-exceed amount.

#### 8. Provide Service Area support to Participating Business

Applicant teams will work together with the Participating Business to provide the Service Area support identified in the OSW Business Ready Plan and laid out in the agreement between the Participating Business and Lead Applicant.

#### 9. Provide regular reporting and case studies to MassCEC

MassCEC will require awardees to provide regular reports on activities undertaken, performance metrics achieved, and challenges encountered. MassCEC will also require on-going long-term tracking and engagement with Participating Businesses who have gone through the Initiative to determine the success of the Initiative in preparing the Participating Businesses for the offshore wind industry.

MassCEC regularly features awardees in social media blog posts, reports, and other media. To facilitate these activities, awardees will be expected to provide occasional case studies as agreed upon in the Scope of Work. At a minimum, case studies will be expected to include a one (1) page text description of a successful program participant and an appropriate accompanying picture, with additional information, statistics, and photographs potentially requested by MassCEC. It is anticipated that case studies will be required on at least an annual basis.

#### 10. Invoice for Cost Reimbursement on a Per-Participating Business Basis

The Lead Applicant will submit invoices to MassCEC for cost reimbursement on behalf of all Applicant team members for eligible activities undertaken in the course of the Initiative. MassCEC anticipates eligible activities to include:

- Staff or individual time devoted to program, or project preparation and implementation; including under one-on-one business counseling, strategic business introductions, assistance navigating procurement processes, assisting with recruitment and retention of participants; and support accessing capital;
- Marketing activities and expenses commonly associated with outreach initiatives such as purchasing marketing collateral, renting space for events, promotional mailers, and website or social media hosting costs;
- Technical support needed to move projects forward;
- Industry Sector-specific training and coaching; and
- Ongoing costs for accountants, lawyers, or other professional services;

## VII. BUDGET

MassCEC expects to award a single service agreement with the selected Lead Applicant with a value of up to ~~\$250,000~~ **\$320,000**.

Anticipated compensation for successful Applicant team:

1. Program Administration – up to \$50,000, typically for the Lead Applicant but could go towards Co-Applicant support for program activities.
2. Capabilities Assessment - \$2,500 per Participating Business, reimbursed 100% by MassCEC.
3. OSW Service Area Support – on a cost reimbursement basis for OSW Business Ready services rendered by the Applicant team for the Participating Business pursuant to agreement. The total amount of reimbursed funding from MassCEC may not exceed \$20,000 per Participating Business.
  - a. MassCEC will provide 75% of the costs incurred for Service Area Support provided to Underrepresented Businesses. The Lead Applicant will invoice the Underrepresented Business for the remaining 25% of the costs incurred.
  - b. MassCEC will provide 50% of the costs incurred for Service Area Support provided to all other Participating Businesses. The Lead Applicant will invoice the Participating Business for the remaining 50% of costs incurred.

As detailed in Section VIII How to Apply, Applicants must provide rate sheets for all individuals from the Applicant team that may provide services and support.

## VIII. HOW TO APPLY

To respond to this RFP, interested parties must submit an application to the MassCEC contact person shown on the cover page of this RFP by the date and time specified in Section V. Proposals should be descriptive but concise, and should be submitted in not less than 11-point font. The submission must be submitted via email to Lauren Farnsworth at

[offshorewind@masscec.com](mailto:offshorewind@masscec.com). The words: “MassCEC RFP: OSWW Business Ready” should appear in the email subject line.

A complete application packet will include the following:

- ☐ Attachment 1: Authorized Applicant Signature and Acceptance Form
- ☐ Attachment 2: OSWW Business Ready Application Form
- ☐ Attachment 3: Proposed Program Budget
- ☐ Attachment 4: Sample Grant Agreement
- ☐ Letters of Support/Memorandum of Understanding with Applicant Partners

Attachment 2 must be submitted as a separate document in Word format. Attachment 4 is a sample of a MassCEC Grant Agreement contract and does not need to be returned and is strictly for review and reference, unless the Applicant is requesting changes to any of the language in the sample grant agreement. **If changes are requested to the grant agreement language, please note that in Section 5.2 of Attachment 2 and return an annotated version of Attachment 4 as part of your application packet.** Note: MassCEC has limited ability to change contract terms.

Attachment 3: Proposed Program Budget asks Applicant teams to provide a standard line-item program budget representing the administration of the proposed project, including staff salaries, direct program costs, indirect costs and fringe costs. **Each line-item should include rates and units/quantities, as well as detailed narratives that align with the proposed activities described in Attachment 2: OSWW Business Ready Application Form and should not reflect lump sums for the associated tasks.** For Service Area support activities, Applicant teams should provide staff rate sheets representing the Service Areas they would be fulfilling. Applicants should also fill out a Proposed Project Schedule, including the Project Activities they are proposing to complete and their estimated timeline for completion.

Under no circumstances will MassCEC accept responses past the deadline.

## IX. SELECTION CRITERIA

The evaluation process will include a threshold review to assess overall responsiveness to the RFP, and the clarity, completeness and credibility of the application. MassCEC reserves the right to request additional information from any Applicant.

**Evaluation Criteria.** MassCEC will evaluate all proposals that pass the threshold review stage against the following criteria:

<b>Criterion</b>	<b>Description</b>
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Qualifications and experience of the Lead Applicant and Co-Applicant partners in fields and on projects relevant to the Service Area(s) being proposed.</li> <li>• Qualifications and experience of key team members to deliver high-quality work for relevant projects of similar complexity.</li> <li>• Quality of performance of the Applicant and key partners on similar assignments (as demonstrated through references).</li> </ul>
<b>Capability Statement</b>	<ul style="list-style-type: none"> <li>• Applicants present a clear accounting of services and training to be offered under each Service Area.</li> <li>• Applicants propose reasonable performance metrics to gauge success of delivery of offerings.</li> </ul>
<b>Program Design and Delivery</b>	<ul style="list-style-type: none"> <li>• Applicants present a comprehensive program design with a clear service plan to deliver support across Service Areas and OSW Industry Sectors.</li> <li>• Applicants provide a service plan workflow that includes clear steps including Outreach and Recruitment, Intake and Assessment, delivery of Service Area support, and Case Management and Follow-up.</li> <li>• Applicants provide a reasonable staffing plan for the work proposed with assigned roles and responsibilities for the proposed tasks.</li> </ul>
<b>DEI and EJ</b>	<ul style="list-style-type: none"> <li>• Applicants provide evidence of proactive commitment to DEI and EJ concepts.</li> </ul>
<b>Budget</b>	<ul style="list-style-type: none"> <li>• Applicants provide the requested information in sufficient detail.</li> <li>• Applicants present a budget aligned with program needs and a competitive rate.</li> <li>• Applicants clearly describe and account for all necessary resources.</li> <li>• Budget includes all identified staff with hourly rates required to successfully manage and complete prospective tasks for each Service Area.</li> </ul>
<b>Value Proposition</b>	<ul style="list-style-type: none"> <li>• Overall perceived value of services/experience to local supply chain.</li> <li>• Applicant is committed to the success of the program and growing the offshore wind supply chain in Massachusetts.</li> </ul>

## X. CONTACT INFORMATION FOR QUESTIONS

Please submit all questions in writing to Lauren Farnsworth, MassCEC's Senior Offshore Wind Program Manager, ([offshorewind@masscec.com](mailto:offshorewind@masscec.com)) by the date stated in Section V above. The words: **"MassCEC RFP: OSWW Business Ready"** should appear in the email 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 ("Public Records Law"). Applicant acknowledges and agrees that any documentary material, data, or other information submitted to MassCEC is presumed to be public records. An exemption to the Public Records Law may apply to certain records, including materials that fall under certain categories under a statutory or common law exemption, including the limited exemption at Massachusetts General Laws Chapter 23J, Section 2(k) regarding certain types of confidential information submitted to MassCEC by an applicant for any form of assistance. Applicant 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. Thus, MassCEC urges applicant to carefully consider what documents, materials, data and other information is submitted to MassCEC in connection with 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.

In line with Public Records Law requirements, MassCEC generally considers the following types of information as confidential:

- *Sensitive financial information or documentation*
- *Contracts existing solely between non-public entities*
- *Intellectual property rights that have not yet been made public*

### 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 4 which will set forth the respective roles and responsibilities of the parties.



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

### **Offshore Wind Works: Business Ready (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: \_\_\_\_\_