



Solicitation  
**Offshore Wind Works:  
2023 Offshore Wind Workforce Grants**

OSW-2023-01

Date of Issue: February 17, 2023

Proposals Due: April 28, 2023

Current Funding Available: \$3.5 Million

All proposals must be submitted to:

[offshorewind@masscec.com](mailto:offshorewind@masscec.com)

by 5:00 pm on April 28, 2023

## I. SUMMARY

The Massachusetts Clean Energy Center (“MassCEC”) seeks to increase the Commonwealth’s capacity to develop a Massachusetts workforce capable of contributing to the planning, deployment, and operations & maintenance of offshore wind farms in southern New England as well as to support the manufacturing of offshore wind components and its related supply chain. With the construction of Vineyard Wind project having commenced offshore in 2022 and other projects queued up to follow—including SouthCoast Wind—there is an increasingly urgent need to ensure that there is a qualified, well-trained, safe and diverse workforce to plan, build, operate, and maintain these projects.

Through this solicitation (the “Solicitation”), MassCEC seeks to competitively select and fund qualified applicants or applicant teams to implement projects that advance offshore wind workforce development in the Commonwealth. Proposals may be for new workforce training initiatives, expansion of ongoing initiatives, workforce-related infrastructure, or a workforce-related study. All proposals must incorporate project elements that advance Diversity, Equity and Inclusion (“DEIJ”) principles. Proposals that respond to high priority industry needs and opportunities will be prioritized through this Solicitation, and specific focus areas for this Solicitation are identified in detail in Section IV below.

MassCEC encourages consultation and collaboration between existing training programs and/or providers such as vocational schools, community colleges or labor unions and offshore wind industry developers, turbine and component manufacturers, workforce development organizations, community support organizations, and supply chain companies.

Up to \$3.5 million is available for awards under this Solicitation, with a preferred maximum award amount of \$300,000 for workforce development projects or studies, and up to \$1 million for workforce-related infrastructure projects. MassCEC may increase or decrease funding at its sole discretion.

## II. ABOUT MASSCEC

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 organization where everyone is welcomed, supported, respected, and valued. We are committed to incorporating principles of diversity, equity, inclusion, and environmental justice in all aspects of our work in order to promote the equitable distribution of the health and economic benefits of clean energy and support a diverse and inclusive clean energy industry. MassCEC strives to lead and innovate in equitable clean energy and climate solutions.

### III. BACKGROUND AND CONTEXT

MassCEC works to advance the Commonwealth's goal to responsibly develop cost-effective offshore wind and realize the associated economic benefits of this new industry. MassCEC's offshore wind program has three primary areas of focus: (1) Planning, analysis, and engagement - advancing technical projects and stakeholder engagement on marine wildlife, fisheries, habitat, met-ocean, and transmission; (2) Sector development - expanding manufacturing, suppliers, services, and infrastructure, and growing a well-trained and highly-skilled workforce; and (3) Research and innovation - support and collaboration for offshore energy research and technology innovation.

To inform strategic, evidence-based workforce development initiatives and activities that meet the needs of both the emerging offshore wind industry and jobseekers, MassCEC conducts targeted research and analysis. Following the landmark 2016 bill, *An Act to Promote Energy Diversity*, which authorized the first commercial scale competitive procurement for cost-effective offshore wind energy, MassCEC partnered with Bristol Community College, UMass Dartmouth, and the Massachusetts Maritime Academy to quantify and analyze the workforce training and educational program needs and opportunities afforded by the emerging offshore wind industry. The resulting [2018 Massachusetts Offshore Wind Workforce Assessment](#) (the "2018 Workforce Assessment") examined workforce needs and economic impact associated with 1,600 MW of offshore wind development, provided information on the education, skills and health and safety credentials required, and highlighted opportunities for Massachusetts to address needs and begin preparations for developing a well-trained and highly-skilled workforce.

Building on the 2018 Workforce Assessment and to further examine the workforce required to complete the first 1,600 megawatts of Massachusetts offshore wind (the Vineyard Wind and Mayflower Wind projects), MassCEC commissioned the [2021 Offshore Wind Workforce Training & Development in Massachusetts Report](#), developed by BW Research Partnership, which provides a deeper examination of capabilities and opportunities in the offshore wind workforce. Specifically, the 2021 report quantifies offshore wind occupations to identify strengths and potential gaps in labor supply – information that was used to develop a career pathways mapping resource on [MassCEC Clean Energy Careers Training & Education Directory](#). These maps serve as a visual tool for guidance counselors, workforce boards, jobseekers, and others to better understand specific job opportunities in offshore wind, as well as the various pathways for entering and advancing through the industry.

In 2022, the National Renewable Energy Laboratory ("[NREL](#)") released the [U.S. Offshore Wind Workforce Assessment](#) which evaluated current and future workforce needs for offshore wind on a national scale and recommended actions to bridge gaps in training programs. Specific gaps identified include safety training programs and union-led training programs.

In 2020 MassCEC convened the Offshore Wind Works Community of Practice ("[CoP](#)") to foster communication and collaboration in this workforce training ecosystem. In 2022, MassCEC hired a professional facilitator team to support the growing CoP and to conduct an assessment of MassCEC's Offshore Wind Works portfolio of investments. The assessment included the review of materials related

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to regional and national offshore wind workforce needs, grantee scopes of work and deliverables, interviews with grantees, and an examination of offshore wind workforce development activities in six other states. A summary of the findings and recommendations is in Attachment A to this Solicitation. Several key points from the four offshore wind workforce assessments mentioned above include:

- While Massachusetts is well prepared to support the offshore wind industry for many occupations, there are several high priority occupations in offshore wind for which the Commonwealth will need to produce or attract new talent, including skilled trades, operations, and maintenance (O&M) technicians, and water transportation. Additionally, many of these workers will need additional training to work in an offshore environment.
- There is a need to raise awareness in the workforce and especially in minority, low-income, and environmental justice communities about the opportunities in offshore wind.
- There is currently no official industry training standard and aligning and standardizing safety training for offshore wind energy workers is a high priority to ensure a well-trained workforce is available to build projects.
- Strategic investments in key courses and physical facilities are needed to provide workers with the appropriate industry-recognized safety and technical training.
- Efforts should be focused on the identification of developer and Tier I suppliers' specific workforce qualifications, credentials, and capabilities needs and the continued development and enhancement of the programs, courses, and trainings necessary to meet these needs. These needs should be communicated to workforce development providers as they become known.
- Partnerships with industry representatives or other workforce development providers should be facilitated to build a cohesive and comprehensive ecosystem. Fostering partnerships will help to develop formal referral relationships among entities and ensure interested parties who may not fit into one program are not forgotten.
- There are many different occupations in offshore wind and building and expanding the pipeline of potential workers to the offshore wind industry and connecting them to employment opportunities should be a top priority. The Commonwealth's Vocational Technical High Schools are a unique and proven framework for early engagement, training, and job-matching. Massachusetts should also leverage its existing higher education assets to develop new offshore wind curricula and pathways through existing course offerings for both undergraduate and graduate degrees.

Under the [Offshore Wind Works \("OSWW"\) initiative](#) MassCEC has conducted four (4) funding solicitations since 2017 resulting in thirty-three (33) awards totaling over seven million eight hundred thousand dollars (\$7,800,000) to twenty (20) different institutions engaged in a broad range of workforce training efforts. Our 2021 solicitation focused exclusively on DEIJ projects intended to advance access to training opportunities for members of underrepresented populations. A full list of the OSWW grantees and a short summary list of each project can be found in Attachment B of this Solicitation.

## IV. PROGRAM GOALS, APPROACHES, AND PROJECT SCOPE

### PROGRAM GOALS AND APPROACHES

MassCEC's goals for offshore wind workforce development are to advance Massachusetts as a national leader and innovator in offshore wind workforce training and education, to incorporate DEIJ elements (see Section V, Potential Barriers) into training and education initiatives in the Commonwealth, and thereby to develop a well-trained and highly skilled workforce with an emphasis on diversity and safety. Through this Solicitation, MassCEC aims to foster and expand initiatives for offshore wind workforce training and development throughout the Commonwealth.

#### **MassCEC employs the following approaches to achieve this goal:**

- Conducting targeted research and analysis to inform strategic, evidence-based workforce development initiatives that meet the needs of both the emerging offshore wind industry and jobseekers;
- Engaging directly with offshore wind industry to seek advice and guidance on workforce development to ensure Massachusetts efforts align with their needs, while also tailoring efforts to align with the state and regional landscape;
- Investing in and leveraging resources for essential, high-need training and educational programs to meet identified needs and fill gaps;
- Incentivizing and requiring proactive DEIJ elements in all *Offshore Wind Works* grants;
- Convening, supporting, and facilitating practitioners and stakeholders—including industry, academia, training providers, workforce development organizations, community-based organizations, and others—to share information, ideas, challenges, and best practices relating to offshore wind workforce training; and
- Engaging closely with workforce experts, community-based organizations, environmental justice advocacy groups, and other stakeholders to proactively support programs and initiatives that build a Massachusetts offshore wind workforce that is diverse, equitable, inclusive, and just.

### PROJECT SCOPE

MassCEC invites applications for projects that inform, create, support, and/or expand offshore wind workforce development initiatives in Massachusetts and deliver workforce training for offshore wind to workers and students with emphasis on expanding opportunities for underrepresented populations (i.e., Priority Groups as defined in Section V). While proposals relating to any dimension of offshore wind workforce development will be considered, this solicitation seeks specifically to advance projects and initiatives that relate to one or more of the focus areas described below.

Applicants may propose any number of four project types:

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- **Workforce Development and Training Project:** Applicants may propose to establish or expand an existing workforce development or training program. Applicants can propose to build capacity to conduct training, fund members to receive industry specific training, and/or create an introductory pathways program for offshore wind. For these projects, Applicants must also include DEIJ elements as described below.
- **Access to Opportunity Project:** Applicants may propose a DEIJ focused project that aims to help mitigate, reduce, or eliminate existing barriers to entry (see Section V) in the offshore wind industry for members of Priority Group(s) or provide targeted exposure, career guidance, support, and/or counseling to individuals in the identified Priority Group(s) pursuing a pathway into the offshore wind industry.
- **Infrastructure Project:** Applicants may propose to construct, purchase, or upgrade workforce- or training-related equipment, technology, and/or facilities to better meet the needs of the industry and their specific program. For these projects, Applicants must also include DEIJ elements as described below.
- **Study:** Applicants may propose a study related to workforce or diversity in offshore wind that will inform either the planning and implementation of workforce training and development programs in the Commonwealth or industry practices related to workers and worker safety. For these projects, Applicants are encouraged to include DEIJ elements as described below.

### ***DIVERSITY, EQUITY, INCLUSION & JUSTICE ELEMENTS***

The development of a new clean energy industry in the Commonwealth represents an opportunity for an equitable rollout of career pathways. Through this Solicitation MassCEC seeks to support initiatives that will increase access for underrepresented populations (Priority Groups, as defined in Section V) to training programs that will enable individuals to compete for offshore wind jobs.

It is recommended that each proposal for a Workforce Development and Training Project include DEIJ elements in the form of goals, incentives, specific tasks, and funding allocations designed to broaden access to training programs for individuals in the identified Priority Groups. For Infrastructure Projects, it is recommended that proposals include DEIJ elements designed to enhance opportunities for minority or women-owned businesses and/or individuals from Priority Groups to play material roles in project implementation. Projects that place an emphasis on DEIJ elements will be viewed favorably in the evaluation process. Examples of incentives that can be provided include tuition reduction or waivers, scholarships, travel support, housing support, and childcare. For proposed studies, Applicants are encouraged to incorporate DEIJ considerations into their study scopes and the composition of their study teams.

### **Priority Group Employment**

Applicants are expected to make good faith, commercially reasonable efforts to identify and hire qualified persons from Priority Groups for work associated with their proposed projects and to require the same of their contractors and subcontractors.

The intention of this provision is to include qualified labor from local communities and Priority Groups in the Project hiring process but not to limit participation solely to such communities.

**Diversity, Equity, and Inclusion in Contracting**

MassCEC encourages contracting for work on an awarded project in a way that strengthens and increases business opportunities for diverse business enterprises (such as minority, women, Portuguese, veteran, service-disabled veteran, lesbian, gay, bisexual and transgender [LGBTBE], and disability-owned businesses, as defined by the Commonwealth of Massachusetts Operational Services Division’s Supplier Diversity Office).

The Applicant shall seek to identify diverse business enterprises; obtain proposals, bids, qualifications, and/or quotes for work on their proposed project; and to award such work as commercially reasonable. Massachusetts Supplier Diversity Office maintains a Directory of Certified Businesses at: <https://www.diversitycertification.mass.gov/BusinessDirectory/BusinessDirectorySearch.aspx> The Applicant shall require its contractors to also make similar good faith efforts for contracting with diverse business enterprises.

The intention of this provision is to include qualified diverse business enterprises in the proposed projects but not to limit participation solely to such enterprises.

***FOCUS AREA 1: SKILLED TRADES***

In July 2021, Vineyard Wind and the Southeastern Massachusetts Building Trades Council signed a project labor agreement, which solidified labor unions and skilled trades' role in constructing the 800 MW Vineyard Wind 1 windfarm. This agreement involves more than 20 Massachusetts-based local labor unions and creates more than 650 union jobs. MassCEC is seeking proposals to support the readiness, capabilities, and capacity of our skilled trade partners for the specific needs of offshore wind through such activities as:

- sustaining the pipeline of workers entering the skilled trades through education, outreach, recruitment and related efforts;
- supporting opportunities for skilled trades workers to gain experience and earn the certifications and credentials necessary for work in offshore wind; and
- supporting industry partnerships that provide training and employment opportunities for labor unions.

***FOCUS AREA 2: CAREER AND TECHNICAL EDUCATION***

Career and Technical Education (“CTE”), as represented by Massachusetts vocational-technical (“Voc-Tech”) schools and other organizations, are a critical pathway into the offshore wind workforce that has not been well developed in the Commonwealth. In 2020, Massachusetts established the Career Technical Initiative, aimed at training 20,000 skilled trades workers over four years to help close skills gaps and meet the needs of businesses across the Commonwealth. This initiative creates additional opportunities for both young people and adults through three teaching shifts a day at Voc-Tech schools. MassCEC is seeking proposals to build upon the Career Technical Initiative to enhance CTE training in offshore wind through:

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- curriculum development;
- hands-on training opportunities;
- apprenticeship opportunities for graduates; and
- the establishment of an educational and training pipeline into skilled trades that are especially applicable to offshore wind.

### **FOCUS AREA 3: SECONDARY AND HIGHER EDUCATION**

Establishing a pipeline of students from Massachusetts schools into offshore wind and the clean energy sector will require building interest in those careers while young people are in middle and high school. Through this type of programming, high school students with an interest in the industry can make informed choices about courses and programs they pursue, including the choice to attend a career and technical high school. MassCEC is seeking proposals to develop educational programming focused on introducing middle and high school students to offshore wind. These programs can be delivered through curriculum units, after-school programs, summer camps, career fairs or any other form.

Our nation-leading college and university system in Massachusetts provides a strong foundation for development and expansion of two- and four-year undergraduate and graduate degree programs to supply technical, professional, and scientific workforce for the offshore wind industry across the region. Several institutions have existing curricula, certificates/degrees, or accreditation related to various occupations in offshore wind. MassCEC is seeking proposals to support the development and expansion of offshore wind specific programs and curricula, focusing on technical, engineering, environmental science, project development, and other professional services at degree-granting institutions.

### **FOCUS AREA 4: INFRASTRUCTURE**

Workforce training for offshore wind frequently requires specialized infrastructure to simulate various aspects of installation and service operations, including wind turbine components, vessels, construction equipment, safety training setups, and other elements of an offshore wind farm. Infrastructure can support physical or virtual training. This solicitation supports proposals for the procurement and installation of such specialized infrastructure, with solid justification and a robust cost-share participation for infrastructure to be procured and operated by private companies.

### **FOCUS AREA 5: WORKER SAFETY**

While many of the career opportunities involved in the construction and operation of an offshore wind farm already exist onshore, individuals in those professions will require specialized training to work at sea. As identified by the 2022 NREL *U.S. Offshore Wind Workforce Assessment*, the standardization of safety certifications for people working at sea is required to ensure training programs meet the desired industry requirements. MassCEC seeks proposals that will support the development and offering of certified safety training courses aimed at individuals in the offshore wind industry. MassCEC also seeks proposals for comprehensive research projects that benefit the offshore wind industry through increased awareness of offshore safety best-practices, evaluations, and recommendations.



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KEY CONSIDERATIONS IN PROJECT DESIGN

While by no means exhaustive, the list below highlights relevant design considerations and best practices:

- **Industry Partnerships:** OEMs and Tier 1 suppliers (i.e., manufacturers of major components for a wind facility) require technicians and other workers to have specialized training in addition to the basic safety and technical training all offshore wind workers will need. Proposals that support partnerships between OEMs and/or Tier 1 suppliers with local organizations or institutions (e.g., training providers or facilitating organizations) to develop curriculum, implement specialized technical training programs, and/or sponsor select workers or apprentices for brief periods to get on-the-job experience at windfarms either in the U.S. or abroad can improve chances of success. MassCEC seeks proposals that demonstrate a history of engagement with the offshore industry in the form of guidance, mentorship, or partnerships. A successful applicant will understand the needs of the industry and have consulted with stakeholders to inform their proposed project.
- **Training Provider Partnerships:** Partnering with another offshore wind or clean energy training provider to supplement the trainings or services being offered can be a great way to diversify your programming.
- **DEIJ Partnerships:** Applicants may wish to supplement their in-house project team with a partner or contractor to provide specialized assistance in developing and/or implementing DEIJ elements of the project. (See: <https://www.diversitycertification.mass.gov/BusinessDirectory/BusinessDirectorySearch.aspx>)
- **Determining Focus Populations:** Applicants should aim to be specific about who the targeted population for the training or educational programming is. Applicants are encouraged to identify key Priority Groups (as defined in Section V) that will be targeted and explain how individuals will be recruited and retained.
- **Addressing Barriers:** From the initial outreach all the way through retention services, applicants are encouraged to design programming that mitigates barriers. Strong outreach plans will include ways to connect with individuals who may be difficult to reach via traditional avenues due to various factors, such as language barriers, lack of digital access, and distrust/cultural stigmas. Members of the target populations may lack prior support and experience to compete for initial job openings and advancement opportunities successfully. Thoughtful, engaging, accessible, and well-integrated work readiness or soft skill training components are critical to participant success. Additionally, applicants are encouraged to explore strategic usage of training stipends, paid on-the-job learning, and initial wage subsidies combined with ongoing mentorship and support service during the early period of placements.
- **Geographic Location:** Most of the in-person training being offered through previous awards has been focused in the Southcoast. Applicants should consider the geographic area they intend to serve and strive not to limit their programs to only those in a certain region. Consider the needs of individuals from across the state when looking at potential barriers (as identified in Section V) to participation and designing the program.
- **Designing for Success:** Strong workforce development programs typically strive for at least 80% completion, 70% placement of participants in target occupations within 30 days after

completion, and 60% retention of participants in target occupations 12 months after initial placement. For applicants seeking to serve participants with higher initial barriers, it is helpful to reference any comparable outcome data. In cases where the proposed target rates for a program are lower than 80%/70%/60%, applicants are encouraged to detail strategies and support that can lead to increased outcomes over the performance period of the grant.

## V. APPLICANT ELIGIBILITY AND PROGRAM DEFINITIONS

Applicants may be an individual company, organization, or institution, or may be a team of such entities. Applicants are encouraged to engage with, partner with, and/or demonstrate support from the offshore wind industry, including developers and other companies, and/or Massachusetts-based training or educational providers with Existing Programs (as defined in Attachment B). The lead applicant must fall into at least one of the following categories:

- A community-based nonprofit organization with 501(c)(3) status and located in Massachusetts;
- A public government entity;
- An accredited Massachusetts school;
- An accredited Massachusetts higher education institution offering two (2) or four (4) year degrees;
- A local labor union; or
- An established private workforce training provider or other private company doing business in Massachusetts in partnership with an organization, entity, school, institution, or union that falls under one of the categories listed above.

While the primary geographic area of focus for the Solicitation is Massachusetts, MassCEC recognizes the regional nature of the local workforce, with workers residing in one state but working and/or seeking employment in a neighboring state. Thus, MassCEC will consider projects that foster offshore wind workforce collaboration with neighboring states. While co-applicants may be from outside the Commonwealth, the lead applicant must be a Massachusetts-based entity.

MassCEC strives to partner with organizations, companies, and entities that consciously work to create a diverse, equal, and inclusive work environment. MassCEC encourages such partners to have a Diversity, Equity & Inclusion (“DEI”) policy to encourage hiring of a diverse team, provide equal and fair treatment for all team members, and ensure a workplace environment where all team members feel valued and have the opportunity to fully participate in creating organizational success.

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### PROGRAM DEFINITIONS

For the purposes of this Solicitation, MassCEC defines Priority Groups and Potential Barriers as follows.

#### **PRIORITY GROUPS**

For the purposes of this Solicitation, “Priority Groups” is defined to include the following:

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- individuals from Environmental Justice (“EJ”) Neighborhoods or low-income communities;
- members of federally recognized or state-acknowledged tribes;
- members of underrepresented communities in the clean energy workforce; and
- current or former workers from the fossil fuel industry (“Fossil Fuel Workers”).

Environmental Justice Neighborhoods: Defined by the [Massachusetts Department of Energy and Environmental Affairs \(EEA\)](#), Environmental Justice Policy as neighborhoods (U.S. Census Bureau census block group data for minority criteria, and American Community Survey (ACS) data for state median income and English isolation criteria) that meet one or more of the following criteria:

- the annual median household income is not more than sixty-five percent (65%) of the statewide annual median household income;
- minorities comprise forty percent (40%) or more of the population;
- twenty-five percent (25%) or more of households lack English language proficiency; or
- minorities comprise twenty-five (25%) or more of the population, and the annual median household income of the municipality in which the neighborhood is located does not exceed one hundred and fifty percent (150%) of the statewide annual median household income.
  - “Minority” refers to individuals who identify themselves as Latino/Hispanic, Black/African American, Asian, Indigenous people, and people who otherwise identify as non-white.
  - “Low-income” means median household income at or below sixty-five percent (65%) of the statewide median income for Massachusetts, according to federal census data.
  - “English isolation” refers to households that are English Language Isolated according to federal census forms or do not have an adult over the age of fourteen (14) that speaks only English or English very well.
  - To see census block groups that meet the Environmental Justice definition, see Environmental Justice Map Viewer.

**Federally Recognized and State-Acknowledged Tribes:** Defined by the [US Department of the Interior Bureau of Indian Affairs](#) as a federally recognized tribe that is an American Indian or Alaska Native tribal entity that is recognized as having a government-to-government relationship with the United States, with the responsibilities, powers, limitations, and obligations attached to that designation, and is eligible for funding and services from the Bureau of Indian Affairs. [Massachusetts’ Commission on Indian Affairs \(MCIA\)](#) assists Native American individuals, tribes, and organizations in their relationship with state and local government agencies, and more information can be obtained from their website and office support line.

**Fossil Fuel Workers:** Current and former workers from the fossil fuel industry, including but not limited to: (i) oil and propane dealer employees, including fuel delivery truck drivers; (ii) oil, gas, and propane heating technicians, sales, and administrative staff; (iii) gas station attendants; (iv) gas station equipment repair staff; and (v) gasoline car repair staff, and natural gas pipeline contractors.

### **POTENTIAL BARRIERS**

For the purposes of the Solicitation, MassCEC has identified potential barriers to entry and participation in the offshore wind workforce (“Potential Barriers”) to include, but not be limited to:

- Childcare and/or other caregiving costs;
- Transportation costs;

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- Vehicle and/or public transportation access;
- Lack of a driver's license;
- Lack of a high school diploma or GED;
- Tool/equipment purchase costs;
- Training fees, tuition, or other educational costs;
- Access to Internet and computers or other connective devices;
- Opportunity costs of time spent in training or educational programs;
- Housing and/or food insecurity;
- Short- and medium-term impacts from the COVID-19 pandemic;
- Lack of support systems providing guidance and raising awareness to make training/educational programs and job opportunities more accessible and achievable;
- Cultural barriers; and
- Language barriers.

## VI. AVAILABLE FUNDING AND COST SHARE REQUIREMENTS

MassCEC has currently allocated Three Million Five Hundred Thousand Dollars (\$3,500,000) in funding for project awards under this Solicitation, with a preferred maximum award amount of Three Hundred Thousand Dollars (\$300,000) for workforce development or access to opportunity projects and studies and up to One Million Dollars (\$1,000,000) for workforce-related infrastructure projects. MassCEC may increase or decrease funding at its sole discretion. MassCEC will consider highly competitive proposals requesting award amounts in excess of the proposed allotments mentioned above, however such proposals must clearly demonstrate their value proposition and make a strong case as to why funds exceeding the cap are necessary.

All proposals must demonstrate a commitment to cost-sharing as MassCEC looks to leverage shared resources with limited funding. Specifically, project proposals submitted by private entities will require a one-to-one (1:1) financial match. All other proposals must demonstrate a minimum twenty-five percent (25%) cost-share, which can comprise financial contributions, in-kind contributions, or a combination thereof. Projects with greater levels of cost-share will be prioritized in the selection process. Proposals lacking any cost-share may be considered but must make a clear case for why including a cost-share is not possible or would be prohibitive. In-kind cost-share includes non-monetary contributions to project activities that are not covered by grant funds. Examples of in-kind cost-share can include but are not limited to: personnel time devoted to project activities, facility space used for project activities, materials and supplies necessary for project activities, etc.

If a proposal requests funds for support services (e.g., services to help individuals overcome Potential Barriers such as childcare costs, fees to get a driver's license, programs to help individuals get a GED, etc.), the Applicant must clearly document and explain the basis for determining the amount to be made available and how these services will directly support Priority Group(s)' participation in the proposed project. Applicant shall provide these details on support services and associated budget in Attachment D of this Solicitation.

VII. Timeline

Action Item	Target Dates
Release of Solicitation on MassCEC website	February 17, 2023
Informational Webinar	March 3, 2023
Questions due to MassCEC via email to <a href="mailto:offshorewind@masscec.com">offshorewind@masscec.com</a>	March 8, 2023
Questions with Answers Posted to MassCEC Website	March 15, 2023*
Proposals Due	April 28, 2023, by 5:00PM ET
Notification of Award	June 2023 *
Contracting Process	Summer/Fall 2023 **

\*Denotes target date subject to change at MassCEC’s discretion.

\*\*For planning purposes, applicants should use September 1, 2023, as an estimated start date.

VIII. HOW TO APPLY

Interested parties must submit an application to MassCEC by the date and time specific in Section VII. Responses should be provided according to the content requirements and format laid out in the Application Form found in Attachment D, should be descriptive but concise, and should be submitted in 11-point font. The submission must be in electronic form, including a completed version of Attachment C, Attachment D, Attachment E, and other relevant attachments, and submitted via email to Lauren Farnsworth at [offshorewind@masscec.com](mailto:offshorewind@masscec.com). **The words “2023 Offshore Wind Workforce Solicitation Application” must appear in the email subject line.**

Please include a brief summary of you or your organization’s commitment to DEI and/or EJ principles. If available, please provide or link to any relevant materials (e.g., organization guidance documents, mission/vision statements, etc.). You may also include brief examples of initiatives, projects, or other work in which the Lead Applicant and/or Project Partners have demonstrated a clear commitment to advancing DEI and/or EJ principles.

SUPPLIER DIVERSITY OFFICE CERTIFICATION (OPTIONAL)

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MassCEC is interested in understanding the composition of its applicant and awardee pool of this Solicitation. Applicants who choose to complete the Supplier Diversity Office of Massachusetts (“SDO”) self-assessment tool are encouraged to provide a screenshot or printout of the results page with their application packages to support MassCEC’s effort to collect data regarding the applicant and awardee pool for the Solicitation. While this is not currently a program requirement, applicant submission of the SDO questionnaire will help MassCEC better understand the composition of our applicant base today and may influence the selection of projects in the future.

Applicants are encouraged to complete the [30-second self-assessment](#) as part of the Certification Program for the [Supplier Diversity Office of Massachusetts \(SDO\)](#).

While MassCEC encourages its Program Applicants to pursue certification if eligible, MassCEC recognizes that venture-backed startups may be ineligible for certification. Because MassCEC is interested in the results of the self-assessment tool primarily for informational purposes, MassCEC requests that Applicants respond to the questions in the tool based only on full-time employees with equity stakes, rather than considering the equity owned by investors.

### IX. SELECTION CRITERIA

All applications will be reviewed together after the application due date specified in Section VII. MassCEC reserves the right to accept, reject, or place applications on hold based on a threshold review of clarity, completeness, and credibility of the application.

MassCEC staff may contact applicants to request supplemental information prior to formal review. MassCEC may also request an interview with applicants. External reviewers may also be consulted for input, recommendations, and/or with specific questions. All proposals submitted in response to this Solicitation that satisfy the threshold review will be reviewed based on the following criteria:

#### 1. PROGRAM SUMMARY AND SCOPE

- Extent to which the proposed project demonstrates an understanding of the skills and knowledge needed for relevant offshore wind occupations and achieves the goal of meaningfully increasing Priority Groups’ exposure to, participation in, and/or representation in the workforce for the emerging offshore wind industry.
- Extent to which the workforce development program/initiative, study or proposed infrastructure project provides offshore wind workforce training and development solutions that respond to high priority industry and workforce needs and opportunities, particularly those identified in the focus areas detailed in Section IV of this solicitation.

#### 2. TEAM EXPERIENCE AND QUALIFICATIONS

- Applicant’s and team members’ experience and demonstrated ability to deliver high quality work for relevant projects of similar complexity in the area(s) of the proposed project.

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- Quality of the applicant’s and team members’ performance on similar initiatives and/or their achievements on such initiatives.

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3. WORK PLAN

- Presentation of a clear strategy and work plan for undertaking activities necessary to complete the project, including a sound approach to efficient and effective project management, and the extent that the strategy and work plan build upon lessons learned from similar programs which build upon the knowledge base that already exists.
- Extent to which the proposed schedule, milestones, and deliverables, goals and metrics seem appropriate, achievable and demonstrate a clear pipeline into offshore wind training, educational, and/or job opportunities.

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4. COMMITMENT TO DIVERSITY, EQUITY, INCLUSION, ENVIRONMENTAL JUSTICE, AND/OR PRIORITY GROUPS

- Extent to which the Applicant and team members demonstrate a genuine and proactive commitment to diversity, equity, inclusion, and environmental justice, both internally within their organizations, and in any external programs, projects, or other work. Applicants may provide a statement to this effect as part of their proposal.

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5. BUDGET

- Extent to which the requested information is provided in sufficient detail.
- Extent to which the project demonstrates a cost-efficient approach to each of the proposed tasks, and completion of the overall project at a reasonable cost.
- Efficient use of MassCEC funds, amount of cost share, and the extent to which other funds are leveraged.
- Identification of additional sources of funding if applicant is including a proposed cost-share in the proposal.

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6. VALUE DEMONSTRATION

- Comparison of the proposed project to other applicants’ proposals; and
- Overall value proposition of proposal to local workforce participants, the broader workforce ecosystem in Massachusetts, and the offshore wind industry, including the Vineyard Wind and South Coast Wind projects selected pursuant to Massachusetts law and formal procurements.

## X. CONTACT INFORMATION FOR QUESTIONS

Please submit all questions in writing to Lauren Farnsworth, MassCEC's Offshore Wind Program Manager, ([offshorewind@masscec.com](mailto:offshorewind@masscec.com)) by the date stated in Section VII above. **The words: "Question – 2023 Offshore Wind Workforce Solicitation" must appear in the email subject.**

## XI. GENERAL SOLICITATION CONDITIONS

### NOTICE OF PUBLIC DISCLOSURE

As a public entity, MassCEC is subject to Massachusetts' Public Records Law, codified at Chapter 66 of the Massachusetts General Laws. Thus, any documentary material, data, or other information received by MassCEC from an applicant is a public record subject to disclosure. **Applicants shall not send MassCEC any confidential or sensitive information in response to this Solicitation.**

### DISCLAIMER & WAIVER AUTHORITY

This Solicitation 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 Solicitation in part or in its entirety, or change the application guidelines, when it is in its best interests.

This Solicitation has been distributed electronically using MassCEC's website. It is the responsibility of Applicants to check the website for any addenda or modifications to a Solicitation 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 Solicitation document.

### 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 Sample Agreement attached to this Solicitation as Attachment E, which will set forth the respective roles and responsibilities of the parties.

## XII. LIST OF ATTACHMENTS

ATTACHMENT A: MASSCEC OSWW PORTFOLIO ASSESSMENT – SUMMARY OF FINDINGS AND RECOMMENDATIONS



*Solicitation: 2023 Offshore Wind Works*

ATTACHMENT B: DESCRIPTION OF EXISTING PROJECTS

ATTACHMENT C: AUTHORIZED REPRESENTATIVE SIGNATURE AND ACCEPTANCE FORM

ATTACHMENT D: APPLICATION FORM

ATTACHMENT E: SAMPLE AGREEMENT