



**Consultant Services for
Massachusetts Interagency Offshore Wind Council
and Offshore Wind Strategic Plan
RFP OSW-2023-04**

RESPONSES TO QUESTIONS – 02 Updated

Posting Date: **September 12, 2023**

+++ Initial questions 1-9 and responses +++

1. Who (and how senior) will represent the agencies on the Interagency Council?

➤ *Please see the response to question 2.*

2. Who (and how senior) will represent the agencies on the Steering Committee?

- On April 20, 2023 EEA announced the establishment of the Interagency Offshore Wind Council in order to ensure the efficient and responsible development of offshore wind to meet the Commonwealth’s clean energy goals. Please see: [Healey-Driscoll Administration Launches Commission on Siting and Permitting, Interagency Offshore Wind Council to Expedite Clean Energy Development | Mass.gov.](#)
- The table below shows the current roster for the Council and Steering Committee. The roster is subject to change. Other agency representatives may attend specific meetings and/or participate in any related working groups.

Organization	Representatives
Executive Office of Energy and Environmental Affairs*	Mike Judge (chair)
Department of Energy Resources*	Joanna Troy Marian Swain Austin Dawson
Massachusetts Clean Energy Center*	Bruce Carlisle Nils Bolgen Lauren Farnsworth
Office of Coastal Zone Management*	Lisa Engler Todd Callaghan

Organization	Representatives
Department of Fish & Game/Division of Marine Fisheries	Tom O'Shea Dan McKiernan
Department of Fish & Game/Natural Heritage and Endangered Species Program	Tom O'Shea Eve Schluter
Department of Environmental Protection	Stephanie Moura Dana Tench
Department of Public Utilities	John Slocum
Executive Office of Economic Development	Ashley Stolba
Executive Office of Labor & Workforce Development	Katelyn Kelly
Executive Office of Education	Robert Le Page
* Denotes Steering Committee	

3. Fisheries Working Group

- a. Will this likely be one of the working groups used during the strategic planning process?**
 - The [Fisheries](#) and [Habitat](#) Working Groups are standing forums that the Commonwealth has established to augment the BOEM Task Force process and to engage directly with key stakeholders. These groups are separate and distinct from the Interagency Offshore Wind Council and will continue to provide valuable input and advice. They will be an important source of input for the Strategic Plan process.

- b. If so, who is currently facilitating these WG meetings—and will that person(s) continue, or are you expecting new Consultant to take over facilitating? If not, are you expecting a new Fisheries WG to be formed and facilitated by Consultant? If you are expecting new Consultant to facilitate current or new fisheries WG, how many fisheries WG meetings are expected during the course of the strategic plan development?**
 - The Fisheries and Habitat Working Groups on Offshore Wind are currently being supported by the Consensus Building Institute (CBI), under a contract awarded by the Massachusetts Clean Energy Center (MassCEC) through a competitive procurement. CBI will continue to support the Fisheries and Habitat Working Groups, including facilitation of any meetings or engagement related to the strategic planning process. However, the consultant procured through the Offshore Wind Strategic Plan RFP is expected to attend these meetings to collect and synthesize input for inclusion into the Strategic Plan. We expect 1-2 meetings each for the Fisheries and Habitat Working Groups during the course of the strategic plan development.

4. Habitat Working group

- a. Will this likely be one of the WG's used during the strategic planning process?**
 - See responses to #3 above.

- b. If so, who is currently facilitating these WG meetings—and will that person(s) continue, or are you expecting new Consultant to take over facilitating? If not, are you expecting a new Habitat WG to be formed and facilitated by Consultant? If you are expecting new**

Consultant to facilitate current or new fisheries WG, how many meetings are expected for each during course strategic plan development?

➤ See responses to #3 above.

5. What other WGs are currently contemplated (e.g., transmission, workforce, etc.?) Is facilitation by Consultant of these WGs expected, and how many WG meetings are expected for each during course strategic plan development?

➤ The formation of working groups for the Council and strategic plan is being considered, but we do not have further information to provide at this point in time. We point potential respondents to Section VI Scope of Work of the RFP, and specifically the subsection for Task 1: Meeting Facilitation and Stakeholder Engagement for estimates of council and working group meetings.

6. Please break-down further the expected number of meetings described on page 10 (so that we may develop the right team and a realistic budget), specifically:

a. **How many meetings of the Council would Consultant be expected to facilitate over the course of this engagement?**

b. **How many total Working Group meetings across all expected working groups would Consultant be expected to facilitate over the course of this engagement?**

c. **How many total listening sessions over the course of this engagement would consultant be expected to facilitate?**

➤ We do not have any further information than what was provided in the RFP at this point in time. Applicants will be evaluated on their presentation of a clear strategy and methods to meet the needs listed in the RFP.

7. For each of the types of meetings above (Council Meetings, Working Group Meetings, and Listening Sessions)—which, if any, will be in person, which will be online via Zoom or another platform (if other please specify), and which will be hybrid?

➤ The preference is for the selected Consultant to participate in the in-person Council Meetings. There is a potential for hybrid or fully remote Listening Sessions and Working Group meetings. Applicants will be evaluated on their presentation of a clear strategy and methods for coordinating meetings as outlined in the RFP.

8. As an international business, would the W8-BEN-E form be acceptable instead of the W-9?

➤ *Updated:* Yes.

9. Is there a minimum amount of stakeholder engagement and council working group meetings expected to be in-person?

➤ It is expected that Council Meetings will be in-person and the preference is for the selected Consultant to participate in-person. Please also see the answer to question 5.

+++ Additional questions 10-17 and responses posted 9/12/2023 +++

- 10. Are the notes from the 8/17/2023 Council meeting available for review?**
- Not at this time.
- 11. Are Council meetings expected to be conducted in-person, virtual, hybrid?**
- *Please refer to question 7.*
- 12. Is the expected period of performance for the award through Q3 of 2024?**
- That is a reasonable assumption. Also please refer to Section IX regarding potential expansion of scope and budget and extension of term.
- 13. Can the proposers propose additional add-ons/options that extend beyond the suggested \$175k?**
- Yes, but please be sure to include a complete proposal that comes in at or under the available budget provided in Section IX.
- 14. We understand that Task 2 is undefined and open-ended, and that bidders may propose a budget for the sum of all specific assignments falling under this task. What does MassCEC intend as a means to ensure that the sum of ultimate scopes thereunder commensurate with the associated level of effort of the yet-to-be-defined assignments?**
- Task orders will be for mutually agreed scopes of work and associated budgets. MassCEC and the selected firm will jointly establish specific task order scopes and budgets in consultation with other IOWC members. The selected firm will be under no obligation to commit to or incur costs beyond the established set-aside budget for Task 2.
- 15. Beyond qualifications, how will MassCEC evaluate proposals? For example, based on articulated efficiency at achieving the tasks, based on maximum budget dedicated to this task, or other means?**
- MassCEC will evaluate proposals against the criteria articulated in Section VIII SELECTION CRITERIA of the RFP.
- 16. Is it anticipated that all council meetings will be held in person or virtually?**
- We anticipate that all council meetings will be in-person.
- 17. Will the final work product be electronic? If not, is there an anticipated number of hard copies we should budget for with publishing?**
- Yes, the final work products will be electronic. Respondents need not budget for printing.