



Request for Qualifications: Technical Assistance Vendor for Green School Works

Date of Issue: March 14, 2025

Statement of Qualifications due: April 8, 2025 11:59PM
(Note: As described in Section 8, MassCEC will consider additional qualifications on a rolling basis if Applicants apply with a participant partner for an eligible project)

All statements of qualifications must be submitted to:
greenschools@masscec.com

1. SUMMARY

Through this Request for Qualifications (“RFQ”), the Massachusetts Clean Energy Technology Center (“MassCEC”) seeks qualified technical assistance vendors (“Applicants”) to provide technical assistance for decarbonizing existing K-12 public school buildings as part of the Green School Works program (the “Program”). MassCEC is coordinating with Mass Save on this offering, which will directly integrate with Mass Save’s technical assistance offerings, including Comprehensive Building Assessments, Portfolio Decarbonization Roadmaps, and Focused Studies. This offering will add scope and budget for studies approved by Mass Save, fully support projects not receiving support from Mass Save, and supplement the cost share covered by participants.

Selected Applicants (“Vendors”) will be listed on MassCEC’s website and will be eligible to receive funding from MassCEC to provide decarbonization technical assistance (as described in Section 5) to eligible schools or school districts (“Participants”) serving low-income and environmental justice populations based on the eligibility criteria described in the Green School Works Technical Assistance Program Manual (“TA Program Manual”). This will reduce the cost of technical assistance for eligible, low-income K-12 public schools and districts with the goal of making decarbonization planning more accessible to those schools and districts.

Award of a contract is not guaranteed by selection through this RFQ process. Details of how Vendors will participate in Green School Works are outlined in Section 9.

The technical assistance funding provided by Green School Works will leverage Mass Save technical assistance to the greatest extent possible by adding to the scope of Mass Save’s technical assistance offerings and encouraging Mass Save-eligible schools to use a pre-qualified Mass Save vendor where such vendor meets the needs of the school. MassCEC will pay vendors directly for the required cost share from eligible schools and for the additional Green School Works renewable scope as outlined in Section 5.

Technical assistance funding will also be inclusive of non-Mass Save-eligible schools that meet the eligibility criteria. Pre-qualified Mass Save vendors will be able to opt-in to serve non-Mass Save-eligible schools, with MassCEC paying vendors directly for the full cost of technical assistance equivalent to Mass Save’s offering, as well as the additional Green School Works renewable scope as outlined in Section 5.

Specifically, this RFQ is seeking Applicants qualified to complete one or more of the following types of technical assistance that Mass Save plans to offer¹ as part of its 2025-2027 Three Year Plan, plus additional Green School Works renewable scope as outlined in Section 5:

- **Comprehensive Building Assessments:** Decarbonization assessment identifying energy efficiency and electrification opportunities for a single building.
- **Portfolio Decarbonization Roadmaps:** Exploration of decarbonization strategies, typically for multiple buildings, with a plan to implement over a long-time horizon.

¹ Additional details about Mass Save’s planned technical assistance offerings for existing buildings are described in the 2025-2027 Energy Efficiency and Decarbonization Plan, especially Appendix G: <https://ma-eeac.org/wp-content/uploads/Exhibit-1-2025-2027-Three-Year-Plan.pdf>

- **Focused Studies:** Detailed study of specific energy efficiency and electrification measures that result in actionable savings and cost estimates.

Note: All technical assistance offerings will be performed by energy engineers and DO NOT include architectural, design, or construction services.

2. 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.

3. PROGRAM GOALS AND DESCRIPTION

Massachusetts is home to approximately 1,800 K-12 public school buildings responsible for 880,000 metric tons of carbon every year. The electrification and decarbonization of school buildings represents a significant opportunity for the state to reach its goal of net zero emissions by 2050. While school districts are well-versed in capital planning, they may not have the experience or technical expertise necessary to incorporate energy efficiency, electrification, and decarbonization measures into their capital planning projects.

Created as part of the state's Fiscal Year 2024 budget and renewed in the Fiscal Year 2025 budget, sixty million dollars (\$60,000,000) has been committed to Green School Works to-date, to provide financial support to K-12 public schools or districts to install or maintain clean energy infrastructure. The Green School Works funding was authorized to the Department of Elementary and Secondary Education, which contracted with MassCEC to administer the Program on its behalf.

Approximately five million dollars (\$5,000,000) of the Program's budget shall be used to support funding for the technical assistance tasks described in Section 5. The remainder of the funds will be used in upcoming funding opportunities to support eligible K-12 public schools or districts for projects to install or maintain clean energy infrastructure. MassCEC, at its sole discretion, may adjust the anticipated technical assistance funding.

MassCEC will fund Vendors to provide this technical assistance to Participants in and out of Mass Save territories. As described in Section 7 (Budget), for Participants that have projects eligible for Mass Save funding, Green School Works will cover:

- A portion of the required matching costs up to the full cost of the technical assistance
- The full cost of the additional renewable scope described in Section 5, including on-site renewable energy feasibility analysis and Massachusetts Class I Renewable Energy Certificate (“REC”) analysis.

For those Participants that are not eligible to receive Mass Save funding, Green School Works will cover:

- The full cost of the technical assistance equivalent to the Mass Save offerings
- The additional renewable scope described in Section 5, including on-site renewable energy feasibility analysis and Massachusetts Class I Renewable Energy Certificate (“REC”) analysis.

Green School Works will cover the costs described above until such time as funding is expended.

The goals of the Green School Works program, as stated in the enabling legislation are to:

- “provide financial support to eligible K-12 public schools or districts for projects to install or maintain clean energy infrastructure;
- address the costs of installation, operation or upgrades of clean energy infrastructure that improves energy efficiency, reduces carbon emissions or mitigates impacts of climate change, including school rooftop construction or repair costs necessary for a clean energy infrastructure project to be safely installed; and
- accelerate the adoption of energy efficiency and decarbonization measures by “schools serving low-income and environmental justice populations.”

Additional goals, based on stakeholder feedback and decarbonization goals for schools across the Commonwealth, are to:

- Serve as a source of gap funding for technical assistance and implementation of electrification and/or decarbonization projects;
- Provide revolving loans to districts to support adoption of Investment Tax Credit (“ITC”)-eligible renewable technologies (i.e., solar, storage, and ground-source heat pumps);
- Support districts in meeting 2050 and interim emissions targets; and
- As appropriate for the needs of school districts, provide building-specific assessments and plans, as well as high-level, district-wide decarbonization planning.

4. ESTIMATED TIMELINE

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

RFQ Milestone	Tentative Timeline
Release of RFQ	March 14, 2025

Informational Webinar	March 24, 2025, 3pm ET
Questions due to MassCEC via email to greenschools@masscec.com	March 26, 2025, 11:59PM ET
Questions with Answers Posted to MassCEC Website	March 31, 2025
Statement of Qualifications (“SOQs”) Due	April 8, 2025, 11:59PM ET
MassCEC Review (with Follow-up Questions and Interviews as Required)	April 8-18, 2025
Notification of Qualification and Eligible Vendors Posted on MassCEC’s Website	April 22, 2025
New Applicants May Submit a Statement of Qualifications with a Partner School or School District Participant	Ongoing, as long as Green School Works has technical assistance funding available.

5. SCOPE OF WORK

The Scope of Work includes three core tasks aligned with Mass Save’s technical assistance offerings as detailed in Attachment D (Mass Save Scope Relevant to Green School Works) plus additional renewable scope detailed below.

- Task 1: Comprehensive Buildings Assessments
- Task 2: Portfolio Decarbonization Roadmaps
- Task 3: Focused Studies

All of the tasks are available to both Mass Save-eligible and non-Mass Save-eligible Participants.

Attachment D and the additional renewable scope below represent MassCEC’s current best understanding of how Green School Works can effectively complement Mass Save’s offerings. As MassCEC learns more through initial projects and as Mass Save’s offerings evolve, MassCEC anticipates that the scope for technical assistance offerings will evolve. MassCEC will update Vendors as the Scope evolves. If it evolves significantly, MassCEC will change the reimbursement ranges outlined in Section 7 (Budget).

See Section 8 (How to Apply) for more information on the statement of qualifications and Section 7 (Budget) for more information on the budget.

GREEN SCHOOL WORKS RENEWABLE SCOPE

In addition to the scope for the Mass Save technical assistance offerings detailed in Attachment D: Mass Save Scope Relevant to Green School Works, the Program will support the following additional scope for all tasks:

- On-site renewable energy feasibility analysis of existing building(s) and site(s)
 - Conduct on-site renewable energy feasibility analysis of existing building(s) and site(s), including, but not limited to location, sizing, recommended system type(s), electrical

system capacity and upgrade requirements, roof condition, and battery energy storage system opportunities

- MA Class I Renewable Energy Certificate (“REC”) analysis
 - Conduct MA Class I Renewable Energy Certificate (REC) analysis for zero emissions by 2050 scenario planning including estimated annual electricity volume to offset

GREEN SCHOOL WORKS ADDITIONAL REVIEW

Vendors should plan to incorporate review and feedback from MassCEC for all tasks with a written work product. With approval from MassCEC, the Vendor may choose how they would like to receive feedback (e.g., written comments, discussion).

GREEN SCHOOL WORKS ADDITIONAL SCOPE

Additional scope approved on a case-by-case basis. Applicants may suggest additional associated tasks and/or expanded task scopes in the SOQ application form (Attachment B) or as part of a specific proposal submitted to MassCEC and Mass Save (if applicable) as outlined in Section 9 (How to Participate).

6. REQUIRED EXPERIENCE & THRESHOLD SELECTION CRITERIA

Applicants may be individuals, sole proprietors, or companies/non-profits with multiple employees.

Applicants are encouraged to consider partnering in order to provide complementary expertise that a single entity may not possess. Individual entities may apply as part of multiple Applicant teams.

Applicant teams should have one entity that takes responsibility for organizing the team and qualification (“Lead Applicant”).

AREAS OF REQUIRED EXPERIENCE

- **Energy Assessment and Mass Save Program Experience:** All Applicants should have familiarity with applicable Mass Save offerings, as well as other relevant programs and initiatives that directly serve commercial buildings. For Mass Save-eligible Participants, MassCEC will encourage those Participants to use pre-qualified Mass Save vendors in order to eliminate or minimize any co-pay for Participants.
- **Site Assessment:** Applicants should have experience conducting on-site energy audits as described below.
 - Comprehensive Building Assessment: Applicants should have demonstrated experience conducting ASHRAE level 1 audit or equivalent, including building envelope, HVAC systems, lighting, appliances, and other energy-consuming equipment.
 - Portfolio Decarbonization Roadmap: Applicants should have demonstrated experience conducting ASHRAE level 1 audit or equivalent, including building envelope, HVAC systems, lighting, appliances, and other energy-consuming equipment.
 - Focused Study: Applicants should have demonstrated experience conducting ASHRAE level 2 audit or equivalent, including building envelope, HVAC systems, lighting, appliances, and other energy-consuming equipment.
- **Technical Knowledge:** Applicants should possess technical expertise in energy efficiency measures, electrification, transportation, climate resiliency, and decarbonization solutions in K-12 school buildings, including:
 - Weatherization (i.e., insulation and air-sealing),

- Appliance and lighting efficiency,
- Water efficiency,
- Air-source heat pumps/air-to-water heat pumps/VRF and ground-source heat pumps,
- Heat pump water heaters and solar hot water,
- Induction stoves and standard electric stoves,
- Electric alternatives for other appliances like dryers, lawn equipment, and others,
- Decarbonized options for other common fossil fuel-based commercial equipment,
- Electric vehicles (including school buses, scooters, and e-bikes), electric vehicle supply equipment (EVSE),
- Clean electricity options, including the potential for onsite solar PV and storage, as well as available options for purchasing offsite renewable electricity, and
- Resilience strategies to minimize risks from increased heat, flooding, and other extreme weather.
- **Technical Services:** Applicants should possess the technical expertise and certifications/licenses (where necessary) to provide the following services:
 - **Heating load calculations:** Applicants should have expertise in completing ACCA-approved Manual N heat load calculations, as well as an understanding of the principles that go into heat load calculations.
 - **Preliminary heating system design:** Applicants should have the technical expertise to conduct a preliminary heating system design at the basis of design (BOD) level.
 - **Electrical upgrades:** Applicants should have the technical expertise to understand what electrical upgrades may be required in a building to support decarbonization solutions.
 - **Renewable energy system feasibility and credit analysis:** Applicants should have technical expertise in evaluating building and site suitability for renewable energy systems including but not limited to solar photovoltaics (PV) and battery energy storage systems.
 - Applicants should have experience and expertise evaluating emissions, including their familiarity with relevant emissions factors and building emissions performance standards.
- **Health and Safety:** Applicants should have experience identifying health and safety opportunities.
- **Market Knowledge:** Applicants should be familiar with the commercial building market in Massachusetts and have analysis experience relative to different commercial building typologies.
 - Applicants should have experience building networks and conducting outreach to commercial building owners.
 - Applicants should have knowledge of national approaches to decarbonization and programs, tools, or resources developed in other states and by federal programs and non-profits which are relevant to commercial building electrification.
- **Diversity, Equity, and Inclusion:** Applicants should have experience incorporating diversity, equity, and inclusion considerations into previous work.
- **Cost Estimation:** Applicants will develop a recommendation framework for a decarbonization assessment that balances the costs and benefits of different solutions. Thus, Applicants must demonstrate understanding of both the costs of high efficiency and all-electric decarbonization solutions as well as standard efficiency and fossil fuel solutions in the Massachusetts market today.

- **Analytical Capability:** Applicants must be able to conduct quantitative analysis of the relative costs and benefits of various efficiency and decarbonization solutions, including a simple payback analysis and a lifetime cost of energy assessment. Applicants must also be able to assess the relative carbon impacts of different solutions.
- **Facilitation and Project Management:** Applicants must demonstrate ability or experience implementing projects on a tight timeline, including managing budgets and timelines, and scheduling and leading calls and meetings.
- **Customer Engagement and Communication:** Applicants must have a demonstrated history with delivering services with high quality customers engagement skills including listening to the needs of schools and school districts and prioritizing recommendations accordingly. Applicants should also be able to communicate opportunities in a way that will clear, compelling, and action-oriented to schools and school districts. Delivery of results should empower Participants to take next steps.

THRESHOLD SELECTION CRITERIA

Applicants must submit complete applications to be considered.

Applicants must possess the experience in the areas described above. Experience in each of the areas listed below can be demonstrated by successful, relevant past project completion; relevant certifications and credentials; and leadership experience in relevant professional organizations, commissions, or similar organizations. MassCEC will also strongly weigh prequalification by Mass Save as demonstrating the required experience, although prequalification by Mass Save is not required to apply for this RFQ.

Additionally, Applicants should have successfully completed at least three relevant projects with substantially similar scope for each of the Tasks (e.g., Comprehensive Buildings Assessments, Portfolio Decarbonization Roadmaps, and Focused Studies) for which they are applying to serve as a Vendor. MassCEC is particularly interested in examples of how Applicant’s work resulted in project implementation and overcame barriers for these often-challenging decarbonization measures.

It will be up to MassCEC’s sole discretion to determine if an Applicant has met the threshold selection criteria to be added to the Green School Works-eligible vendor list (“Vendor List”).

7. BUDGET

As stated in Section 3, MassCEC anticipates awarding approximately five million dollars (\$5,000,000) to Vendors approved under this RFQ to provide the technical assistance tasks described in Section 5 to eligible Participants. MassCEC, at its sole discretion, may adjust the anticipated technical assistance funding.

The table below outlines how much funding MassCEC anticipates contributing to selected Vendors for each of the tasks described in Section 5 (Scope of Work) for Participants that are also eligible to receive support from Mass Save.

Note: If the Participant is not Mass Save-eligible, MassCEC will pay 100% of the cost of the task, whether or not the selected Vendor is a pre-qualified Mass Save vendor.

Table 1. Expected Budget for Mass Save-eligible Participants

Task	Estimated Cost per Task	Mass Save Cost Share	Green School Works Cost Share
Comprehensive Building Assessment	<p>\$11,000-\$17,000</p> <p>(\$10,000-\$15,000 for the Mass Save base scope plus an additional cost of \$1,000-\$2,000 for the Green School Works renewable scope)</p>	100% of the cost of the base scope when using pre-qualified Mass Save vendors. Up to 25% of the base scope costs when using firms directly procured by the customer.	100% of the cost of the Green School Works renewable scope plus 50% of the Participant's co-pay required for the base scope when using Vendors that are not pre-qualified Mass Save vendors.
Portfolio Decarbonization Roadmap	<p>\$100,000-\$300,000+</p> <p>(\$100,000-\$300,000+ for the Mass Save base scope plus an additional cost of \$1,000 - \$2,000 per building for the Green School Works renewable scope. The Green School Works renewable scope is expected to have a relatively minor impact on the overall budget of the study.)</p>	Up to 50% of total base scope cost when using pre-qualified Mass Save vendors. Up to 25% of the study costs when using firms directly procured by the customer.	100% of the cost of the Green School Works renewable scope plus 50% of the total cost of the base scope.
Focused Studies	<p>\$6,000-\$42,000</p> <p>(\$5,000-\$40,000 for the Mass Save base scope plus an additional cost of \$1,000 - \$2,000 per building for the Green School Works renewable scope.)</p>	Up to 50% of total base scope cost when using pre-qualified Mass Save vendors. Up to 25% of the study costs when using firms directly procured by the customer.	100% of the cost of the Green School Works renewable scope plus 50% of the total cost of the base scope.

As part of Attachment B: SOQ Application Form, Applicants will provide their anticipated per unit rates for Comprehensive Building Assessments, Portfolio Decarbonization Roadmap, and Focused Studies, as well as the additional Green School Works renewable scope. Additionally, Applicants will provide their current project team billing rates and indicate which team members would be expected to do the majority of work for each task. The proposed budget in the application should reflect the proposed approach as described in Attachment B: SOQ Application Form. MassCEC will apply additional scrutiny to Applicants with rates above industry averages as to how that Applicant expects to be able to deliver the required scope within the expected budget. If MassCEC is not confident in an Applicant's ability to deliver the required scope within the expected budget, MassCEC will not select that Applicant as an approved Vendor.

As described in Section 9 (How to Participate), MassCEC will pay Vendors in accordance with MassCEC's contract terms. For tasks where the Participant is Mass Save-eligible, Vendors will be paid in alignment with Mass Save's payment schedule to the extent practical.

At MassCEC's sole discretion, MassCEC may approve additional budgets beyond the values described in the table above. MassCEC will base additional budget on the estimated time for the additional scope and the project team billing rates provided in Attachment B: SOQ Application Form.

8. HOW TO APPLY

Responses to this RFQ must be received by MassCEC no later than **Tuesday, April 8, 2025, at 11:59pm ET** for the first review period. After April 8, the RFQ will remain open for consideration of additional Applicants until all Green School Works technical assistance funding has been awarded. To be considered after April 8, new Applicants must be selected by Green School Works-eligible schools or districts to carry out a Comprehensive Building Assessment, Portfolio Decarbonization Roadmap, and/or Focused Study.

Only complete, timely qualifications will be considered. MassCEC, at its sole discretion, may determine whether a qualification is complete. The Statement of Qualifications ("SOQs") must be in a single, electronic PDF file, submitted via email to greenschools@masscec.com. "Green School Works SOQ – Lead Applicant Name" must appear in the email subject line.

Please include in your Statement of Qualifications:

- **Attachment A:** Authorized Applicant Signature and Acceptance Form
- **Attachment B:** SOQ Application Form
 - Proposed approach to tasks described in Section 5 (Scope of Work)
- Resumes of all participating individuals, including from members of the Applicant team that are not the Lead Applicant.
- Report Samples (if available): Include up to three (3) report samples that demonstrate the Applicant team's ability to provide the type of technical assistance described in this RFQ. MassCEC understands that not all final deliverables can be publicly shared, and so report samples are optional based on availability.
- An example of a completed renewable energy feasibility analysis.

Please review and be prepared to sign **Attachment C:** Sample Agreement for Technical Assistance Vendor at the time of project selection and assignment of Vendor. Any requested change to Attachment C: Sample Agreement for Technical Assistance Vendor should be noted in Attachment B: SOQ Application Form.

In Attachment B, Applicants must indicate if they are a pre-qualified Mass Save vendor, and whether they are applying to consult on Mass Save-eligible projects, non-Mass Save-eligible projects, or both. Applicants must also indicate whether they will be providing Comprehensive Building Assessments, Portfolio Decarbonization Roadmaps, and/or Focused Studies.

9. HOW TO PARTICIPATE

Step 1 (Addition to Vendor List): Upon notification of qualification, Vendors will be listed on the Green School Works Vendor List to be published on the Program webpage. Green School Works Vendors that are also on Mass Save's pre-qualified vendor list will be noted. Applicants that respond to the RFQ with an eligible partner Participant after April 8, 2025, will be added to the Vendor List, if qualified, on a rolling basis.

Step 2 (Selection by Eligible School Participant): Participants who would like to use Green School Works technical assistance services will use the Vendor List when selecting a Vendor to complete one or more of the Tasks detailed in Section 5.

- If the Participant is Mass Save-eligible, the Participant will select the Vendor in coordination with Mass Save. MassCEC will urge Participants to prioritize working with pre-qualified Mass Save vendors to maximize the incentive available from Mass Save. On a case-by-case basis, with approval from Mass Save, MassCEC will approve Participants to work with Vendors that are not part of the Mass Save list of approved vendors, if the Vendor better meets the needs of the Participant.
- If the Participant is not Mass Save-eligible, the Participant will select the Vendor directly from the Green School Works Vendor List. Additionally, MassCEC will sign a Participant Agreement with the Participant.

Step 3 (Contracting with MassCEC): MassCEC will then work with Vendors selected by eligible Participants to confirm a scope and budget and execute a contract.

- If the Participant is Mass Save-eligible, the Vendor should submit a proposal to both MassCEC and Mass Save that clearly outlines the proposed budget and scope.
 - The proposed scope should align with the scope outlined in this RFQ, including Attachment D: Mass Save Scope Relevant to Green School Works, although Vendors may propose additional scope that will be considered by MassCEC on a case-by-case basis. Pricing should be aligned with the pricing submitted in Attachment B: SOQ Application Form, including a price for any proposed additional scope based on the hourly billing rates included in Attachment B: SOQ Application Form.
 - The proposal should delineate what scope would be billed to Mass Save and what scope would be billed to MassCEC and what the Participant's co-pay would be (if any).
 - After internal coordination between Mass Save, MassCEC, and the Participant, MassCEC will execute a contract (based on Attachment C) with the selected Vendor for the additional amount of funding to be provided by the Program, as outlined in Section 7 (Expected Budget) and approved by MassCEC.
 - Additionally, MassCEC will sign a separate Participant Agreement with the Participant, although the Participant will not receive any direct funding from MassCEC.
- If the Participant is not Mass Save-eligible, the Vendor should submit a proposal to MassCEC that clearly outlines the proposed budget and scope and delineates the Participant's co-pay (if any).
 - The proposed scope should align with the scope outlined in this RFQ, including Attachment D: Mass Save Scope Relevant to Green School Works, although Vendors may propose additional scope that will be considered by MassCEC on a case-by-case basis. Pricing should be aligned with the pricing submitted in Attachment B: SOQ

- Application Form including a price for any proposed additional scope based on the hourly billing rates included in Attachment B (SOQ Application Form).
- MassCEC will execute a contract with the selected Vendor for the full cost of the approved tasks, as outlined in Section 7 (Expected Budget) and approved by MassCEC.
- Additionally, MassCEC will sign a separate Participant Agreement with the Participant, although the Participant will not receive any direct funding from MassCEC.

Step 4 (Completion of Contracted Scope & Payment): After contracting, selected Vendors will complete the scope outlined in the contract and be paid in accordance with the terms of the contract. If a Participant is Mass Save-eligible, Vendors will be paid in alignment with Mass Save’s payment schedule to the extent practical. MassCEC will provide Vendors with a template for deliverables at the time of contracting. MassCEC intends to use the templates for reports that Mass Save is developing with sections for additional scope as applicable.

10. CONTACT INFORMATION FOR QUESTIONS

Please contact greenschools@masscec.com if you have any questions. “TA RFQ Questions” should appear in the subject line.

11. GENERAL REQUEST FOR QUALIFICATIONS 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 a vendor is a public record subject to disclosure. Vendors shall not send MassCEC any confidential or sensitive information in response to this RFQ. 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 Vendor.

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

DISCLAIMER & WAIVER AUTHORITY

This RFQ 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 Vendors, cancel or modify the RFQ in part or in its entirety, or change the application guidelines, when it is in MassCEC’s best interests.

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

CONTRACT REQUIREMENTS

Upon MassCEC's selection of Participants and the assignment of Vendors, MassCEC and the Vendor will execute a contract, substantially in the form of the sample agreement attached hereto as Attachment C which will set forth the respective roles and responsibilities of the parties.