



# Request for Qualifications: Technical Assistance for GSW

## Frequently Asked Questions

### **1. How does the Green School Works TA RFQ scope compare to Mass Save's TA scope?**

Comprehensive Building Assessments most closely align with Mass Save's Task 2.2 Scoping Studies; however, Mass Save is continuing to evolve what's included in the scope of a Comprehensive Building Assessment.

Portfolio Decarbonization Roadmaps align with Mass Save's Category 5.4 Decarbonization Master Planning Studies.

Focus Studies align with Mass Save's category 3.1 Technical Assistance Studies.

### **2. Would MassCEC consider extending the submission deadline?**

We have extended the submission deadline to April 8, 11:59PM ET. After April 8, applicants may apply with an eligible partner school, district, or collaborative.

### **3. It seems MassCEC used similar wording to Mass Save's technical assistance studies. Can vendors assume that if we've been accepted as a Mass Save vendor for a certain task, we should apply for the corresponding tasks when we apply for MassCEC?**

Yes, Mass Save pre-qualified vendors can apply for the corresponding MassCEC tasks in order to complete tasks for Mass Save-eligible schools with MassCEC funding. MassCEC also encourages vendors to apply for other tasks as applicable, as an option for non-Mass Save-eligible schools, even if the vendor is not approved by Mass Save for those tasks. In the application, vendors can indicate whether they're a pre-qualified Mass Save vendor and, if so, for which tasks.

### **4. Does the relevant project experience need to come from the lead applicant, or can some of the experience be from the partner firm?**

The relevant project experience can come from other organizations on the applicant team.

### **5. The RFQ states vendors should submit "An example of a completed renewable energy feasibility analysis." Our sample reports will include those – do we need to submit a separate renewable energy feasibility analysis, or will our sample reports suffice?**



The sample reports should suffice, please be sure to note this in the application and/or in the email when you submit the SOQ.

**6. What is the cost share for non-Mass Save eligible school districts?**

If there is a non-Mass Save-eligible school served by an MLP that isn't also served by Mass Save, MassCEC will cover 100% of the cost for the eligible school, if at least 40% of the school students are low-income based on [DESE's student enrollment data](#).

**7. We've worked with schools optimizing all the coolers and freezers in their buildings. Is this RFQ something that we would be able to pursue?**

Please refer to the scope in Attachment D. Focused Study (Task 3) could be the right fit in this case, as it used to study an individual measure, whereas Comprehensive Building Assessments (Task 1) and Portfolio Decarbonization Roadmaps (Task 2) require a holistic look at entire buildings.

**8. If we don't submit by the April 4th deadline, could we still become a MassCEC vendor if we are working with a partner school, and they want to pursue MassCEC funding?**

Yes. The RFQ will be open on a rolling basis only for vendors that come in with an eligible partner school.

**9. Is there a requirement that applicants be in-state Mass entities only?**

No.

**10. If approved as a vendor, how does matching with schools work?**

For Mass Save-eligible schools, districts, or collaboratives, Mass Save will dictate the process of matching a school with a Mass Save pre-qualified vendor. MassCEC will coordinate with Mass Save to ensure Mass Save is aware of which vendors are on the Green School Works Vendor List. Non-Mass Save-eligible schools, districts, or collaboratives will choose from the Green School Works Vendor List posted on our webpage.

**11. The SOQ asks for up to three report samples. If we are applying for all 3 tasks, would you be looking for an example of each separate scope?**

If the three report samples are general enough to show a vendor's ability to complete all three scopes, then three total would be acceptable. If a vendor wants to submit more than



three reports to show their ability to do any one of the tasks in particular that would also be acceptable.

**12. Is this correct for Comprehensive Building Assessments (Task 1): “the work should be complete within 2 weeks of receiving notice to proceed from Mass Save”?**

Yes, the language in Attachment D (Mass Save Scope Relevant to Green School Works) pulls language from Mass Save and aligns with their timeline. There is a section in Attachment B (SOQ Application Form) to provide a schedule narrative. For a specific task or deliverable, if a vendor feels it will be more than 2 weeks, they can note that in the budget and schedule table and provide an explanation in the schedule narrative. If a vendor feels something is not workable, let us know, and we'll see what we can do as these are new offerings.

**13. If me or my co-Applicant only has expertise in the renewable energy system feasibility, are we still able to apply? If we need to apply with partner organizations that cover scope we can't, is MassCEC able to pair us together?**

MassCEC encourages vendors to look for a partner in order to provide the complete scope for a task. MassCEC is not able to assist with matchmaking.

**14. One of our subcontractors is Mass Save pre-qualified, but we are not, and we would be applying as the prime. Does that mean our team is a pre-qualified Mass Save vendor because our subcontractor is?**

The lead Applicant to MassCEC must be a pre-qualified Mass Save vendor for the applicant team to be considered a Mass Save vendor.

**15. When would you envision heating load calcs and preliminary heating system design fitting into the scope when the types of studies only cover ASHRAE level 1 or 2 audits?**

Mass Save ASHRAE Level I and Level II studies focus on inventorying HVAC, DHW, lighting systems and controls, identifying energy conservation measures, and calculating energy savings. Since we are aligning with Mass Save's scope, heating load calcs and heating systems design are not a part of the GSW scope.

**16. Are vendors required to follow Mass Save and MassCEC's Comprehensive Building Assessment report template or can our own templates be used?**



We expect vendors to follow Mass Save's report templates for each deliverable. If the deliverable is for a non-Mass Save-eligible school, we are open to discussing alternatives with the vendor.

**17. Attachment B asks about hourly rates. Are these hourly rates 2025 through end of 2027 with an escalation base associated with them? Or are these fees locked in for the 3-year duration of the process?**

Please include your expected rates for 2025. We will use these rates to build in a 3% annual escalation rate for subsequent years.

**18. How will budgets outside of the suggested range in Section 7 Table 1 be scored or evaluated? For instance, since budgets outside of the provided range will not be approved after the RFQ process, we recommend increasing the upper end of the limit for more complex buildings that may require additional effort.**

Applicants should propose a range for what they think these services will cost from small elementary schools to large high schools. This is the first time MassCEC is offering this type of technical assistance, and we recognize that we are still learning about the cost of these services. In cases where the range is outside of MassCEC's suggested range, MassCEC may ask follow-up questions and will also review the hourly project team rates to ensure they are aligned with the rest of the applicant pool. As stated in the application, MassCEC may also approve budgets outside of these ranges if additional scope has been added and approved.

**19. We don't know yet whether we're prequalified under Mass Save to do a Comprehensive Building Assessment (CBA). How should we fill out the application?**

Since Mass Save is continuing to develop the scope of a CBA and finalize vendor contracts, MassCEC does not expect applicants to be able to check off the box on the SOQ application indicating whether they are Mass Save pre-qualified for Task 1: CBA. Instead, Applicants looking to submit a statement of qualifications for Task 1: CBA should fill out their proposed approach in the "Proposed Approach & Relevant Experience" section of Attachment B: SOQ application. Vendors are welcome to point out in this section if they are qualified to do Mass Save Task 2.2 Scoping Studies, as that will be helpful information for the review committee.

**20. If I become a Green School Works vendor and complete a technical assistance service for a school, will the award of a TA contract prevent us from bidding on a project that may move from a budgeting/feasibility phase to a construction/bidding phase?**



MassCEC does not have restrictions on Green School Works TA vendors participating in Green School Works-funded implementation grants for the same school. However, MassCEC's understanding is that if a Mass Save pre-qualified vendor has worked with a Mass Save-eligible school to provide a TA service, the vendor cannot bid on an implementation project for that particular school. If a vendor is not Mass Save pre-qualified and has worked with either a Mass Save-eligible or a non-Mass Save eligible school, there are no restrictions. Vendors should confirm Mass Save's limitations directly with Mass Save as applicable.