Attachment 2: APPLICATION FORM for fy26 Professional Services for workforce development rfp

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| APPLICANTS MUST SUBMIT A SEPARATE ATTACHMENT 2: APPLICATION FORM FOR EACH SCOPE OF WORK AND STRAND FOR WHICH THEY ARE APPLYING |

Please use the following to complete your application.

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| **1. Applicant Information** |
| **Name of Lead Applicant** |  |
| **Street Address** |  |
| **City, State** |  | **Zip code** |  |
| **Contact Email** |  |
| **Contact Phone** |  |
| **Website (if applicable)** |  |
| **Name of Partner (if applicable)** |  |
| **Partner Street Address** |  |
| **Partner City, State** |  | **Zip code** |  |
| **Partner Contact Email** |  |
| **Partner Contact Phone** |  |
| **Partner Website (if applicable)** |  |
| **Scope(s) Proposing in this Application** (check all that apply) | **Projected Budget and Associated Cost:** *Please provide the information as requested in this table. Applicants may also include a more detailed breakdown of costs associated with key components of the scope. However, applicants cannot submit that information instead of the information requested in this chart. Also, please note that MassCEC will not reimburse for direct costs like expenses and travel. Your hourly rate should incorporate any anticipated direct costs.* |
| [ ]  Scope 1 - Strand A: Technical Assistance for Climate Critical Underrepresented Business Support Grantees | *Please indicate the maximum and minimum number of hours that you have available for this work. If your availability varies by month or time of year, please indicate that, as well.** Hourly rate:
* Provide minimum and maximum number of hours available for FY26:
* Provide Minimum and Maximum number of hours available for FY27 (if contract extension is possible):
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| [ ]  Scope 1 - Strand B: Technical Assistance for Student & Young Adult Grantees | *Please indicate the maximum and minimum number of hours that you have available for this work. If your availability varies by month or time of year, please indicate that, as well.** Hourly rate:
* Provide minimum and maximum number of hours available for FY26:
* Provide minimum and maximum number of hours available for FY27 (if contract extension is possible):
 |
| [ ]  Scope 2: Training providers for Support of Internship Program Success | Total cost for Summer 2026:Number of Interns to be placed and supported in Summer 2026:Total cost for Summer 2027 (if contract extension is possible):Number of Interns to be placed and supported in Summer 2027 (if contract extension is possible): |
| [ ]  Scope 3: Event Production | Applicants must provide their proposed budget as either a total cost broken out by event, or an hourly rate with average estimated hours per event. Additionally, MassCEC is interested in comparing pricing across a subset of tasks per event. As such, applicants should additionally provide an estimation of EITHER staff hours per task identified below, OR estimated cost per task. For this exercise, please assume that the budget will break out evenly between the three events, and provide the estimated staff hours or cost per task that would be anticipated for one event.  |
| **Hourly rate(s), with estimated hours per event**: OR**Total cost by event**: |
| [ ]  Scope 4: Research Services  | Please provide an average hourly rate for research services as well as a rough estimate of the total cost for a labor market analysis brief, and an analysis from a series of focus groups that you organize and conduct.* Average Hourly rate(s):
* Example cost for a written 5-page labor market analysis brief (not including design):
* Example cost for conducting an analysis of information gathered from 3 focus groups and producing written summary findings:
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| [ ]  Scope 5: Subject Matter Experts | * Average Hourly rate(s):
* Maximum number of hours available for FY26:
* Minimum number of hours available for FY26:
* Maximum number of hours available for FY27 (if contract extension is possible):
* Minimum number of hours available for FY27 (if contract extension is possible):
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| **2. DEI Qualifications** |
| **Optional DEI Qualifications****Commitment to DEI in Organizational Practices** | *If applicable, check any certifications obtained by Lead Applicant from the Massachusetts Supplier Diversity Office:*[ ]  Minority Business Enterprise[ ]  Women Business Enterprise[ ]  Service-Disabled Veteran Business Enterprise[ ]  Veteran Business Enterprise[ ]  Lesbian, Gay, Bisexual, and Transgender Business Enterprise[ ]  Disability-Owned Business Enterprise |
| *If Lead Applicant meets the criteria for any of the above certifications but has not completed certification with the Supplier Diversity Office, please identify the applicable certification and explain the qualifications:*Click or tap here to enter text. |
| *Describe proactive internal organizational practices designed to promote diversity, equity, and inclusion at the organization:*Click or tap here to enter text. |
| *Describe proactive external organizational practices designed to promote diversity, equity, and inclusion in the sector and communities the organization operates within:*Click or tap here to enter text. |
| *Note any practices by partners that promote DEI both internally and externally, if applicable:*Click or tap here to enter text. |

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| **3. Summary of Qualifications** *Please provide a summary of qualifications and past work most relevant to the proposed scope of work. Resumes of key staff and contractors should be included and detailed at the end of the application.*  |
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| Click or tap here to enter text. |

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| **4. Proposed Scope of Work and Initial Work Plan** *For the scope that you are applying to, please describe your approach to completing the work. Be sure to detail how you define quality products and services and your plan for achieving these desired results. Also, provide a brief initial work plan detailing the key activities, milestones, and deliverables. (Scope 1 and Scope 2 applicants will also be asked for additional information, see number 5 and 6, respectively).* ***FOR SCOPES 1 and 2, ADDITIONALLY LIST ALL GEOGRAPHIC REGIONS IN MA YOU PLAN TO OPERATE IN.*** |
| Click or tap here to enter text. |
| Initial Workplan |
| Month | Key Activities | Anticipated Milestones/ Deliverables |
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| **5. Program Design (ONLY FOR SCOPE 1)****In this section, please provide:**1. Confirmation of review the Climate-Critical Under-Represented Businesses RFP and the Student and Young Adult RFPs
2. Statement of approach to working on equity-focused programming.
3. Clarify whether applicant has knowledge and experience working with training providers focused on Climate Critical Underrepresented Businesses (CUBs) and CUB support organizations (if applying to Strand A) / youth and young adult populations (if applying to Strand B).
4. Three references that can attest to the applicant's ability to execute on the scope(s) of work effectively. (can be included in Section 8)
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| Click or tap here to enter text. |

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| **6. Program Design (ONLY FOR SCOPE 2)****In this section, please provide:**1. A description of the specific proposed recruitment, retention, mentoring, and tracking strategies (describe the students supported through the program, number of students to recruit, retain, mentor, and track).
2. A description of the organization’s strategy for advertising the Internship Program for recruitment purposes (what media/materials/events will be employed).
3. A description of the process for matching Eligible Students and Host Employers.
4. A description of the workshop to orient employers to the Internship program.
5. A description of the strategy for virtual workshops (May, June, July, August 2025 and 2026 if applying for two years) offered to students.
	* 1. Detail the anticipated workshop topics and content, which may include, without being limited to, subjects like “networking for future success”, “career readiness”, “clean energy 101”, “how to start your own business”, or “Diversity, Equity, and Inclusion in the workspace”.
		2. Specify whether these workshops will target audiences who are undergraduates, graduates, or non-traditional students.
6. A discussion of the communication strategy with Eligible Students during the summer 2026 and 2027 (as applicable) cohort of the Internship Program.
	* 1. Detail the form of communications (i.e., phone calls, in-person meetings, etc.) and regularity of communication (i.e., weekly, monthly, etc.).
7. If your program wishes to work with more than one student cohort (12 - 15 students) for the summer, explain the case management strategy for the larger numbers that will be recruited.
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| Click or tap here to enter text. |

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| **7. Examples (Only for Scopes 3, 4, and 5)***For each scope that you are applying to, please provide at least two, though ideally more relevant work samples. Examples include links to registration pages for planned or previous planned events (if still available), attachments to promotional materials from events that show scale of programming, relevant research briefs, analysis or reports, links to online data visualizations or analysis, additional documentation showing expertise in the field, etc.*  |
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| Starting Page in PDF (if attached)  | Example Description  |  Hyperlink (if applicable) | Notes  |
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| **8. References***Please provide relevant references. If you are applying to multiple strands, please clarify what work the reference could best speak to.* ***Applicants to all scopes must provide at least three relevant references that are open to being contacted by MassCEC.***  |
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|  Name | Title | Contact Information (email & phone number) |  Brief description of relationship with applicant |
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RESUMES and PARTNER Supporting Documents Guidelines

Applicants should include resumes of staff and consultants who will play a key role in the proposed scope of work. Additionally, if applicable, letters of support and memorandums of understanding from partner organizations can be included. The Resumes and Partner Supporting Documents Table of Contents chart below should list all such documents.

While submitting all supporting documents in a single combined PDF is encouraged, separate and distinct files will be accepted.

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| **9. Resumes and Partner Supporting Documents Table of Contents** |
| Starting Page in PDF | Document Description | Notes |
| *(e.g., 10)* | *(e.g., resume of Lead Project Manager)* |  |
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