



Request for Proposals: Green School Works Monitoring and Analysis Consultant

Date of Issue: March 27, 2026
Proposals Due: May 1, 2025, 11:59 PM

Total Funding Available: Up to \$300,000 for the FY25 Green
School Works grantees

(Note: MassCEC reserves the right to increase the funding available to the selected Contractor if there are Green School Works grantees in FY26 and/or FY27.)

All proposals must be submitted to:
greenschools@masscec.com

1. SUMMARY

Through this Request for Proposals (“RFP”), the Massachusetts Clean Energy Technology Center (“MassCEC”) seeks proposals for qualified consultants that can conduct energy monitoring and analysis of the projects completed by the Green School Works grantees (“FY25 Grantees”). In June 2025, MassCEC [announced](#) the award of \$52.5 million to upgrade eighteen (18) public schools to improve energy efficiency, reduce carbon emissions, or mitigate impacts of climate change.

This RFP seeks a Contractor to undertake the following (the “Core Scope” as further detailed in Section 6):

Task 1: Monitor, measure, and analyze data on project impacts:

Task 1(a): Develop a methodology for using utility bill analysis and other measurements to assemble and estimate pre-project and post-project energy use, utility costs, and greenhouse gas (“GHG”) emissions. Methodology for these estimates will be developed by the Contractor with input and approval from MassCEC with the goal of aligning with other MassCEC and state practices.

Task 1(b): Conduct measurement and analysis based on this methodology to estimate and assess energy use, utility costs, and GHG impacts of the projects for the eighteen (18) FY25 Green School Works Implementation Grantees.

Task 2: Reports and Case Studies:

Task 2(a): Produce summary updates (at minimum Quarterly) and a Final Report that summarizes energy use, utility costs and GHG impacts discovered through Task 1 monitoring and analysis efforts. Final report should provide analysis for each school and synthesize results in aggregate to identify commonalities, with a target audience of MassCEC and core stakeholders. Reporting should include a full compendium of collected utility bill / monitoring data.

Task 2(b): Develop a minimum of four (4) in-depth case studies with a target public audience, particularly other schools. Case studies should include the results of the above analysis, as well as a deeper examination of project capital and operational costs, highlights from stakeholder experiences informed by interviews, and lessons learned and best practices identified, for example the relative impact and efficacy of different solutions, approaches, designs and methodologies. The detailed studies should include, at a minimum, two projects with complete heating electrification conversions, one with partial heating electrification conversion, and one heat pump water heater project.

The budget for this RFP for the FY25 Grantees is up to \$300,000. If the proposed Core Scope budget is less than \$300,000, Applicants may propose additional tasks that would present the

most impactful use of the remaining budget. Applicants may also propose additional tasks that would exceed the \$300,000 Core Scope budget up to a maximum of \$400,000. Potential additional tasks are described in Section 6 (Scope of Work). MassCEC reserves the right to award no additional budget beyond the Core Scope, part of the requested additional budget, or all of the requested additional budget.

MassCEC reserves the right to add more funding to the contract of the selected Applicant to complete similar work for potential future Green School Works grantees, as limited by applicable re-procurement requirements.

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' approximately 1,800 public school buildings are responsible for about 880,000 metric tons of carbon every year. Electrifying and decarbonizing these buildings represents a significant opportunity for the state in pursuit of its goal of net zero emissions by 2050. However, with the increased costs of construction and competing capital needs, districts need additional resources for the installation and upgrades of clean energy infrastructure.

Green School Works was created to help K-12 public schools install and maintain clean energy infrastructure. 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.
- Leverage other sources of school decarbonization funding to the greatest extent possible.
- Enable Massachusetts to take advantage of existing federal clean energy tax incentives.
- Provide building-specific assessments and plans, as well as high-level, district-wide decarbonization planning.
- Support districts in meeting 2050 and interim emissions targets.

To make progress toward these goals, Green School Works offers both Technical Assistance and Implementation funding opportunities.

The Technical Assistance Offering coordinates with Mass Save to cover cost shares and provide supplemental funding for expanded scopes to support existing K-12 schools with the necessary expertise to incorporate energy efficiency, electrification, and decarbonization efforts into their capital planning.

The Green School Works Implementation grants provide K-12 public schools with funding to implement projects that improve energy efficiency, reduce carbon emissions, or mitigate the impacts of climate change. The grants are designed to support a range of project types, from a small project involving a single technology to a full school decarbonization project. In June 2025, a total of \$52.5 million was awarded to 18 schools for capital projects with energy efficiency, decarbonization, and/or carbon emissions benefits. These projects vary in scope, and the school buildings in which they are taking place vary in size, style, age, and which existing technologies they have installed. While some projects are comprehensive school decarbonization projects, others are taking a “decarbonization over time” approach and/or setting the groundwork for additional project phases.

The Green School Works Monitoring and Analysis Consultant (“Consultant”) selected through this RFP will assist MassCEC in assessing the impacts of these implementation projects (e.g. energy efficiency and savings, reductions in fossil fuel use, resiliency improvements, emissions savings, cost savings and effectiveness, indoor air and learning environment quality). Further,

the Consultant’s analysis will inform which decarbonization measures could be best scaled throughout the Commonwealth, as well as barriers for scaling decarbonization and strategies to overcome such obstacles. The Consultant may suggest additional monitoring and analysis that would contribute to accelerating school decarbonization in Massachusetts.

Specifically, this RFP is seeking a Consultant to complete the tasks detailed in Section 6: Scope of Work. As budget allows, Applicants may propose additional scopes that they believe would contribute to thoughtful and effective school decarbonization across the Commonwealth and expand upon the lessons learned from the Green School Works implementation projects.

4. ELIGIBILITY

For the purposes of this RFP, “Applicant” may refer to either a single entity or several entities applying together to be the selected Consultant. Teams with multiple entities should have one entity that takes responsibility for organizing the team and proposal (“Lead Applicant”). MassCEC will contract with the Lead Applicant. Applicants may be companies or non-profits with multiple employees. Applicants can partner with other organizations (“Project Partners”) to provide complementary expertise that a single entity may not possess.

The Applicant must meet the following minimum qualifications to be considered:

1. Be a private company, consultant, or non-profit with a Massachusetts presence.
2. Have the capacity and willingness to begin work by May 2026.
3. Have capacity for local staff to conduct project site visits as required.
4. Have the experience described below.

Applicants should have the following experience or capabilities to carry out the Core Scope:

- **Analytical capability including:**
 - Energy use and utility bill analysis
 - Greenhouse gas emission estimation, monitoring, and reporting
 - Costs and benefit assessment for efficiency and electrification solutions with financial modeling, such as simple payback analysis and lifetime cost assessments.
 - Includes understanding of capital and operational costs for efficiency and electrification solutions, as well as for baseline business as usual efficiency or fossil fuel solutions.
 - Includes familiarity with price estimation for project components such as materials, labor, soft costs for a variety of measures (focused on school building typologies).
 - Embodied carbon assessment

- **Technical expertise including:**
 - Deep understanding of building energy costs, utility billing structures, metering and monitoring solutions.
 - Efficiency, especially weatherization (i.e., insulation and air-sealing), as well as appliance and lighting efficiency, water efficiency, etc.
 - Electrification solutions, including heating and cooling solutions, ventilation, hot water, cooking and non-fossil fuel appliance alternatives.
 - Must clearly demonstrate expertise related to electrified heating and cooling solutions including Air-Source heat pumps, air to water heat pumps, VRF Systems, and ground-source heat pumps.
 - Electrical upgrades, and what upgrades may be required in a building to support electrification solutions.
 - Clean electricity options, including onsite solar PV and storage, their regulation and financial models.
 - Health and safety opportunities for school buildings, including but not limited to the health and safety measures included in the Mass Save Energy Assessment.
 - Indoor air quality and comfort and an understanding of environmental impacts on student learning outcomes.

- **Market and regulatory knowledge, including:**
 - Incentive programs, such as the Mass Save energy efficiency program, including experience in programs and initiatives that work directly with commercial buildings, tax credits, and other incentive sources as applicable.
 - The commercial existing building retrofit market in Massachusetts and analysis experience relative to different school building typologies, as well as familiarity with electric markets and regulations in Massachusetts (e.g. rate codes).
 - National approaches to electrification and programs, tools, or resources developed in other states and by federal programs and non-profits which are relevant to school building electrification.

- **Communications capability:**
 - Developing content for technical resources aimed at the public (such as case studies and white papers), as well as policymakers and school district and municipal staff.
 - Communicating with commercial building owners for the purposes of project monitoring and analysis.
 - Communicating with project stakeholders through surveys and interviews for the purposes of assessing lessons learned and developing case studies.
 - The ability to create well designed, public facing, and user-friendly written content.

- **Equity, Inclusion, and Justice:** applicants should have experience incorporating equity, inclusion, and justice considerations into previous work.
- **Facilitation and Project Management:** Applicants must demonstrate ability or experience implementing projects on a tight timeline, including managing timelines, scheduling and leading calls and meetings, and producing quality deliverables on schedule.

Ideal applicants will also demonstrate the above experience in the context of school building decarbonization.

5. ESTIMATED TIMELINE

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

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| Release of RFP | March 27, 2026 |
| Questions due to MassCEC via email to greenschools@masscec.com | April 10, 2026, 11:59PM |
| Questions with answers posted to MassCEC Website | April 17, 2026 |
| Proposals Due | May 1, 2026, 11:59 PM |
| Interviews of top applicants, if required | May 2026 |
| Notification of award and contracting | June/July 2026 |

6. SCOPE OF WORK

MassCEC seeks a Contractor to complete – at a minimum – the following tasks (“Core Scope”):

Task 1: Monitor, measure, and analyze data on project impacts:

Task 1(a): Develop Methodology

- Develop a methodology for compiling and estimating pre- and post-project energy use, greenhouse gas (“GHG”) emissions, and utility costs based on utility bill analysis.
- Methodology for these estimates will be developed by the Contractor with input and approval from MassCEC with the goal of aligning with other MassCEC and state practices.

- The Applicant should propose approaches to monitoring phased, comprehensive decarbonization projects, as well as projects taking a “decarbonization over time” approach.

Task 1(b): Conduct measurement and analysis

- Conduct bill analysis to be summarized to estimate energy, utility cost, and GHG impacts of the projects for the eighteen (18) FY25 Grantees.
- As further developed in the methodology associated with Task 1(a), consultant will work with schools, collaboratives, municipalities, and their partners, to collect building energy usage and cost data for up to three (3) years prior to the project start date, during the implementation of the decarbonization project, and for two (2) years after project completion documents are submitted to MassCEC.
- Collect all the data required to support the reporting requirements of Task 2 below.

Task 2: Reports and Case Studies

Task 2(a): Summary Updates and Final Report

- The consultant will provide summary updates, at minimum quarterly, of insights from bill analysis. These updates may include draft iterations of the final report.
- The summary updates and final report shall have a target audience of MassCEC and core stakeholders. Applicant may propose (or MassCEC may request) certain components of the report be developed into public facing materials.
- The consultant will summarize the results of the projects and synthesize insights related to school decarbonization, including in terms of energy savings, utility bill impacts, reduced emissions and fossil fuel dependence, and cost effectiveness, into a final report that presents analysis on each school individually and in aggregate. The final report should include:
 - Baseline Information on all eighteen (18) projects, including the locations, size/style of the school buildings, age of the school buildings, existing heating fuel type, and existing distribution type.
 - The types of energy efficiency, decarbonization, and other work involved in each project.
 - Basic costs for each project, energy efficiency measure, decarbonization measure, and other associated work (e.g. enabling work)
 - Impacts of the project(s) on energy use, utility costs, and emissions. This analysis should include operational cost changes related to new systems.
 - An aggregate assessment of impacts the GSW program, including:

- Project impacts on energy use, utility costs and emissions in aggregate.
- Cost Ranges and Averages for common measures, and qualitative assessment of different cost drivers.
- How grant funding was utilized alongside other sources, and impacts from combining sources.
- Qualitative assessment of how grant funding accelerated projects for schools, districts and municipalities.
- Reflection on the opportunities or barriers to scaling.
- Contractor shall create a summary PowerPoint/presentation as a companion deliverable to the full written report – highlighting core components with an emphasis on visual representation of insights and results.
- If the contractor is approved to provide services for future rounds of Green School Works funding, consultant will work with MassCEC to establish a cadence for updating the final report with additional projects and insights.

Task 2(b): Case Studies

- The consultant will develop four (4) in depth case studies from the FY25 Grantees, with an intended public audience, particularly other school staff and officials. Case studies shall include at least two complete heating electrification conversations, one partial heating electrification conversation, and one heat pump water heater project.
- The goal of the case studies will be to inform best practices in school decarbonization and highlight current barriers and challenges (e.g. common causes for project delay)
- Case studies will incorporate results and insights from project bill analysis as described in Task 1.
- In addition to bill analysis results, these more in-depth case studies should be informed by interviews with project participants, and will include photographs, stakeholder experience highlights, project cost analysis, and post project assessment as further described below:
 - Stakeholder experience and project follow-up:
 - Collect survey and interview data to understand the project impacts, including stakeholder’s experience with the project, project highlights, challenges, successes, outcomes, benefits, and lessons learned.
 - As budget allows, applicants may propose or consider an approach for interviewing stakeholders about their experience before, during, and following project completion.
 - Cost analysis of the school’s electrification/decarbonization retrofit compared to business as usual (e.g. fossil fuel equipment

replacement) approaches. This analysis should include, but is not limited to:

- Upfront or capital costs of the electrification retrofit, including energy efficiency improvements.
 - Upfront or capital cost estimates of a business-as-usual retrofit for all building systems and components that would be modified as part of a traditional retrofit.
 - Cost estimates of foregoing the retrofit altogether (e.g. emergency repairs, operating costs for small or continuous repairs).
 - Available incentive, rebate, and tax credit data.
 - Simple payback / Return on investment analysis – including avoided maintenance and energy cost projections.
- Data sources for the case studies may include, but are not limited to: MassCEC program data, schools, municipalities and/or districts, capital project teams and consultants, Mass Save cost data, and other electrification cost data sources as available.
 - Draft case studies will be created upon project completion of the selected school/project. Final case studies will be updated and made available as the utility bill collection and analysis is finalized.

Additional tasks: As budget allows, Applicants may propose additional scopes that they believe would support and accelerate school decarbonization across the Commonwealth and expand upon the lessons learned and overall impact from the Green School Works implementation projects. When proposing additional scope, applicants should consider overall goals of this monitoring effort – namely understanding project impacts (including cost, energy, emissions, air quality, comfort, and grid) to inform and support future school decarbonization projects. For example, applicants may propose:

- Additional case studies from amongst the awarded cohort.
- Monitoring or analysis that assesses impacts related to indoor air quality or student comfort and experience.
- Circuit-level or individual monitoring of specific equipment (e.g., heat pumps, heat pump water heaters, solar PV) and/or monitoring equipment with more frequent intervals for whole-school peak monitoring or other load / grid impact analysis as an additional task.
- Opportunities to integrate student learning into projects.
- Commissioning support and/or guidance on predictive maintenance and retro-commissioning best practices.

Applicants should also indicate a general rate for additional related tasks MassCEC may assign as needed.

7. HOW TO APPLY

Responses to this RFP must be received no later than May 1, 2026, at 11:59 PM ET. Only complete, timely proposals will be considered. MassCEC, at its sole discretion, may determine whether an application is complete. Proposals must be submitted via email to greenschools@masscec.com. Proposals should be in a single PDF document, and “GSW Monitoring” should appear in the email subject line. MassCEC does not anticipate accepting responses past the deadline.

Please include in your proposal:

- **Attachment A:** Authorized Applicant’s Signature and Acceptance Form.
- **Attachment B:** Application Form
 - Narrative describing qualifications.
 - Budget for each task, including an hourly rate table for staff that will work on the Scope of Work.
 - Please review and be prepared to sign **Attachment C:** Sample Agreement. Any requested change to Attachment C should be noted in the Application Form.
- Resumes of individuals that will be part of the project team.

Please describe your organization’s commitment to inclusive practices that promote fair access and equitable impact, both internally at your organization and in your external work. 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 that demonstrates this commitment.

Please disclose to MassCEC in your application any use of, or planned use of, generative AI either in responding to this RFP or in carrying out the scope of work required for the project or services, if awarded. MassCEC reserves the right to review submitted materials to determine whether generative AI was likely used, including using detection tools, linguistic analysis, or verification methods as appropriate. MassCEC further reserves the right to accept or reject any proposed uses of generative AI, or request supplemental non-AI generative materials from applicants, or cancel or rescind an award where generative AI has been used without MassCEC approval.

8. SELECTION CRITERIA

Applicant proposals will be evaluated on the following criteria:

- **Completeness of proposed approach**
 - Does the Applicant plan to provide services commensurate with the Scope of Work requested by MassCEC in Section 6?
 - Has the Applicant’s proposed approach demonstrated insight into additional needs of the Green School Works Program?
- **Experience and qualifications**
 - To what extent does the Applicant demonstrate the experience and qualifications outlined in Section 4: Eligibility?
 - To what extent does the Applicant demonstrate the experience and qualifications to complete the Scope of Work outlined in Section 6?
 - Has the Applicant successfully completed projects similar or relevant to the proposed work?
 - Does the Applicant have experience and qualifications to develop an approach for a varied set of projects at public K-12 schools across the Commonwealth, including for a variety of building types, sizes, and ages?
- **Cost competitiveness**
 - How do the Applicant’s hourly rates compare to other Applicants?
 - How does the Applicant’s per-deliverable rate for the tasks outlined in the Scope of Work compare to other Applicants?
 - How does the Applicant’s proposed maximum fee compare to MassCEC’s indicated available budget and the fee proposed by other Applicants?
 - How does the scale and quality of the proposed scope compare to the Proposed costs?
- **Overall quality of the proposal**
 - Does the Applicant demonstrate an understanding of the concepts and motivators underlying Green School Works?
 - Has the Applicant demonstrated an ability to engage with and communicate effectively to a variety of stakeholders, including school and municipal staff, construction teams, and representatives from state agencies and utility companies?

9. BUDGET

The proposed budget should reflect the proposed approach described in Attachment B (Application Form). MassCEC suggests that Applicants leave at least Five Thousand Dollars (\$5,000) for miscellaneous or unexpected tasks that may arise over the course of the projects.

MassCEC is interested in receiving proposals with total budgets for the core scope up to \$300,000.

Applicants with competitive budgets below \$300,000 for the core scope are encouraged to propose additional scope as described in Section 6 – Additional Scope. Applicants may also propose additional scope above \$300,000 up to a maximum of \$400,000. The scope and cost of

those additional tasks should be clearly and separately outlined in Attachment B (Application Form).

MassCEC anticipates that the Consultant will be paid by the hour (not to exceed an agreed upon maximum) for some tasks and on a per unit basis for others. Applicants should indicate their preferences in Attachment B (Application Form).

10. CONTACT INFORMATION FOR QUESTIONS

Questions can be sent by email to greenschools@masscec.com until April 10, 2026 at 11:59 PM. “GSW monitoring and analysis consultant” should appear in the subject line.

11. GENERAL REQUEST FOR PROPOSALS 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 RFP. 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 Applicant.

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

DISCLAIMER & WAIVER AUTHORITY

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

This RFP has been distributed electronically using MassCEC’s website. It is the responsibility of Applicants to check the website for any addenda or modifications to an RFP 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 RFP 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 template agreement attached hereto as Attachment C, which will set forth the respective roles and responsibilities of the parties.

ATTACHMENT A: AUTHORIZED APPLICANT’S SIGNATURE AND ACCEPTANCE FORM

Request for Proposals: Green School Works Monitoring and Analysis Consultant (the “RFP”)

The undersigned is a duly authorized representative of the Applicant named below. The undersigned has read and understands the RFP requirements and acknowledges and confirms that the Applicant and each member of its team has read and understands the RFP Requirements. The undersigned acknowledges and agrees that all of the terms and conditions of the RFP are mandatory.

The undersigned and each Applicant and each member of its team acknowledges and agrees that (i) all materials submitted as part of the application are subject to disclosure under the Massachusetts Public Records Law, as explained in the RFP; (ii) that the Massachusetts Clean Energy Technology Center (“MassCEC”) has no obligation, and retains the sole discretion to fund or choose not to fund the application set forth herein; and (iii) that MassCEC’s receipt of the application does not imply any promise of funding at any time.

The undersigned and each member of the Applicant’s team understands that, if the Application is selected by MassCEC pursuant to this RFP, the Applicant will execute and deliver an agreement to be provided by MassCEC that shall set forth the terms and conditions, together the respective roles and responsibilities of the Applicant, and each member of its team, and MassCEC, with respect to the project described in the RFP.

I certify that the statements made in this Application, including all attachments and exhibits, are true and correct.

Applicant: _____

(Printed Name of Applicant)

By: _____

(Signature of Applicant or Authorized Representative)

Title: _____

Date: _____