



Statewide E-Bike Participant Engagement and Support RFP

Frequently Asked Questions

3/14/2025

Program & Eligibility

- Can organizations that are not Massachusetts-based apply to this RFP?
 - There's nothing in the RFP that explicitly restricts applications to only come from MA-based orgs, but there is an expectation that the selected organization will be equipped to serve Priority Populations within MA in person.
- Are there any limitations for who public sector entities, CBOs, and/or non-profit organization can partner with for this program?
 - MassCEC expects the lead entity to be a public sector entity, CBO, or non-profit organization. Lead applicants may apply with group members that do not fit this description.
- Are there any restrictions on how funds can be allocated between the nonprofit and its partners?
 - No, funds can be allocated as the lead applicant sees fit.
- Does the program prioritize organizations that have existing transportation initiatives or e-bike programs?
 - MassCEC is open to Applicant Teams that include multiple organizations with varying levels of experience in program administration, the e-bike industry, and/or the EV industry. Applicants with experience and qualifications that enhance their ability to perform the scope of work in this RFP will be given additional consideration in line with the selection criteria listed in Table 2.

Funding & Budget

- What are the allowable expenses under this grant (e.g., staff salaries, marketing, community events, e-bike subsidies)?
 - Staff salaries, marketing, and community events associated with performing the scopes of this RFP are allowable expenses. We do not expect the Awardee to provide additional e-bike subsidies.



- Is there a required cost match or in-kind contribution expectation?
 - There is not a required cost match or in-kind contribution.
- How will the grant funds be disbursed (lump sum vs. reimbursement)?
 - The funds will be dispersed as milestones are completed. For example, the Awardee will receive compensation when Task 1A (Midpoint Report) is finalized and accepted by MassCEC.

Outreach & Implementation

- Are there any specific reporting or tracking requirements for community engagement and social media outreach?
 - Some specific requirements are noted under Scope 1 of the RFP. We expect the Awardee to report the name, date, and description of the events held, and the total number of attendees. MassCEC also expects the Awardee to determine metrics that illustrate the total impact of the program on communities across the Commonwealth in their final report for Task 1B.
- What metrics will be used to evaluate project success?
 - The goal of the program is to increase e-bike ridership and safety across the Commonwealth. Some metrics that MassCEC would like to measure include:
 - Increases in ridership as a result of engagement;
 - Number of event attendees;
 - Number of events held; & the
 - Number of applicants supported;
- Does MassCEC provide technical assistance or resources for community-based organizations?
 - MassCEC and their contractor, Aptim Environmental, have created some resources that the Awardee can distribute related to safe riding practices, battery safety, e-bike maintenance, and e-bike redemption for e-bike retailers.
 - If applicants have questions about specific resources ahead of the RFP deadline, please reach out to Elijah Sinclair at esinclair@masscec.com.

Partnership & Collaboration



- Can partnerships with municipal organizations like the City of Taunton strengthen the application?
 - Applicants can apply with municipal organizations as partners. These partnerships may strengthen the proposal if the municipal organization increases the ability of the team to support program participants.
- Are letters of support from local organizations (Boys and Girls Club, Downtown Foundation) required or recommended?
 - Letters of support are not required and will not be considered in the evaluation of an application. Applicants may optionally submit references from previous groups they have worked with to support their application.
- Are there existing MassCEC partnerships that we should be aware of to align efforts?
 - As noted in the RFP, MassCEC is working with Aptim Environmental and their team to distribute incentives across the Commonwealth. MassCEC does not have other formal existing partnerships connected to this program.
 - We encourage potential applicants to join this [Slack channel](#) if they would like to connect with other organizations interested in this Program.