# Building Performance Exchange Questions

### Collaboration with other initiatives

1. **Please describe to what extent DOER, EEA, and other state agencies will have authority over the work of the selected applicant.**

The Selected Applicant will be expected to coordinate with DOER, EEA and other state agencies, however MassCEC will be overseeing the work of the Selected Applicant.

1. **How do you envision this effort interfacing with other existing initiatives within Mass Save or MassCEC?**

We expect this effort to work closely both with Mass Save Program Administrators and with other existing initiatives at MassCEC. The Building Performance Exchange will serve as a centralized source of information and referrals for MassCEC existing building decarbonization initiatives, DOER Low and Moderate Income Technical Assistance, and MassSave decarbonization planning and incentives. We also expect the Selected Applicant to collaborate closely with VEIC, the contractor responsible for developing the statewide Clearinghouse assessment, in order to understand what work has already been done on the statewide Clearinghouse assessment and to align the Exchange with existing efforts. More information can be found in Section VI. Scope of Work, Phase A: Assessment and Program Planning.

1. **Given VEIC’s work for Massachusetts to evaluate the best model for setting up the Building Decarbonization Clearinghouse, is VEIC eligible to bid as a Lead Applicant or be a Project Partner?**

VEIC is eligible to bid as a lead applicant or project partner for this RFP. No conflict of interest is perceived for this RFP.

1. **We are currently working for jurisdictions in Massachusetts to design and implement building performance standards. We are also working for program administrators to support the implementation and administration of Mass Save. Does MassCEC perceive any potential conflicts for this opportunity?**

No conflict of interest is perceived for working for jurisdictions in Massachusetts to design and implement building performance standards, or for working on the implementation and administration of Mass Save.

1. **Will MassCEC favor proposals that would set up a building performance exchange that provides services in perpetuity and/or generates its own funding streams?**

Proposals will be evaluated based on all of the criteria listed in Section VIII. Selection Criteria. On p. 15 of the Selection Criteria, under “Experience and Qualifications,” one of the criteria listed is “Does the Applicant have the potential to assume long-term ownership of the Exchange and establish the Exchange as a semi-permanent resource in Massachusetts?”

### Budget

1. **How can an applicant create a budget for Phase B and onward when the needs assessment hasn’t been conducted yet?**

The budget is understood to be a proposal and not a binding agreement between MassCEC and the Selected Applicant. The budget should reflect the Applicant’s proposed approach described in Attachment B, and should take into account the selection criteria provided in Section VIII (p.16) of the Request for Proposals. Applicants should be able to provide an estimate of how much should be allocated towards staffing, operations, developing educational materials, etc.

1. **Page 14 of the RFP says that the contract will be structured “*as regular base grant payments with some milestone payments based on certain deliverables*”. However, in the sample contract and Attachment C, the budget proposal, it looks as though payments will only be made on a milestone basis within 45 days of receiving a deliverable. Please clarify what is meant by “regular base grant payments”.**

MassCEC is open to proposals for different payment structures. Despite the formatting of the spreadsheet in *Attachment C: Budget Proposal* other hybrid payment methods are acceptable. Please refer to the webinar for a more detailed explanation.

### Attached Documents

1. **Is an appendix available? What type of material can be included in the appendix?**

As stated on Page 14, Section VII. How To Apply, the Applicant should provide resumes of key participating individuals, including project partners, and up to three (3) relevant work samples or links to work samples.

1. **What is expected out of the references?**

Attachment B provides space for the Applicant to provide contact information for references. The references must include the name of the organization, contact person, full address, email, phone number, and a one-sentence description of the Applicant’s work for the reference. References must have past experience employing or working closely with the Applicant. References should not be organizations on the Applicant Team. No letters of recommendation or letters of support are expected from references. If there are multiple organizations that are part of the Applicant Team, please copy this table for each organization that is part of the Applicant Team. In addition to Applicant Team members and references, Applicants should discuss in the narrative the way they will work with other organizations including those formally part of the Applicant Team. Applicants should clarify in their proposals the distinction between partner organizations that will be financial partners, such as in a subcontracting relationship, and close coordination with a partner organization in another non-financial way. Letters of support are not expected from Applicant Team members.

1. **Page 14 of the RFP asks for three relevant work samples. Can bids include more, especially if there are several team members with various expertise?**

Three is the maximum number of work samples that will be accepted.

1. **Page 14 of the proposals requests “resumes of all participating individuals, including from project partners”. Please confirm that you would like resumes for all individuals rather than key individuals.**

Resumes from only key individuals will be sufficient. This is also reflected in the updated version of the RFP.

### Timeline

1. **Are the program phases meant to track to Years, for example, one year for each phase, or is the application flexible?**

The phases are not meant to align with each year. The $4 (four) million will be spent over 4 years and can be done so according to what the Applicant proposes. The Applicant should propose how money should be spent if additional funding is secured. For example, would you add to the investment each year in the first four (4) years, would you expand the number of years supported, etc.

1. **Any goals on when you want things up and running? Planning phase could not take 3 of the 4 years, for example, I assume.**

The goal is for an organization to start the initiative rapidly. The selection criteria reward Applicants that can use existing relationships with the Massachusetts building professional community to quickly scale up efforts focused on decarbonizing existing buildings. More information on the Selection Criteria can be found in Section VIII. Selection Criteria.

1. **When is contracting going to be done and when do you expect the program to launch?**

MassCEC expects to notify the Selected Applicant around mid-August, at which point contracting would be begin. The program is expected to launch by mid-September. More information on the timeline of this RFP can be found in Section V. Estimated Timeline.

1. **Have target timeframes been established for execution of each of the Project’s phases?**

No target timelines have been established for the project phases. Applicants should propose target timeframes for each project phase in the proposal. Please refer to questions 6 and 7 for more information.

### Data

1. **What data relative to the Project can MassCEC provide to the selected contractor?**

MassCEC has no data to provide.

1. **Does MassCEC have any current licensing of third-party commercial datasets with building data that the selected contactor can use for the Project?**

MassCEC does not have licensing of third-party commercial datasets with building data to provide.

### DEI

1. **Does MassCEC have established goals or guidelines for participation by minority and women owned business enterprises in the Project?**

MassCEC does not have established goals or guidelines for the participation of minority and women owned businesses for this iniative, however, experience with incorporating the concepts of diversity, equity, and inclusion into program design and successfully working with diverse audiences, such as minority and women owned business enterprises will affect scoring criteria. For more information refer to Section VIII. Selection Criteria, beginning on p. 14.

### Document RFP Revision

1. **Section VII. How To Apply notes that applicants should submit their “Proposed approach to tasks described in Section 7 (Scope of Work).” Should this say Section 6?**

There was an inconsistency in the RFP, an updated version with the corrected information has been uploaded. The only changes to the RFP originally posted are in correcting the above Section 7 reference, the below possible amount of possible additional federal funding that might be secured, and changing language around resumes of “key” staff.

1. **The RFP cover page notes the potential for $2 million in additional funding for Phase D; however, Task 7 on page 13 notes that Phase D may include up to $4 million in additional funding. Which amount is correct?**

Task 7 on page 13 of the RFP has been updated to $2 million, and is now consistent with the funding amounts listed on the RFP cover page,

### Subcontractor

1. **Section 1c of the sample contract states that “[g]rantee is solely responsible for selecting and entering into a written contract (or contracts) with contractors as necessary to provide the Deliverables). Should applicant present all known vendors that will be part of the project team in the proposal? Will the selected applicant enter into directly into contracts with each vendor?**

MassCEC acknowledges that the pre-application stage is early to determine all subcontractors who may be involved in the project. However, denoting which vendors the Applicant is considering for subcontracting, where possible, provides more information for the review committee to fully evaluate the proposal. Yes, Applicants will be responsible for entering into their own contracts with each vendor.

### Other

1. **Is MassCEC planning on hosting a message board or some other forum to help facilitate partnerships between interested applicants?**

Though we encourage partnerships, we do not have a message board or forum for applicants to communicate with other potential applicants.

1. **Is there an incumbent for any portion of the scope of work? If there is an incumbent, is/are the firm(s) eligible to bid?**

There are no incumbents for any portion of the scope of work.