



**REQUEST FOR PROPOSALS
MVP 2.0 Planning Vendor
*June 30, 2025***

On behalf of the
Towns of Charlemont and Colrain, Massachusetts

PROPOSALS DUE:

July 31, 2025 2:00 PM

*Late proposals will be rejected

Diana Parsons

Chief Procurement Officer

55 Main Road

Colrain, MA 01340

bos@colrain-ma.gov

(413) 624-6306

Contents:

1. Overview of Opportunity
2. Instructions to Vendors, Timeline and Rule for Award
3. MVP 2.0 Summary and Background
4. Scope of Work & Checkpoints
5. Resources & Support
6. Reporting & Final Deliverables
7. Details on Materials that Result from this Contract
8. Project Timeline
9. Experience & Skill Sets Required of the Planning Vendor/Vendor Team
10. Evaluation & Selection Process
11. Required Forms for Submittal

1. Overview of Opportunity

The Towns of Charlemont and Colrain strive to build on our current MVP Plans while providing equitable engagement and project implementation around climate resilience and the challenges climate change brings to the region and our local communities by implementing this grant funded award. We seek to engage the most vulnerable populations of our communities as we plan and implement a valuable Seed Project.

The Town of Colrain, as fiscal agent for the grant, is seeking proposals from qualified individuals or firms to perform public engagement that expands the bandwidth and the capacity of the communities, as well as bring skill sets that will achieve the requirements of the MVP 2.0 process described herein.

The work is funded by a grant award under the Executive Office of Energy and Environmental Affairs Municipal Vulnerability Preparedness (MVP) 2.0 program. The MVP 2.0 program, run by the Massachusetts Executive Office of Energy and Environmental Affairs, expands on the work communities have done to date and supports communities with new methods, tools, and resources for building climate resilience. MVP 2.0 is a way for grantees to revisit their community resilience priorities with a focus on equity and translate those priorities into action through project development and implementation.

It is recommended that respondents to this request thoroughly review the vendor qualifications and the MVP 2.0 Process Guide available here: <https://www.mass.gov/doc/mvp-20-process-guide/download>.

The selected Planning Vendor shall have demonstrated previous experience in providing specified engagement services to municipalities, achievement in community consensus building, and implementation of municipal climate resilience projects. A committee will evaluate all submissions before the opening of price proposals. The contract will be awarded to the firm that provides the most advantageous proposal based on the Technical and Price Proposals

described below. The Town of Colrain reserves the right to reject any or all proposals, waive any minor informality in the proposal process, and accept the proposal deemed to be in the Towns' best interest.

A complete RFP may be obtained, without charge, at Colrain Town Hall, 55 Main Road, Colrain MA 01340 or by contacting Diana Parsons at bos@colrain-ma.gov or online at Colrain-ma.gov.

2. Instructions to Vendors, Timeline and Rule for Award

A. Submission of Proposals:

All proposals must be submitted in accordance with MGL c.30B to the Town of Colrain's Chief Procurement Officer:

Diana Parsons
55 Main Road
Colrain, MA 01340

All bids must be submitted as physical copies and hardware, and all submissions are **due by Thursday, July 31, 2025 at 2:00pm**. Email and faxed proposals will not be accepted.

Proposals must consist of two parts:

- ✓ A Technical Proposal that shall include all information responsive to this RFP, except price; and,
- ✓ A Price Proposal.

Technical and Price Proposals shall be submitted in separate sealed envelopes. A Technical Proposal which includes Price Proposal information may be rejected as non-responsive.

Vendors shall submit four (4) paper copies and one (1) thumb drive with a digital version of the Technical Proposal and one (1) original copy of the Price Proposal in separate sealed envelopes, plainly marked:

"Technical Proposal" – Town of Colrain RFP MVP 2.0; and,
"Price Proposal" – Town of Colrain RFP MVP 2.0.

B. Questions:

Inquiries involving procedural and technical matters should be submitted in writing before **noon (12:00PM) on Thursday, July 17, 2025** in writing or via email to:

Diana Parsons
55 Main Road
Colrain, MA 01340
bos@colrain-ma.gov

Addenda will be emailed to every vendor on record as having received a copy of the RFP documents. If you have downloaded the RFP from the internet, you must make your company known to the Town by emailing your company name, address, phone and email to [Diana Parsons at bos@colrain-ma.gov](mailto:Diana.Parsons@bos@colrain-ma.gov)

Copies of the addenda will be made available for inspection on the Town's website. It is the Vendor's sole responsibility to ensure that it has received all addenda before the RFP submittal date.

C. Procurement Timeline:

- RFP Release: Monday June 30, 2025 at 10:00 am
- Questions Due: Thursday, July 17, 2025 at 12:00 pm

- Addenda w/ Answers: Wednesday July 23, 2025 at 2:00 pm
- Proposal Submittal: July 31, 2025 at 2:00 pm

D. Performance Timeline:

The Town will solicit bids from consultants/organizations beginning July 2025. An evaluation committee will review submitted proposals and will refer the winning proposal to the Colrain Select Board to finalize the contract. The work of the MVP 2.0 Program is scheduled to begin September 2025. The selected Vendor must be ready to commence the project work within fourteen (14) calendar days of the final contract being signed. Any deviation from this schedule must be clearly stated in the Vendor's response to this proposal. Any delay to start should be mutually agreed upon between the parties.

E. Proposal and Acceptance:

The Town will give notice of the acceptance of the selected proposal and intention to award a contract by emailing the selected Vendor within 48 hours of the completion of the evaluation committee's meeting. A contract will be sent to the selected Vendor within ten (10) business days, which will need to be signed and returned for ratification.

- F. Rule for Award: This contract will be awarded to the proposer deemed by the evaluation committee and Colrain's Chief Procurement Officer to have submitted the most advantageous proposal, taking into consideration the price and non-price proposals. The Town reserves the right to reject any and all proposals as determined to be in the best interest of the Towns, and their stakeholders.

3. MVP 2.0 Summary and Background

The Towns of Charlemont and Colrain requested and received funding from the Municipal Vulnerability Preparedness (MVP) Program to conduct expanded engagement and discussion around established climate resilient priorities and social resilience. The MVP 2.0 program, run by the Massachusetts Executive Office of Energy and Environmental Affairs, expands on the work communities have done to date and supports communities with new methods, tools, and resources for building climate resilience. MVP 2.0 is a way for the Town to revisit their community resilience priorities with a focus on equity and translate those priorities into action through project development and implementation. The MVP 2.0 program expands on the climate resilience work communities have done to date and supports them with new methods, tools, and resources for building climate resilience. In particular, the vendor will support the Town in revisiting their previously established community resilience priorities with a focus on equity and translating those priorities into action through project development and implementation. The MVP 2.0 program does this through:

- Convening a community team to lead equitable climate resilience work;
- Providing training on strategies for building climate resilience, equity, and climate justice;
- Revisiting resilience priorities with the involvement of the wider community and a stronger assessment of social vulnerability and resilience;
- Helping the municipality and community to co-develop and implement a project that builds community resilience, with guaranteed funding for implementation;
- Providing a process that can be replicated for future, competitive MVP Action Grants.

It focuses less on understanding how extreme weather events will impact infrastructural and environmental assets in the community, and more on building social resilience. This includes exploring the factors that create vulnerability or resilience for people living or working in the community. It involves digging deeper into issues like food security and housing affordability and understanding how those factors shape what is needed for building resilience to climate

change. The MVP 2.0 process calls on a Core Team with strong connections to communities that will be most impacted by climate change, and Vendors that bring different skill sets than the original MVP process (see skill sets detailed in evaluation section below). Together this team will focus on connecting with and collaborating with community members and expanding the voices who are involved in climate resilience efforts.

4. Scope of Work & Checkpoints

The Planning Vendor will work with the Grantee to conduct the following tasks to complete the MVP 2.0 process.

Phase 1: Developing a Core Team	
Step 1: Starting to Build Your Team (1-2 Months)	
Goals: <ul style="list-style-type: none"> Hire a Planning Vendor (or vendor team) to support the MVP 2.0 process Recruit the municipal staff who will be on the Core Team. 	MVP Checkpoints: <ul style="list-style-type: none"> Just after award - The Municipal Project Manager will receive an award letter, a timeline, a contract, and the name and contact information of the Equity Partner (EP) assigned to the community from the MVP team. The MVP Regional Coordinator (RC) for your region will contact you to schedule quarterly check-ins. Just after award - The community's EP will be in contact to set up a meeting between the Municipal Project Manager, RC, and EP to kick off the process and to discuss Planning Vendor selection. After selecting a Planning Vendor - Email the contract, contact information, and qualifications for your selected Planning Vendor to your RC, EP, and the MVP inbox (mvp@mass.gov).
Step 2: Identifying Lived Expertise (1 Month)	
Goal: <ul style="list-style-type: none"> Identify lived expertise of people who live and work in the community and perspectives that will be important to include on the Core Team. 	MVP Checkpoints: <ul style="list-style-type: none"> Upon completion - Email your completed Community Exploration to your RC and the MVP inbox (mvp@mass.gov) before moving on to Step 3.
Step 3: Recruiting the Rest of Your Team (2 Months)	
Goal: <ul style="list-style-type: none"> Recruit and onboard the Community Liaison Core Team Members. 	MVP Checkpoints: <ul style="list-style-type: none"> Upon completion - Email a list of your Core Team members to your RC and the MVP inbox (mvp@mass.gov) before moving on to Step 4. Note which members are Community Liaisons, the community(ies) they are connected to, and how much they will be compensated.

Phase 2: Revisiting Resilience Priorities	
Step 4: Kicking off Collaboration (1 Month)	
Goal: <ul style="list-style-type: none"> Create a foundation for working together through team building, orientation, and discussion. 	MVP Checkpoints: <ul style="list-style-type: none"> Upon completion - Email your completed Discussion Guide to your RC and the MVP inbox (mvp@mass.gov) before moving on to Step 5.
Step 5: Uncovering Social Resilience (3 Months)	
Goal: <ul style="list-style-type: none"> To identify factors that contribute to vulnerability and resilience for people who live and work in the community and region. 	MVP Checkpoints: <ul style="list-style-type: none"> Upon completing your Engagement Plan - Email your completed Engagement Plan to your RC and the MVP inbox (mvp@mass.gov) before starting on your engagement activities. Upon completion of Step 5 - Email your completed Social Resilience Roadmap to your RC and the MVP inbox (mvp@mass.gov) before moving on to Step 6.
Step 6: Revisiting Resilience Priorities (2 Months)	
Goals: <ul style="list-style-type: none"> Revisit and update community resilience priorities (from MVP 1.0) based on what was learned in Step 5. Vet the updated priorities with the community. 	MVP Checkpoints: <ul style="list-style-type: none"> Upon completion of Step 6 - Email your completed Resilience Priorities Guide to your RC and the MVP inbox (mvp@mass.gov) before moving on to Step 7.
Phase 3: Implementing a Seed Project	
Step 7: Selecting a Seed Project (1 Month)	
Goals: <ul style="list-style-type: none"> Identify a Seed Project idea(s) that will advance one or more of the community resilience priorities. Vet the project idea(s) with the community. 	MVP Checkpoints: <ul style="list-style-type: none"> Once you have identified a few Seed Project ideas - Email your preliminary Seed Project ideas to your RC for feedback before vetting the Seed Project ideas with the community. Upon completion - Email your completed Seed Project Plan Part A to your RC and the MVP inbox (mvp@mass.gov) before moving on to Step 8. Submitting Part A and approval from your RC will unlock funding for Seed Project implementation.
Step 8: Developing and Implementation Plan (1 Month)	
Goal:	MVP Checkpoints:

<ul style="list-style-type: none"> Develop an implementation plan for the Seed Project that will help translate the idea into action. 	<ul style="list-style-type: none"> Upon completion - Email your completed Seed Project Plan Part B to your RC and the MVP inbox (mvp@mass.gov) before moving on to Step 9. Upon completion - Submit the MVP 2.0 Interim Submission Form, which includes answering some summary questions about the process and uploading all completed deliverables thus far (Steps 1-8).
Step 9: Implementing the Seed Project (Ten months) - TO BE LED BY SEPARATE VENDOR UNLESS OTHERWISE SPECIFIED BY THE GRANTEE	
Goal: <ul style="list-style-type: none"> Implement the Seed Project, and in doing so, build resilience and capability within the community or region. 	MVP Checkpoints: <ul style="list-style-type: none"> Halfway through Seed Project implementation - Email or set up a call with your RC to provide a progress update.
Step 10: Reflecting, Adjusting, and Next Steps (1 Month) - TO BE LED BY CORE TEAM	
Goals: <ul style="list-style-type: none"> Reflect on the process in order to evolve and improve it for future resilience building efforts. Close out the MVP 2.0 Process. 	MVP Checkpoints: <ul style="list-style-type: none"> Upon completion- Submit the MVP 2.0 Final Submission Form, which includes uploading the completed deliverables from Steps 9 and 10, including documentation of the Seed Project.

5. Resources & Support

The Towns will work with the Planning Vendor to help manage and facilitate the process and will be provided with a set of guidance documents and tools for completing the process. [Additionally, the project team will use the Guides for Equitable and Actionable Resilience \(GEAR\)](#) online tool which provides access to community data, downscaled climate projections, and guidance for investigating and understanding local climate vulnerability. The MVP Program's team of Regional Coordinators (RCs) will also provide support and guidance in the process.

6. Reporting & Final Deliverables

Please see "checkpoints" column in the table above for required actions and deliverables. After Step 8, the Planning Vendor will help the community submit the MVP 2.0 Interim Submission Form with deliverables from Steps 1-8. The Grantee will submit the MVP 2.0 Final Submission Form in Step 10 and a final invoice(s) demonstrating all grant funding was spent according to the contract scope of work.

7. Details on Materials that Result from this Contract

All materials, software, maps, reports, and other products produced through the grant program shall be considered in the public domain and thus available at the cost of production. All materials created through this opportunity and because of this award should credit the Executive Office of Energy and Environmental Affairs Municipal Vulnerability Preparedness (MVP) program.

8. Project Timeline

The MVP 2.0 process is broken down into three phases as shown above. It's designed to be completed over **two years**, knowing that it takes time to build new relationships, expand the involvement of the broader community, and work together to develop and implement a project. The Planning Vendor will be hired in Step 1 of the process and will be responsible for helping the community implement Steps 2-8 in the MVP 2.0 Process Guide and described above.

Phase 1 - Develop a Core Team - The Core Team is a team of municipal staff/volunteers and community members who will lead the MVP 2.0 process. Half of the Core Team members will be **community liaisons** - members of the community or region who have strong connections with Environmental Justice (EJ)¹ and other priority populations² who will lead outreach to these communities throughout the process and who will be compensated for their time with grant funding. As part of Phase 1, the Towns, Equity Partner, and Planning Vendor will investigate lived expertise in the community to identify perspectives that will be important to include on the Core Team. Collaboration of the full Core Team will begin with team-building exercises and training on how to lead climate resilience work. It's expected that Phase 1 will take about five months.

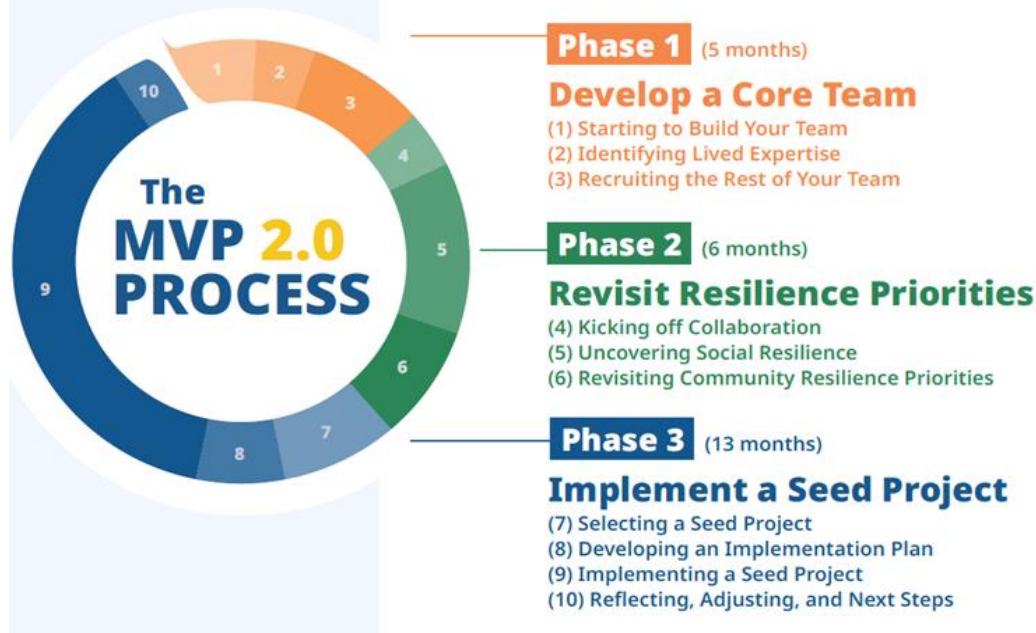
Phase 2 - Revisit resilience priorities - Building on both Towns' previous MVP Reports and any climate resilience planning since, the Core Team, facilitated by the Planning Vendor and Equity Partner, will dig deeper into the factors that contribute to social vulnerability and resilience for people who live and work in the community and involve connecting with EJ and other priority populations in the community or region and investigating community and climate data to identify community resilience needs. Then, the Core Team will revisit their community resilience priorities from MVP Planning 1.0 to make sure they reflect on any progress, new information, as well as updated understanding of community resilience needs. It's expected that Phase II will take about six months. Copies of the Towns' MVP Plans can be supplied upon request.

Phase 3 - Develop and Implement a Seed Project - A Seed Project is a project selected by the Core Team that will advance the community's resilience priorities, and that can be completed in 9-10 months. In Phase 3, the Core Team will develop a project idea, vet that idea with the community, develop an implementation plan (including a session led by the Equity Partner on Equity Metrics), and implement the Seed Project. The MVP 2.0 process finishes by reflecting on what went well and how it will adjust the approach for future Action Grants or other resilience efforts. The actual implementation of the Seed Project will be covered under separate procurement and will be allotted \$50,000 of grant funding per community with no local match required. The responsibility of the Planning Vendor being hired through this RFP will be to help the community select a Seed Project and build out the implementation plan but does not include actual implementation of the Seed Project. It's expected that Phase 3 will take about 13 months.

¹ Environmental Justice (EJ) Populations are defined in the [2021 EJ Policy](#) and can be viewed in the [MA EJ viewer](#).

² Other priority populations are people or communities in addition to mapped EJ populations who may be disproportionately impacted by climate change due to life circumstances that systematically increase their exposure to climate hazards or make it harder to respond.

Overview of the Process



9. Experience & Skill Sets Required of the Planning Vendor/Vendor Team

The Planning Vendor/vendor team will need to bring capability and experience in the following three areas:

- A. Equity-Centered Project Facilitation - This skill set is important for managing the process, guiding and facilitating decision-making within the Core Team. Equity-centered project facilitation requires skills and experience in consensus building, equitable community processes, managing various types of power dynamics, anti-racism education, cultural sensitivity, project management, and organizational development to support diversity, equity, and inclusion. Ideally, the person or team bringing this experience would be a neutral entity without prior stake in the issues.
- B. Community-Driven Processes - This skill set is important for supporting municipal staff in recruiting a Core Team, and for guiding and supporting the Core Team in community outreach and engagement. This area requires experience and expertise in developing and implementing equitable and inclusive approaches to outreach, engagement, and community-led processes, and particularly processes designed with and for EJ and other priority populations. Strong local knowledge and connections within the community are a significant asset. This role could be filled by someone who has strong relationships with communities throughout the towns or region.
- C. Climate and Community Resilience - This skill set is important for supporting the Core Team in identifying the root causes of climate and social vulnerability, developing actions for building community resilience, and in designing a Seed Project. This area requires experience and expertise in climate and community data, assessing climate and social vulnerability, approaches to building climate resilience, equity and climate justice, and project design and development. Strong local climate data and impacts knowledge is a significant asset. This role should be filled by someone that has strong experience with climate-related work.

Additional Experience

In addition to the qualifications listed above, the planning vendor/vendor team should have demonstrated experience in the following areas:

- ✓ Experience with facilitation or consensus building in rural environments.
- ✓ Experience working in multi-racial, multicultural, or socially vulnerable groups.
- ✓ Experience managing projects in small towns.
- ✓ Local expertise.

10. Evaluation and Selection Process

There will be no public opening of submitted proposals. Following the deadline for receipt of proposals, the Procurement Officer will open the Technical Proposals and prepare a register of those submitted firms, which shall be available for public inspection. All proposal contents shall be confidential until the evaluation is final, and an award has been made.

Technical Proposals shall be evaluated by a Committee, which will follow the criteria contained herein. Proposals that do not demonstrate the Minimum Criteria outlined in Section 9 may be rejected as non-responsive. All proposals that meet the Minimum Criteria will be evaluated based on the Comparative Criteria outlined below.

Upon completion of the evaluation of responsive proposals, the Price Proposals will be opened, after which the Town will determine which proposal is the most advantageous, taking into consideration cost and criteria as evaluated. **The Town reserves the right to reject any proposals and award a contract as determined to be in the Town's and community stakeholders' best interest.**

All proposals should be clear in specific tasks, hours, costs, schedule and responsibilities (Vendor vs. Town Staff) for each component in the Scope of Work. Proposals shall include the following and shall be organized using each of the elements listed below as section headings:

➤ Technical Proposal:

- a. Planning Vendor Description: Provide a brief description of the firm/organization including size and area of specialization, location of headquarters, and location of office proposed to handle this project.
- b. Project Understanding: Provide a statement summarizing how the Vendor team is particularly qualified for this project.
- c. Work Plan: Describe strategies, roles, responsibilities and methodologies of how the Scope of Services will be completed.
- d. Deliverables: A detailed description of the deliverables and outcomes.
- e. Project Schedule and Commitment: The vendor shall submit acknowledgment and commitment for the responsibilities, timeline, and budget of the proposed work described above and familiarity with the [Process Guide](#). Timeline and schedule for all plans, including timeframe for project completion that will be part of the contractual agreement.
- f. Project Team: Provide names, contact information, resumes, etc. of key staff who will be assigned to the project. Each team member's education and qualifications shall be listed. The project manager shall be clearly identified. If different consultants will be teaming together, indicate who will be the day-to-day contact person/team.
- g. Qualifications: Provide a description of how the vendor team meets the three areas of required experience and skill sets described in Section 6 below: Equity-Centered Project Facilitation, Community-Driven Processes, and Climate and Community Resilience.
- h. Additional Experience:
 - a. Provide a description of the following:
 1. Experience with facilitation or consensus building - Describe the Vendor and/or Sub-Vendor team's experience with facilitation and consensus building within a group or project team. Provide details on one or more projects or initiatives where members of the vendor team were

- responsible for playing a facilitation or consensus building role.
2. Experience working in multi-racial, multicultural, or socially vulnerable groups - Describe the vendor team's experience with working on projects that involved integrating marginalized racial, cultural, or socially vulnerable groups in decision-making processes. Provide details on one or more projects or initiatives where members of the vendor team implemented meaningful inclusionary practices, fostered social connections, and managed power dynamics that centered social equity or building resilience.
 3. Experience managing projects - Describe the vendor team's experience with managing projects, including coordinating a project team and tracking a budget and deliverables. Provide details on one or more projects or initiatives where members of the vendor team were responsible for project management.
 4. Local expertise - Describe the vendor team's familiarity with the municipality or the region, including experience living and/or working in the municipality or region, and experience collaborating with local partners.
- i. **References:** Collectively the references should be able to speak to the vendor team's qualifications listed above. Ideally, at least one reference would be a representative of a community-based organization or community group that serves EJ and other priority populations and can speak to the vendor team's ability to lead equity-centered processes. For each reference, list the contact name, their title and/or affiliation, a brief description of the project or initiative they'd be able to speak to, and their contact information (phone number and email address).

Evaluation of Qualifications of the Planning Vendor/Vendor Team: Bids will be evaluated based the comparative criteria below.

Comparative Evaluation Criteria

Proposals from vendors who meet or exceed the Minimum Criteria will be evaluated and rated based on the following Comparative Criteria. The Town reserves the right to ask any proposer to provide additional supporting documentation to verify its response.

Ratings of Highly Advantageous (HA), Advantageous (A), Not Advantageous (NA), or Unacceptable (U) will be given to each of the following criteria for each respondent. A composite rating will then be determined. To the extent that a Comparative Criterion requires the certification of fact, the proposer's certification as to that fact shall be provided in the response, however, upon request from the Town additional evidence will be provided.

The Comparative Criteria are as follows:

- A. Experience in Equitable based projects/engagement
- i. Highly Advantageous: At least five years of experience in leading or facilitating equity-centered projects or initiatives; OR, Experience leading or facilitating at least three equity-centered projects or initiatives.
 - ii. Advantageous: At least three years of experience in leading or facilitating equity-centered projects or initiatives; OR, Experience leading or facilitating at least two equity-centered projects or initiatives.
 - iii. Not Advantageous: Two years or less of experience in leading or facilitating equity-centered projects; OR, experience leading or

- facilitating at least one equity-centered project or initiative.
 - iv. Unacceptable: No prior experience in leading or facilitating equity-centered projects.
- B. Staffing/Resources
 - i. Highly Advantageous: One or more members of the vendor team has demonstrated receiving extensive training (i.e., multiple trainings or learning opportunities) in advancing equity in governmental processes, undoing racism, and/or diversity, equity, and inclusion (DEI); OR, has developed and/or led trainings on the topics listed above.
 - ii. Advantageous: One or more members of the vendor team has received training in advancing equity in governmental processes, undoing racism, and/or diversity, equity, and inclusion (DEI).
 - iii. Not Advantageous: One or more members of the vendor team is currently undergoing, or is scheduled to undergo, training in advancing equity in governmental processes, undoing racism, and/or diversity, equity, and inclusion (DEI).
 - iv. Unacceptable: No members of the vendor team have received, and are not scheduled to receive, training in advancing equity in governmental processes, undoing racism, and/or diversity, equity and inclusion (DEI).
- C. Experience in implementing Climate Resilience projects:
 - i. Highly Advantageous: One or members of the vendor team demonstrates at least four years of experience working on projects or initiatives focused on addressing climate change or building resilience to climate hazards;
OR, Experience working on three or more projects or initiatives focused on addressing climate change or building resilience to climate hazards.
 - ii. Advantageous: One or members of the vendor team demonstrates at least three years of experience working on projects or initiatives focused on addressing climate change or building resilience to climate hazards;
OR, Experience working on two or more projects or initiatives focused on addressing climate change or building resilience to climate hazards.
 - iii. Not Advantageous: One or members of the vendor team demonstrates at least two years of experience working on projects or initiatives focused on addressing climate change or building resilience to climate hazards; OR,
Experience working on at least one project or initiative focused on addressing climate change or building resilience to climate hazards.
 - iv. Unacceptable: No members of the vendor team have demonstrated experience working on projects or initiatives focuses on addressing climate change or building resilience to climate hazards.
- D. Plan of Services and Availability:
 - i. Highly Advantageous: Vendor has a well-defined Plan of Service and a clear action strategy, along with specific staff availability and

- a schedule and timeline of the work.
- ii. Advantageous: Vendor has a sufficiently defined Plan of Service and an adequate strategy, along with specific staff availability and a schedule and timeline of the work.
- iii. Not Advantageous: Vendor has an inadequately defined Plan of Service.
- iv. Unacceptable: Vendor does not submit a plan of service.

E. References:

- i. Highly Advantageous: Vendor provides multiple references from previous similar projects.
- ii. Advantageous: Vendor provides limited references from previous similar projects.
- iii. Not Advantageous: Vendor provides inadequate references from previous similar projects.
- iv. Unacceptable: Vendor does not provide references.

➤ Price Proposal (Not to Exceed \$67,875):

- i. Identify the cost for each task in the Scope of Services;
- ii. Include the number of staff members needed to complete each task and the total cost;
- iii. Additional costs/charges (i.e. travel expenses) defined;
- iv. Final summary of costs, broken down by tasks, staff person, components, optional work, taxes, etc.

11. Required Forms for Submittal

Vendors should include the following forms: Cover Sheet, Proposer's Checklist and Price Proposal Form (to be included in the Price Proposal envelope) and Required Certifications.

**MVP 2.0 PLANNING VENDOR
COVER SHEET**

Proposer:		
Street		
	(Number and Street)	(State) (Zip Code)
Taxpayer Identification No:		
	(Social Security Number)	(Federal Identification Number)
Contact Name:		
Telephone:		
Email		
Fax:		
Authorized Signature:		
Name:		
Title: Date:		

**MVP 2.0 PLANNING VENDOR
PROPOSER'S CHECKLIST**

Submissions:

	Yes	No
1. Cover Sheet		
2. Proposer's Checklist (this sheet)		
3. Price Proposal		
4. Non-Price/Technical Proposal (one copy)		
• Required Certifications		
• Technical Proposal		
5. Acknowledgement of Addenda: (if applicable) #s		

**MVP 2.0 PLANNING VENDOR
PRICE PROPOSAL FORM**

(To be submitted in Price Proposal Envelope)

A budget has been established not to exceed \$67,875 for the Scope of Services. Project fees must be provided for each of the three phases of work as described in the form. Fees shown shall include all costs and expenses (including outreach materials, personnel, mileage, etc.) necessary to complete the scope of services defined in **Part 4 of this RFP**.

The undersigned hereby submits a price proposal to perform the services outlined in the Request for Proposals for the MVP 2.0 Planning Vendor.

Signature of Authorized Representative: _____

Printed Name: _____

Title: _____

Company/Organization (Proposer): _____

Date: _____

The PROPOSER hereby pledges to deliver the complete scope of services required, for the estimated cost breakdown for each phase of the scope of work as shown below. Please attach a more detailed breakdown of the costs showing staff, rate, hours, other expenses. This should also show the breakdown for subconsultants and reimbursables.

Task	Cost
Task I	
Task II	
Task III	

(not to exceed \$67,875.00)

MVP 2.0 PLANNING VENDOR REQUIRED CERTIFICATIONS

1. NON-COLLUSION:

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

2.TAX COMPLIANCE:

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

3. CORPORATE BIDDER *(if applicable):*

I, _____ certify that I am the _____ of the corporation named as Bidder in the Bid included herein, that _____, who signed said Bid on behalf of the Bidder was then _____ of said corporation, that I know his signature, that his signature thereon is genuine and that said Bid was duly signed, sealed and executed for and in behalf of said corporation by authority of its governing body.

(Secretary-Clerk)

(Signature of authorized individual submitting proposal)

(Printed Name)

(Name of Proposer)

(Federal Tax Identification or Social Security Number)

(Date)