

**COMMONWEALTH OF MASSACHUSETTS
OFFICE OF THE ATTORNEY GENERAL**

REQUEST FOR PROPOSALS

PROCUREMENT INFORMATION:

Procuring Agency: Office of the Attorney General
One Ashburton Place
Boston, MA 02108

Program Manager: Nathan Forster, Chief
Office of Ratepayer Advocacy
Telephone #: (617) 963-2251

RFP File Name: Workforce Development Programs in the Merrimack Valley, specifically the City of Lawrence for the Office of Ratepayer Advocacy and the Department of Energy Resources

Contract Type: Labor Hour/Rate Agreement

Estimated Contract Period: July 2023 through July 2024.

I. BACKGROUND

The Massachusetts Attorney General's Office of Ratepayer Advocacy ("Attorney General's Office") requests the assistance of a consultant(s) and/or organization(s) to promote local workforce development, by establishing partnerships with educational institutions, community programs or with local contractors and other vendors to offer "learn and earn clean energy internships" ("Learn and Earn Internships") and providing Merrimack Valley residents with clean energy and energy efficiency training and/or job placement assistance. ("Clean Energy Education and Training Program")

In October 2020, the Department of Public Utilities approved the Settlement Agreement¹ entered into between Bay State Gas Company d/b/a Columbia Gas of Massachusetts ("Bay State Gas"), and its holding company parent, NiSource Inc. ("NiSource"), Eversource Gas Company of Massachusetts ("EGMA") and its holding company parent, Eversource Energy ("Eversource"), the Massachusetts Attorney General's Office ("AGO"), the DOER, and the Low-Income Weatherization and Fuel Assistance Program Network ("Network").²

¹ Settlement Agreement, D.P.U. 20-59 (July 2, 2020).

² Order, D.P.U. 20-59 (October 7, 2020).

The Settlement Agreement required Bay State to pay \$56.0 Million for its role in the 2018 Merrimack Valley gas explosions. From the total amount, \$41 million will be directed to fund the Merrimack Valley Renewal Fund (“MVRF”). Removing Energy Efficiency Barriers and Increased Access to Efficient and Clean Energy for Low and Moderate Income Residential and Multi-Unit Housing will draw a total of \$21 million from the aforementioned funding. According to the Memorandum of Understanding (“MOU”) between the AGO and DOER, the AGO will administer the workforce development programs.

A. The Clean Energy and Energy Efficiency Workforce Development Grant Programs

The Energy and Telecommunications Division (“ETD”) approved a grant from the MVRF to fund a Learn and Earn Internship program and a Clean Energy Education and Training Program (collectively the “Workforce Development Programs”).³ The award recipient(s) will use the funds to serve Merrimack Valley residents and provide technical clean energy and energy efficiency skills training; wrap around services; field training, and job placement assistance for students who successfully complete the program, as well as provide placement assistance in Learn and Earn Internships.

The Workforce Development Programs are intended to benefit residents of the Merrimack Valley. The Workforce Development Programs will provide training in order to develop workforce and educate the population to significantly reduce energy usage, energy costs, and greenhouse gas emissions while improving resiliency. The Workforce Development Programs will be designed to use and develop the local workforce and to be accessible to participants with varying levels of English proficiency.

B. The Administrator of the Workforce Development Programs.

On October 22, 2020, the DOER and the AGO (“MOU Parties”) entered into a Memorandum of Understanding⁴ (“MOU”), which sets forth the framework for implementing the clean energy and energy efficiency programs contemplated by the Settlement Agreement (i.e., the “MVRF”). According to the MOU, the MOU Parties will work together to fund workforce development opportunities, determine program design, and select projects/awardees.⁵ For ease of administration, the MOU designates when each MOU Party will take the lead in issuing funding opportunities and contracting (i.e., act as the “Administrator”).⁶ Pursuant to the MOU, when one MOU Party is designated as the Administrator, the other MOU Party shall be the

³ The Attorney General will accept bids that respond to all or part of the Workforce Development Grant Programs (i.e., the Clean Energy Education and Training Program and the Learn and Earn Internships) or utilize a combination of vendors to fully provide the services required for both Programs.

⁴ <https://fileservice.eea.comacloud.net/FileService.Api/file/FileRoom/12799941>

⁵ See MOU Sections II.B. 2, 4, and 7-9.

⁶ See MOU Section II.B.13.

“Collaborator.”⁷ For purposes of this RFP, pursuant to the MOU, the AGO is the Administrator, and the DOER is the Collaborator.

Pursuant to the MOU, the MOU Parties collaborated to develop this RFP and will continue to collaborate on any resulting project selection and contracting. As the Administrator, the AGO is issuing this RFP and will be responsible for executing all resulting contracts.

II. SCOPE OF SERVICES

The responsibilities of the award recipient(s) will be to provide a Clean Energy Education and Training Program that includes, among other things, the following:

- Clean energy and energy efficiency education and training on the following matters, among others:
 - Energy efficiency programs and measures, including the Massachusetts Mass Save offers and programs
 - Green House Gas emissions and clean energy and energy efficiency measures to reduce emissions
 - Electrification technologies, including air source and ground source heat pumps
 - Implementation of energy efficiency and electrification
 - Barrier mitigation which may include, but is not limited to, roof repairs, electrical upgrades, knob and tube remediation, vermiculite, and asbestos removal
 - Electric wiring and panels for electrification adoption
- Wrap around services for participants, including childcare support and transportation from domicile to training institution and back.
- All programs MUST be taught by Bilingual instructors (Spanish/English)
- Field training
- Certificate(s) of successful completion for participants
- Job placement assistance upon completion including but not limited to resume preparation, job search and interview skills.

The award recipient(s) should also establish partnerships with local clean energy and/or energy efficiency contractors, community colleges or other clean energy organizations to provide the Learn and Earn Internships:

- Learn and earn internships program should identify opportunities with local clean energy and/or energy efficiency contractors, community colleges or other organizations to establish clean energy internships.
 - Provide participants, who successfully complete the Clean Energy Education and Training placement assistance in identified learn and earn internships.
 - Provide Merrimack Valley residents who have a demonstrated background in clean energy placement assistance in identified learn and earn internships.

⁷

See MOU Section II.B.4.

- Identify Clean Energy Education and Training Program participants that are interested in further clean energy education and assist in applying for admission to local higher education programs
 - Tuition assistance may be available through the MVRF.

The successful consultant(s) and/or organization(s) shall demonstrate their substantial experience addressing these subjects and providing these types of services, including past practice and other relevant practices. Respondents shall provide sample work that illustrates their expertise and competency. Contractors and vendors should verify that they possess relevant credentials (*e.g.*, education, experience, resume, certificates) and particular interest in the topics of clean energy and energy efficiency. Additionally, respondents must provide resumes and hourly rates for all contractors and necessary staff.

III. EVALUATION CRITERIA

The contract will be awarded to the vendors submitting the most advantageous proposal(s), considering all comparative evaluation criteria, as follows:

Experience with Similar Projects (20 points)

Respondent has demonstrated experience working on programs of a similar type and scope, including having the background and experience with the tasks and deliverables as described in the Scope of Work.

Experience with Relevant Subject Matter (25 points)

Respondent has demonstrated experience with and knowledge of providing training in Green House Gas emissions through energy efficiency and electrification; reduction of energy burdens; Implementation of energy efficiency and electrification; Barrier mitigation which may include, but is not limited to, roof repairs, electrical upgrades, knob and tube remediation, vermiculite and asbestos removal; bilingual instructors that can provide training for residents with limited English language proficiency, and Job placement assistance for graduated students.

Demonstrated Commitment to Diversity and Inclusion (25 points)

Respondent has demonstrated commitment to diversity and inclusion such as an established companywide equity and inclusion policy. Preference will be given to applicants certified as bilingual instructors, or who have established mentor/internship programs that promote opportunity for women, veterans, LGBT, and persons with disabilities in order to encourage a diverse training in energy efficiency.

Pricing (30 points)

Respondent presents a reasonable budget with expected hours of training and work broken down by major tasks, including skills training; wrap around services; field training and job assistance placement.

Total Possible Points (100 points)

IV. SUBMISSION OF RESPONSES:

The deadline for responding to this RFP is: **August 7, 2023.**

All responses, including all required forms, shall be submitted either electronically or in hard copy with one original. All responses shall be sealed, labeled, and submitted to the Attorney General's Office at the address shown below:

Jo Ann Bodemer
Assistant Attorney General
Office of Ratepayer Advocacy
Massachusetts Attorney General's Office
One Ashburton Place
Boston, Massachusetts 02108
JoAnn.Bodemer@mass.gov

Cc: Mary.Berner@mass.gov

Respondents must clearly identify the contents of their submission by email or envelope by labeling it as follows:

Respondent's Name (Individual or Firm)
Training Services for the Office of Ratepayer Advocacy
Bidder's Address
City/Town
State/Zip Code
Telephone
Facsimile
Contact Name

Each respondent must submit the hourly rate to be charged for each individual or class of individuals (institutions, trainers, and technical staff) and for each area described above, as well as estimates of any other indirect, overhead, or non-labor costs that may contribute to the total cost of services. A sample fee schedule is shown below. If a respondent submits a schedule showing different rates of compensation for the same category, such variation must be explained in detail. Each respondent should include, within the fee schedule, an estimate as to the hours it will take to accomplish each task as set out above and for each potential phase of the trainings.

**COST PROPOSAL FORM
OFFICE OF THE ATTORNEY GENERAL**

Office of Ratepayer Advocacy
Based on varying rates and the individual's function the following hourly rates are offered: *
Lead Contractor -- Per hour

Trainer's -- Per hour
Support Staff -- Per hour

*The rates quoted should reflect the individuals expected to perform services on behalf of the Attorney General's Office.