

CERTIFICATE OF COMPLIANCE CHECKLIST

All state agencies and government bodies contracting for the procurement of energy management services under M.G.L. c.25A, §11C and 225 C.M.R 10.00 are required to file a “Notice of EMS Procurement” with the Commissioner of the Division of Energy Resources.

Such notice shall include:

- The name of the government body procuring the energy management services, and
- The name (s) and building address (es) where energy management services will be performed, and
- A copy of the RFP, and
- A Certificate of Compliance.

The checklist that follows is a Certificate of Compliance, which must be filled-out and sent together with the copy of the RFP under the cover “Notice of EMS Procurement” to:

**Massachusetts Division of Energy Resources
Attention: Notice of EMS Procurement
100 Cambridge Street, Suite 1020
Boston, Massachusetts 02114**

For instructions on emailing documents, please contact DOER at 617-727-4732

Certificate of Compliance Checklist
As Required by M.G.L. Chapter 25A, Section 11C &
225 C.M.R. 10.00

Pursuant to 225 CMR 10.00 _____,
(Name of Governmental Body)

hereby certifies that the attached RFR regarding procurement under MGL chapter 25A §11C complies with the following statutory and regulatory requirements. The initializing of each requirement and signature on this Certificate indicates compliance by a duly authorized representative of:

(Name of Governmental Body)

Forms Attached must include:

- _____ Request for Responses (RFR).
- _____ Identification of Public Agency: Contact Name, Title, Address, Telephone, and FAX.
- _____ Building List: Name(s) and Address(es).

REQUIREMENTS

INITIALS

Provided notification to the Commissioner of the Division of Energy Resources of intent to solicit responses for an EMS contract at least one week before public advertisement. _____

Procurement is in a Request for Responses (RFR) format. _____

RFR requests competitive sealed responses. _____

The RFR specifies the term of the contract is ten (10) years or less. _____

Twenty (20) years or less for co-generation. _____

The RFR: _____

- ✓ Provides building descriptions as per 225 C.M.R. 10.03 (1) (a). _____
- ✓ Provides a general statement of the scope of the project as per 225 C.M.R. 10.03 (1) (b). _____
- ✓ Requests that each bidder provide recommendations for energy savings as per C.M.R. 225 10.03 (1) (c) _____
- ✓ Includes a statement of objectives identifying the project's priorities on which responses will be evaluated as per 225 C.M.R. 10.03 (1) (d) _____
- ✓ Contains a request for measure by measure cost savings and calculation methodology as per 225 C.M.R. 10.03 (1) (e). _____
- ✓ Contains a request for measure by measure price data as per 225 C.M.R. 10.03 (1) (f). _____
- ✓ Requests Certificates of Eligibility and Update Statements as per 225 C.M.R. 10.03 (1) (g) _____
- ✓ Lists minimum contract and payment terms as per 225 C.M.R. 10.03 (1) (h) _____
- ✓ Includes time and date for receipt of responses. _____
- ✓ Includes address of the office to where responses are to be delivered. _____
- ✓ Includes a description of services to be procured. _____
- ✓ Includes specific requirements of services. _____
- ✓ Includes the RFR evaluation criteria which provide the means of measuring standards of responsiveness, including: _____

- ✓ Vendor responsibilities.
- ✓ Response's technical merit.
- ✓ Cost to the governmental body.
- ✓ Comprehensiveness of services.
- ✓ Energy and/or water cost savings.
- ✓ Revenues to the governmental body.
- ✓ Identification of mandatory and non-negotiable contract terms and conditions.
- ✓ References to other documents include the location as to where documents can be found.
- ✓ Public notice provided as per section M.G.L. c. 149 § 44J.
- ✓ Certification requirements as per M.G.L. c. 149.
- ✓ RFR requires responses to be opened publicly with two or more witnesses.
- ✓ Responses designated as available for public inspection.
- ✓ RFR does not have the effect of exclusively requiring a proprietary supply or service.

I, _____, hereby certify that the information
(Typed name of Authorized Signatory)

contained herein is, to the best of my knowledge, complete and accurate and complies with 225
CMR 10.00 and M.G.L c.25A §11C.

Signature: _____ Date: _____

Title: _____

For DOER use only: Acknowledgement of receipt by DOER	
	Office Signature
	Title
	Date