



Division of Agricultural Conservation & Technical Assistance

Climate Smart for Agriculture Program (CSAP)

Fiscal Year 2027

July 1, 2026 – June 30, 2027

Request for Responses (RFR)

RFR File: AGR-CSAP-FY27

To support capital improvement projects that advance sustainability, resilience, and efficiency across Massachusetts agricultural operations

Application Deadline

Responses must be received no later than
4:00 PM, Thursday May 7th, 2026

Submission Instructions

All proposals must be submitted as listed in Section 4:
www.mass.gov/how-to/how-to-apply-to-the-climate-smart-agriculture-program

Contact Information

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Massachusetts Department of Agricultural Resources
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GRANT OPPORTUNITY – CLIMATE SMART FOR AGRICULTURE

Executive Office of Energy & Environmental Affairs
Rebecca L. Tepper, Secretary
RFR ID:

Proposals Sought For	The Massachusetts Department of Agricultural Resources (“MDAR” or “The Department”) invites Massachusetts agricultural operations to submit proposals for reimbursement grant funds for the implementation of practices that address the agricultural sector’s vulnerability to climate change, mitigate climate change, safeguard natural resources, increase energy efficiency, promote renewable energy, and improve economic resiliency.
Overview & Goals	The Climate Smart for Agriculture Program (“CSAP” or “Program”) links the Department’s separate water, climate, and energy grants together into one application process. The goal of the Program is to help agricultural operations to adapt and build resiliency while improving sustainability and increasing productivity. By providing reimbursement directly to agricultural operations that implement eligible projects, the program will achieve its purpose of helping the agricultural sector cultivate climate resiliency, mitigate climate change, safeguard natural resources, increase energy efficiency, promote renewable energy, and improve economic resiliency.
Eligible Applicants	Eligible applicants are Massachusetts farmers who operate an agricultural business in continuous operation for at least three (3) years as of the application date. Applicants operating for 1–3 years with annual gross sales of at least \$10,000 may be eligible for reduced maximum funding amounts. (See Section 2 – Eligible Applicants)
Eligible Projects	Eligible projects must be capital improvement investments that strengthen on-farm climate resilience, conservation, food safety, soil health, energy efficiency/renewables, or composting. Projects must support the installation, construction, or purchase of infrastructure, durable systems, or equipment that result in measurable resource, safety, environmental, or energy improvements, and must fall within one or more Program project areas (Food Safety, Compost, Environmental, and/or Energy). (See Section 2B - Eligible Projects)
Application Deadline	Applications must be received by 4pm on Thursday, May 7 th , 2026. (See Section 4 - Application Instructions).
Funding Availability	Early-Stage Farmers (1–3 years): up to \$10,000 per project area, with a maximum total request of \$30,000 per application. Established Operations (3+ years): up to \$50,000 per project area, with a maximum total request of \$150,000 per application. (See Section 3: Funding Availability).
Match Requirement	Applicants must contribute a minimum of 20% cash match for each project area. In-kind services, donations, and other funds are not eligible as a match. (See Section 3D – Match Requirement).
Duration of Contract	Contract end date is June 30, 2027 with no extension.
Contact Information	Laura Maul Email: Laura.Maul@mass.gov Phone: (857) 507-5972

DEFINITIONS

Agricultural Business: A business, cooperative, nonprofit, municipal, Tribal, or other entity engaged in the growing, raising, cultivating, harvesting, marketing, storing, processing, or distribution of agricultural, aquacultural, horticultural, or livestock products within the Commonwealth. Activities that constitute “farming” and “agriculture” are interpreted consistent with M.G.L. c. 128, § 1A. No commercial profit objective is required.

Agricultural Preservation Restriction (APR): A permanent deed restriction held and funded by the Department that preserves land for agricultural use by prohibiting non-agricultural development and requiring continued agricultural use.

Applicant: An individual, business, municipality, Tribal government, nonprofit, or organization submitting a proposal to the Department. Where the Applicant does not own the property associated with a proposed project, the term includes any co-applicant landowner(s), as applicable.

Capital Improvement / Capital Project / Capital Expenditure: A non-recurring investment in land, buildings, infrastructure, systems, or durable equipment that improves, creates, or extends the capacity, safety, or efficiency of agricultural or food system operations and has an expected useful life of at least five (5) years. Capital improvements do not include routine operating costs, maintenance, consumables, repairs, or supplies. Land acquisition is not eligible unless expressly permitted by the Program.

Commercial Agricultural Business: A for-profit agricultural business engaged in the growing, raising, cultivating, harvesting, marketing, storing, processing, and distribution of agricultural, aquacultural, horticultural, or livestock products within the Commonwealth that is operated for revenue, deriving verifiable gross income from the sale of agricultural products produced by the business. Agricultural activities are interpreted consistent with M.G.L. c. 128, § 1A

Department: The Massachusetts Department of Agricultural Resources (MDAR).

Durable Equipment: Equipment with an expected useful life of at least five (5) years that contributes directly to production, processing, storage, distribution, or food access functions.

Eligible Expenditures: Project costs that meet the definition of a Capital Improvement, are directly tied to the Department-approved Scope of Services and Budget, and are incurred and paid within the active contract period.

Farmer / Farm Operator: An individual who owns or exercises legal authority to make operational decisions for an agricultural business or commercial agricultural business engaged in activities defined in M.G.L. c. 128, § 1A.

Grantee: An individual or organization that has been awarded financial assistance under the Program that will enter into a contract with the Department in order to receive funding.

Gross Income: The total revenue earned by a business or organization from the sale of goods or services before deducting expenses such as labor, materials, overhead, taxes, or any other operating costs.

Gross Sales: Total annual revenue generated from the sale of agricultural products intended for human or animal consumption before any expenses or deductions are taken.

Legal Site Control: The documented right to use property through ownership, recorded deed, lease, license, or other legally binding agreement that expressly authorizes the proposed project activities for the full contract duration and any applicable retention or covenant periods. Site control must authorize construction, installation, and use of infrastructure or equipment funded under the Program.

Match / Cash Match: The portion of eligible project costs paid by the Applicant in cash, not funded by the Department and not sourced from other state or federal grants. In-kind contributions, owner labor, donated materials, or other non-cash resources do not qualify as match unless expressly permitted by the Program.

Produce Safety Rule (“PSR”): The PSR is one of seven food safety regulations the FDA has finalized to implement FSMA. The PSR sets a series of standards for the safe growing, harvesting, packing, and holding of produce grown for human consumption, [21 C.F.R. Part 112](#).

Production Agriculture: Farming as defined by M.G.L. c. 128, Section 1A that focuses on agricultural production that will ultimately be sold in the retail market and not for subsistence purposes.

Project / Project Scope: The capital improvements and associated activities approved by the Department under the Program.

Scope of Services (Scope & Budget): The contract document that defines allowable activities, deliverables, expenditures, infrastructure and equipment, budget, and timeline under the Program.

Technical Assessment: Energy Efficiency: A targeted energy efficiency assessment that focuses on the cost-benefit savings of an energy efficiency technology, including quotes and system performance resulting in a system design and specifications using calculations and models that project energy consumption and savings and cost reduction for the operation.

Technical Assessment: Renewable Energy: An assessment that estimates the capacity, annual generation, and suitable area for the development of a renewable energy technology after accounting for topographic limitations, land-use constraints, and system performance resulting in a system design and specifications and quotes using calculations and models that project consumption, cash flows and cost reduction for the operation.

1. INTRODUCTION

MDAR is pleased to announce the opening of the FY27 application period for the Climate Smart for Agriculture Program. This Program combines five of MDAR's capital grant programs into a single, streamlined application process, allowing agricultural operations to apply through one submission for funding to support projects in climate adaptation, energy efficiency, environmental sustainability, food safety, and composting.

The following programs are offered under this consolidated Request for Responses (RFR), collectively referred to as "the Program":

- Agricultural Food Safety Improvement Program (AFSIP)
- Agricultural Environmental Enhancement Program (AEEP)
- Agricultural Climate Resiliency & Efficiencies (ACRE) Program
- Agricultural Energy (ENER) Program
- Agricultural Composting Improvement Program (ACIP)

By integrating these programs under the CSAP umbrella, the Department aims to simplify the application process, reduce administrative burden, and increase access to targeted capital improvement funding. Through this initiative, the Department seeks to support Massachusetts commercial agricultural operations engaged in production agriculture to implement impactful projects that strengthen on-farm food safety, composting, environmental stewardship, climate resilience, and energy efficiency.

All awarded projects must be completed by June 30, 2027. Applicants are encouraged to consider the implementation window when developing proposals, including procurement, permitting, and installation timelines.

2. ELIGIBILITY

A. Applicants

A1. Eligible Applicants

Eligible applicants are Massachusetts farmers who operate an agriculture business that have been in continuous operation for a minimum of three (3) years to the date of application on the same property. Applicants that have been operating an agricultural business for a period of one to three years, and have annual gross sales of at least \$10,000 may be eligible for reduced funding amounts, as outlined in the Maximum Award section.

A2. Ineligible Applicants

The following are not eligible to participate in this Program:

- Applicants that are not actively operating an agricultural operation engaged in production agriculture in Massachusetts.
- Applicants that cannot demonstrate legal site control for the project location (e.g., the applicant does not own the property and cannot provide a lease or other agreement demonstrating the right to use the site for at least five (5) years from the application date, and authorizing the proposed project).
- Applicants not in good standing with applicable legal requirements or unable to obtain required permits, approvals, or licenses necessary to complete the project.
- Applicants with unresolved APR compliance issues or who cannot obtain required APR approvals for projects on APR land prior to award/contracting, as determined by the Department.
- Applicants proposing marijuana-related projects.

A3. Size of Operation

There is no minimum acreage requirement. Applicants that have been operating an agricultural business for a period of one to three year must have annual gross sales of at least \$10,000.

A4. Property Ownership or Lease

If the proposed project is on a property not owned by the applicant, a lease agreement must demonstrate a long-term, legal right to use the property by the applicant. This typically means a lease agreement for not less than five (5) years from the date a response is submitted. The proposed project must also be allowed under the terms of the lease agreement. The Department may request a copy of the lease agreement as part of its review.

A5. Previous Applicants

Proposals from individuals or organizations that have previously received funding under Department funding programs are eligible to apply for funding. Previous applicants will be asked to summarize prior grant funding and the impacts on their operation.

A6. Agricultural Preservation Restriction (APR) Properties

Before applying to the program, APR landowners should consult with the APR Program to determine if there are any requirements applicable to the proposed project under the terms of their APR. APR applicants must obtain, or be in the advanced stages of receiving, all required approvals under their APR and must be in compliance with the terms of the APR or resolve any outstanding compliance or legal issues with the Department prior to submitting their proposal.

A7. Produce Farm Registration

All responses and information submitted in response to this RFR from produce operations are subject to registration under the Produce Safety & Market Access regulation promulgated at 330 CMR 34.03, regardless of whether the farm is a Covered Farm or a Non-Covered Farm, as defined in the regulation. Registration will be a condition of funding in any contract. For more information on the Department's Produce Safety Program, please visit: www.mass.gov/produce-safety-program.

A8. Environmental Justice Policy

For the purposes of this RFR, "Environmental Justice" includes the equal protection and meaningful involvement of all people and communities in the development, implementation, and enforcement of energy, climate change, and environmental laws, regulations, and policies, as well as the equitable distribution of environmental and energy benefits and burdens. The Department is committed to Environmental Justice and, in doing so, we are working to ensure communities across the state have the capacity to advance environmental, energy, and food justice, engage in meaningful ways, and help shape policies and programs with equity at the center. Through our programs and services, we aim to support applicants working directly with communities most impacted by environmental, energy, and food injustice, and the disproportionate impacts of climate change.

For more information, please refer to: [EEA's Environmental Justice Program Webpage](#).

A9. Legal Compliance

Eligible applicants must be able to demonstrate compliance with all applicable federal, state, and local requirements, including but not limited to, statutes, regulations, bylaws, and ordinances in effect at the time of application and throughout the duration of the project. Eligible applicants will be responsible for obtaining and complying with any applicable license, permit, or other approval required by law for any project. The Department may request proof of licensure, permitting, or other permission required by law as part of the RFR process.

All records provided to the Department under this RFR shall be subject to the Massachusetts Public Records Law, M.G.L. c. 66, Section 10 and may be subject to disclosure unless otherwise exempt in accordance with M.G.L. c. 4, Section 7(26).

B. Projects

B1. Eligible Project Types/Areas

Eligible projects must be capital improvement investments that strengthen on-farm climate resilience, conservation, food safety, soil health, energy efficiency or renewables, or composting. Projects must support the installation, construction, or purchase of infrastructure, durable systems, or equipment that result in measurable resource, safety, environmental, or energy improvements.

Food Safety

Project Area	Description	Examples	Max Award
Early-Stage Farmer	Early-stage food safety equipment and infrastructure for produce or aquaculture operations.	<ul style="list-style-type: none"> • Handwashing stations • Sinks & Tubs • Concrete pad for washing area • Plastic harvest bins • Sanitizing systems • Washing equipment • Harvest carts 	\$10,000
Produce Safety	Equipment and infrastructure to ensure safe growing, harvesting, packing, and storage of produce to minimize contamination, meet regulatory standards, and access markets.	<ul style="list-style-type: none"> • Water systems • Washing equipment • Portable restrooms & handwashing • Harvest bins • Pack shed upgrades • Drainage • Pest control • Refrigeration • Pesticide storage • Dry Storage 	\$50,000
Aquaculture Safety	Infrastructure to support safe handling and storage of aquaculture products to meet health and safety standards.	<ul style="list-style-type: none"> • Ice machines • Insulated containers • Walk-in refrigeration • Processing equipment • Facility upgrades 	\$50,000

Compost

Project Area	Description	Examples	Max Award
Early-Stage Farmer	On-Farm composting systems for early-stage composters to recycle organic waste and improve soil health.	<ul style="list-style-type: none"> Compost bins or tumblers Small-scale screening Temperature and moisture monitoring 	\$10,000
Agricultural Composter	On-farm composting systems for established operations to expand processing capacity, improve efficiency, recycle organic waste and enhance soils.	<ul style="list-style-type: none"> Compost bins Aerated or in-vessel systems Windrow turners Compost spreaders Compost pads 	\$50,000

Environmental

Project Area	Description	Examples	Max Award
Early-Stage Farmer	Small-scale environmental equipment and tools for operations.	<ul style="list-style-type: none"> Hand seeders Irrigation kits Soil testers Walk-behind tractors 	\$10,000
Water Efficiency & Irrigation	Installation of systems that optimize water use, reduce runoff, and improve efficiency.	<ul style="list-style-type: none"> Drip irrigation Smart controllers Rainwater tanks Soil sensors Filtration Pumps 	\$50,000
Soil Health	Practices and equipment that enhance soil quality, fertility, and erosion control.	<ul style="list-style-type: none"> No-till planters, Cover crop seeders Mulchers 	\$50,000
Composting	On-farm composting systems to recycle organic waste and enhance soils.	<ul style="list-style-type: none"> Compost bins Aerated or in-vessel systems Windrow turners Compost spreaders Compost pads 	\$50,000
Monitoring Systems	Tools to collect data and guide farm management decisions.	<ul style="list-style-type: none"> Weather stations Soil moisture sensors GPS-based tools 	\$50,000
Climate-Resilient Infrastructure	Protective structures to mitigate risks from extreme weather.	<ul style="list-style-type: none"> Greenhouse kits Insulated storage Ventilation Weather-resistant buildings 	\$50,000

Energy

Project Area	Description	Examples	Max Award
Early-Stage Farmer	Small-scale energy upgrades for farms.	<ul style="list-style-type: none"> • Small solar generators • LED lighting • Small-scale insulation • Heat-pumps 	\$10,000
Dairy Energy Efficiency	Improve efficiency in dairy operations and reduce fuel consumption.	<ul style="list-style-type: none"> • Plate coolers • Vacuum pumps • Pre-coolers • Heat recovery systems 	\$50,000
Maple Energy Efficiency	Modernize maple syrup processing to save energy.	<ul style="list-style-type: none"> • RO systems, • High-efficiency evaporators • Steam systems • Heat recovery 	\$50,000
Greenhouse Energy Efficiency	Increase thermal efficiency in greenhouses.	<ul style="list-style-type: none"> • Thermal curtains • Insulation • Energy-efficient fans • Controls 	\$50,000
Building Retrofits	Structural improvements to reduce energy demand.	<ul style="list-style-type: none"> • Insulation • Sealing • Radiant heating • Natural ventilation • LED lighting 	\$50,000
Renewable Energy (Shovel-Ready)	Fast-deployment renewable energy projects.	<ul style="list-style-type: none"> • Solar PV (with or without battery storage) • Battery Storage • Maximum funding for solar photovoltaics (PV) shall be \$2,000/kW without battery storage; and \$2,500/kW with battery storage. 	\$50,000
Cold Storage Efficiency Upgrades	Enhancements to reduce energy use and spoilage in storage.	<ul style="list-style-type: none"> • Efficient coolers • Smart thermostats • Improved insulation/seals 	\$50,000

B2. Eligible Expenditures

Eligible expenditures under this Program are limited to capital improvements that directly enhance the agricultural operation's infrastructure, efficiency, and sustainability in one or more of the program's focus areas; Food Safety, Compost, Environmental/Climate Resiliency, and Energy. Funding is intended to support durable equipment, materials, and contracted services that result in a tangible, long-term improvement to the operation.

B3. Ineligible Expenditures

Operational Costs

- **Routine Operating Expenses:** Day-to-day operational costs like fuel, seeds, feed, chemicals, and utilities.
- **Operational Salaries:** Salaries or wages for ongoing work related to farm operations, including non-labor costs (management) and fees for project oversight, consultations, and administration.
- **Labor Performed by the Agricultural Operation:** Labor performed by the agricultural operation in completing the proposed project.
- **Proposals for Establishing a New Organization/Business:** Proposals related to the establishment of a new organization or business.

Maintenance and Equipment

- **Routine Maintenance and Repairs:** Costs for ongoing maintenance, repairs, or replacements that do not represent capital improvement.
- **Short-Term or Non-Durable Equipment:** Expenditures for equipment with a short lifespan or non-capital nature.
- **Used Equipment & Materials:** Costs associated with purchasing used equipment or materials.
- **Large-Scale Composting Equipment:** Tractors, front-end loaders, or similar heavy equipment primarily for compost handling.

Non-Agricultural Costs

- **Non-Agricultural Infrastructure:** Infrastructure not directly related to agricultural production (e.g., recreational or non-production buildings).
- **Marketing or Promotional Materials:** Costs related to advertising, marketing campaigns, or promotional events.
- **Planning & Development Costs:** Costs for audits or feasibility studies.
- **Subscription-Based Services:** Software or monthly service fees (e.g., subscriptions).
- **Extended Warranties Costs:** Costs related to purchasing extended warranties.
- **Non-Ag Related Equipment:** Equipment unrelated to agricultural production (e.g., office furniture, computers,).
- **Vehicles:** Vehicles such as trucks, cars, boats, utility carts, and ATVs
- **Energy Efficiency and Renewable Energy Projects for Non-Agricultural Buildings:** Energy efficiency upgrades, renewable energy installations (such as solar panels, heat pumps, or HVAC replacements) will **not** be funded for buildings or facilities that are not primarily used for agricultural production activities. Projects serving event spaces, offices, meeting rooms, or other non-production uses are considered ineligible under this program.

Financial and Legal Costs

- **Interest on Loans or Financing Fees:** Interest payments or any fees related to securing loans or financing.
- **Land Acquisition or Lease Payments:** Funding cannot be used for purchasing land or paying for ongoing lease payments.
- **Permits:** Fees for any permits required to complete the project.
- **Projects Requesting Reimbursement for Work Already Started or Completed:** Costs for projects where the work has been started or completed before a contract is in place with the Department.
- **Legal Fees:** Fees charged for legal services or support.

Eligibility and Compliance

- **Marijuana-Related Projects:** Projects involving marijuana are not eligible for funding.
- **Non-Compliance and Ineligibility Costs:** Costs associated with proposals from applicants whose operation is out of compliance with any laws or regulations, or proposals from applicants that do not meet eligibility requirements listed in Section 2A. Compliance is required at the time of application and throughout the duration of any award. Failure to maintain compliance may result in the loss of funding.

Specific Projects

- **Tile Drainage Systems:** Costs related to tile drainage systems.
- **Drones:** Either for spraying or seeding.
- **Composting Toilets or Septic Systems:** Costs associated with composting toilets or septic systems.
- **Food Safety Proposals for Value-Added Products:** Expenses related to food safety proposals that focus on value-added production.

3. FUNDING & BUDGET GUIDELINES

3A. Funding Availability / Maximum Funding

Each applicant may submit one application that includes multiple project areas. A single application may include multiple project areas.

Maximum Total Request Per Application:

For applicants with three (3) or more years in operation, the maximum total funding request per application is \$150,000, regardless of the number of project areas submitted.

For Early-Stage Farmers (1-3 years in operation), the maximum total funding request is \$30,000, regardless of the number of project areas submitted.

Early-Stage Farmer (any category)	Maximum funding per applicant is 80% of total project costs up to \$10,000.
Food Safety	Maximum funding per applicant is 80% of total project costs up to \$50,000.
Compost	Maximum funding per applicant is 80% of total project costs up to \$50,000.
Environmental	Maximum funding per applicant is 80% of total project costs up to \$50,000.
Energy	Maximum funding per applicant is 80% of total project costs, up to \$50,000. Maximum funding for solar photovoltaics (PV) shall be \$2,000/kW without battery storage; and \$2,500/kW with battery storage.

- The Department reserves the right to distribute the allocated funding between each project category based on the level and quality of respective responses. All funding is subject to appropriation.
- Awards area limited to one (1) award per agricultural operation, as identified by a unique tax identification number. The award may include multiple project areas within a single application, subject to applicable project area and total funding limits. Applicants may not submit multiple applications under different business names or legal entities for the same agricultural operation for the purpose of exceeding maximum funding limits.
- As the Department would like to fund as many eligible projects as possible, the Department encourages projects requesting less than the maximums stated.
- The Department reserves the right to offer an award amount different than the amount requested.

3B. Budget Guidelines & Grant Levels

Applicants must submit a separate budget for each project area, and each project area budget may not exceed the maximum funding amount specified for that category.

Funding for water management and water quality projects will be funded under amounts appropriated for AEEP. Funding for composting projects will be under amounts appropriated for ACIP. Funding for food safety aquaculture or produce projects will be under amounts allocated for AFSIP. Funding for soil health and adaptation specific projects will be under amounts appropriated for ACRE. Energy projects will be funded under the amounts appropriated for the Agricultural Energy Program and/or the ACRE Program. In the absence of funding for one of these programs, projects will be funded through allocated funds from the other programs at the sole discretion of the Department.

The Department reserves the right to reallocate an application to any project category of the program based on the proposed project and may, at its sole discretion, determine from which grant funding an eligible project may be funded.

Funding requests can be for specific components of a project. However, an applicant must demonstrate that the result of such a request will result in a complete functional and operable system and the Department may require proof of such as a condition of reimbursement.

3C. Appropriation

All contracts shall be subject to available funding, whether through the appropriation and authorization of sufficient funds or the receipt of sufficient revenues. If available funding ceases for any reason, a contract shall be deemed under suspension and contract performance must halt. A contractor will not be entitled to compensation for any performance provided during the period of contract suspension. The Department may lift the suspension if available funding is received. In the absence of foreseeable available funding, the Department may terminate the contract.

3D. Match Requirement

Applicants are required to contribute a minimum of a 20% cash-match for the project category being applied for. In-kind services, donations, or other services, or other state grant funds are not eligible as matching funds.

3E. Multiple Program Applications

Applicants may submit proposals to more than one Department grant program within the same fiscal year; however, the Department will not issue funding from multiple programs for the same or substantially similar project activities. If an applicant applies to multiple department programs for the same project, the Department reserves the right, at its sole discretion, to determine under which program, if any, the project will be funded. The Department's determination shall be final and binding. Applicants are encouraged to review all program eligibility requirements and apply under the program that most closely aligns with their proposed project scope and objectives.

4. APPLICATION INSTRUCTIONS & EVALUATION

4A. Application Submission Instructions

Applicants must complete and submit all required materials as outlined below. Incomplete or late applications will not be considered.

Submission Deadline:

Applications must be **received by 4:00 PM on Thursday, May 7th, 2026**. Late submissions, including those delayed by technical issues, will not be accepted.

Submission Options:

Applicants may submit their completed applications through the online submission as specified below. Applicants are responsible for ensuring timely receipt of their submission. This RFR does not allow for the submission of hard copy or emails of the application.

Option 1 – Online Submission

An application form **must** be completed in its entirety. Applications must be submitted through the online application available at: www.mass.gov/how-to/how-to-apply-to-the-climate-smart-agriculture-program.

Important Notes

- Applicants are strongly encouraged to retain a copy of their entire submission.
- All applicants are advised to allow adequate time for submission of their proposal by considering delays online impediments like Internet traffic, internet connection speed, file size, and file volume.
- The Department is not responsible for delays encountered by applicants or their agents, or for an applicant's local hardware failures, such as computers or related networks, associated with bid compilation or submission.

4B. Supporting Documentation

Document / Requirement	Description or Instructions
All Proposals	
Budget	Required. A Budget template is provided per project area. The budget should include all project costs, the applicant's cash match, and the total amount requested for the project area being applied to. If applying to multiple project areas, separate budgets are required for each area. Failure to submit a complete budget will result in the application being ineligible
Quotes	Required. Applicants must submit at least one quote for each expenditure included in the budget. Quotes should be from qualified vendors or contractors and reflect accurate cost estimates. Failure to submit quotes will result in the application being ineligible.
Balance of Funding	Optional. Applicants should include balance of funding needed to implement the proposed project by providing bank credit reference letters, line of credit reference letters, demonstration of other non-state grant funds for the project, or an executed loan.
Maps	Optional. Proposals should include a map or aerial photo with the property boundaries drawn and the exact location of the project described in the application.
Compost	
Compost Registration	Optional. Registered composters should include a copy of their registration.
Food Safety	
CQP Certificate	Optional. Produce applicants that have are active Commonwealth Quality Program (CQP) participants should include a copy of their certificate.
PSA Training	Optional. Produce applicants that have completed a Produce Safety Alliance (PSA) grower training course should include a copy of their certificate
HACCP Certificate	Optional. Aquaculture applicants that have HACCP certification should include a copy of their certification.
Environment	
Conservation Plan	Optional. Applicants that are eligible operations should provide proof of a Natural Resources Conservation Service ("NRCS") Conservation Plan. A copy of the entire plan is not required.
Energy	
Energy Audit	Optional. The completion of a general energy audit for the agricultural operation.
Energy Assessment	Optional. A project specific technical assessment for the project proposed that provides back-up and supporting documentation required within the application.
CO ₂ Calculations	Optional. Proposed projects should include quantification of equivalent CO ₂ greenhouse gas savings calculations in the project's respective energy audit or technical assessment, or as a separate calculation.

4C. Additional Contract Documentation

If selected, the applicant will be required to submit the following forms to complete the contract:

- Commonwealth Standard Contract Form with Commonwealth Terms & Conditions
- Commonwealth W-9 tax information
- Completed Contractor Authorized Signature Verification Form
- Completed Electronic Funds Transfer Form

These forms do not need to be completed as part of the response. Assistance to complete these forms will be provided to Respondents selected to participate in the Program. These forms are available for review at www.mass.gov/osd or by request.

4D. Review Process / Evaluation Timeline

The Department cannot assist in the preparation of grant applications. In order to maintain integrity of the competitive grant process, the Department is unable to advise and/or provide individuals with any information regarding specific applications during the solicitation process.

There will be two steps of review following the grant application period.

Step I: An initial review to evaluate eligibility and completeness to determine if all required information is provided. The application will then be reviewed, and a point score will be given based on the criteria listed in Evaluation Criteria, Section 4E.

Step II: All projects which are favorably reviewed in Step I may require a field visit prior to final award determinations being made. A favorable initial evaluation and field visit DOES NOT guarantee funding for a proposed project. The purposes of the field visit are as follows:

- To verify the information presented in the proposal;
- To view the agricultural operation and assess the project request;
- To verify the operation is engaged in commercial agriculture;
- To determine the appropriateness of the practice proposed for the farm;
- To confirm the ability to implement and maintain the practice;
- To explore other items deemed necessary; and
- To develop a basis for future 'before and after' comparisons.

Department staff may modify the scope of the proposed project to more effectively achieve program goals. The Department may request additional project information to clarify any information submitted with the original proposal.

Final recommendations will be conveyed to the Commissioner of Agricultural Resources and the Secretary of the Executive Office of Energy and Environmental Affairs for final decisions. All acceptances shall be conditional upon the availability of funding. Once the review period has ended and award decisions are finalized, applicants will be notified via the primary email address listed on the application if they were selected for funding or not.

4E. Evaluation Criteria

Each eligible response will be reviewed and receive a point score based on the assigned values to Very Good, Good, Fair, Poor, and No Evidence as defined.

Very Good - The application is specified and comprehensive. There is complete, detailed, and clearly articulated information as to how the criteria are met. The ideas presented are innovative, well-conceived, and thoroughly developed.

Good - The application is reasonably comprehensive and includes sufficient detail. It contains many of the characteristics of a response that is very good even though it may require additional specificity, support, or elaboration in places.

Fair - The application is non-specific, and lacks focus and detail. The response addresses some of the selection criteria, but not all. Some ideas presented are sound, but others are not responsive to the purpose of the grant. Additional information is needed in order to be reasonably comprehensive and meet the criteria of a response that is good.

Poor - The application does not meet many criteria; provides inaccurate information or provides information that requires substantial clarification as to how the criteria are met; lacks meaningful detail; demonstrates lack of preparation; or otherwise raises substantial concerns about the applicant's understanding of the issue in concept and/or ability to meet the requirement in practice.

No Evidence - The application does not address the criteria or simply re-states the criteria.

Proposals will be evaluated based on the criteria listed below. The evaluation will assess the proposal's alignment with program goals, feasibility, budget, and anticipated outcomes.

1. Applicant Information & Operation Details – 10%

Overview of the Business: The extent to which the applicant provides relevant context about their farm or agricultural operation, including the scale, type of operation, and any existing infrastructure. The extent to which the applicant demonstrates that the operation is actively engaged in commercial agricultural production, including the scale of production, markets served, and the roll that agricultural production plays in the overall business or organizational model.

Organizational Alignment: The extent to which the applicant describes how the project aligns with their business goals and addresses specific operational challenges, including region-specific challenges.

Previous Grant Funding: The applicant's history of receiving and utilizing grant funding will be considered, ensuring they have the capacity to manage project funds effectively.

2. Project Details – 30%

Project Description: The extent to which the project is clearly defined. This should address the issue being solved, the proposed solution, and why the applicant chose this specific project.

Project Goals: The clarity and specificity of the project short-term objectives and goals. The project should outline how it will improve farm sustainability, reduce costs, mitigate climate change, and/or address food safety or energy use in measurable ways. The goals should focus on what the project aims to achieve during or shortly after completion.

Impacts: The measurable short-term outcomes, which should focus on quantifiable changes in environmental, operational, and financial performance. Impacts reflect the actual results achieved from implementing the project goals.

3. Feasibility of the Project Plan – 25%

Timeline: A clear, achievable timeline that outlines milestones, project phases, and completion dates.

Team Members: The qualifications, roles, and responsibilities of the team members. This should demonstrate the applicant's ability to execute the project effectively.

Permits & Regulatory Compliance: Evaluation of the applicant's ability to secure necessary permits and approvals, ensuring compliance with all relevant federal, state, or local regulations.

Budget: The completeness and accuracy of the budget, including clarity on how the project funds will be allocated.

4. Sustainability & Long-Term Impacts – 20%

Sustainability: How the project contributes to long-term sustainability of the agricultural operation, including energy efficiency, promoting environmental stewardship, and supporting farm profitability. This includes the proposed project's durability and ability to maintain the positive effects over time.

Metrics to Track Impacts: The applicant should define how they will measure the long-term impacts of the project. Metrics should track continued success and the enduring benefits of the project, including impacts on environmental performance, energy use, water use, production efficiency, and food safety over time.

Post-Project Sustainability: A clear plan for maintaining the project's success after completion, ensuring that the impact is sustained beyond the grant period.

Warranties and Guarantees: The inclusion of product warranties, service guarantees, or any other long-term support for the project.

Operation & Maintenance: The applicant's ability to maintain the project after completion. This includes ongoing operation, maintenance, and ensuring that the system remains functional and effective in the long term.

5. Project Financing & Support Documents – 15%

Demonstration of Financing: How the applicant will finance the project upfront and manage the required match. The applicant should demonstrate the ability to cover the remaining project costs and how the match requirement will be met. This includes any financial documentation such as bank reference letters, executed loans, or grant funds from other sources.

Priority will be given to applications where farm-generated revenue is a primary source of operational income and where the proposed project meaningfully supports the continued viability of agricultural production.

Support Documents: The completeness of all required supporting documentation, including any financial references, quotes from vendors or contractors, and proof of available financing.

5. PROJECT TERMS & COMPLIANCE

5A. Contract Terms

If awarded, all projects will be required to execute and abide by the standard Commonwealth of Massachusetts Terms and Conditions. In addition, all final contracts are subject to successful negotiation of a Final Scope of Services. No project may commence until a contract has been executed by all parties. The Department does not guarantee that any contract may result or that any particular funding level will be awarded from this RFR. It is anticipated that projects can commence immediately upon contract execution. A contract is considered fully executed once signed by both parties.

The Department reserves the right to interpret, clarify, modify, or supplement the terms and conditions of this RFR and any resulting contract at any time, at its sole discretion, to ensure proper administration of the Program and compliance with all applicable state and federal requirements. The absence of a specific provision within this RFR shall not limit the Department's authority to impose additional terms, conditions, or requirements determined necessary for the effective implementation of the Program.

All determinations made by the Department, including eligibility decisions, allowable expenditures, reporting requirements, compliance actions, and award amounts, shall be final and binding. By entering into a contract with the Department, contractors agree to comply with any such directives issued during the contract period.

Requirements will be defined in the grant contract and Scope of Services.

5B. Duration of Contracts

All projects must be completed by June 30, 2027, with no options for extensions.

5C. Installation Standards & Permits

- Funded projects must use USDA-NRCS Standards & Specifications as installation standards when receiving funding under both NRCS and MDAR, or when required by the Department.
- Proposals which are favorably reviewed and awarded a contract must apply for and receive all required permits, licenses, and any other federal, state, or local approvals necessary for the project prior to any reimbursement from the Department. Failure to obtain or remain in compliance with any federal, state, or local approvals (including but not limited to, permits, licenses, regulations, ordinances, bylaws, or regulations) necessary for the project may result in termination of the contract.
- All construction shall be completed and installed in accordance with all applicable federal, state, and local codes, ordinances, and regulations. Equipment and materials must be considered new and shall meet relevant IEEE certifications and must be UL listed. All equipment must be provided with at least a 1-year warranty.
- Solar PV, Solar Thermal, Renewable Energy Heating and Cooling, Wind, Hydro and Woody Biomass projects shall meet any applicable Massachusetts Clean Energy Center (MassCEC) equipment and installation program requirements, the applicable Regulations and Guidelines of the Renewable Portfolio and Alternative Portfolio Standards, as administered by the Massachusetts Department of Energy Resources (DOER), and all relevant regulations administered by the Massachusetts Department of Environmental Protection (MassDEP) and the Massachusetts Department of Public Utilities (MADPU), and shall be installed by contractors engaged, licensed and certified in the relevant technology and meet the same contractor requirements for installing these technologies as originally or currently established by DOER and MassCEC.
- All wind turbine products shall comply with and be certified under American Clean Power (ACP) Standard 101-1.

- Funding for replacing older, inefficient equipment, with new higher efficiency equipment will require that the old equipment be taken out of use and scrapped for recycling of components. Old equipment cannot be resold.
- New maple syrup evaporators must be installed in strict accordance with the manufacturer's instructions and satisfy any local permitting or other requirements.
- All Solar PV projects, e.g. ground-mounted, Agricultural Solar Tariff Generation Units (dual use), etc., must comply with all requirements set forth under DOER's SMART Program Regulations and Guidelines.
- New irrigation engines must replace a stationary or portable in-use agricultural irrigation engine with a new electric motor, propane engine, or with a new nonroad diesel engine meeting current model-year Tier 4 emissions certification.
- New irrigation engines for cranberry operations must be stationary. Old engine either must be destroyed and scrapped, or used as back-up, but cannot be resold. Priority will be given to destroyed and scrapped.
- Equipment must be new and be covered under the manufacturer's warranty.
- Equipment must be purchased in-full and owned by the applicant by the contract deadline. Equipment cannot be financed or leased.
- High Efficiency Advanced Gasification Biomass - thermal boilers or furnaces intended for indoor and outdoor use utilizing wood pellets, wood chips, or cordwood, shall meet all current federal, state and/or local construction laws and regulations.
- Any Woody Biomass System must meet the eligibility criteria and requirements for qualifying a Woody Biomass system in the Alternative Portfolio Standard. www.mass.gov/service-details/qualifying-woody-biomass-in-the-aps
- Utility-scale and large-scale renewable energy projects shall be considered those that are greater than 500kW D.C. and/or generate more than 200% of average annual or projected agriculturally related energy usage. Higher priority will be given to non-utility scale or non-large scale commercial energy projects that demonstrate predominately behind-the-meter agricultural related renewable energy usage.

6. DELIVERABLES, REPORTING & INVOICING

6A. Project Deliverables

Award recipients will be required to complete all capital improvements and associated project activities as outlined in their approved Scope of Services and Budget. Deliverables include the purchase, installation, and operational readiness of approved equipment or infrastructure, submission of progress and final reports, and verification of completion through site inspection or documentation review by the Department.

6B. Reporting Requirements

Reporting requirements will be outlined in the Scope of Services for awarded proposals.

6C. Invoicing & Payment

- Disbursement of funds under this RFR will be done on a reimbursement basis and will require that acceptable documentation be submitted to the Department prior to any payment. **Only expenses incurred during the period of the contract are eligible for reimbursement. Any costs incurred prior to an executed contract, regardless of whether they were included in a proposal and associated with the project, are NOT eligible for reimbursement from the Department.**
- The funded contractual activity will be evaluated prior to full reimbursement. Work will be evaluated for satisfactory completion and compliance to standards. Spot inspections may be conducted at the Department's discretion on all work for the life of the project. Only work that satisfies the terms and conditions for this RFR, contract, and any other instructions by the Department shall be eligible for reimbursement.
- Satisfactory documentation in the form of cancelled checks, receipts, invoices, etc. for costs associated with approved projects must be submitted to the Department and approved prior to reimbursement.
- Funded projects will be limited to a number of reimbursements based on the total of awarded projects and the maximum award amounts. The reimbursement schedule will be outlined in the Scope & Services as part of the contract documents.
- Funds awarded through this program may be considered taxable income, and recipients are solely responsible for determining and satisfying any resulting tax obligations. Pursuant to M.G.L. c. 7A, § 3 and 815 CMR 9.00, the Office of the Comptroller may intercept or withhold payments to satisfy outstanding debts owed to the Commonwealth, including unpaid taxes, child support, or other legally enforceable obligations, which may reduce the amount disbursed to the recipient. The Department does not provide tax advice and applicants are strongly encouraged to consult a qualified tax professional to understand the potential tax implications of accepting an award.

7. DEADLINES & PROCUREMENT CALENDAR

Release of RFR	March 6 th , 2026.
Information Session	None planned.
Question Deadline	Applicants may submit questions regarding this RFR and application process. Questions must be submitted by email to mdargrants@mass.gov . The deadline for written questions is Thursday, April 16 th , 2026. All questions and answers will be posted at www.mass.gov/how-to/how-to-apply-to-the-climate-smart-agriculture-program so that all applicants can review.
Application Due Date	Must be received by 4:00 PM, Thursday, May 7 th , 2026.
Estimated Award Date	August 2026.
Estimated Contract Start Date	August 2026. Notwithstanding any verbal representations by the parties, or an earlier start date listed in the Standard Contract Form, and only after an award is issued and a final scope of services has been negotiated, the effective start date of a contract shall be the latest of the following dates: the date the Standard Contract Form has been executed by an authorized signatory of the contractor and the procuring department; the date of secretariat or other approval(s) required by law or regulation; or a later date specified in the Standard Contract Form.

8. MISCELLANEOUS

Type of Procurement	Grant
Use of This Procurement by Single or Multiple Departments	This RFR is a single department procurement. All contracts awarded under this RFR will be utilized only by the Department.
Request for Single or Multiple Contractors	Multiple Contractors
RFR Distribution Method	<p>This RFR has been distributed by MDAR’s Farm and Market Newsletter, posted to the program’s website at www.mass.gov/agr, and by a distribution list of requested applicants.</p> <p>This RFR has been distributed electronically via COMMBUYS. It is the responsibility of every applicant to check COMMBUYS for any addenda or modifications to an RFR to which they intend to respond. The Commonwealth of Massachusetts and its subdivisions accept no liability and will provide no accommodations to applicants who fail to check for amended RFRs and submit inadequate or incorrect responses. Potential Respondents are advised to check the “last change” field on the summary page of RFRs for which they intend to submit a response to ensure they have the most recent RFR files.</p> <p>Respondents may not alter RFR language or any RFR component files. Those submitting a proposal must respond in accordance to the RFR directions and complete only those sections that prompt a Respondent for a response. Modifications to the body of this RFR, specifications, terms and conditions, or which change the intent of this RFR are prohibited. Any unauthorized alterations will disqualify response.</p>
List of Attachments	<ul style="list-style-type: none"> A. Application Form B. RFR Required Specifications

ATTACHMENT A

The application template below displays all potential project sections. In the online application, applicants will only see sections corresponding to the project areas they select.

Applicant Information

Legal Name of Agricultural Operation

Legal Structure Sole Proprietor S-Corp C-Corp Partnership Trust/Estate LLC Other _____

Primary Contact First Name Last Name

Role/Title

Mailing Address

City, State, Zip

County

Home Phone **Mobile Phone**

E-Mail **Website**

Site address same as above

Site Address

Site City, State, Zip

Operation Details

YEAR ESTABLISHED	YEARS IN PRODUCTION BY APPLICANT	PROPERTY OWNERSHIP	YEAR LEASE ENDS
		<input type="checkbox"/> Owned <input type="checkbox"/> Leased	
TYPE OF OPERATION			
<input type="checkbox"/> Produce	<input type="checkbox"/> Livestock	<input type="checkbox"/> Dairy	<input type="checkbox"/> Greenhouse <input type="checkbox"/> Nursery <input type="checkbox"/> Cranberry
<input type="checkbox"/> Vineyard	<input type="checkbox"/> Other Livestock	<input type="checkbox"/> Aquaculture	<input type="checkbox"/> Horse <input type="checkbox"/> Other
ACREAGE OWNED	ACREAGE LEASED	ACREAGE IN PRODUCTION	
<input type="checkbox"/> I am a farmer as identified in M.G.L. 128, Sec. 1. A.			
Are you a Historically Underserved Farmer ? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to answer			
Optional: Use this space to elaborate further:			

Marketing

HOW ARE YOUR PRODUCTS MARKETED?			
<input type="checkbox"/> CSA	<input type="checkbox"/> Restaurants	<input type="checkbox"/> Distributor/Wholesale	<input type="checkbox"/> Farmstand/Farm Store
<input type="checkbox"/> Co-ops	<input type="checkbox"/> Retail/Grocery Stores	<input type="checkbox"/> Farmers Markets	<input type="checkbox"/> Pick-Your-Own
WHOLESALE SALES %		RETAIL SALES %	
ESTIMATED ANNUAL GROSS SALES			
<input type="checkbox"/> \$0 - \$9,999 <input type="checkbox"/> \$10,000 - \$24,999 <input type="checkbox"/> \$25,000 - \$249,999 <input type="checkbox"/> \$250,000 - \$499,999 <input type="checkbox"/> \$500,000 +			
APPROXIMATELY WHAT PERCENTAGE OF YOUR ORGANIZATION'S ANNUAL OPERATING REVENUE IS GENERATED FROM ON-FARM AGRICULTURAL PRODUCTION (e.g. sales of crops, livestock, aquaculture products)?			
<input type="checkbox"/> 0 - 25% <input type="checkbox"/> 25% - 50% <input type="checkbox"/> 50 - 75 % <input type="checkbox"/> 75 - 100 %			
Is the applicant's primary income from the sales of the operation's agricultural products?			<input type="checkbox"/> Yes <input type="checkbox"/> No

Other Programs

OPERATION HAS AN AG PRESERVATION RESTRICTION (APR):		PROJECT WILL BE IMPLEMENTED ON APR:		
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		
APR HAS BEEN CONTACTED TO DETERMINE IF PROJECT NEEDS A CERTIFICATE OF APPROVAL (COA):		PROJECT NEEDS APPROVAL FROM APR:		
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		
YEAR APR WAS RECORDED	NAME ON APR			
APR CONTACT PERSON				
OPERATION HAS A CONSERVATION PLAN FROM NRCS:		YEAR CONSERVATION PLAN WAS CREATED		
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A				
NRCS CONTACT PERSON				
PRODUCE REGISTRATION STATUS (if applicable)				
<input type="checkbox"/> Registered <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Will register				
I HAVE APPLIED TO OTHER GRANT PROGRAMS FOR COSTS ASSOCIATED WITH THIS PROJECT				
<input type="checkbox"/> Yes <input type="checkbox"/> No				
NAME(S) OF OTHER GRANT PROGRAMS				
PREVIOUS MDAR GRANT FUNDING – (List any MDAR grants received within in the past 5 years)				
Program	Year	Award Amount	Project Summary	Completion Status
Have you experienced any barriers in accessing past MDAR grant programs? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, describe them (examples may include limited access to land, capital, markets, information about grant programs, language barriers, or other challenges):				

Overview of Business

Provide a description of your agricultural operation, operation size, production activities, markets, existing infrastructure, and current operational challenges. If applicable, describe the role that agricultural production plays within your overall business or organizational model, including how farm production contributes to operating revenue.

FOR Reference Only -
Apply Online

Organizational Capacity & Team Members

List individuals involved implementing grant-funded projects. Include both internal staff and any known contractors who will be involved in implementing the proposed project(s).

	Name	Role	Relevant Experience	Responsibilities
A				
B				
C				
D				
E				

General Financing

Explain how the operation can cover upfront expenses and the 20% match for the project(s). Include any available bank letters, lines of credit, or other documentation.

Project Area & Category:

Select the Project Area and Project Category you are applying to. Applicants may apply to multiple project areas. Project details must be completed for each project area selected.

FOOD SAFETY

- Early-Stage Farmer – Food safety for early-stage produce/aquaculture operations (1-3 years in business)
- Produce Safety
- Aquaculture Safety

COMPOST

- Early-Stage Farmer – Composting for early-stage composting (1-3 years in business)
- Agricultural Composting Infrastructure or Equipment

ENVIRONMENTAL

- Early-Stage Farmer – Early environmental infrastructure or equipment (1-3 years in business)
- Water Efficiency & Irrigation
- Soil Health
- Composting
- Monitoring & Precision Tools
- Climate-Resilient Infrastructure

ENERGY

- Early-Stage Farmer –small-scale energy efficiency or renewable energy (1-3 years in business)
- Dairy Energy Efficiency
- Maple Energy Efficiency
- Greenhouse Energy Efficiency
- Building Retrofits
- Renewable Energy
- Cold Storage Efficiency Upgrades

PROJECT CATEGORY DETAILS:

FOOD SAFETY



Produce Operations

Check all commodities your operation grows:

- | | | | |
|-------------------------------------------|-------------------------------------------|-----------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> Apples | <input type="checkbox"/> Sweet cherries | <input type="checkbox"/> Melon | <input type="checkbox"/> Raspberries |
| <input type="checkbox"/> Apricots | <input type="checkbox"/> Chestnuts | <input type="checkbox"/> Mulberries | <input type="checkbox"/> Rhubarb |
| <input type="checkbox"/> Apriums | <input type="checkbox"/> Chicory | <input type="checkbox"/> Microgreens | <input type="checkbox"/> Rosemary |
| <input type="checkbox"/> Artichoke | <input type="checkbox"/> Chives | <input type="checkbox"/> Mung beans | <input type="checkbox"/> Rutabaga |
| <input type="checkbox"/> Basil | <input type="checkbox"/> Cilantro | <input type="checkbox"/> Mushroom | <input type="checkbox"/> Turnips |
| <input type="checkbox"/> Blackberries | <input type="checkbox"/> Cucumber | <input type="checkbox"/> Mustard greens | <input type="checkbox"/> Sage |
| <input type="checkbox"/> Blueberries | <input type="checkbox"/> Berry currant | <input type="checkbox"/> Nectarine | <input checked="" type="checkbox"/> Scallions |
| <input type="checkbox"/> Bok Choy | <input type="checkbox"/> Endive | <input type="checkbox"/> Onions | <input type="checkbox"/> Shallot |
| <input type="checkbox"/> Boysenberries | <input type="checkbox"/> Dandelion | <input type="checkbox"/> Oregano | <input type="checkbox"/> Spinach |
| <input type="checkbox"/> Fava Beans | <input type="checkbox"/> Spring salad mix | <input type="checkbox"/> Parsley | <input type="checkbox"/> Sprouts |
| <input type="checkbox"/> Broccoli | <input type="checkbox"/> Garlic | <input type="checkbox"/> Parsnips | <input type="checkbox"/> Strawberries |
| <input type="checkbox"/> Brussels Sprouts | <input type="checkbox"/> Gooseberries | <input type="checkbox"/> Peas/snow peas | <input type="checkbox"/> Summer squash |
| <input type="checkbox"/> Burdock | <input type="checkbox"/> Grapes | <input type="checkbox"/> Peaches | <input type="checkbox"/> Swiss chard |
| <input type="checkbox"/> Chinese Cabbage | <input type="checkbox"/> Green beans | <input type="checkbox"/> Pears | <input type="checkbox"/> Thyme |
| <input type="checkbox"/> Cabbages | <input type="checkbox"/> Honeydew | <input type="checkbox"/> Sweet peppers | <input type="checkbox"/> Tomatoes |
| <input type="checkbox"/> Cantaloupes | <input type="checkbox"/> Huckleberries | <input type="checkbox"/> Hot peppers | <input type="checkbox"/> Turnip greens |
| <input type="checkbox"/> Carrots | <input type="checkbox"/> Kale | <input type="checkbox"/> Plums | <input type="checkbox"/> Walnuts |
| <input type="checkbox"/> Cauliflower | <input type="checkbox"/> Leek | <input type="checkbox"/> Quince | <input type="checkbox"/> Watercress |
| <input type="checkbox"/> Celeriac | <input type="checkbox"/> Lettuce | <input type="checkbox"/> Radicchio | <input type="checkbox"/> Watermelon |
| <input type="checkbox"/> Celery | <input type="checkbox"/> Marjoram | <input type="checkbox"/> Radish | |

Activity Type(s): Growing Harvesting Packing Holding Processing

Have you participated in a Produce Safety Alliance (PSA) training course? Yes No

If yes, what was the date of the course: (If yes, include a copy of your certificate)

My operation has received an audit/inspection from the Commonwealth Quality Program (CQP)? Yes No

If yes, what was the date: (If yes, include a copy of your certificate)

Is this proposed project the result of a concern identified by Produce Safety Staff? Yes No

Project Title

Short descriptive title of what is being applied for (example: "Produce Wash/Pack Area Drainage").

Project Details

Describe the proposed project and the specific problem or need it addresses, including the current condition or challenge and the proposed solution (what you will install, construct, or purchase).

Project Goals

List the project-specific goals you expect to achieve by completing this project. Focus on the direct results of the work being done. Do not include long-term benefits here.

Project Impacts

Describe the anticipated measurable outcomes of the project. The impacts should reflect the changes that will result from the project and be quantifiable where possible. Include metrics or estimates where available. Do not repeat the project goals.

Project Timeline

Provide project specific timeline from project start to completion.

Start Date:	
Milestone 1:	
Milestone 2:	
Milestone 3:	
Completion Date:	(must be by June 30 th , 2027)

Project-Specific Permits

Does this project require any local, state, or federal permits or approvals? If yes, include the type of permit and the status (obtained, in progress, not yet started).

Yes No If yes, Describe: _____

Project-Specific Operation & Maintenance (O&M)

Describe how the project will be operated and maintained after completion, including ongoing responsibilities, expected lifespan, and any applicable warranties, service agreements, or guarantees.

For Reference Only
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Budget:

Materials				
	Description	Amount	Qty	Total Costs
1				
2				
3				
4				
Contractual Costs/Labor (expenses for services performed by someone other than the applicant)				
	Description	Rate	Hours	Total Costs
1				
2				
3				
Equipment (Equipment to be purchased under the CSAP grant)				
	Description	Amount	Qty	Total Costs
1				
2				
3				
Equipment Rental (Rented equipment required to complete the project)				
	Description	Rate	Hours	Total Costs
1				
2				
Other Costs				
	Description	Amount	Qty	Total Costs
1				
2				
3				
4				
Total Project Costs:				\$
Applicant Amount (20% minimum):				\$
Eligible Project Costs (80% of Total Project Costs up to \$50,000.00):				\$

For Reference Only - Apply Online

COMPOST

Is the primary purpose of your compost operation to handle manure generated from your farm? Yes No

Identify the anticipated percentage of finished compost to be used on your farm and off-farm: _____ % on-farm
 _____ % off-farm

What is the size of your composting operation (acres)?

How many cubic yards of compost do you produce in a year (cubic yards)?

Compostable Materials:

Identify the materials you compost. Specify type of material, source of the material, rate of accumulation, and estimated total quantity in tons or cubic yards.

Material	Source of the Material (landscapers, horses, etc.)	Rate of Accumulation (tons/week, cu yds/day, etc.)	Total Quantity per Year (tons or cubic yards)

For Reference Only -
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Project Title

Short descriptive title of what is being applied for.

Project Details

Describe the proposed project and the specific problem or need it addresses, including the current condition or challenge and the proposed solution (what you will install, construct, or purchase).

Project Goals

List the project-specific goals you expect to achieve by completing this project. Focus on the direct results of the work being done. Do not include long-term benefits here.

Project Impacts

Describe the anticipated measurable outcomes of the project. The impacts should reflect the changes that will result from the project and be quantifiable where possible. Include metrics or estimates where available. Do not repeat the project goals.

Project Timeline

Provide project specific timeline.

Start Date:	
Milestone 1:	
Milestone 2:	
Milestone 3:	
Completion Date:	(must be by June 30 th , 2027)

Project-Specific Permits

Does this project require any local, state, or federal permits or approvals? If yes, include the type of permit and the status (obtained, in progress, not yet started).

Yes No If yes, Describe: _____

Project-Specific Operation & Maintenance (O&M)

Describe how the project will be operated and maintained after completion, including ongoing responsibilities, expected lifespan, and any applicable warranties, service agreements, or guarantees.

For Reference Only
Apply Online

Budget:

Materials				
	Description	Amount	Qty	Total Costs
1				
2				
3				
4				
Contractual Costs/Labor (expenses for services performed by someone other than the applicant)				
	Description	Rate	Hours	Total Costs
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2				
3				
Equipment (Equipment to be purchased under the CSAP grant)				
	Description	Amount	Qty	Total Costs
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3				
Equipment Rental (Rented equipment required to complete the project)				
	Description	Rate	Hours	Total Costs
1				
2				
Other Costs				
	Description	Amount	Qty	Total Costs
1				
2				
3				
4				
Total Project Costs:				\$
Applicant Amount (20% minimum):				\$
Eligible Project Costs (80% of Total Project Costs up to \$50,000.00):				\$

For Reference Only - Apply Online

ENVIRONMENTAL

A Are you applying for equipment? Yes No

B What type of equipment are you applying for? Conservation Tillage Cover Crop Management
 Precision Agriculture Waste Management Other

C Equipment details and cost:

	EQUIPMENT	MAKE/MODEL	EQUIPMENT USE	TOTAL COST
	<i>example: no-till grain drill</i>	<i>Esch No-Till 5612</i>	<i>Cover Crop Management</i>	<i>\$43,900</i>
1.				
2.				
3.				

D How many acres in MA do you anticipating using this equipment on in each of the following seasons?

	2026	2027	2028	2029	2030	2031
1.						
2.						
3.						

E Have you operated this type of equipment before? Yes No

F How many acres of this conservation practice have you done on your farm in the past year?

G Are you working with technical assistance providers on using this equipment for conservation practices? Yes No

If so, please list their name or the organization name:

H How often do you get a soil analysis?

For Reference Only - Apply Online

Project Title

Short descriptive title of what is being applied for.

Project Details

Describe the proposed project and the specific problem or need it addresses, including the current condition or challenge and the proposed solution (what you will install, construct, or purchase).

Project Goals

List the project-specific goals you expect to achieve by completing this project. Focus on the direct results of the work being done. Do not include long-term benefits here.

Project Impacts

Describe the anticipated measurable outcomes of the project. The impacts should reflect the changes that will result from the project and be quantifiable where possible. Include metrics or estimates where available. Do not repeat the project goals.

Project Timeline

Provide project specific timeline from project start to completion.

Start Date:	
Milestone 1:	
Milestone 2:	
Milestone 3:	
Completion Date:	(must be by June 30 th , 2027)

Project-Specific Permits

Does this project require any local, state, or federal permits or approvals? If yes, include the type of permit and the status (obtained, in progress, not yet started).

Yes No If yes, Describe: _____

Project-Specific Operation & Maintenance (O&M)

Describe how the project will be operated and maintained after completion, including ongoing responsibilities, expected lifespan, and any applicable warranties, service agreements, or guarantees.

For Reference Only
Apply Online

Budget:

Materials				
	Description	Amount	Qty	Total Costs
1				
2				
3				
4				
Contractual Costs/Labor (expenses for services performed by someone other than the applicant)				
	Description	Rate	Hours	Total Costs
1				
2				
3				
Equipment (Equipment to be purchased under the CSAP grant)				
	Description	Amount	Qty	Total Costs
1				
2				
3				
Equipment Rental (Rented equipment required to complete the project)				
	Description	Rate	Hours	Total Costs
1				
2				
Other Costs				
	Description	Amount	Qty	Total Costs
1				
2				
3				
4				
Total Project Costs:				\$
Applicant Amount (20% minimum):				\$
Eligible Project Costs (80% of Total Project Costs up to \$50,000.00):				\$

For Reference Only
Apply Online

ENERGY

What type of energy project are you applying for: Energy Efficiency Renewable Energy

Energy Audit/Assessment (Include a copy of audit and/or assessment with your application)

Have you had an energy audit or technical assessment for this project? Yes – Project-Specific Assessment
 Yes – General Farm Energy Audit (that includes this project)
 No

If yes, who completed it:

Year that it was completed:

Current Annual Energy Cost: (What are the current annual energy costs for this project)

Energy Costs:

Whole Farm: These costs are for my whole farm Project Only: This is only for the project being applied for

Are any of the energy costs for this project associated with a residence?

Yes No

Estimated Annual Energy Cost Savings: How much will this project reduce your annual energy costs?

Where did this estimate come from?

Energy Audit or Technical Assessment Utility Program Vendor/Installer
 My own estimate Not sure yet Other

Do you have detailed energy savings? (from audit or vendor)

If yes, amount of fuel saved

Type of Fuel

Yes No

kWh Cords Therms Gallons Other

Payback Period:

Calculate the payback period for this project.

Step 1 – Total Project Cost (total cost of this project from your project budget)

Step 2: Other Funding (list any incentives or other grant funds you expect to receive for this project).

Utility Incentives	Amount

USDA REAP/EQIP	Amount

MassCEC	Amount

Other Funding	Amount	Source of Funding

Step 3: Your remaining project costs:

(project costs after other funding – this is your total project costs minus the total of the funding listed above)

Step 4: Total MDAR Request (the amount you are requesting for this section of the CSAP grant – maximum of \$50,000 or limits specified by specific project type in the RFR)

Step 5: Estimate Payback Period (Years) – This is your remaining project costs (out-of-pocket costs) minus the amount requested from MDAR for this specific project / Estimated Annual Energy Cost Savings.

Estimated annual greenhouse gas (GHG) emissions reduction: (include additional documentation if needed)

Value: _____ tons CO₂e/year

Project Title

Short descriptive title of what is being applied for.

Project Details

Describe the proposed project and the specific problem or need it addresses, including the current condition or challenge and the proposed solution (what you will install, construct, or purchase).

Project Goals

List the project-specific goals you expect to achieve by completing this project. Focus on the direct results of the work being done. Do not include long-term benefits here.

Project Impacts

Describe the anticipated measurable outcomes of the project. The impacts should reflect the changes that will result from the project and be quantifiable where possible. Include metrics or estimates where available. Do not repeat the project goals.

Project Timeline

Provide project specific timeline from project start to completion.

Start Date:	
Milestone 1:	
Milestone 2:	
Milestone 3:	
Completion Date:	(must be by June 30 th , 2027)

Project-Specific Permits

Does this project require any local, state, or federal permits or approvals? If yes, include the type of permit and the status (obtained, in progress, not yet started).

Yes No If yes, Describe: _____

Project-Specific Operation & Maintenance (O&M)

Describe how the project will be operated and maintained after completion, including ongoing responsibilities, expected lifespan, and any applicable warranties, service agreements, or guarantees.

For Reference Only
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Budget:

Materials				
	Description	Amount	Qty	Total Costs
1				
2				
3				
4				
Contractual Costs/Labor (expenses for services performed by someone other than the applicant)				
	Description	Rate	Hours	Total Costs
1				
2				
3				
Equipment (Equipment to be purchased under the CSAP grant)				
	Description	Amount	Qty	Total Costs
1				
2				
3				
Equipment Rental (Rented equipment required to complete the project)				
	Description	Rate	Hours	Total Costs
1				
2				
Other Costs				
	Description	Amount	Qty	Total Costs
1				
2				
3				
4				
Total Project Costs:				\$
Applicant Amount (20% minimum):				\$
Eligible Project Costs (80% of Total Project Costs up to \$50,000.00):				\$

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Sustainability & Long-Term Impacts:

How will your proposed project(s) contribute to the long-term sustainability of your agricultural operation? How will these impacts be measured over time? This section should not repeat the project goals or short-term impacts above. Instead, describe how the benefits will continue over the useful life of the project and how you will track performance in future years.

Project Dependencies & Priority:

If submitting for multiple projects, rank project priority (1 = highest):

- Priority 1
- Priority 2
- Priority 3
- Priority 4

For Reference Only -
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Supporting Documentation:

All Projects	<p>Vendor or contractor quotes (required).</p> <p>A completed budget for the project area(s) being applied to (required).</p> <p>Applicants should include balance of funding needed to implement the proposed project by providing bank credit reference letters, line of credit reference letters, demonstration of other non-state grant funds for the project, or an executed loan (optional).</p> <p>Proposals should include a map or aerial photo with the property boundaries drawn and the exact location of the project described in the application (optional).</p>
Food Safety	<p>Produce applicants that are active Commonwealth Quality Program (CQP) participants should include a copy of their certificate (optional).</p> <p>Produce applicants that have completed a Produce Safety Alliance (PSA) grower training course should include a copy of their certificate (optional).</p> <p>Aquaculture applicants that have HACCP certification should include a copy of their certification (optional).</p>
Compost	<p>Optional. Registered composters should include a copy of their registration.</p>
Environment	<p>Applicants that are eligible operations should provide proof of a Natural Resources Conservation Service ("NRCS") Conservation Plan. A copy of the entire plan is not required (optional).</p>
Energy	<p>A project specific technical assessment, or energy audit with same detail for the project proposed, that provides back-up and supporting documentation required within the application (optional).</p> <p>The completion of a general energy audit for the agricultural operation (optional).</p> <p>Proposed projects should include quantification of equivalent CO₂ greenhouse gas savings calculations in the project's respective energy audit or technical assessment, or as a separate calculation (optional).</p>

Amount Requested:

Enter the total amount of funding you are requesting from MDAR. Please note that MDAR may negotiate the final award amount before a contract is executed. Project costs incurred prior to a fully executed contract are not eligible for reimbursement.

Total Project Costs (from Budget):

\$

Amount Requested (Max of 80% of Total Project Costs):

\$

Match Requirement (Min of 20% of Total Project Costs):

\$

Attestation:

By signing this application, you attest all statements herein are accurate and true. By signing this application, you give permission to have a site visit by MDAR staff which may be necessary before a funding decision is made. All site visits will be arranged with you in advance.

Signature

Date

Print Name

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ATTACHMENT B



RFR - Required Specifications for Commodities and Services

Revision Date: July 10, 2024

In general, most of the required contractual stipulations are referenced in the *Standard Contract Form and Instructions* and the *Commonwealth Terms and Conditions*. However, the following RFR provisions must appear in all Commonwealth departmental competitive procurements conducted under 801 CMR 21.00.

The terms of *801 CMR 21.00: Procurement of Commodities and Services* are incorporated by reference into this RFR. Words used in this RFR shall have the meanings defined in 801 CMR 21.00. Additional definitions also may be identified in this RFR. Other terms not defined elsewhere in this document may be defined in OSD's [Glossary of Terms](#). Unless otherwise specified in this RFR, all communications, responses, and documentation must be in English, all measurements must be provided in feet, inches, and pounds and all cost proposals or figures in U.S. currency. All responses must be submitted in accordance with the specific terms of this RFR.

1. COMMBUYS Market Center. COMMBUYS is the official source of information for this Bid and is publicly accessible at no charge at www.commbuys.com. Information contained in this document and in COMMBUYS, including file attachments, and information contained in the related Bid Questions and Answers (Q&A), are components of the Bid, as referenced in COMMBUYS, and are incorporated into the Bid and any resulting contract.

Bidders are solely responsible for obtaining all information distributed for this Bid via COMMBUYS. Bid Q&A supports Bidder submission of written questions associated with a Bid and publication of official answers.

It is each Bidder's responsibility to check COMMBUYS for:

- Any amendments, addenda, or modifications to this Bid, and
- Any Bid Q&A records related to this Bid.

The Commonwealth accepts no responsibility and will provide no accommodation to Bidders who submit a Quote based on an out-of-date Bid or on information received from a source other than COMMBUYS.

2. COMMBUYS Registration. Bidders may elect to register for a free COMMBUYS Seller account which provides value-added features, including automated email notification associated with postings and modifications to COMMBUYS records. However, to respond to a Bid, Bidders must register and maintain an active COMMBUYS Seller account.

All Bidders submitting a Quote (previously referred to as Response) in response to this Bid (previously referred to as Solicitation) agree that, if awarded a contract: 1) they will maintain an active seller account in COMMBUYS; 2) they will, when directed to do so by the procuring entity, activate and maintain a COMMBUYS-enabled catalog using Commonwealth Commodity Codes; 3) they will comply with all requests by the procuring entity to utilize COMMBUYS for the purposes of conducting all aspects of purchasing and invoicing with the Commonwealth, as added functionality for the COMMBUYS system is activated; and 4) in the event the Commonwealth adopts an alternate e-procurement platform, successful Bidders will be required to utilize such system, as directed by the procuring entity. Commonwealth Commodity Codes are based on the United Nations Standard Products and Services Code (UNSPSC).

COMMBUYS uses terminology with which bidders must be familiar to conduct business with the Commonwealth. To view this terminology and to learn more about COMMBUYS, please visit the [Learn about COMMBUYS Resources](#) page on mass.gov.

3. Multiple Quotes. Bidders may not submit Multiple Quotes in response to a Bid unless the RFR authorizes them to do so. If a Bidder submits multiple quotes in response to an RFR that does not authorize multiple responses, only the latest dated quote submitted prior to the bid opening date will be evaluated.

4. Quote Content. Bid specifications for delivery, shipping, billing, and payment will prevail over any proposed Bidder terms entered as part of the Quote, unless otherwise specified in the Bid.

5. Supplier Diversity Office (SDO) Programs. Pursuant to [Executive Order 599](#), the Commonwealth supports the use of diverse and small businesses through the Small Business Purchasing Program (SBPP) and the Supplier Diversity

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Program (SDP). Based on the estimated value of the procurement, one of the above-mentioned programs shall be applicable to this RFR. For more information on the program that applies to this solicitation, see the body of this RFR.

6. Small Business Purchasing Program (SBPP)

Program Background. The Massachusetts [Small Business Purchasing Program](#) (SBPP) was established pursuant to [Executive Order 599](#) to increase state contracting opportunities with small businesses having their principal place of business within the Commonwealth of Massachusetts. Pursuant to the SBPP, it is the intention of the issuing department to award this Small Procurement to one or more SBPP participating business(es) as described below.

SBPP Award Preference. While all businesses, no matter the size or principal place of business, may submit responses to this solicitation, should an SBPP participant respond and meet the best value criteria described in this solicitation, the SBPP participant shall be awarded the contract. The Strategic Sourcing Services Team (SST) will not evaluate submissions from non-SBPP participants unless no SBPP Bidder meets the SSST's best value evaluation criteria.

SBPP Participation Eligibility. To be eligible to participate in this procurement as an SBPP participant, an entity must meet the following criteria, and be marked as an SBPP-registered business in [COMMBUYS](#):

1. Have its principal place of business in the Commonwealth of Massachusetts;
2. Been in business for at least one year;
3. Employ a combined total of 50 or fewer full-time equivalent employees in all locations, or employees work less than a combined total of 26,000 hours per quarter; and
4. Have gross revenues, as reported on appropriate tax forms, of \$15 million or less, based on a three-year average.

Non-profit firms also must be registered as a non-profit or charitable organization with the MA Attorney General's Office and be up to date with all filings required by that office and be tax exempt under Section 501(c) of the Internal Revenue Code.

SBPP Compliance Requirements. It is the responsibility of the Bidder to ensure that their SBPP status is current at the time of submitting a response and throughout the life of any resulting contract. Misrepresentation of SBPP status will result in disqualification from consideration, and may result in debarment, contract termination, and other actions. To learn more about the SBPP, including how to apply, visit the SBPP webpage, <http://www.mass.gov/sbpp>.

Program Resources and Assistance. Bidders and Contractors seeking assistance regarding SBPP may visit the [SBPP Webpage](#), or contact the SBPP Help Desk at sbpp@mass.gov.

7. Supplier Diversity Program (SDP)

Program Background. Pursuant to [Executive Order 599](#), the Commonwealth's [Supplier Diversity Program](#) (SDP) promotes business-to-business relationships between awarded Contractors and diverse businesses and non-profit organizations ("SDP Partners") certified or recognized (see below for more information) by the [Supplier Diversity Office \(SDO\)](#).

All Bidders and Contractors are strongly encouraged to create a profile on the SDO's Supplier Diversity Hub to access the Commonwealth's supplier diversity resources and tools.

Financial Commitment Requirements. All Bidders responding to this solicitation are required to make a significant financial commitment ("SDP Commitment") to partnering with one or more SDO-certified or recognized diverse business enterprise(s) or non-profit organization(s). This SDP Commitment must be expressed as a percentage of contract sales resulting from this solicitation that would be spent with the SDP Partner(s).

After contract award (if any), the Total SDP Commitment shall become a contractual requirement to be met annually on a Massachusetts fiscal year basis (July 1 – June 30) for the duration of the contract. The minimum acceptable Total SDP Commitment in response to this solicitation shall be 1%. Bidders shall be awarded additional evaluation points for higher SDP Commitments.

No contract shall be awarded to a Bidder without an SDP Commitment that meets the requirements stated herein. This requirement extends to all Bidders regardless of their own supplier diversity certification.

Eligible SDP Partner Certification Categories

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SDP Partners must be business enterprises and/or non-profit organizations certified or recognized by the SDO in one or more of the following certification categories:

- Minority-Owned Business Enterprise (MBE)
- Minority Non-Profit Organization (M/NPO)
- Women-Owned Business Enterprise (WBE)
- Women Non-Profit Organization (W/NPO)
- Veteran-Owned Business Enterprise (VBE)
- Service-Disabled Veteran-Owned Business Enterprise (SDVOBE)
- Disability-Owned Business Enterprise (DOBE)
- Lesbian, Gay, Bisexual, and Transgender Business Enterprise (LBGTBE)

Eligible Types of Business-to-Business Relationships. Bidders and Contractors may engage SDP Partners as follows:

- **Subcontracting**, defined as a partnership in which the SDP partner is involved in the provision of products and/or services to the Commonwealth.
- **Ancillary Products and Services**, defined as a business relationship in which the SDP partner provides products or services that are not directly related to the Contractor's contract with the Commonwealth but may be related to the Contractor's own operational needs. These may include but are not limited to the following examples: professional services (e.g., IT, legal, advertising, HR, accounting etc.), maintenance services (e.g., cleaning, landscaping, tradespersons services, etc.), office expenses (e.g., office supplies, furniture, IT supplies, etc.). Anything declared as a business expense in which a certified vendor is used would qualify.

Other types of business-to-business relationships are not acceptable under this contract. If subcontracting is proposed, it must meet all the subcontracting provisions (if any) listed in this RFR.

Program Flexibility. The SDP encompasses the following provisions to support Bidders in establishing and maintaining sustainable business-to-business relationships meeting their needs:

- SDP Partners are **not** required to be subcontractors.
- SDP Partners are **not** required to be Massachusetts-based businesses.
- SDP Partners **may be changed or added** during the term of the contract, provided the Contractor continues to meet its SDP Commitment.

SDP Plan Form Requirements. All Bidders must complete the SDP Plan Form included in this solicitation and attach it to their bid response. In addition to proposing an SDP Commitment, each Bidder must propose one or more SDP Partner(s) to utilize to meet its SDP Commitment. Certified diverse Bidders may not list their own companies, their subsidiaries, or affiliates as SDP Partners and may not meet their SDP Commitment by spending funds internally or with their own subsidiaries or affiliates.

Bidders may propose SDP Partners that are:

- **Certified or recognized by the SDO:** Such partners appear in the [SDO Directory of Certified Businesses](#) or in the [SBA Veteran Small Business Certification \(VetCert\)](#) directory. After contract award (if any), spending with such partners will contribute to meeting the Contractor's SDP Commitment.
- **Certified by one of SDO's recognized third-party certification bodies but not yet listed in the SDO Directory of Certified Businesses:** Such partners must be certified in eligible categories by one of SDO's recognized third-party certification bodies, which include the [City of Boston](#), the [Greater New England Minority Supplier Development Council \(GNEMSDC\)](#), the [Center for Women & Enterprise \(CWE\)](#), [Disability: IN](#), [National LGBT Chamber of Commerce \(NGLCC\)](#), or the [National Veteran Owned Business Association \(NaVOBA\)](#) but have not yet opted to be listed in the SDO Directory of Certified Businesses. In order to opt into SDO's Directory of Certified Businesses, the SDP partner must follow the applicable expedited instructions on SDO's Apply for Recognition as a Third-Party Certified Business webpage. Self-certification is not acceptable. While Bidders may list such proposed SDP Partners on their SDP Plans, spending with such partners will not contribute to meeting the Contractor's SDP Commitment unless they apply for and are granted SDO supplier diversity certification or recognition. If proposed SDP Partners do not receive SDO supplier diversity certification or recognition, the Contractor must find alternative SDP Partners to meet the SDP Commitment.
- **Not yet certified or recognized by the SDO or one of SDO's recognized third-party certification bodies:** Such partners must be certified in eligible categories by other third-party certification bodies that are not yet recognized by the SDO, such as another city or state supplier diversity certification office, the [National Minority Supplier Development Council](#), or the [Women Business Enterprise National Council](#), but are not listed in the above-mentioned directories. Self-certification is not acceptable. While Bidders may list such

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proposed SDP Partners on their SDP Plans, spending with such partners will not contribute to meeting the Contractor's SDP Commitment unless they apply for and are granted SDO supplier diversity certification or recognition. If proposed SDP Partners do not receive SDO supplier diversity certification or recognition, the Contractor must find alternative SDP Partners to meet the SDP Commitment.

It is the responsibility of the Contractor to ensure that their proposed SDP Partners obtain such certification or recognition by the SDO after contract award (if any). The issuing department and the SDO will not conduct outreach to proposed SDP Partners to ensure their certification. Furthermore, no guarantee may be made that a proposed SDP Partner will be certified, or regarding the time it may take to process a proposed SDP Partner certification. Contractors may direct partners to the SDO's homepage, www.mass.gov/sdo and the [Certification Self-Assessment Tool](#) for guidance on applying for certification.

It is **desirable** for Bidders to provide a description of supplier diversity businesses practices. Specifically, listing contact information for the individual or unit responsible for establishing and maintaining supplier diversity relationships, and including a written policy for establishing and maintaining supplier diversity relationships.

It also is **desirable** for Bidders to use the SDP Plan Form to describe additional creative initiatives (if any) related to engaging, buying from, and/or collaborating with diverse businesses. Such initiatives may include but not be limited to:

- Serving as a mentor in a mentor-protégé relationship.
- Technical and financial assistance provided to diverse businesses.
- Participation in joint ventures between nondiverse and diverse businesses.
- Voluntary assistance programs by which nondiverse business employees are loaned to diverse businesses or by which diverse business employees are taken into viable business ventures to acquire training and experience in managing business affairs.

Evaluation of SDP Forms. To encourage Bidders to develop substantial supplier diversity initiatives and commitments as measures valuable to the Commonwealth, at least 25% of the total available evaluation points for this bid solicitation shall be allocated to the evaluation of the SDP Plan submissions. Because the purpose of the SDP is to promote business-to-business partnerships, the Bidders' workforce diversity initiatives will not be considered in the evaluation.

SDP Spending Reports. After contract award, Contractors must submit reports at least annually to demonstrate compliance with the agreed-upon SDP Commitment. To submit SDP spending reports using the Hub, Contractors must first create a profile in the Hub. Once registered, awarded contractors must report information such as, but not limited to, SDO or SDO-recognized SDP partner(s), spend with SDO partner(s), and total contract sales. Contractors must follow report submission instructions from the issuing department and the SDO.

SDP Spending Compliance. Only spending with SDP Partners that appear in the [SDO Directory of Certified Businesses](#) or in the [SBA Veteran Small Business Certification \(VetCert\)](#) directory shall be counted toward a Contractor's compliance with their SDP Commitment. Spending with SDP Partners that do not appear in the directories above shall not be counted toward meeting a Contractor's SDP Commitment.

It is the responsibility of the Contractor to ensure they meet their SDP Commitment, and the SDO and the issuing department assume no responsibility for any Contractor's failure to meet its SDP Commitment.

SDP Spending Verification. The SDO and the contracting department reserve the right to contact SDP Partners at any time to request that they attest to the amounts reported to have been paid to them by the Contractor.

Program Resources and Assistance. Contractors seeking assistance in the development of their SDP Plans or identification of potential SDP Partners may visit the SDP webpage, www.mass.gov/sdp, or contact the SDP Help Desk at sdp@mass.gov.

8. Agricultural Products Preference (only applicable if this is a procurement for Agricultural Products). Chapter 123 of the Acts of 2006 directs the State Purchasing Agent to grant a preference to products of agriculture grown or produced using locally grown products. Such locally grown or produced products shall be purchased unless the price of the goods exceeds the price of products of agriculture from outside the Commonwealth by more than 10%. For purposes of this preference, products of agriculture are defined to include any agricultural, aquacultural, floricultural, or horticultural commodities; the growing and harvesting of forest products; the raising of livestock, including horses; raising of domesticated animals, bees, and/or fur-bearing animals; and any forestry or lumbering operations.

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9. Best Value Selection and Negotiation. The Strategic Sourcing Services Team or SSST may select the response(s) which demonstrates the best value overall, including proposed alternatives that will achieve the procurement goals of the department. The SSST and a selected bidder, or a contractor, may negotiate a change in any element of contract performance or cost identified in the original RFR or the selected bidder's or contractor's response which results in lower costs or a more cost effective or better value than was presented in the selected bidder's or contractor's original response.

10. Bidder Communication. Bidders are prohibited from communicating directly with any employee of the procuring department or any member of the SSST regarding this RFR except as specified in this RFR, and no other individual Commonwealth employee or representative is authorized to provide any information or respond to any question or inquiry concerning this RFR. Bidders may contact the contact person for this RFR in the event this RFR is incomplete or the bidder is having trouble obtaining any required attachments electronically through COMMBUYS.

11. Contract Expansion. If additional funds become available during the contract duration period, the department reserves the right to increase the maximum obligation to some or all contracts executed as a result of this RFR or to execute contracts with contractors not funded in the initial selection process, subject to available funding, satisfactory contract performance and service or commodity need.

12. Costs. Costs which are not specifically identified in the bidder's response and accepted by a department as part of a contract will not be compensated under any contract awarded pursuant to this RFR. The Commonwealth will not be responsible for any costs or expenses incurred by bidders responding to this RFR.

13. Electronic Communication/Update of Bidder's/Contractor's Contact Information. It is the responsibility of the prospective bidder and awarded contractor to keep current on COMMBUYS the email address of the bidder's contact person and prospective contract manager, if awarded a contract, and to monitor that email inbox for communications from the SSST, including requests for clarification. The SSST and the Commonwealth assume no responsibility if a prospective bidder's/awarded contractor's designated email address is not current, or if technical problems, including those with the prospective bidder's/awarded contractor's computer, network, or internet service provider (ISP) cause email communications sent to/from the prospective bidder/awarded contractor and the SSST to be lost or rejected by any means including email or spam filtering.

14. Electronic Funds Transfer (EFT). All bidders responding to this RFR must agree to participate in the Commonwealth Electronic Funds Transfer (EFT) program for receiving payments, unless the bidder is able to provide compelling proof that it would be unduly burdensome. EFT is a benefit to both contractors and the Commonwealth because it ensures fast, safe, and reliable payment directly to contractors and saves both parties the cost of processing checks. Contractors may track and verify payments made electronically through the Comptroller's [Vendor Web system](#). A link to the EFT application may be found on the [OSD Forms](#) page (www.mass.gov/lists/osd-forms). Additional information about EFT is available on the [VendorWeb](#) site (www.mass.gov/osc). Click on MASSfinance.

Successful bidders, upon notification of contract award, will be required to enroll in EFT as a contract requirement by completing and submitting the *Authorization for Electronic Funds Payment Form* to this department for review, approval, and forwarding to the Office of the Comptroller. If the bidder already is enrolled in the program, it may so indicate in its response. Because the *Authorization for Electronic Funds Payment Form* contains banking information, this form, and all information contained on this form, shall not be considered a public record and shall not be subject to public disclosure through a public records request.

The requirement to use EFT may be waived by the SSST on a case-by-case basis if participation in the program would be unduly burdensome on the bidder. If a bidder is claiming that this requirement is a hardship or unduly burdensome, the specific reason must be documented in its response. The SSST will consider such requests on a case-by-case basis and communicate the findings to the bidder.

15. Executive Order 509, Establishing Nutrition Standards for Food Purchased and Served by State Agencies. Food purchased and served by state agencies must be in compliance with Executive Order 509, issued in January 2009. Under this Executive Order, all contracts resulting from procurements posted after July 1, 2009, that involve the purchase and provision of food must comply with nutrition guidelines established by the Department of Public Health (DPH). The nutrition guidelines are available at the Department's website: [Tools and Resources for Implementation of Executive Order 509](#).

16. HIPAA: Business Associate Contractual Obligations. Bidders are notified that any department meeting the definition of a Covered Entity under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) will

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RFR - Required Specifications for Commodities and Services

include in the RFR and resulting contract sufficient language establishing the successful bidder's contractual obligations, if any, that the department will require in order for the department to comply with HIPAA and the privacy and security regulations promulgated thereunder (45 CFR Parts 160, 162, and 164) (the Privacy and Security Rules). For example, if the department determines that the successful bidder is a business associate performing functions or activities involving protected health information, as such terms are used in the Privacy and Security Rules, then the department will include in the RFR and resulting contract a sufficient description of business associate's contractual obligations regarding the privacy and security of the protected health information, as listed in 45 CFR 164.314 and 164.504 (e), including, but not limited to, the bidder's obligation to: implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the protected health information (in whatever form it is maintained or used, including verbal communications); provide individuals access to their records; and strictly limit use and disclosure of the protected health information for only those purposes approved by the department. Further, the department reserves the right to add any requirement during the course of the contract that it determines it must include in the contract in order for the department to comply with the Privacy and Security Rules. Please see other sections of the RFR for any further HIPAA details, if applicable.

17. Minimum Quote (Bid Response) Duration. Bidders Quotes made in response to this Bid must remain in effect for at least 90 days from the date of quote submission.

18. Prompt Payment Discounts (PPD). All bidders responding to this procurement must agree to offer discounts through participation in the Commonwealth's Prompt Payment Discount (PPD) initiative for receiving early and/or on-time payments, unless the bidder provides compelling proof that it would be unduly burdensome. PPD benefits both contractors and the Commonwealth. Contractors benefit by increased, usable cash flow as a result of fast and efficient payments for commodities or services rendered. Participation in the Electronic Funds Transfer (EFT) initiative further maximizes the benefits with payments directed to designated accounts, thus eliminating the impact of check clearance policies and traditional mail lead time or delays. The Commonwealth benefits because contractors reduce the cost of products and services through the applied discount. Payments that are processed electronically may be tracked and verified through the Comptroller's Vendor Web system. The PPD form may be found as an attachment for this Bid on [COMMBUYS](#).

Bidders must submit agreeable terms for Prompt Payment Discount using the PPD form within their proposal, unless otherwise specified by the SSST. The SSST will review, negotiate, or reject the offering as deemed in the best interest of the Commonwealth.

The requirement to use PPD offerings may be waived by the SSST on a case-by-case basis if participation in the program would be unduly burdensome on the bidder. If a bidder is claiming that this requirement is a hardship or unduly burdensome, the specific reason must be documented in or attached to the PPD form.

19. Public Records. All responses and information submitted in response to this RFR are subject to the Massachusetts Public Records Law, M.G.L., c. 66, s. 10, and to c. 4, s. 7, ss. 26. Any statements in submitted responses that are inconsistent with these statutes, including marking by bidders of information as confidential during the quote submission process in COMMBUYS, shall be disregarded.

20. Reasonable Accommodation. Bidders with disabilities or hardships that seek reasonable accommodation, which may include the receipt of RFR information in an alternative format, must communicate such requests in writing to the contact person. Requests for accommodation will be addressed on a case by case basis. A bidder requesting accommodation must submit a written statement which describes the bidder's disability and the requested accommodation to the contact person for the RFR. The SSST reserves the right to reject unreasonable requests.

21. Restriction on the Use of the Commonwealth Seal. Bidders and contractors are not allowed to display the Commonwealth of Massachusetts Seal in their bid package or subsequent marketing materials if they are awarded a contract because use of the coat of arms and the Great Seal of the Commonwealth for advertising or commercial purposes is prohibited by law.

22. Subcontracting Policies. Prior approval of the department is required for any subcontracted service of the contract. Contractors are responsible for the satisfactory performance and adequate oversight of its subcontractors. Human and social service subcontractors are also required to meet the same state and federal financial and program reporting requirements and are held to the same reimbursable cost standards as contractors.

23. Acceptable Forms of Signature

Effective June 15, 2021, for all 1) CTR forms, including the Standard Contract Form, W-9s, Electronic Funds Transfer

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(EFT) forms, ISAs, and other CTR-issued documents and forms, or 2) documents related to state finance and within the statutory area of authority or control of CTR (i.e. contracts, payrolls, and related supporting documentation), CTR will accept signatures executed by an authorized signatory in any of the following ways: 1. Traditional “wet signature” (ink on paper); 2. Electronic signature that is either: a. Hand drawn using a mouse or finger if working from a touch screen device; or Page 2 b. An uploaded picture of the signatory’s hand drawn signature 3. Electronic signatures affixed using a digital tool such as Adobe Sign or DocuSign. If using an electronic signature, the signature must be visible, include the signatory’s name and title, and must be accompanied by a signature date. Please be advised that typed text of a name not generated by a digital tool such as Adobe Sign or DocuSign, even in computer-generated cursive script, or an electronic symbol, are not acceptable forms of electronic signature.