

PRF62 Energy Consulting Services Designated DOER

UPDATED: August 13, 2020

Contract #:	PRF62
MMARS MA #:	PRF62*
Initial Contract Term:	January 6, 2016 – December 31, 2019
Maximum End Date:	Two (1) year extension(s) to 2021
Current Contract Term:	January 1, 2020 – December 31, 2021
Contract Manager:	Edward Dobbin, 617-626-7383, Edward.Dobbin@mass.gov
This Contract Contains:	MBE/MWBE/WBE, Service-Disabled Veteran-Owned Business
UNSPSC Codes:	77-10-00 Environmental Management 80-10-00 Management Advisory Services 81-10-00 Professional Engineering Services 83-10-00 Utilities 25-17-50 Electric Vehicle Charging Systems 26-13-00 Power Generation 72-12-00 Nonresidential Building Construction Services 72-10-00 Building and Facility Maintenance and Repair Services 32-15-00 Automation Control Devices and Components and Accessories

*The asterisk is required when referencing the contract in the Massachusetts Management Accounting Reporting System (MMARS).

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Contract Summary

Statewide Contract (SWC) PRF62 Designated DOER Energy Consulting Services provides a wide-ranging list of independent, experienced and pre-qualified vendors offering an array of energy and facility management consulting services under multiple categories.

Eligible Entities that use this contract may purchase services through the development of a Statement of Work (SoW) and by establishing best value evaluation criteria, followed by the use of the Request for Quote process in COMMBUYS to obtain quotes from any of the pre-qualified vendors in the appropriate category of the contract.

UPDATES: This Contract User Guide was updated on August 13, 2020 to make vendor information current in the vendor list.

Contract Categories

This contract includes 7 categories of service] as listed below.

- Category 1: Energy Research and Analysis Services
- Category 2: Clean Energy Systems and Technology Analysis and Research
- Category 3: Energy Programs Stakeholder Engagement Services
- Category 4: Energy Project Advisory & Consulting Services
- Category 5: Existing Building Commissioning
- Category 6: Facility Maintenance and Operations Advisory Services
- Category 7: High Performance Buildings Advisory Services

The contract may be expanded or further limited to the types of services which may be covered or required in the future. This may be done either by amendment or by "open enrollment" at any time during the term of the contract, including any extension periods when it is determined to be in the best interests of the Commonwealth.

Services available: including but not limited to the service category summaries referenced in Appendix A (N.B: some services are offered in more than one category). Please use this list or refer to the scope as specified in the RFR document, in order to select the appropriate Service Category.

Benefits and Cost Savings

Statewide contracts are an easy way to obtain benefits for your organization by leveraging the Commonwealth's buying power, solicitation process, contracting expertise, Prompt Payment Discounts, Supplier Diversity Plan, vendor management and oversight, and the availability of environmentally preferable products.

- Encourages a partnership between vendor and engaging entity for best value.
- Aggregating projects and volume can be established with vendor for common themes and best value.
- Summarizing department needs in a Statement of Work can effectively allow for prices to be negotiated based on an identified volume not known during the State bid process.

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- Many SDP Plans are inclusive of subcontractors qualified to support a department for services under this contract and also allows for a department to meet their SDP annual benchmarks.
- Vendors have clients who are small and large and have a local and national presence.
- Pre-qualified vendors' business profiles are available for purchasing entities to review.
- Vendor Appraisal Management Form (VAMF) allows users of the contract to appraise vendors' performance on specific projects.

Find Bid/Contract Documents

- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, price sheets and other attachments, visit COMMBUYS.com and search for PRF62 to find related Master Blanket Purchase Order (MBPO) information.
- See COMMBUYS link above to link directly to the MBPO for PRF62 categories.
- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, and other attachments, visit COMMBUYS.com and search for PRF62 to find related Master Blanket Purchase Order (MBPO's) information. All common contract documents are located in the "Master Contract Record" Master Blanket Purchase Order (MBPO) for PRF62 and can be accessed directly by visiting [Master Blanket Purchase PO-16-1041-ENE01-ENE01-00000006531](https://www.mass.gov/doc/master-blanket-purchase-po-16-1041-ene01-ene01-00000006531).

Who Can Use This Contract

Applicable Procurement Law

Executive Branch Goods and Services: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00;

Eligible Entities

Please see the standard list of Eligible Entities on our [Who Can Use Statewide Contracts](#) webpage.

Subcontractors

The awarded vendor's use of subcontractors is subject to the provisions of the Commonwealth's Terms and Conditions and Standard Contract Form, as well as other applicable terms of this Statewide Contract.

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 their subcontractors.

Pricing, Quote and Purchase Options

Purchase Options

The purchase options identified below are the only acceptable options that may be used on this contract:

- This is a fee for service contract

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- Purchases made through this contract will be direct, outright purchases. All elements of the project's creation through the use of Commonwealth funds are owned by the Commonwealth except where prior ownership has been established. Commonwealth departments should be made aware of such exceptions.

Executive Departments: All Executive Departments are required to use statewide contracts for their purchases if the goods/services they seek are available on a statewide contract. Executive agencies are required to utilize COMMBUYS for all related statewide contract purchasing activity. For further details please see the [Best Value Procurement Handbook](#).

Eligible Entities: All other Non-Executive Eligible Entities are encouraged to utilize COMMBUYS for all statewide contracts purchasing activity, however the use of COMMBUYS is not required. Non-Executive Eligible Entities may order via email, phone or fax as allowed by the vendor. To ensure that you are being offered statewide contract pricing, contract users should identify and reference the contract number PRF62 when contacting the vendor for quote activity or placing an order.

Pricing Options

- This is a fee for service contract
- Purchases made through this contract will be direct, outright purchases. All elements of the project's creation through the use of Commonwealth funds are owned by the Commonwealth except where prior ownership has been established. Commonwealth departments should be made aware of such exceptions.

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Setting Up a COMMBUYS Account

COMMBUYS is the Commonwealth's electronic Market Center supporting online commerce between government purchasers and businesses. If you do not have one already, contact the OSD Help Desk to set up a COMMBUYS buyer account for your organization: (888)-627-8283 or COMMBUYS@mass.gov

When contacting a vendor on statewide contract, always reference PRF62 to receive contract pricing.

Quick Search in COMMBUYS

Log into COMMBUYS and use the Search box on the COMMBUYS header bar to locate items described on the MBPO or within the vendor catalog line items. Select Contract/Blanket or Catalog from the drop-down menu.

How to Purchase from the Contract

- **Solicit quotes and select and purchase quoted item in COMMBUYS**

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This COMMBUYS functionality provides a mechanism to easily obtain quotes, as specified by the Contract. The buyer would create a Release Requisition, and then convert it to a Bid. After approval by the buyer approving officer, the bid is then sent to selected vendors to request quotes

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage, and select:

- The *COMMBUYS Purchase Orders* section and choose the *How to Create a Solicitation Enabled Bid Using a Release Requisition* job aid or one of the quick reference guides.

- **Document items in COMMBUYS that have already been purchased**

This type of contract allows buyers to document a contract purchase in COMMBUYS that already has taken place through a Request for Payment Authorization (RPA) Release Requisition. It also allows MMARS users to easily keep track of spend. NOTE: MMARS and COMMBUYS do not interface –payment request and invoice should be reported in both MMARS and COMMBUYS separately.

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage, and select:

- The COMMBUYS Requisitions section and choose the *How to Create an RPA Release Requisition* job aid.

Obtaining Quotes

Contract users should always reference PRF62 when contacting vendors to ensure they are receiving contract pricing. Quotes, not including construction services, should be awarded based on best value.

Engagements valued at less than \$10,000 require at least one quote or an accepted Statement of Work with an estimated value. However, if the engagement value is estimated to exceed \$10,000, the Commonwealth and its Eligible Entities must solicit at least three written quotes against the appropriate PRF62 Master Blanket Purchase Order (s) in COMMBUYS. Eligible Entities must develop a written Statement of Work and attach it to the COMMBUYS RFQ. The engagement/project will be awarded to the vendor deemed most responsive to the Statement of Work as evaluated by the awarding authority.

For projects with an estimated total price that is less than \$10,000, the Commonwealth and its Eligible Entities must ensure a sound business practice and award the contract to the responsible PRF62 pre-qualified vendor that meets the project specifications outlined in the Statement of Work (SoW).

It is considered best practice to seek at least three quotes for all engagements; however, multiple quotes for engagements under \$10,000 are not required to ensure price is appropriate. Quotes must be obtained for all engagements that exceed \$10,000.W). Any work awarded under this method may not subsequently add tasks that exceed the \$10,000 threshold.

Instructions for MMARS Users

MMARS users must reference the MA number in the proper field in MMARS when placing orders with any contractor. Contact the Comptroller Help and Support Desk at 617-973-2468 or via email at Comptroller.Info@mass.gov for additional support.

Additional Information/FAQs

Statement of Work (SOW) Requirements:

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This is a solution-based contract, the type of services and scope of work, will be generated on a case-by-case basis in a sub-agreement as the SOW. Contract users are required to use the posted SOW or their department's equivalent version before starting any project with a vendor. A copy of a standard SOW can be located in the "Attachments" tab of the Master MBPO for PRF62 in COMMBUYS.

Business References: The Hiring Entity may require business references, as deemed appropriate.

Other Discounts

- **Prompt Pay Discounts:** A discount given to the buyer if paid within a certain time period. These discounts may be found in the [Vendor List and Information](#) section below. All discounts offered will be taken in cases where the payment issue date is within the specified number of days listed by vendor and in accordance with the Commonwealth's Bill Paying Policy. Payment days will be measured from the date goods are received and accepted / performance was completed OR the date an invoice is received by the Commonwealth, whichever is later to the date the payment is issued as an EFT (preferred method) or mailed by the State Treasurer. The date of payment "issue" is the date a payment is considered "paid" not the date a payment is "received" by a Contractor. Prompt payment information for each awarded vendor may be found under the PRF62 Master Contract Record.

Performance and Payment Time Frames Which Exceed Contract Duration

All engagements for services entered into during the duration of this Contract and whose performance and payment time frames extend beyond the duration of this Contract shall remain in effect for performance and payment purposes only for a maximum time of one year (twelve calendar months) beyond the final termination date of this Statewide Contract. No new engagements for services under this Statewide Contract may be executed after the final termination date of this Contract. Contract duration date is stated on the [first page](#) of this contract user guide.



Strategic Sourcing Team Members

- Ted Dobbin DOER
- Eric Friedman DOER
- Charles Tuttle DOER
- Stephen P. White DCAMM
- Jenna P. Ide DCAMM
- Sorraia Tavares OSD
- Ann Maria Bennett OSD



VENDOR LIST & CONTACT INFORMATION

VENDOR NAME	VENDOR CONTACT	PHONE NUMBER	EMAIL ADDRESS
ABT Associates Inc.	Toni Sandoval	301-347-5682	Toni_Sandoval@abtassoc.com
Aramark Management Services LP	Bruce Sutter	617-480-5479	sutter-bruce@aramark.com
Arthur W. Adler (d/b/a Applied Energy Engineering & Commissioning)	Arthur W. Adler	617-620-9587	arthur.adler@comcast.net
Arup USA, Inc.	Rebecca Maloney	617-349-9226	rebecca.maloney@arup.com
Bales Energy Associates	Barton Bales	413-863-5020	bart.bales@balesenergy.com
Banks II Quan and Associates, Inc. (d/b/a B2Q Associates)	Nancy Banks	978-447-5613	nbanks@b2qassociates.com
Beacon Integrated Solutions LLC	Beth S. Greenblatt	617-469-2172	bgreenblatt@beacon-llc.com
Bowman Engineering Inc.	Thomas P. Bowman	413-303-0238	tpbowman@bowmanengineering.com
Center For Ecological Technology	Lorenzo Macaluso	413-586-7350 x248	lorenzo.macaluso@cetonline.org
Center For Sustainable Energy	Shawn Jones	857-702-8525	Shawn.jones@energycenter.org
CJ Brown Energy & Engineering, PC	Michael A. Conway	716-565-9190	info@cjbrownenergy.com
Clearesult Consulting, Inc.	Samuel Nutter	508-365-3061	sam.nutter@clearesult.com
Clough Harbour & Associates, Inc.	Mitchell S. DeWein	518-458-1735	mdewein@chacompanies.com
Colliers (f/k/a Strategic Building Solutions LLC)	Oriana Padron	860-395-0055 x188	oriana.padron@colliers.com
Competitive Energy Services, LLC	Zac Bloom	617-237-6497	zbloom@competitive-energy.com
Daymark Energy Advisors	Kathleen Kelly	617- 778-5474	kkelly@daymarkea.com
DNV GL Energy Services USA, Inc.	James Leahy	781-393-7000 x45727	americas.proposals@dnvgl.com
Eastern Research Group, Inc.	Scott Warner	617-357-4626	Scott.warner@erg.com
Energy And Resource Solutions	Mary McElhiney	978-521-2550 x273	rpfnotices@ers-inc.com
Energy Management Associates, Inc.	Stephen Di Giacomo	508-533-1128	steve@ema-boston.com
Envirobusiness Inc. (d/b/a EB Consulting)	Mike Eardley	617-504-2150	meardley@ebiconsulting.com
Guardian Energy Management Solutions	Domenic Armano	603-361-0979	darmano@guardian-energy.com
ICF Incorporated	Elizabeth Johnston	617-250-4287	Elizabeth.johnston@icf.com
Industrial Economics Inc.	Angela Vitulli	617-354-0074 x199	AHelman@indecon.com
John Dalton (d/b/a Power Advisory, LLC)	John Dalton	978-369-2465	jdalton@poweradvisoryllc.com
L & S Energy Services, Inc.	Dennis Landsberg	518-852-2572	DLandsberg@LS-Energy.com
Leidos Engineering, LLC	Kevin Van Detta	518-454-2283	vandettak@leidos.com
Levitan & Associates	Stephanie Lewis	617-531-2818	sl@levitan.com
Lexicon Energy Consulting Inc.	Sharon Jones	978-369-0367	sharon.jones@lexicon-energy.com
Maria Karpman (d/b/a Karpman Consulting, LLC)	Maria Karpman	860-430-1909	maria.karpman@karpmanconsulting.net
Navigant Consulting Inc.	William Goetzler	781-270-8351	commbuys@navigant.com

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OPERATIONAL SERVICES DIVISION

Noresco, LLC	John DiModica	617-945-3699	jdmodica@noresco.com
Optimal Energy, Inc.	April Clodgo	802-482-5621	bizdev@optenergy.com
Peregrine Energy Group Inc.	Andy Grossman	617-367-0777 x221	info@peregrinegroup.com
Peter Gorer	Peter Gorer	857-222-9838	gowoo@mac.com
Raab Associates Ltd	Susan Rivo	617-350-5544	susan@raabassociates.org
Richard D. Kimball Company, Inc.	Kim DiGiovanni	857-221-5964	Kim.DiGiovanni@nv5.com
Robert C. Grace (d/b/a Sustainable Energy Advantage, LLC)	Robert Grace	508-665-5855	bgrace@seadvantage.com
Robert L Morrison (d/b/a October Engineering, LLC)	Robert Morrison	508-561-7553	rlm@octoberengineering.com
Sagewell Inc.	Laurie Fine	617-963-8140	accounting@sagewell.com
Steven Winter Associates Inc.	Marie A. Starnes	203-857-0200 x2020	mstarnes@swinter.com
Strategic Building Solutions LLC	Oriana Padron	860-395-0055 x188	oriana.padron@colliers.com
Sustainable Engineering Solutions LLC	Ernest Lawas	860-270-0413 x701	elawas@sustainable-eng.com
Symmes Maini & Mckee Associates, Inc.	Martine Dion	800-487-4894	mdion@smma.com
Synapse Energy Economics Inc.	MJ Jensen	617-453-7030	marketing@synapse-energy.com
The Cadmus Group LLC	Cheryl Callinan	213-255-3354	compass@cadmusgroup.com
The Green Engineer, Inc.	Brenna Powers	978-369-8978	brenna@greenengineer.com
Thielsch Engineering Inc.	Jean-Paul Vandeputte	401-784-3700	jpvandeputte@RISEngineering.com
Tighe & Bond Inc.	Francis J. Hoey, III	413-562-1600	MasterUsername@tighebond.com
TRC Environmental Corp	Rhonda Harmych	617-680-1944	rharmych@trccompanies.com
Weston & Sampson Engineers Inc.	Frank Ricciardi	978-532-1900	plourdek@wseinc.com
Wilson Engineering Services, PC	Daniel Wilson	814-337-8223 x101	dwilson@wilsonengineeringservices.com
WSP USA Corp	Mark Warren	617-210-1831	mark.warren@wsp.com

**Note that COMMBUYS is the official system of record for vendor contact information.*

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APPENDIX A – Category Descriptions

PRF62 SERVICE CATEGORIES	MBPO NUMBERS (COMMBUYS)
Contract Documents Master File	PO-16-1041-ENE01-ENE01-00000006531
Energy Research and Analysis Services	PO-16-1041-ENE01-ENE01-00000006552
Clean Energy Systems and Technology Analysis and Research	PO-16-1041-ENE01-ENE01-00000006554
Energy Programs Stakeholder Engagement Services	PO-16-1041-ENE01-ENE01-00000006566
Energy Project Advisory & Consulting Services	PO-16-1041-ENE01-ENE01-00000006593
Existing Building Commissioning	PO-16-1041-ENE01-ENE01-00000006596
Facility Maintenance and Operations Advisory Services	PO-16-1041-ENE01-ENE01-00000006597
High Performance Buildings Advisory Services	PO-16-1041-ENE01-ENE01-00000006598

1. Energy Research and Analysis Services

- a. Energy Policy and Program Research & Analysis
- b. Energy Regulation Research & Design Services
- c. Energy Markets Forecasting & Analysis
- d. Utility Efficiency Program Design & Implementation
- e. Financial Analysis
- f. Staffing Research & Analysis
- g. Capital Investment & Maintenance Planning/Life Cycle Cost Analysis
- h. Energy Related Data Collection & Analysis Services

2. Clean Energy Systems and Technology Analysis and Research

- a. Renewable & Efficiency Technology Research & Analysis
- b. District Energy Systems, Energy Storage, Grid Interconnection, Demand Reduction & Microgrid Strategies
- c. Sustainable Design & Water Conservation Technology
- d. Other Clean Energy Technology Analysis/Review - Including Emerging & Innovative Technologies

3. Energy Programs Stakeholder Engagement Services

- a. Managing Public Stakeholder Processes, Training, & Education
- b. Stakeholder Engagement, Dialogue Facilitation
- c. Behavior Modification Measures or Programs
- d. Public Hearings, Outreach, Facilitation, Education

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- e. Social Networking
- f. Facility Systems Training
- g. Other Training & Stakeholder Outreach

4. Energy Project Advisory & Consulting Services

- a. Energy & Water Audits, Energy Master Planning, Waste-Water Planning
- b. ZNE Analysis
- c. Energy Modeling
- d. ECM Specifications & Scopes Of Work
- e. Energy Project Management Support
- f. Performance Contracting Oversight & Advisory Services
- g. Training Oversight
- h. Sub-consultant Services For Energy/Water Diagnostic Testing

5. Existing Building Commissioning (EBCx)

- a. Energy Audits & EBCx Investigations
- b. Current Facility Requirements (CFR) Documents
- c. Energy Management Systems (EMS) Evaluation
- d. ECMs: Low Cost & Low Capital Options
- e. EBCx Implementation Oversight
- f. Continuous Commissioning
- g. Sub-consultant Services For Diagnostic Testing

6. Facility Maintenance and Operations Advisory Services

- a. Facility Maintenance & Operations Advisory Services
- b. Facility Condition Assessment
- c. Facilities Training Programs
- d. Facility Operations & Management Process Improvement
- e. Staffing Research & Analysis
- f. Sub-consultant Services For Diagnostic Testing

7. High Performance Buildings Advisory Services

- a. LEED Certification Advisory Services
- b. Sustainable Design Research & Project Support for:
- c. Passivehaus, ZeroNetEnergy, Living Building Challenge, etc.
- d. Document Production
- e. Training Support for LEED, High Performance Building Operations, Sustainable Design, and Resiliency Programs & Projects
- f. Resiliency Advisory Services

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