



OPERATIONAL SERVICES DIVISION

Contract User Guide for PRF74

PRF74: Energy, Climate Action, and Facility Advisory Services

UPDATED: April 13, 2022

Contract #:	PRF74
MMARS MA #:	PRF74*
Initial Contract Term:	January 1, 2022 - December 31, 2028
Maximum End Date:	January 1, 2022 - December 31, 2028
Current Contract Term:	January 1, 2022 - December 31, 2028
Contract Manager:	Ann-Maria Bennett, 617-720-3114, Annmaria.Bennett@mass.gov
This Contract Contains:	Supplier Diversity Office (SDO) Businesses and Prompt Payment Discount.
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

This is a Statewide Contract for PRF74 Energy, Climate Action, and Facility Advisory Services. This contract provides a wide-ranging list of independent, experienced, and pre-qualified vendors offering an array of advisory services under three categories. Vendors under this contract may be businesses, individuals, or sole proprietors.

UPDATES: This Contract User Guide was updated on April 13, 2022 to update vendor information.

Contract Categories

This contract includes 3 categories of service as listed below.

- Energy and Climate Action Research, Analysis, Advisory and Consulting Services [Master Blanket Purchase Order PO-22-1080-OSD03-SRC3-24126](#).
- Energy and Climate Action Project Advisory and Consulting Services [Master Blanket Purchase Order PO-22-1080-OSD03-SRC3-24127](#)
- Energy and Climate Action Facilities Management, Operations, and Maintenance Advisory and Consulting Services [Master Blanket Purchase Order PO-22-1080-OSD03-SRC3-24128](#)

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, vendor management and oversight, and the availability of environmentally preferable products.

- Encourages a partnership between vendor and engaging entity for best value.
- Aggregated projects and volume can be established with vendor for common themes and best value.
- Summarizing department needs in a Statement of Work (SoW) can effectively allow for prices to be negotiated based on an identified volume not known during the State bid process.
- 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 both small and large clients as well as local and national presence.
- Pre-qualified vendors' business profiles are available for purchasing entities to review.

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 PRF74 to find related Master Blanket Purchase Order (MBPO) information.
- See COMMBUYS link above to link directly to the MBPO for PRF74 categories.
- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, and other attachments, visit COMMBUYS.com and search for PRF74 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 PRF74 and can be accessed directly by visiting [Master Blanket Purchase Order PO-22-1080-OSD03-SRC3-24124](#).

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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 [Eligible Entities Which May 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.

Supplier Diversity Requirements

When selecting contractors and placing orders, Executive departments shall utilize diverse and small businesses to the extent possible based on contract terms, SDO and departmental policies, laws, and regulations. Additionally, departments shall make a preference for contractors with higher SDP commitments and/or performance whenever such information is available (or is requested from contractors by the department) and the preference is feasible.

OSD provides up-to-date information on the availability of diverse and small businesses on statewide contracts through the [Statewide Contract Index](#) available on the COMMBUYS home page. See the “Programs (SDO and SBPP)” tab for current certification and small business status of contractors on this contract.

When soliciting quotes, the following requirements apply:

Expected annual value of the RFQ	RFQ process requirements
Less than or equal to \$250,000/year	<ul style="list-style-type: none"> • Notify at least two small businesses capable of providing the product or service of the opportunity, if available. • Include SBPP contract language and place it prominently within the RFQ. • Evaluate bids received from, and award a contract to, an SBPP-participating small business that meets the department’s best value criteria. • Award to a large business only if there is no SBPP participating business meeting departments’ best value criteria. • Conduct a clarification/BAFO/negotiation before disqualifying an SBPP-participating business based on price or desirable criteria. • See the Best Value Evaluation of Responses to Small Procurements: A Guide for Strategic Sourcing Teams for additional guidance.
More than \$250,000/year	<ul style="list-style-type: none"> • Notify at least two diverse and/or small businesses capable of providing the product or service of the opportunity, if available. • Make a preference for contractors with higher SDP commitments and/or performance whenever such information is available (or is requested from contractors by the department) and the preference is feasible.

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- | | |
|--|---|
| | <ul style="list-style-type: none">• Note: Departments may ask the prime Contractor for an additional SDP commitment specifically related to the Department’s purchase or engagement. SDP spending for such a purchase or engagement must be reported by the Contractor using the SDP Reporting Form directly to the Department and may not be included in any other SDP reporting filed by the Contractor. |
|--|---|

OSD provides up-to-date information on the availability of diverse and small businesses on statewide contracts through the [Statewide Contract Index](#) available on the COMMBUYS home page. See the “Programs (SDO and SBPP)” tab for current certification and small business status of contractors on this contract.

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
- 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.

Pricing Options

The compensation structure for the PRF74 contract is project based according to individual projects as described and agreed to in the SoW and the accepted bidder response and shall include all ancillary costs incurred in pursuit of project goals. Awarded vendors are required to provide specific and transparent prices in all responses to bid quotation requests.

Vendors are not allowed to charge additional fees under this contract. This includes, but is not limited to, charges for permits, set-up, quotes, travel, transportation, commuting, meals, lodging, and any other fee.

Project Pricing:

Costs under PRF74 must be determined through project-based compensation. Eligible Entities will determine the format in which quotations for their specific project will be collected. Vendors are expected to be competitive with each project and must provide a detailed and transparent budget related to the scope of services to be completed. Eligible Entities and awarded PRF74 vendors may negotiate project rates as part of the quote process. Negotiated project rates may be published by the Eligible Entities as part of the records in COMMBUYS.

Multiple Quotes Requirement:

Engagements valued at less than \$10,000 require at least one quote or an accepted SoW 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 PRF74 Master Blanket Purchase Order (s) in COMMBUYS.

Eligible Entities must develop a written SoW and attach it to the COMMBUYS RFQ. The engagement/ project will be awarded to the vendor deemed most responsive to the SoW as evaluated by the awarding authority.

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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 PRF74 pre-qualified vendor that meets the project specifications outlined in the SoW. Any work awarded under this method may not subsequently add tasks that exceed the \$10,000 threshold.

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.

Invoicing:

All bills/invoices must minimally include:

- Assignment name.
- Hours billed/invoiced and Statewide Contract hourly rate or portion of project billed:
- *Hourly rate:* Identify account manager or other vendor agent and applicable hourly rate.
- *Project based:* Identify portion of project billed and balance remaining, but not an average rate.
- Supporting documents must accompany billing/invoicing received by an engaging entity.
- Totals should be reviewed for correctness by engaging entity prior to approval.
- Total billed/invoiced must meet the Commonwealth's requirements if audited.

Vendors are required to submit the relevant supporting documentation when submitting their invoices. If subcontractors are used in the project being invoiced, vendors are required to submit their sub-contractors' invoices as well.

Product/Service Pricing and Finding Vendor Price Files

To receive contract item information and/or quotes, Non-Executive Department buyers may contact vendors directly.

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 COMMBUYS Help Desk to set up a COMMBUYS buyer account for your organization: (888)-627-8283 or OSDhelpdesk@mass.gov.

When contacting a vendor on statewide contract, always reference PRF74 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**

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. Buyers must include "PRF74 RFQ" when entering information in the description field.

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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.

Obtaining Quotes

Contract users should always reference PRF74 when contacting vendors to ensure they are receiving contract pricing. Quotes, should be awarded based on best value.

Engagements valued at less than \$10,000 require at least one quote or an accepted SoW with an estimated value. Any work awarded under this method may not subsequently add tasks that exceed \$10,000 threshold.

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 PRF74 Master Blanket Purchase Order (s) in COMMBUYS. Quotes must be obtained for all engagements that exceed \$10,000.

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

- The *COMMBUYS Purchase Orders* section, then choose *How to Request Quotes from Vendors on Statewide Contracts* job aid.

Instructions for MMARS Users

MMARS users must reference the MA number in the proper field in MMARS when placing orders with any contractor.

Emergency Services

Many statewide contracts are required to provide products or services in cases of statewide emergencies. [ML - 801 CMR 21](#) defines emergency for procurement purposes. Visit the [Emergency Response Supplies, Services and Equipment Contact Information for Statewide Contracts](#) list for emergency services related to this contract.

Additional Information/FAQs

Vendor Performance Measures:

To maintain their status as an active vendor under this contract, PRF74 pre-qualified vendors will be subject to user evaluation through established Key Performance Measures for each engagement. Eligible Entities will assess the awarded vendor's quality of performance and rate it against Key Performance Indicators (KPIs). The following are the established KPIs :

- On time deliverable – Are vendors meeting agreed project deadlines?
- Invoice Accuracy – By what percentage are vendors' invoices correct, complete and timely?
- Responsiveness to RFQ requests – By what percentage are vendors responding to or acknowledging invitations to quote as advertised by eligible entities.

PRF74 vendors are subject to at least one user evaluation per project. The SST will review completed vendor KPIs on a periodic basis to make a determination as to whether or not a particular vendor will maintain its active status under this contract.

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Geographical Service Area

PRF74 covers the entire state of Massachusetts as represented in the Counties coverage map below:

https://www.sec.state.ma.us/cis/cispdf/County_Map.pdf

Other Discounts

- **Prompt Pay Discounts:** A discount is 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.

Performance and Payment Time Frames Which Exceed Contract Duration

All term leases, rentals, maintenance, or other agreements 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 (limited to the time frame and services established per each written agreement). No written agreement shall extend more than six (6) months beyond the current contract term of this Statewide Contract as stated on the [first page](#) of this contract user guide. No new leases, rentals, maintenance, or other agreements for services may be executed after the Contract has expired.

Memorandum of Understanding/Statement of Work

Sample SoW: 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. Eligible Entities must determine whether the posted SoW best fits their needs for PRF74 or if not, use their department's equivalent version before starting any project with a vendor. A Sample SoW can be found in the attachment tab of PRF74, PRF74 Bid/Contract Docs: RFR, Contract User Guide, Sample SOW, Vendor Appraisal Form, etc. COMMBUYS MBPO Number: [Purchase Order PO-21-1080-OSD03-SRC3-19903](#)



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Strategic Sourcing Team Members

- Chelsea Kehne ENE
- Dan Sardo ENE
- David Lutes ENE
- Edward Dobbin ENE
- Eric Friedman ENE
- James Corcoran ENE
- Ryan Kingston ENE
- Samantha Meserve ENE
- Elizabeth Isenstein DCP
- Stephen White DCP
- Reann Rostamnezhad OSD
- Ann-Maria Bennett OSD

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Vendor List and Information*

Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Categories & Service Areas	Discounts	SDP Commitment Percentage
** [Master Record] (All contract documents)	Purchase Order PO-22-1080-OSD03-SRC3-24124	Ann-Maria Bennett	617-720-3114	Annmaria.Bennett@mass.gov	N/A	(PPD)	N/A
AECOM Technical Services, Inc.		Manaf Al-Aryedh	(267) 648-8550	manaf.alaryedh@aecom.com	See Appendix A	10 days- 1.0%, 15 days- .75% 20 days- .50%, 30 days- .25%	20%
Amado Energy Solutions. LLC		Gilmara Amado	617-510-3985	gilmara.amado@amadoenergysolutions.com	See Appendix A	10 days-5.0 %, 15 days- 3.0 % 20 days- 2.0 %, 30 days-0.0 %	2%
Applied Energy Engineering & Commissioning		Arthur Adler	(617) 620-9587	arthura@appliedenergy-ec.com	See Appendix A	10 days-2 %, 15 days- 2% 20 days- 1% , 30 days- 1%	5%
Arcadis U.S., Inc.		Jennifer Kelly Lachmayr	781.213.4923	Jennifer.lachmayr@arcadis.com	See Appendix A	10 days-.080%, 15 days- .040% 20 days-0 % , 30 days- 0 %	5%
Arup US, Inc.		Geoff Gunn	617 349 9289	Geoff.gunn@arup.com	See Appendix A	10 days-2%, 15 days- 2%, 20 days- 1% , 30 days- 1 %	1%
Banks II Quan and Associates, Inc.		Nancy Banks	978-447-5613	nbanks@b2qassociates.com	See Appendix A	10 days-1%, 15 days- 1%,	
Bales Energy associates		Hugh Barton Bales	413-863-5020	bart.bales@balesenergy.com	See Appendix A	10 days-4. %, 15 days-3. % 20 days- 2. % . 30 days- 1. %	2%
BCS, LLC		Alain Williams	(617) 812-6060, ext. 217	awilliams@bcs-hq.com		10 days-5%, 15 days- 4%, 20 days- 3% , 30 days- 2%	25%

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Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Categories & Service Areas	Discounts	SDP Commitment Percentage
Beacon Integrated Solutions LLC		Beth S. Greenblatt	617-469-2172	bgreenblatt@beacon-llc.com	See Appendix A	10 days-.75 %, 15 days-.50. % 20 days- .25% .,	1%
Bowman Engineering, Inc		Thomas P. Bowman	413 303-0238	tpbowman@BowmanEngineering.com		10 days-5.%, 15 days- 2.%,	2%
BR+A Consulting Engineers		Jacob Knowles	617.925.8376	jknowles@brplusa.com	See Appendix A	10 days- 2%, 15 days- 2% , 20 days- 2% , 30 days- 2%	5%
Building Evolution Corporation		Wesley Stanhope	617-963-4006	WStanhope@BuildingEvo.com	See Appendix A	10 days- 2.%, 15 days- 1.%, 20 days- 1.%,	2%
Center for EcoTechnology, Inc.		Lorenzo Macaluso	413.586.7350 ext. 248	Lorenzo.Macaluso@cetonline.org	See Appendix A	10 days- 1.%,	5%
CLEARResult Consulting, Inc		Graham Smith	508.365.3083	Graham.Smith@clearresult.com		10 days-4.%, 15 days- 3.%, 20 days- 2.%, 30 days- 1.%	20%
Clough, Harbour & Associates LLP		Mitch DeWein	(518) 453-3980	mdewein@chacompanies.com	See Appendix A	10 days- 2.5%, 15 days- 2.%, 20 days- 1.5%, 30 days- 1.%	1%
Climable, Inc.		Jen Stevenson Zepeda	617-934-8170	jen@climable.org	See Appendix A	10 days-5.%, 15 days- 4.%, 20 days- 3.%, 30 days- 2.%	2%
CMTA Inc.		Jess Farber	508-745-9206	jfarber@cmta.com		15 days- 1.%, 20 days- 1.%, 30 days- 2.%	3%
Cohen Ventures Inc dba Energy Solutions		Ted Jones	617.440.5470 x712	tjones@energy-solution.com		10 days-1.%, 15 days- 0.5% , 20 days- 0.25% , 30 days- 0.13.%	30%
Converge Strategies, LLC		Wilson Rickerson	(617) 637-6828	wrickerson@convergestrategies.com		10 days-3.%, 15 days- 2% , 20 days- 1.%,	6%

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Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Categories & Service Areas	Discounts	SDP Commitment Percentage
Cumming Management Group		Christine Marez	(626) 688-4634	Cmarez@cumming-group.com	See Appendix A	10 days- 4%, 15 days- 3% , 20 days- 2% , 30 days- 1%	25%
Daymark Energy Advisors, Inc.		Carrie Gilbert	(617) 778-5515	cgilbert@daymarkea.com	See Appendix A	10 days- 2%,	25%
Dynamhex, Inc.		Patrick Hosty	(833) 396-6439	patrick@dynamhx.io	See Appendix A	10 days- 10%, 15 days- 10% ,	15%
EBPUS, Inc.		John Livermore	617.338.6775 x263	john.livermore@ebp-us.com	See Appendix A	10 days- 2%, 15 days-1.5 % , 20 days- 1. % ,	10%
EA Engineering, Science and Technology, Inc.		Melvin Stroble	410-527-2407	mstroble@eaest.com	See Appendix A	10 days- 1%, 15 days- 0.75% , 20 days- 0.5%	
Eastern Research Group, Inc.		Stacy DeGabriele Williams	781-674-7354 (office); 617-645-5884 (mobile)	stacy.degabriele@erg.com	See Appendix A	10 days- 1%,	2%
Energy Engineering and Design, Inc		David F. Ward	781-775-2698	dave@energyengineeringinc.com	See Appendix A	10 days- 4%, 15 days- 2.% , 20 days- 1% , 30 days- 1%	5%
Energy Management Associates, inc		Steve Di Giacomo	(617) 429-4708	steve@ema-boston.com	See Appendix A	10 days- 3%, 15 days- 1.5.% , 20 days- 0.75.% , 30 days- 0.38.%	
Franklin Energy Services, LLC		Greg Caggiano	774. 452.5288	FranklinBD@franklinenergy.com		10 days-1. % ,	6%
Gilbane Building Company		Deborah Howes Brendan Bohan Eric Trutenko	(410) 610-0129	dhowes@gilbaneco.com bbohan@gilbaneco.com etrutenk@gilbaneco.com	See Appendix A		3%
GreenerU, Inc.		David Adamian	(617) 905-7589	david.a@greeneru.com	See Appendix A	10 days- 2%, 15 days- 1% ,	10%
Guidehouse Inc.		Nini Donovan	(617) 596-7633	ndonovan@guidehouse.com	See Appendix A	10 days- 2%, 15 days- 1% ,	5%
GZA GeoEnvironmental, Inc.		Matthew M. Smith	781-278-5789	matthew.smith@gza.com	See Appendix A	10 days- 1.25%, 15 days- 1% , 20 days- .75% ,	2%

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						30 days- .50%	
ICF Incorporated, L.L.C.		Semrin Gillespie	(571) 459-4088	Semrin.Gillespie@icf.com	See Appendix A	10 days- 1%, 15 days- 1% , 20 days- 1% , 30 days- 1%	15%
Leidos Engineering, LLC		Cassandra Stewart	713.730.7805	cassandra.l.stewart@leidos.com	See Appendix A	10 days- 1.5%, 15 days- 1.25% , 20 days- 1.0% , 30 days- .50%	10%
Lexicon Energy Consulting, Inc.		Sharon M Jones	978-369-0367	Sharon.Jones@Lexicon-energy.com	See Appendix A	10 days- 1.%, 15 days- .5% , 20 days- .25% , 30 days- .125%	11%
Linnean Solutions		Jim Newman	617-699-7323	jim@linneansolutions.com	See Appendix A	10 days- 3% , 15 days- 2.%, 20 days- 1% ,	5%
New Ecology, Inc.		Alice Mullane	617-557-1700 x7068	alice.mullane@newecology.org	See Appendix A	10 days- 1% , 15 days- 0.5% , 20 days- .25%	1%
Nordee Enterprise LLC		Ledum Nordee	617-543-7183	Ledum.Nordee@nordeellc.com	See Appendix A	10 days- 2% , 15 days- 1.5% , 20 days- 1% , 30 days- .05%	
NORESCO, LLC		Troy Walters	732.590.2232	twalters@noresco.com	See Appendix A	10 days- .5% , 15 days- .5% , 20 days- .10% , 30 days- .10%	5%
Optimal Energy Inc.		Phil Mosenthal	802-482-5633	mosenthal@optenergy.com	See Appendix A	10 days- 1% ,	30%
OptiMiser LLC		Ryan Moore	413-624-6204	ryan@optimiserenergy.com	See Appendix A	10 days- 3% , 15 days- 2% , 20 days- 1%	3%
Peregrine Energy Group, Inc.		Andy Grossman	617 409-5221	agrossman@peregrinegroup.com	See Appendix A	10 days- 1% ,	2%
Performance Resource Partners, LLC		Mark Heroux	781-885-7245	mheroux@prpconsultants.com	See Appendix A	10 days- 1% , 15 days- 1% ,	2%
PowerOptions, Inc		Meg Lusardi	(617)851-9138	mlusardi@poweroptions.org	See Appendix A	10 days- 5% , 15 days- 5% ,	10%

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Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Categories & Service Areas	Discounts	SDP Commitment Percentage
						20 days- 2.%, 30 days- 2.%	
QGM Consulting LLC		Alex Quintal	603-582-1714	Q@QGMconsulting.com	See Appendix A	10 days- 5.%, 15 days- 4.%, 20 days- 3.%, 30 days- 2.%	10%
R.W BECK GROUP, INC dba Leidos Engineering, LLC		Cassandra Stewart	713.730.7805	cassandra.l.stewart@leidos.com	See Appendix A	10 days- 1.5%, 15 days- 1.25%, 20 days- 1.0%, 30 days- .50%	10%
Raab Associates, Ltd.		Susan Rivo	781.420.9382	susan@raabassociates.org	See Appendix A	10 days- 2.%, 15 days- 1.5%, 20 days- 1.%, 30 days- .50%	2%
Rivermoor Energy LLC		John H. Tourtelotte	617-655-6002 (office) and 617-680-5136 (cell)	john@rivermoorenergy.com	See Appendix A	10 days- 2.%, 15 days- 1.%, 20 days- .5%,	15%
SourceOne Inc		Dick Fay	603-312-6183	dfay@s1inc.com	See Appendix A	10 days- 2.%, 15 days- 1.%,	5%
STV Construction, Inc		James Kolb	617-614-9306	James.kolb@stvinc.com	See Appendix A	10 days- 0.25%, 15 days- 0.25%, 20 days- 0.25%, 30 days- 0.25%	1%
Sustainable Energy Advantage, LLX		Tom Michelman	508-665-5854	tmichelman@seadvantage.com	See Appendix A	10 days- 1%, 15 days-.75%, 20 days- .5%, 30 days- .25%	7%
Synapse Energy Economics, Inc		Marijane (MJ) Jensen	617-453-7030	mjjensen@synapse-energy.com	See Appendix A	10 days- 2.5%, 15 days- 2.5%, 20 days- 1.%, 30 days- 1.%	1%
Syska Hennessy Group		Michael Falkenstern	212-556-3371	mfalkenstern@syska.com	See Appendix A	10 days- 5.%, 15 days- 4.%, 20 days- 3.%, 30 days- 2.%	25%

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The Boston Consulting Group		Mike Lyons	713-553-8543	Lyons.mike@bcg.com	See Appendix A	10 days- 1%,	10%
TRC Environmental Corporation		Brenda Enos	857-275-7293	benos@trccompanies.com	See Appendix A	10 days – 1%	
Trifolium Strategies		Chris Beebe	781-439-5239	ckb@trifolium-strategies.com	See Appendix A	10 days- 7.%, 15 days- 6.%, 20 days-5.%, 30 days- 4.%	20%
van Zelm Heywood & Shadford, Inc		David W. Madigan	(617) 218 9976	dmadigan@vanzelm.com	See Appendix A	10 days- 3.%, 15 days- 2.%, 20 days- 1.%,	5%
Vermont Energy Investment Corporation		Matt Dooley	802-540-7637	mdooley@veic.org	See Appendix A	10 days- 2.%, 15 days- 1.%,	10%
Weston & Sampson Engineers, Inc		John A. Figurelli	800-726-7766	figurelj@wseinc.com	See Appendix A	10 days- 1.%, 15 days- 1.%, 20 days- 1.%, 30 days- 1.%	5%
Willdan Energy Solutions		Mehdi Ganji	41m5.722.0132	mganji@willdan.com	See Appendix A	10 days- 1%, 15 days- .75%, 20 days- .50%, 30 days- .25%	10%
WSP USA Buildings, INC.		Scott Petit	617-210-1825	Scott.Petit@wsp.com	See Appendix A		25%

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

** The Master MBPO is the central repository for all common contract files. Price files may be found in the individual vendor’s MBPO.

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Appendix A: Contract Categories

Category 1: Energy and Climate Action Research, Analysis, Advisory and Consulting Services	Category 1 Service Areas	Category 2: Energy and Climate Action Project Advisory and Consulting Services	Category 2 Service Areas	Category 3: Energy and Climate Action Facilities Management, Operations, and Maintenance Advisory and Consulting Services	Category 3 Service Areas
AECOM Technical Services, Inc.	All	AECOM Technical Services, Inc.	All	AECOM Technical Services, Inc.	All
Arcadis U.S., Inc.	All	Arcadis U.S., Inc.	All	Arcadis U.S., Inc.	All
Arup US, Inc.	1,4,5,6,7,8,9	Arup US, Inc.	All	Arup US, Inc.	1a,1b
Banks II Quan and Associates, Inc. (B2Q)	1,4,5,6	Banks II Quan and Associates, Inc. (B2Q)	All	Banks II Quan and Associates, Inc. (B2Q)	All
BCS, LLC	1,2,4,5,6,7,8,9	BCS, LLC	All	BCS, LLC	All
Bowman Engineering, Inc.	4,5,6	Bowman Engineering, Inc.	All	Bowman Engineering, Inc.	1a,1b,2,4
Center for EcoTechnology, Inc.	1,2,4,8,9	Center for EcoTechnology, Inc.	All	Center for EcoTechnology, Inc.	4

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Energy Management Associates, inc (EMA)	1,5,6,8	Energy Management Associates, inc (EMA)	All	Energy Management Associates, inc (EMA)	1a,1b4
Franklin Energy Services, LLC	3,8,9	Franklin Energy Services, LLC	1	Franklin Energy Services, LLC	4
GreenerU, Inc.	8	GreenerU, Inc.	3	GreenerU, Inc.	1a,1b,3,4
New Ecology, Inc.	1,3,4,6,7,8,9	New Ecology, Inc.	All	New Ecology, Inc.	2,3,4
NORESCO, LLC	All	NORESCO, LLC	All	NORESCO, LLC	All
Peregrine Energy Group, Inc.	1,2,4,5,8,9	Peregrine Energy Group, Inc.	1	Peregrine Energy Group, Inc.	1a,1b,3,4
QGM Consulting LLC	All	QGM Consulting LLC	All	QGM Consulting LLC	All
Ramboll Americas Engineering Solutions, Inc.	4,5,6,7,8	Ramboll Americas Engineering Solutions, Inc.	2,3	Ramboll Americas Engineering Solutions, Inc.	All
SourceOne Inc	1,2,3,5,6,8,9	SourceOne Inc	All	SourceOne Inc	All
van Zelm Heywood & Shadford, Inc	4,5,6,7,8,9	van Zelm Heywood & Shadford, Inc	All	van Zelm Heywood & Shadford, Inc	All
Weston & Sampson Engineers, Inc	1,3,4,5,8,9	Weston & Sampson Engineers, Inc	All	Weston & Sampson Engineers, Inc	2,3,4
Willdan Energy Solutions	All	Willdan Energy Solutions	All	Willdan Energy Solutions	All

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WSP USA Buildings, INC.)	All	WSP USA Buildings, INC.)	All	WSP USA Buildings, INC.)	All
Amado Energy Solutions. LLC	1,2,3,4,6,8,9	Amado Energy Solutions. LLC	All	Applied Energy Engineering & Commissioning	1a,1b,4
Beacon Integrated Solutions LLC	1,2,3,4,5,6,8,9	Beacon Integrated Solutions LLC	All	BR+A Consulting Engineers	1a,1b,2
Climable, Inc.	1,5,6,7,8,9	Climable, Inc.	All	Building Evolution Corporation	All
Converge Strategies, LLC	All	Converge Strategies, LLC	All	CLEAResult Consulting, Inc	1a,3,4
Daymark Energy Advisors, Inc.	1,2,4,5,6,8	Daymark Energy Advisors, Inc.	All	Energy Engineering and Design, Inc	All
Eastern Research Group, Inc.	1,2,4,5,6,7,8,9	Eastern Research Group, Inc.	All	Leidos Engineering, LLC	1a,1b,4
Energy Solutions	1,3,4,5,6,7,8,9	Energy Solutions	All	Performance Resource Partners, LLC	All
Guidehouse Inc.	1,2,3,4,5,6,8,9	Guidehouse Inc.	All	STV Construction, Inc	2,3
GZA GeoEnvironmental, Inc.	1,6,8,9	GZA GeoEnvironmental, Inc.	All	Gilbane Building Company	2
ICF Incorporated, L.L.C.	All	ICF Incorporated, L.L.C.	All	Clough, Harbour & Associates LLP	
Linnean Solutions	1,8,9	Linnean Solutions	1,3	CMTA Inc.	
PowerOptions, Inc	2	PowerOptions, Inc	1,2	Lexicon Energy Consulting, Inc.	

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Rivermoor Energy LLC	All	Rivermoor Energy LLC	All		
Sustainable Energy Advantage, LLC	1,2,4,6,8,9	Sustainable Energy Advantage, LLC	All		
Synapse Energy Economics, Inc	1,2,3,4,5,6,7,8	Synapse Energy Economics, Inc	All		
The Boston Consulting Group	All	The Boston Consulting Group	All		
TRC Environmental Corporation	1,3,4,5,7,8,9	TRC Environmental Corporation	All		
Trifolium Strategies	1,2,3,4,5,6,7,8	Trifolium Strategies	All		
Vermont Energy Investment Corporation	All	Vermont Energy Investment Corporation	All		
EBPUS, Inc.	All	Applied Energy Engineering & Commissioning	1		
Optimal Energy Inc.	All	BR+A Consulting Engineers	All		
Raab Associates, Ltd.	8	Building Evolution Corporation	All		
Clough, Harbour & Associates LLP		CLEARresult Consulting, Inc	All		

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Dynamhex, Inc.		Energy Engineering and Design, Inc	All		
Lexicon Energy Consulting, Inc.		Leidos Engineering, LLC	All		
OptiMiser LLC		Performance Resource Partners, LLC	1,3		
		STV Construction, Inc	All		
		Cumming Management Group	All		
		EA Engineering, Science and Technology, Inc., PBC	All		
		Nordee Enterprise LLC (d/b/a Transform Power Systems)	All		
		Syska Hennessy Group	All		
		Clough, Harbour & Associates LLP			
		CMTA Inc.			

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		Dynamhex, Inc.			
		Lexicon Energy Consulting, Inc.			
		OptiMiser LLC			

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Contract User Guide for PRF74

Category Descriptions

- Energy and Climate Action Research, Analysis, Advisory and Consulting Services Master Blanket Purchase Order PO-22-1080-OSD03-SRC3-24126.
- Energy and Climate Action Project Advisory and Consulting Services Master Blanket Purchase Order PO-22-1080-OSD03-SRC3-24127
Energy and Climate Action Facilities Management, Operations, and Maintenance Advisory and Consulting Services Master Blanket Purchase Order PO-22-1080-OSD03-SRC3-24128

Energy and Climate Action Research, Analysis, Advisory and Consulting Services

Pre-qualified vendors under the Energy and Climate Action Research, Analysis, Advisory and Consulting Services Category offer the following services:

1. Provide research, analysis or support consulting services on energy and climate action programs including but not limited to energy, energy security, and Climate Action policy, regulation, and program design
2. Energy markets forecasting and analysis
3. Utility efficiency program design and implementation
4. Clean energy generation, storage, and efficiency technology research and analysis
5. Energy and Climate Action technology strategies for: district energy systems, grid interconnection and modernization, transmission and distribution planning, resilience and reliability, demand reduction, microgrid, and related technology research and analysis
6. Energy and Climate Action Financial analysis - including but not limited to long-term financing and impacts analysis, capital investment planning, life-cycle cost analysis, internal rate of return.
7. Electrification planning, siting, and design, including but not limited to the transportation and building sectors.
8. Energy and Climate Action programs stakeholder Engagement Services
9. Other energy and climate action related research, data collection, analysis, staffing research and analysis, training and advisory services not listed above.

Energy and Climate Action Project Advisory and Consulting Services

Pre-qualified vendors under the Energy and Climate Action Project Advisory and Consulting Category offer the following services:

1. Energy and Climate Action project and program management support services: Provide project or program management support services on energy and climate action projects including but not limited to research, analysis, development, procurement, construction, and commissioning.
2. Clean energy technology project advisory services including but not limited to feasibility study, planning, and other advisory services for solar, wind, battery storage, renewable thermal, grid interconnection, site feasibility studies, grant programs, Power Purchase Agreements, and other innovative technologies and associated implementation strategies.

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3. Climate Action planning and advisory services including but not limited to forecasting, planning, strategies, and other advisory services for carbon reduction, resilience, mobility, and related climate change adaptation topics.

Energy and Climate Action Facilities Management, Operations, and Maintenance Advisory and Consulting Services:

1. Facilities Commissioning Services:
 - a. Conduct building commissioning investigations, including developing Current Facility Requirements documents, evaluating Energy Management Systems, and identifying low cost and capital energy conservation measures
 - b. Overseeing building commissioning implementation including developing scopes of work and performance specifications. Reviewing proposals and confirming proper implementation and commissioning.
2. Facilities management and operations:
Conduct research, analysis, planning, and oversight services: perform any one of the following services including but not limited to facility planning, move management, daylighting, acoustic advisory, audio visual, carbon footprint reduction, security, staffing, and training, etc.
3. Facilities Maintenance research:
Conduct analysis, planning, and oversight services: including but not limited to process improvements, capital investment planning, life cycle cost analysis, maintenance standards, staffing, and training, etc.
4. Facility Condition Assessment Services:
Including but not limited to conducting ASHRAE Level 1 Audits, life-cycle cost analysis and projections, capital equipment analysis and reporting, capital investment planning and condition assessment updates