



REQUEST FOR PROPOSALS
MVP 2.0
Seed Project Implementation Consultant
August 12, 2026

On behalf of the
Towns of Charlemont and Colrain, Massachusetts

PROPOSALS DUE:

August 27, 2026, 2:00 PM

*Late proposals will be rejected

Diana Parsons
Chief Procurement Officer
55 Main Road
Colrain, MA 01340
bos@colrain-ma.gov
(413) 624-6306

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1. Overview of Opportunity

As a second phase of a MVP 2.0 Project, the towns of Colrain and Charlemont will implement a Neighborhood Resilience Networks program that will build stronger relationships between neighbors, help residents get support for their neighborhoods' needs, and improve emergency preparedness and response. Through this program, groups of neighbors will receive training, funding, and other forms of support to help them build hyper-local resilience. The Neighborhood Resilience Networks will help people feel more connected to each other, develop residents' mutual support capabilities, and augment the limited capacity of the towns' governments.

The project will begin with identifying neighborhood leaders and providing them with training. Neighborhood leaders, supported by a project consultant and the Core Team, will organize neighborhood groups. Each neighborhood group will then go through a neighborhood emergency preparedness exercise adapted from this program, or similar. Neighborhood groups will meet regularly to improve emergency preparedness and one or more additional focus area – either increasing access to healthy food or mutual aid/skill and resource sharing.

The selected Consultant shall have demonstrated previous experience in providing specified engagement services to municipalities, achievement in community consensus building, and implementation of municipal climate resilience projects. A committee will evaluate all submissions before the opening of price proposals. The contract will be awarded to the firm that provides the most advantageous proposal based on the Technical and Price Proposals described below. The Town of Colrain reserves the right to reject any or all proposals, waive any minor informality in the proposal process, and accept the proposal deemed to be in the Towns' best interest.

2. Instructions to Consultants, Timeline and Rule for Award

A. Submission of Proposals:

All proposals must be submitted in accordance with MGL c.30B to the Town of Colrain's Chief Procurement Officer:

Diana Parsons
55 Main Road
Colrain, MA 01340

All bids must be submitted as physical copies and hardware, and all submissions are **due by Thursday, August 27, 2026 at 2:00pm**. Email and faxed proposals will not be accepted.

Proposals must consist of two parts:

- ✓ A Technical Proposal that shall include all information responsive to this RFP, except price; and,
- ✓ A Price Proposal.

Technical and Price Proposals shall be submitted in separate sealed envelopes. A Technical Proposal which includes Price Proposal information may be rejected as non-responsive.

Consultants shall submit four (4) paper copies and one (1) thumb drive with a digital version of the Technical Proposal and one (1) original copy of the Price Proposal in separate sealed envelopes, plainly marked:

"Technical Proposal" – Town of Colrain RFP MVP 2.0, Seed Project; and,
"Price Proposal" – Town of Colrain RFP MVP 2.0, Seed Project.

B. Questions:

Inquiries involving procedural and technical matters should be submitted in writing before **noon (12:00PM) on Monday, August 17, 2026** in writing or via email to:

Diana Parsons
55 Main Road
Colrain, MA 01340
bos@colrain-ma.gov

Addenda will be emailed to every consultant on record as having received a copy of the RFP documents. If you have downloaded the RFP from the internet, you must make your company known to the Town by emailing your company name, address, phone and email to [Diana Parsons at bos@colrain-ma.gov](mailto:Diana.Parsons@bos@colrain-ma.gov)

Copies of the addenda will be made available for inspection on the Town's website. It is the Consultant's sole responsibility to ensure that it has received all addenda before the RFP submittal date.

C. Procurement Timeline:

- RFP Release: Monday, August 10, 2026 at 10:00 am
- Questions Due: Monday, August 17, 2026 at 12:00 pm
- Addenda w/ Answers: Wednesday, August 19, 2026 at 2:00 pm
- Proposal Submittal: Thursday, August 27, 2026 at 2:00 pm

D. Performance Timeline:

The work of the MVP 2.0 Seed Project Implementation is scheduled to begin mid-September 2026. The selected Consultant must be ready to commence the project work within fourteen (14) calendar days of the final contract being signed. Any deviation from this schedule must be clearly stated in the Consultant's response to this proposal. Any delay to start should be mutually agreed upon between the parties.

E. Proposal and Acceptance:

The Town will give notice of the acceptance of the selected proposal and intention to award a contract by emailing the selected Consultant within 48 hours of the completion of the evaluation. A contract will be sent to the selected Consultant within ten (10) business days, which will need to be signed and returned for ratification.

F. Rule for Award: This contract will be awarded to the proposer deemed by the evaluation of the Charlemont Town Administrator and Colrain's Town Administrator/Chief Procurement Officer to

have submitted the most advantageous proposal, taking into consideration the price and non-price proposals. The Town reserves the right to reject any and all proposals as determined to be in the best interest of the Towns, and their stakeholders.

3. MVP 2.0 Summary and Background

The Towns of Charlemont and Colrain requested and received funding from the Municipal Vulnerability Preparedness (MVP) Program to conduct expanded engagement and discussion around established climate resilient priorities and social resilience. The MVP 2.0 program, run by the Massachusetts Executive Office of Energy and Environmental Affairs, expands on the work communities have done to date and supports communities with new methods, tools, and resources for building climate resilience. MVP 2.0 is a way for the Towns to revisit their community resilience priorities with a focus on equity and translate those priorities into action through project development and implementation. The MVP 2.0 program expands on the climate resilience work communities have done to date and supports them with new methods, tools, and resources for building climate resilience. Working with a Planning Consultant, the towns established community resilience priorities with a focus on equity and translated those priorities into action through development of a seed project that builds community resilience.

4. Seed Project Summary

The seed project for the towns of Colrain and Charlemont will implement a Neighborhood Resilience Networks program that will build stronger relationships between neighbors, help residents get support for their neighborhoods' needs, and improve emergency preparedness and response. Through this program, groups of neighbors will receive training, funding, and other forms of support to help them build hyper-local resilience. The Neighborhood Resilience Networks will help people feel more connected to each other, develop residents' mutual support capabilities, and augment the limited capacity of the towns' governments.

The project will begin with identifying neighborhood leaders and providing them with training. Neighborhood leaders, supported by the Project Consultant and the Core Team, will organize between 6-12 neighborhood groups. Each neighborhood group will then go through a neighborhood emergency preparedness exercise adapted from [this program](#), or similar. Neighborhood groups will meet regularly to improve emergency preparedness and one or more additional focus area – either increasing access to healthy food or mutual aid/skill and resource sharing. Community Liaisons on the Core Team and neighborhood leaders will be compensated for their work on this project and the Project Consultant must incorporate that funding into their budget for the project.

The Project Consultant will need to be able to respond to unpredictable outcomes from community engagement and modify the work plan to achieve the desired outcomes.

5. Scope of Work

The Consultant will work with the Grantee to conduct the following tasks to complete the Seed Project:

Seed Project Scope & Deliverables	
Task 1: Recruit and Onboard Neighborhood Leaders (Month 1- Month 2)	
1.1 Recruit Neighborhood Leaders	Deliverables:

• Conduct broad-based community outreach using flyers, social media, Town communications, a community meeting, and/or other means to identify potential neighborhood leaders. • Create a system for evaluating and selecting neighborhood leaders with the Core Team • Obtain commitments to participate in project from neighborhood leaders via signature of a memorandum of understanding or similar document. MOU or similar to be developed by the Project Consultant. 1.2 Train Neighborhood Leaders (in a Workshop or One-on-One) • Introduce neighborhood leaders to approaches for reaching people in their neighborhoods. • Explain guidelines for the project and hosting events.	• Outreach materials • Documentation of neighborhood leaders' commitment to participate in project. • Documentation of training(s).
Task 2: Neighborhood Organizing (Month 1-Month 3)	
2.1 Support and supervise neighborhood leaders as they complete the following work: • Neighborhood leaders post flyers, send emails, post on social media, go door-to-door, to get the word out about the neighborhood networks project. Begin creating relationships with potential neighborhood participants. Assemble contact lists. • Neighborhood leaders survey people in their neighborhood about the best times to hold events and what would make them interested in getting together. • Neighborhood leaders establish a communication system such as Google Groups, Signal, or WhatsApp for their neighborhoods. A single platform will be used by all neighborhood groups so that information can be shared amongst them. • Using feedback from the neighborhood, neighborhood leader works with the Project Consultant and Core Team to create a schedule for neighborhood gatherings.	Deliverables: • Outreach and recruitment materials, as needed, contact lists for neighborhood residents, neighborhood communication system, schedules for neighborhood gatherings.
Task 3: Development of Educational Resources, Facilitate Emergency Preparedness Training (Month 1- Month 2)	
3.1 The Project Consultant creates or adapts an emergency preparedness training appropriate for	Deliverables:

this setting. 3.2 The Project Consultant facilitates “Dinner with an Emergency Preparedness expert” event(s) with neighborhood groups. 3.3 The Project Consultant and Core Team develop educational materials for emergency preparedness, skill and/or resource sharing, and healthy food access that can be used at community gatherings.	Emergency preparedness training materials, completed event(s), topical materials for use in neighborhood gatherings.
Task 4: Ongoing Community Gatherings and Projects (Month 5-Month 10)	
4.1 The Project Consultant supports the Core Team with assisting neighborhood leaders in organizing gatherings and projects, as needed. - Neighborhood leaders organize gatherings every other month (up to four gatherings expected for each neighborhood). Gatherings include information sharing or work on emergency preparedness and/or the neighborhoods’ chosen focus area(s). - Neighborhood leaders organize social gatherings every other month, such as potlucks (up to three gatherings expected for each neighborhood). Gatherings are intended to be predominantly social but could include updates or continued work on neighborhood focus areas. 4.4 The Project Consultant reimburses neighborhood leaders for supplies for community gatherings, including potentially meeting supplies, food, child care. 4.5 The Project Consultant supports the Core Team to connect neighborhood leaders with local experts and community organizations to lead workshops, provide educational materials, or assist in other ways. 4.6 The Project Consultant supports the Core Team to provide oversight of neighborhood gatherings through regular communication with Neighborhood Leaders and creates an avenue for residents who are not neighborhood leaders to provide feedback to the Core Team.	Deliverables: Meeting notes from neighborhood gatherings.
Task 5: Feedback and Adjustments (Month 4-Month 10)	
5.1 The Project Consultant and Town Administrators (or Core Team members) hold quarterly meetings with neighborhood leaders to discuss what is and is not working well. 5.2 The Project Consultant supports the Core	Deliverables: Meeting notes, documentation of feedback from participants, revised work plans for neighborhood groups, plans for

Team in soliciting feedback from project participants by distributing a survey and conducting one-on-one interviews. 5.3 The Project Consultant and Town Administrators work with neighborhood leaders to adjust their process to improve attendance and outcomes for future gatherings. 5.4 If time and budget allows, the Project Consultant works with the Core Team to support neighborhoods in pursuing projects identified during this process by creating connections and allocating a limited amount of funding for implementation of neighborhood projects.	local projects and documentation of results. MVP Checkpoints: • Halfway through Seed Project implementation - Email or set up a call with the MVP Regional Coordinator to provide a progress update.
Task 6: End of Project Reflection and Planning for the Future (Month 10)	
6.1 The Project Consultant organizes a meeting of all Neighborhood groups and Core Team to share their work and celebrate. 6.2 The Project Consultant works with the Core Team and Neighborhood Leaders to reflect on the year of seed project implementation and identify opportunities for improving future neighborhood resilience efforts. 6.3 The Project Consultant assists in planning for sustaining neighborhood groups into the future. 6.4 The Project Consultant completes and submits MVP 2.0 Final Submission Form with deliverables including documentation of the seed project, with support from the Town Administrators.	Deliverables: • Plan for sustaining project. MVP Checkpoints: • Upon completion- Submit the MVP 2.0 Final Submission Form, which includes uploading the completed deliverables, including documentation of the seed project.

6. Resources & Support

The Towns will work with the Consultant to help manage and facilitate the process. The MVP Program's team of Regional Coordinators (RCs) will also provide support and guidance in the process.

7. Reporting & Final Deliverables

Please see “deliverables” and “MVP checkpoints” column in the table above for required actions and deliverables. The Grantee will submit the MVP 2.0 Final Submission Form in Step 10 and a final invoice(s) demonstrating all grant funding was spent according to the contract scope of work.

8. Details on Materials that Result from this Contract

All materials, software, maps, reports, and other products produced through the grant program shall be considered in the public domain and thus available at the cost of production. All materials created through this opportunity and because of this award should credit the Executive Office of Energy and Environmental Affairs Municipal Vulnerability Preparedness (MVP) program.

9. Project Timeline

The MVP 2.0 Seed Project has been selected by the Core Team to advance the

community's resilience priorities and must be completed in 9-10 months and before June 30, 2027. The MVP 2.0 process finishes by reflecting on what went well and how it will adjust the approach for future Action Grants or other resilience efforts.

10. Experience & Skill Sets Required of the Project Consultant/Consultant Team

The Consultant/consultant team will need to bring capability and experience in the following three areas:

- A. Equity-Centered Project Facilitation - This skill set is important for managing the process, guiding and facilitating decision-making within the Core Team. Equity-centered project facilitation requires skills and experience in consensus building, equitable community processes, managing various types of power dynamics, anti-racism education, cultural sensitivity, project management, and organizational development to support diversity, equity, and inclusion. Ideally, the person or team bringing this experience would be a neutral entity without prior stake in the issues.
- B. Community-Driven Processes - This skill set is important for supporting municipal staff, the Core Team, and for guiding and supporting the neighborhood leaders in community outreach and engagement. This area requires experience and expertise in developing and implementing equitable and inclusive approaches to outreach, engagement, and community-led processes, and particularly processes designed with and for EJ and other priority populations. Strong local knowledge and connections within the community are a significant asset. This role could be filled by someone who has strong relationships with communities throughout the towns or region.
- C. Climate and Community Resilience - This skill set is important for developing resources and working with the Core Team and neighborhood leaders to build community resilience through emergency preparedness, mutual aid/skill sharing and healthy food access. This area requires experience and expertise in climate and community data, assessing climate and social vulnerability, approaches to building climate resilience, equity and climate justice, and project design and development. Strong local climate data and impacts knowledge is a significant asset. This role should be filled by someone that has strong experience with organizing and training around climate-related work.

Additional Experience

In addition to the qualifications listed above, the consultant/consultant team should have demonstrated experience in the following areas:

- ✓ Experience with facilitation or consensus building in rural environments.
- ✓ Experience working in multi-racial, multicultural, or socially vulnerable groups.
- ✓ Experience managing projects in small towns.
- ✓ Local expertise.

11. Budget

Below is a sample budget for the completion of the MVP 2.0 Seed Project Implementation Process. The budget below provides a sample breakdown of this grant funding across Community Liaisons, the Neighborhood Leaders, the Project Consultant and direct costs for engagement.

Sample Budget									
Tasks	Community Liaisons (+ municipal volunteers)			Neighborhood Leaders			Implementation Consultant		Total Task Cost
Hourly Rate*	\$25			\$25			\$125		
Step	# People	Hours per person	Total	# People	Hours per person	Total	Total hours	Total	Total
Task 1	4	6	\$600	8	4	\$800	70	\$8,750	\$10,150
Task 2	4	6	\$600	8	10	\$2,000	50	\$6,250	\$8,850
Task 3	4	2	\$200	8	6	\$1,200	80	\$10,000	\$11,400
Task 4	4	12	\$1,200	8	20	\$4,000	100	\$12,500	\$17,700
Task 5	4	12	\$1,200	8	6	\$1,200	103	\$12,875	\$15,275
Task 6	4	6	\$600	8	6	\$1,200	62	\$7,750	\$9,550
Discretionary Hours	4	4	\$400	8	4	\$800	40	\$5,000	\$6,200
Total	-	44	\$4,800	-	52	\$11,200	465	\$63,125	\$79,125
DIRECT COSTS									
Emergency Preparedness Consultant**									\$5,000
Subject Matter Experts for Community Workshops									\$2,500
Materials for Community Gatherings (Food, etc...)									\$10,000
Miscellaneous Costs									\$3,375
Total Direct Costs									\$20,875
TOTAL PROJECT COST									\$100,000
NOTES:									
* Community Liaisons and Neighborhood Leaders will be paid a stipend rather than an hourly rate. The hourly rate in the sample budget is used to estimate the total cost to the project that a fair stipend would represent.									
** If deemed necessary for the project and not part of the Implementation Consultant team									

12. Submittal Requirements, Evaluation and Selection Process

There will be no public opening of submitted proposals. Following the deadline for receipt of proposals, the Procurement Officer will open the Technical Proposals and prepare a register of those submitted firms, which shall be available for public inspection. All proposal contents shall be confidential until the evaluation is final, and an award has been made.

Technical Proposals shall be evaluated by the Charlemont Town Administrator and the Colrain Town Administrator/Chief Procurement Officer Committee, which will follow the criteria contained herein. Proposals that do not demonstrate the Minimum Criteria outlined in Section 9 may be rejected as non-responsive. All proposals that meet the Minimum Criteria will be evaluated based on the Comparative Criteria outlined below.

Upon completion of the evaluation of responsive proposals, the Price Proposals will be opened, after which the Town will determine which proposal is the most advantageous, taking into consideration cost and criteria as evaluated. **The Town reserves the right to reject any proposals and award a contract as determined to be in the Town's and community stakeholders' best interest.**

All proposals should be clear in specific tasks, hours, costs, schedule and responsibilities (Project Consultant vs. Town Staff) for each component in the Scope of Work. Proposals shall include the following and shall be organized using each of the elements listed below as section headings:

➤ Technical Proposal:

- a. Description: Provide a brief description of the firm/organization including size and area of specialization, location of headquarters, and location of office proposed to handle this project.
- b. Project Understanding: Provide a statement summarizing how the Consultant's team is particularly qualified for this project.
- c. Work Plan and Deliverables: Describe strategies, roles, responsibilities and methodologies of how the Scope of Services will be completed and a detailed description of the deliverables and outcomes.
- d. Project Schedule and Commitment: The consultant shall submit acknowledgment and commitment for the responsibilities, timeline, and budget of the proposed work described above. Include a timeline and schedule for project work and completion that will be part of the contractual agreement.
- e. Project Team: Provide names, contact information, resumes, etc. of key staff who will be assigned to the project. Each team member's education and qualifications shall be listed. The project manager shall be clearly identified. If different consultants will be teaming together, indicate who will be the day-to-day contact person/team.
- f. Qualifications: Provide a description of how the consultant's team meets the three areas of required experience and skill sets described in Section 9 above: Equity-Centered Project Facilitation, Community-Driven Processes, and Climate and Community Resilience.
- g. Additional Experience:
 - a. Provide a description of the following:
 1. Experience managing projects - Describe the consultant team's experience with managing projects, including coordinating a project team and tracking a budget and deliverables. Provide details on one or more projects or initiatives where members of the team were responsible for project management.
 2. Local expertise - Describe the consultant team's familiarity with the municipality or the region, including experience living and/or working in the municipality or region, and experience collaborating with local

- partners.
- 3. Rural and small town experience—Describe the consultant team's experience with facilitation or consensus building in rural environments and managing projects in small towns.
- h. **References:** Collectively the references should be able to speak to the consultant team's qualifications listed above. Ideally, at least one reference would be a representative of a community-based organization or community group that serves EJ and other priority populations and can speak to the consultant team's ability to lead equity-centered processes. For each reference, list the contact name, their title and/or affiliation, a brief description of the project or initiative they'd be able to speak to, and their contact information (phone number and email address).

Evaluation of Qualifications of the Consultant Team: Bids will be evaluated based the comparative criteria below.

Comparative Evaluation Criteria

Proposals that meet or exceed the Minimum Criteria will be evaluated and rated based on the following Comparative Criteria. The Town reserves the right to ask any proposer to provide additional supporting documentation to verify its response.

Ratings of Highly Advantageous (HA), Advantageous (A), Not Advantageous (NA), or Unacceptable (U) will be given to each of the following criteria for each respondent. A composite rating will then be determined. To the extent that a Comparative Criterion requires the certification of fact, the proposer's certification as to that fact shall be provided in the response, however, upon request from the Town additional evidence will be provided.

The Comparative Criteria are as follows:

- A. Experience in Equitable based projects/engagement
 - i. Highly Advantageous: At least five years of experience in leading or facilitating equity-centered projects or initiatives; OR, Experience leading or facilitating at least three equity-centered projects or initiatives.
 - ii. Advantageous: At least three years of experience in leading or facilitating equity-centered projects or initiatives; OR, Experience leading or facilitating at least two equity-centered projects or initiatives.
 - iii. Not Advantageous: Two years or less of experience in leading or facilitating equity-centered projects; OR, experience leading or facilitating at least one equity-centered project or initiative.
 - iv. Unacceptable: No prior experience in leading or facilitating equity-centered projects.
- B. Staffing/Resources
 - i. Highly Advantageous: One or more members of the consultant team has demonstrated receiving extensive training (i.e., multiple trainings or learning opportunities) in advancing equity in governmental processes, undoing racism, and/or diversity, equity, and inclusion (DEI); OR, has developed and/or led trainings on the topics listed above.
 - ii. Advantageous: One or more members of the consultant team has received training in advancing equity in governmental processes, undoing racism, and/or diversity, equity, and inclusion (DEI).
 - iii. Not Advantageous: One or more members of the consultant team is currently undergoing, or is scheduled to undergo, training in

- advancing equity in governmental processes, undoing racism, and/or diversity, equity, and inclusion (DEI).
- iv. Unacceptable: No members of the consultant team have received, and are not scheduled to receive, training in advancing equity in governmental processes, undoing racism, and/or diversity, equity and inclusion (DEI).
- C. Experience in implementing Climate Resilience projects:
- i. Highly Advantageous: One or members of the consultant team demonstrates at least four years of experience working on projects or initiatives focused on addressing climate change or building resilience to climate hazards;
OR, Experience working on three or more projects or initiatives focused on addressing climate change or building resilience to climate hazards.
 - ii. Advantageous: One or members of the consultant team demonstrates at least three years of experience working on projects or initiatives focused on addressing climate change or building resilience to climate hazards;
OR, Experience working on two or more projects or initiatives focused on addressing climate change or building resilience to climate hazards.
 - iii. Not Advantageous: One or members of the consultant team demonstrates at least two years of experience working on projects or initiatives focused on addressing climate change or building resilience to climate hazards; OR,
Experience working on at least one project or initiative focused on addressing climate change or building resilience to climate hazards.
 - iv. Unacceptable: No members of the consultant team have demonstrated experience working on projects or initiatives focuses on addressing climate change or building resilience to climate hazards.
- D. Plan of Services and Availability:
- i. Highly Advantageous: Consultant has a well-defined Plan of Service and a clear action strategy, along with specific staff availability and a schedule and timeline of the work.
 - ii. Advantageous: Consultant has a sufficiently defined Plan of Service and an adequate strategy, along with specific staff availability and a schedule and timeline of the work.
 - iii. Not Advantageous: Consultant has an inadequately defined Plan of Service.
 - iv. Unacceptable: Consultant does not submit a plan of service.
- E. References:
- i. Highly Advantageous: Consultant provides multiple references from previous similar projects.
 - ii. Advantageous: Consultant provides limited references from previous similar projects.
 - iii. Not Advantageous: Consultant provides inadequate references from previous similar projects.
 - iv. Unacceptable: Consultant does not provide references.

- Price Proposal (Not to Exceed \$100,000):
 - i. Identify the cost for each task in the Scope of Services, including the following:
 - 1. Include the estimated hours per team member or role needed to complete each task and the total cost for the task;
 - 2. Estimate direct costs and additional costs/charges (i.e. direct costs to support neighborhood gatherings, travel expenses, supplies, etc.);
 - ii. Final summary of costs, broken down by tasks, staff person, components, optional work, taxes, etc.

13. Required Forms for Submittal

Consultants should include the following forms: Cover Sheet, Proposer's Checklist and Price Proposal Form (to be included in the Price Proposal envelope) and Required Certifications.

MVP 2.0 PROJECT CONSULTANT COVER SHEET

Proposer:		
Street		
	(Number and Street)	(State) (Zip Code)
Taxpayer Identification No:		
	(Social Security Number)	(Federal Identification Number)
Contact Name:		
Telephone:		
Email		
Fax:		
Authorized Signature:		
Name:		
Title:		
Date:		

**MVP 2.0 PROJECT CONSULTANT
PROPOSER'S CHECKLIST**

Submissions:

	Yes	No
1. Cover Sheet		
2. Proposer's Checklist (this sheet)		
3. Price Proposal		
4. Non-Price/Technical Proposal (one copy)		
• Required Certifications		
• Technical Proposal		
5. Acknowledgement of Addenda: (if applicable) #s		

**MVP 2.0 PROJECT CONSULTANT
PRICE PROPOSAL FORM**

(To be submitted in Price Proposal Envelope)

A budget has been established not to exceed \$100,000 for the Scope of Services. Project fees must be provided for each of the six tasks as described in the form. Fees shown shall include all costs and expenses (including outreach materials, personnel, mileage, etc.) necessary to complete the scope of services defined in Part 5 of this RFP. The Towns' are aware that the Project Consultant will need to be able to respond to unpredictable outcomes from community engagement and may need to modify the work plan to achieve the desired outcomes. This may impact the costs as outlined in each task, but should not exceed the budget of \$100,000.

The undersigned hereby submits a price proposal to perform the services outlined in the Request for Proposals for the MVP 2.0 Project Consultant.

Signature of Authorized Representative: _____

Printed Name: _____

Title: _____

Company/Organization (Proposer): _____

Date: _____

The PROPOSER hereby pledges to deliver the complete scope of services required, for the estimated cost breakdown for each phase of the scope of work as shown below. Please attach a more detailed breakdown of the costs showing staff, rate, hours, other expenses. This should also show the breakdown for subconsultants and reimbursables.

Task	Cost
Task 1	
Task 2	
Task 3	
Task 4	
Task 5	
Task 6	

(not to exceed \$100,000)

**MVP 2.0 PROJECT CONSULTANT
REQUIRED CERTIFICATIONS**

1. NON-COLLUSION:

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

2.TAX COMPLIANCE:

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

3. CORPORATE BIDDER *(if applicable):*

I, _____ certify that I am the _____ of the corporation named as Bidder in the Bid included herein, that _____, who signed said Bid on behalf of the Bidder was then _____ of said corporation, that I know his signature, that his signature thereon is genuine and that said Bid was duly signed, sealed and executed for and in behalf of said corporation by authority of its governing body.

(Secretary-Clerk)

(Signature of authorized individual submitting proposal)

(Printed Name)

(Name of Proposer)

(Federal Tax Identification or Social Security Number)

(Date)