

Metropolitan Area Planning Council

# Non-Grid Tied Electric Vehicle (EV) Carshare Services

## Non-Grid Tied Electric Vehicle Charging and Electric Vehicle Carshare Services

Open to Statewide Contract VEH-122 Vendors Categories 1, 4

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### Request for Proposals

RFP# BD-26-1217-MAP02-MAP02-121989

Solicited by Metropolitan Area Planning Council, in partnership with the Housing Authorities of Boston, Chelsea, and Somerville and the following municipalities: Framingham, Natick, and Quincy

Proposal Due Date: Monday, November 24, at 5:00pm EST



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## 1. Legal Notice

The Metropolitan Area Planning Council (“MAPC”), pursuant to M.G.L. c. 801 CMR 21.00 et seq., is seeking proposals from qualified respondents under Massachusetts Statewide Contract *VEH-122 - Advanced Vehicle Technology Equipment, Supplies, and Services* Cats. 1, 4 to deliver non-grid tied Electric Vehicle (EV) charging and EV carsharing services at municipal parking lots in Framingham, Natick, and Quincy, and at Housing Authority sites in Boston, Chelsea, and Somerville (Program Partners). MAPC will be the awarding authority on behalf of the six (6) Program Partners. Proposals will be evaluated against quality requirements and evaluation criteria set out in the RFP and by considering the prices offered. Those respondents identified as submitting the highest scoring bid/s will be awarded contracts.

The Request for Proposals (“RFP”) may be obtained from MAPC, by contacting Alison Felix, by email at [afelix@mapc.org](mailto:afelix@mapc.org). Proposals are due by Monday, November 24 at 5:00pm EST. Do not email any proposal document to any alternate MAPC email address. Any emailed proposal documents not submitted to the appropriate email address will be discarded prior to opening. Late proposals will not be accepted.

The term of any contract resulting from this RFP will be from the date of execution through December 31, 2027. MAPC reserves the right to cancel all or part of this solicitation and to reject in whole or part any and all proposals.

Submission of a Proposal shall be deemed acknowledgement that the Respondent is familiar with the Massachusetts Public Records Law, M.G.L. c. 66 § 10 and is bound thereby. Disclosure of any information provided by a Respondent in connection with this RFP shall be in strict accordance with the laws and regulations regarding such disclosure pursuant to M.G.L. c. 66 § 10. To review copies of proposals after contracts have been awarded, submit a written request in compliance with the Massachusetts Public Record Law to the RFP contact person identified in Section 2.1 of the RFP, General Information.

MAPC Posted: Monday, October 27, 2025

Goods & Services Bulletin Published: Monday, October 27, 2025

## 2 General Information

### 2.1 General Information and RFP Timeline

This is a Request for Proposals (RFP) issued by the Metropolitan Area Planning Council (MAPC) to select qualified vendor teams led by a VEH-122 vendor listed under Cats. 1, 4 to provide non-grid tied electric vehicle (EV) charging and EV carshare services to the Program Partners for this pilot program.

<b>Proposal Due Date:</b>	Monday, November 24, 2025 at 5:00pm EST.
<b>Proposal Subject:</b>	Non-grid tied electric vehicle charging and electric vehicle carshare services
<b>RFP Number:</b>	BD-26-1217-MAP02-MAP02-121989
<b>RFP Availability:</b>	The RFP may be obtained by contacting Alison Felix by email at <a href="mailto:afelix@mapc.org">afelix@mapc.org</a> on or after October 27, 2025 at 2:00 PM EDT.
<b>Bidders Conference:</b>	An optional Bidders Conference will be held Thursday, November 6, 2025 at 1:00 PM EST via Zoom Call. Please see below for details.
<b>Return RFPs to:</b>	Alison Felix at <a href="mailto:afelix@mapc.org">afelix@mapc.org</a>
<b>Contract Info:</b>	MAPC is issuing this procurement on behalf of the City of Framingham, Town of Natick, and City of Quincy, and at Housing Authority sites in Boston, Chelsea, and Somerville (Program Partners). Except as provided elsewhere in this RFP, there will be no change in the terms and conditions, proposal prices, or products/services during the contract periods.

#### Timeline:

1. Advertise in Goods & Services Bulletin	October 27, 2025
2. Post Notice to MAPC	October 27, 2025
3. Post Notice to CommBuys	October 27, 2025
4. RFP Release	2:00 PM EDT, October 27, 2025
5. Bidders Conference	1:00 PM EST, November 6, 2025
6. Last day to submit Written Questions	November 12, 2025, 11:59 PM EST
7. Responses to Written Questions	Anticipated November 17, 2025
8. Proposal Due Date	November 24, 2025, 5 PM EST

9. Potential Interviews\* Early to Mid December 2025

10. Anticipated Notice of Awards Late December 2025

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\*MAPC and the Program Partners reserve the right to interview none, some or all of the qualified bidders.

## 2.2 *Bidders Conference*

There will be a Bidders Conference for interested, prospective Joint Venture Teams<sup>1</sup> on **Thursday, November 6 at 1:00 PM EST via Zoom Conference**. The Zoom link information is shown below.

Topic: MAPC Non-Grid Tied Charging EV Carshare Bidders Conference

Time: Nov 6, 2025 01:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/85787489439>

Meeting ID: 857 8748 9439

One tap mobile

+13126266799,,85787489439# US (Chicago)

+16468769923,,85787489439# US (New York)

Join instructions

<https://us06web.zoom.us/meetings/85787489439/invitations?signature=FJVCq1608vTFJ6PHrWcUGXJxlyLymBy0...>

## 2.3 *General Submission Requirements*

Competitive proposals for the goods and services specified will be received by MAPC electronically, via email until the time and date cited. Faxed submissions will not be accepted. Proposals must be submitted prior to the exact time and date indicated above. Late responses will not be considered.

At a minimum, Respondents<sup>1</sup> must submit all materials requested in accordance with the exact specifications of this request for responses and in the order and format requested in order to be considered complete and responsive. Respondents whose responses are complete and meet general response requirements and Minimum Quality Requirements will have their proposals reviewed. Meeting general response requirements and Minimum Quality Requirements does not mean that a Respondent will be selected for the project.

Responses must include the scanned unaltered signed forms provided in this RFP.

Please read this entire document before responding or submitting questions.

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<sup>1</sup> For the purposes of this RFP, Joint Venture Team and Respondent are used interchangeably.

## 3 Introduction

### 3.1 *Metropolitan Area Planning Council*

The Metropolitan Area Planning Council (“MAPC”) is the regional planning agency (RPA) for the greater Boston region. It is a governmental entity established by M.G.L. c. 40B § 24, et al, to provide a regional perspective on growth, development, and governance for the welfare of the region. It is qualified to act as a lead jurisdiction under M.G.L. c. 7 §22B.

### 3.2 *Program Partners*

The Program Partners include the Cities of Framingham and Quincy, the Town of Natick, and Housing Authorities in Boston, Chelsea, and Somerville.

### 3.3 *Program Funding*

MassCEC (Massachusetts Clean Energy Center) awarded MAPC a \$1,000,000 grant through the ACT4All 2 (Accelerating Clean Transportation for All) program for this pilot program. From this funding, MAPC has budgeted \$660,000 for non-grid tied charging and EV carshare equipment and services. This is a maximum obligation contract not to exceed \$660,000 for all equipment and services.

While MassCEC is funding the majority of cost share for this program, The joint venture team is required to provide a level of cost-sharing participation which could be in the form of discounted rates for users of carsharing, in-kind contributions of staff time, marketing/outreach support, and/or technology and services. All selected bidders cumulatively will contribute not less than \$150,000 of in-kind support during the term of contract.

Please refer to Appendix A, which contains the project narrative and other materials from MAPC’s successful grant application to MassCEC, the source of the project’s funding.

### 3.4 *Request for Proposals*

#### 3.4.1 *Overview*

The Metropolitan Area Planning Council, on behalf of the Program Partners pursuant to 801 CMR 21.00 et seq., is seeking responses to procure joint venture team(s) led by a VEH-122 vendor listed under Cats. 1,4 to deliver non-grid tied charging and EV carsharing services at municipal parking lots in Framingham, Natick, and Quincy, and at Housing Authority sites in Boston, Chelsea, and Somerville. Non-grid tied charging refers to charging stations that can be disconnected and transported between locations and may be used without the need to break ground or pursue permitting processes. Examples include, but are not limited to solar, portable battery, and charging-as-a-service. Along with supplying EV carshare vehicles and non-grid tied EVSE, the selected joint venture team(s) will also determine site selection and contribute to community outreach, education, and data collection efforts. This pilot program will enable municipalities, Housing Authorities, and

state agencies to test temporary non-grid tied EV charging technologies to help shape long-term strategies for expanding Electric Vehicle Supply Equipment (EVSE), supporting EV carsharing, and encouraging broader EV adoption.

### **3.4.2. Preparation for the RFP**

In the summer of 2025, MAPC conducted a Request for Information (RFI) to learn more about non-grid tied technologies and EV carsharing from experienced vendors. MAPC received six (6) responses from vendors which were all helpful in developing this RFP. The six (6) vendor responses to the RFI can be found [here](#).

See Sections 5 and 6 for more details on the pilot program.

### **3.4.3. Joint Venture Team Formation and Procurement**

MAPC is seeking to procure joint venture team(s) who will provide non-grid tied EV charging and EV carsharing services. Responses to this RFP must be submitted by a VEH-122 certified vendor listed under Cats.1, 4. If selected, the contract will be entered into with the VEH-122 vendor, who will serve as the Lead Respondent.

MAPC prefers that the joint venture team offer more than one type of non-grid-tied charging equipment/services in their proposal.

See Sections 7, 8, and 9 for more information on the Proposal Preparation, Evaluation Process, and RFP Process.

## **3.5 Contract Term**

The term of any contract(s) awarded under this solicitation will be from the date of execution through December 31, 2027.

## **3.6 Bonds**

No Bid Bond is required by this RFP.

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## 4 Definitions

The following terms and definitions are used in this Request for Proposals (RFP).

<u>Term</u>	<u>Definition</u>
EV Carshare/EV Carsharing	Allows users hourly access to shared vehicles from a dedicated “home” location that must be returned to that same location at the end of the trip.
Charging as a Service (CaaS)	A service model in which mobile charging units (e.g., vans or mobile chargers) are dispatched to where shared vehicles are staged. Charging may be requested on-demand or scheduled in advance. In addition, CaaS may also provide additional services such as platform services to manage payments, track usage, and oversee maintenance of the mobile charging units.
Low-income	Median household income at or below 65% of the statewide median income for Massachusetts, according to federal census data.
Contract	Any agreement or agreements resulting from this procurement.
Days	Calendar days, unless otherwise specified.
Electric Vehicle (EV)	A vehicle that runs on an electric motor powered by energy stored in rechargeable batteries, instead of relying on a conventional internal combustion engine.
Joint Venture Team	A team of vendors/contractors that submit a proposal in response to this solicitation, where the Joint Venture provides both non-grid tied EV charging equipment/services and EV carshare services.
Lead Respondent	The Vendor or contactor designated as the lead respondent in the RFP submission must be under contract with the Massachusetts Statewide Contract VEH-122 for providing non-grid tied charging equipment/services within Cats, 1, 4.
Minimum Quality Requirements	The baseline items needed to respond to this RFP, as described in Section 11 of this RFP.

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Mobile Charging	Any type of charging station technology that does not require grid-interconnection, or requires only minimal electrical upgrades for interconnection, and can be disconnected and transported between locations.
Non-Grid Tied Electric Vehicle Service and Equipment (EVSE)	Charging stations that can be disconnected and easily transported between locations and may be used without the need to break ground or pursue permitting processes. Examples include, but are not limited to solar, portable battery, mobile charging, and charging-as-a-service.
Program Partners	The Cities of Framingham and Quincy, the Town of Natick, and Housing Authorities in Boston, Chelsea, and Somerville.
Respondent/Bidder	Any Vendor, Contractor, Vendor Team, or Joint Venture Team who submits a Proposal in response to this solicitation.
Successful Vendor(s) or Successful Respondent(s)	The Respondent(s) selected having been determined as the highest scoring bidder(s).

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## 5 Program Overview

### 5.1 Description and Goals

The Metropolitan Area Planning Council, on behalf of the Program Partners pursuant to 801 CMR 21.00 et seq., is seeking responses to procure joint venture team(s) to deliver non-grid tied charging and EV carsharing services at municipal parking lots in Framingham, Natick, and Quincy, and at Housing Authority sites in Boston, Chelsea, and Somerville.

This pilot program aims to procure a joint venture team(s) that can deploy non-grid tied EV charging technologies paired with EV carsharing services. The EV carshare vehicles will be made available at a discounted rate to low income residents of Housing Authority sites and near municipal parking sites to rent. Carshare services are envisioned to be station based, with the vehicle returned to a specified site for recharging. Carshare usage is not meant to be used for commercial purposes (e.g., DoorDash, Amazon deliveries, ride-hail like Uber/Lyft).

Non-grid tied charging refers to charging stations that can be disconnected and transported between locations and may be used without the need to break ground or pursue permitting processes. Examples include, but are not limited to solar, portable battery, or charging-as-a-service. Along with supplying EV carshare vehicles and non-grid tied EVSE, the selected joint venture team(s) will also determine site selection and contribute to community outreach, education, and data collection efforts.

Municipalities and Housing Authorities often encounter challenges when trying to install permanent EV charging infrastructure. These challenges include utility delays, high installation costs, barriers to procurement, and uncertain utilization. This program, developed in collaboration with the three municipalities and three Housing Authorities, seeks to overcome these challenges through affordable, adaptable, and scalable charging solutions. Focusing on areas with high concentrations of underserved residents offers the best opportunity to demonstrate the program's impact on improving mobility, affordability, access, and EV adoption. Ultimately, this pilot program seeks to create a replicable model for other municipalities and Housing Authorities to promote awareness of EVs, evaluate site performance, and guide future investments for EV carsharing and EVSE.

This pilot program will enable municipalities, Housing Authorities, and state agencies to test temporary non-grid tied EV charging technologies to help shape long-term strategies for expanding EVSE, supporting EV carsharing, and encouraging broader EV adoption. MAPC aims to:

- Evaluate whether combining non-grid-tied charging technologies with EV carsharing can increase access to EVs, reduce personal vehicle dependency, and lower greenhouse gas emissions while improving access to essential services (e.g., jobs, healthcare, food).
- Establish a scalable and replicable model for deploying EV charging infrastructure at municipal parking lots and Housing Authority sites.

- Help identify high-demand locations for permanent EVSE and address near-term infrastructure gaps in underserved areas.

The successful joint venture team(s) will be responsible for working with MAPC and MAPC's Program Partners to carry out the following activities:

- Prioritize the identified high-priority municipal and Housing Authority sites for deployment;
- Deploy EV carsharing and non-grid tied charging at selected sites and evaluate utilization;
- Conduct multilingual outreach and education in collaboration with MAPC, the municipalities and Housing Authorities, residents and community groups to promote the program;
- Utilize data to evaluate the program's effectiveness and guide decisions regarding permanent EV infrastructure installations;
- Redeploy non-grid tied chargers and carshare vehicles to new locations for further testing (if needed); and
- Share learnings and the procurement vehicle with other municipalities and Housing Authorities.

See Sections 6 for the Required Bid Response and Project Approach for this pilot program.

Both MAPC and MassCEC aim to address inequities in the clean transportation sector. The ACT4All program aims to explicitly increase access to clean transportation technologies and modalities and decrease health impacts and related burdens from the existing transportation system for overburdened and underserved communities in Massachusetts. This pilot program includes efforts to expand the use of EVs among low-income populations by providing affordable access to EV carshare.

## ***5.2 Pilot Program Lead and Partners***

The Metropolitan Area Planning Council ("MAPC") is the regional planning agency (RPA) for the greater Boston region and will be the lead for this pilot program. The Program Partners include the Cities of Framingham and Quincy, the Town of Natick, and Housing Authorities in Boston, Chelsea, and Somerville.

## ***5.3 Pilot Program Funding***

MassCEC (Massachusetts Clean Energy Center) awarded MAPC a \$1,000,000 grant through the ACT4All 2 (Accelerating Clean Transportation for All) program for this pilot program. From this funding, MAPC has budgeted \$660,000 for non-grid tied charging and EV carshare equipment and services.

While MassCEC is funding the majority of cost share for this program, The joint venture team is required to provide a level of cost-sharing participation which could be in the form of discounted rates for users of carsharing, in-kind contributions of staff time, marketing/outreach support, and/or technology and services. All selected bidders cumulatively will contribute not less than \$150,000 of in-kind support during the term of contract.

Please refer to Appendix A, which contains the project narrative and other materials from MAPC's successful grant application to MassCEC, the source of the project's funding.

#### **5.4 Pilot Program Requirements**

Per MassCEC's Act4All program, all technologies included in proposed pilot programs must have achieved a Technology Readiness Level of 9 and a Commercial Readiness Level of at least 7.<sup>2</sup> The projects and technologies must be designed, installed, and/or operated in a manner consistent with applicable federal, state, and local regulations and permitted, inspected, and approved by the applicable authorities having jurisdiction.

Per MassCEC's Act4All program, the pilot program must include planned data reporting. See Appendix C, for MAPC's anticipated data reporting requirements for this pilot program.

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<sup>2</sup> As identified by the NYSERDA TRL/CRL Calculator - <http://files.masscec.com/innovate-clean-energy/NYSERDA-TRLCalculator.xlsm>

## 6 Required Bid Response and Project Approach

Respondents must provide a detailed description of their proposed approach for the successful implementation and deployment of a non-grid tied EV carsharing program, with the components below. The response must include a clear explanation of technical methodology, outlining the strategies, processes, and tools the Respondent will use to ensure the program's effectiveness, reliability, and scalability.

### 6.1 *Timeline for Project Implementation*

Outline the measures the team will employ to ensure the project is completed within the proposed schedule. At a minimum, the response must address major milestones such as program deployment, development of a web- or app-based platform, ongoing operation of the program, and project closeout.

Provide a monthly timeline in a Gantt chart form for the period of January 2026 through December 2027 that is in alignment with the anticipated timeline provided as Appendix A. It is anticipated that the timeline may evolve organically over the term of the contract.

### 6.2 *Project Administration*

Describe how the Team will administer the program and communicate with MAPC and its Program Partners, including project kickoff, the anticipated frequency/number of meetings with Program Partners, check-ins with MAPC (at a minimum quarterly for data collection and reporting to MassCEC), and project closeout to report lessons learned on the pilot program. Include other steps anticipated to administer the program.

### 6.3 *Site Selection*

- Each Program Partner will select a minimum of one vehicle with non-grid tied equipment deployed.
- Program Partners have identified candidate sites, including priority locations, shown on this map prepared by MAPC:  
<https://experience.arcgis.com/experience/37d1ebf6bb5646e7a2a4fc5b08aee8e2>
- To assist with the site ranking, the map includes geospatial analysis with data on demographics, transportation, housing indicators, and proximity to key destinations such as hospitals, schools, and grocery stores.
- Respondents must rank all sites in order of preference on the Site Selection Form in Section 11 and may provide supporting reasoning.

- The Respondent must submit bids and a price proposal for each identified candidate site per Program Partner and rank their siting preferences using the methods described in Tab 7 in Section 7.2. Each of the bids cannot exceed \$110,000. The Respondent is encouraged to share information about the basis for their rankings on the Site Selection Form.
- For example, the City of Framingham has identified six (6) sites. The Vendor Team must rank all six (6) sites in order of preference on the Site Selection Form in Section 11 and may provide supporting reasoning. Price variation must be explained in Tab 7 (Section 7.2).
- The final site selections will be made in collaboration between the Program Partners and the selected Vendor Team.

#### ***6.4 Reporting and Performance Review; Potential Redeployment***

Outline your approach to monitoring site performance and making adjustments, including potential site redeployment if needed. Include details on how equipment and services would be redeployed.

#### ***6.5 Technology Overview and Deployment***

Provide a comprehensive overview of the proposed EV carshare system technology and the approach to deploying both the electric vehicles and the non-grid tied charging equipment/services.

Details about the vehicles and equipment should be included in a separate Tab (see Section 7.2). The description must include, at minimum:

- Specifications on the proposed electric vehicles (make, model, year, whether new or used, and seating capacity) to be deployed under this program.
- Specifications of the vehicles' battery electric capabilities and charging requirements, and lifecycle.
- Specifications of the non-grid tied charging equipment to be deployed, including its size, weight lifecycle, and deployment approach.
- Estimated lead time for deployment (non-grid tied charging equipment and vehicles) from date of ordering to onsite deployment.
- Additional potential uses for the non-grid tied charging equipment (e.g., provide electrical supply in an emergency situation).
- Equipment and vehicle warranties from the manufacturer and any extended warranties.
- Whether the non-grid tied charging infrastructure has received UL Certification. If it has not yet been certified, include your projected schedule for achieving certification.

- Ability and ease to redeploy the non-grid tied charging equipment.
- The Vendor Team's approach to managing tariffs, including how current and future Federal tariffs impact and related cost implications would be addressed throughout the project.

## 6.6 *Participant Access and Payment*

Provide a comprehensive description of how users (Housing Authority residents, visitors to municipal lots) shall access and pay for the carshare services, including user friendly tools and platforms (e.g., web portal, mobile applications, or other technologies) that shall be provided to support service use. The description must include, at minimum:

- The users experience from start to finish, including how participants would sign up, length of time required before accessing a vehicle, begin and end trips, and payment options.
- Pricing plans, subscription structures, and/or membership fees, with options tailored to both low-income and non-low-income users (e.g., hourly, per-mile, or monthly plans).
- Details on vehicle daily availability and minimum charge times, including daily hours when the vehicles are not available for use.
- Additional fees users might accrue (e.g., application fee, account set up fee, young driver fee (individuals between 18 and 24 years), toll charges, local taxes associated with the trip (e.g., sales tax).
- Penalty fees users might accrue (e.g., cancellation fee, late return fee, low charge fee, vehicle retrieval fee if vehicle is not returned to its home location, roadside assistance fee (due to a user error such as running out of charge), vehicle towing and storage fees due to illegal parking, processing fee for parking tickets and moving violations, damage to vehicle, cleaning (e.g., trash left in car, smoking).
- User incentives (e.g., free charging included during the reservation, credits or reduced fees for returning a vehicle with at least 60% of charge, plugging in the vehicle after use).
- Criteria under which membership to the carshare program may be revoked or terminated.
- How low-income users will be incentivized for membership (e.g., reduced membership and/or reservation rates).

- Methods by which users shall make reservations (e.g., website, mobile application, telephone).
- Available payment options (e.g., RFID/reloadable payment cards, debit cards, credit cards, check, cash).
- Explain the process for managing charging fees at stations other than the vehicle's designated staging location. For instance, clarify whether the Vendor Team will cover these costs (e.g., by providing users with a charging card or reimbursing expenses) or if users will be responsible for paying for their own charging.

Describe how users will interact with the platform, including:

- Options for users who are unbanked or do not have access to a smartphone.
- Providing clear and concise instructions on how to use car-sharing vehicles in multiple languages and formats (e.g., signage, mobile website, application, and Carshare Membership Contract).
- Alternative payment methods (e.g., prepaid debit cards) to ensure access for users who may lack traditional banking resources or who are unable to use standard debit or credit cards.

## 6.7 Outreach, Recruitment, Enrollment

### Recruitment and Outreach

Provide information on the Vendor Team's approach to outreach and recruitment, including:

- **Community Engagement:** Describe how the Respondent has engaged with and recruited low-income users, including those living in Housing Authorities.
- **Education and Awareness:** Outline the methods used to educate participants and increase awareness for comparable programs.
- **Program Deployment:** Explain how EV car share has been provided to low-income users in other projects, including details on deployment approach, types of programs offered, sliding scale fees, and available payment options.

### Participant Enrollment

Describe the process and criteria by which users will be validated for enrollment in the program. At a minimum, the description must include methodology to validate each of the following:

- Eligibility requirements (e.g., possession of a validly issued and active driver's license).

- User terms, conditions, and application process.
- Events/activities that would lead to driver ineligibility.

### **Ambassador Program**

Describe the design and implementation of an Ambassador Program or similar type program in which volunteer participants (Ambassadors) shall provide rides to individuals who are unable to drive themselves. This may include individuals without a driver's license, seniors, individuals with disabilities, or others with mobility challenges. The description must include, at a minimum:

- The process and criteria by which volunteer drivers shall be recruited.
- The training and support that shall be provided for the Ambassadors.
- The incentives that shall be offered to Ambassadors, such as driving credits that can be applied to their own use of the shared vehicle, to encourage participation and sustained engagement.

## **6.8 *User Training Program***

Describe the training program for users, covering use of the booking system, vehicle operation, vehicle charging, and reporting of issues. The response should include the training format (e.g., in-person, virtual, or written materials), frequency, and methods for ensuring users are fully prepared to use the program safely and effectively. Describe access to multiple language training and information.

## **6.9 *Reservation System***

Describe a flexible and user-friendly reservation system proposed for EV carshare bookings, modifying reservations, and accessing vehicles. The description must include, at a minimum:

- A web-based and/or mobile application reservation system that allows participants to make reservations, process payments, and includes backend management functions.
- A person-to-person telephone-based reservation system that allows participants to make reservations, process payments, and includes backend management functions.
- A strategy to ensure vehicles are regularly available, including situations where a previously booked vehicle is returned late or for after-hours use.

- A detail of the carshare booking and vehicle access mechanisms, including hardware or software used for booking, vehicle access, and data collection, along with the Vendor Team's experience working with these systems.
- How the reservation system will support multiple language access.

## **6.10 Customer Service**

Describe the Vendor Team's proposed multilingual 24/7 customer service plan for providing emergency roadside assistance as well as support services for vehicle charging and operations. Customer services must include both application access as well as a dedicated telephone number.

## **6.11 Operations and Maintenance**

Provide operation and maintenance plan for both the electric vehicles and non-grid tied charging equipment, which must include the minimum specifications identified below. All equipment must be maintained to ensure safe and reliable performance, as well as compliance with manufacturer's maintenance specifications.

### **Operations**

- Detail program operations, including how vehicles will be charged between uses.
- Specify typical charging times and strategies for managing charging (e.g., reservation intervals).
- Describe the Vendor Team's turnaround time to provide on-site support for repairs when the vehicle and charging equipment is out of service.

### **Maintenance**

- Explain how the electric vehicles and non-grid tied charging equipment will be maintained.
- Identify procedures for monitoring functionality, preventative maintenance, and addressing repairs.
- Describe plans for seasonal adjustments, such as the installation of winterized windshield wipers, winter tires, and inclusion of snow brush/ice scraper in the vehicle.

## **6.12 Vehicle Management**

### **Vehicle Cleanliness**

Describe responsibilities, schedules, and procedures for maintaining interior and exterior vehicle cleanliness, including cleaning outside of regular procedures.

### **Vehicle Relocation**

Outline plans for moving vehicles efficiently during snow emergencies and managing ticketed or towed vehicles.

### **Weather Emergencies**

Describe plans for disabling bookings and vehicle access during state and/or national weather emergencies where vehicles are not allowed to be operated on a public way.

## **6.13 ADA Compliance/Access**

Explain how the Vendor Team will ensure ADA compliance/access for the non-grid tied charging equipment.

## **6.14 Safety, Security, and Vandalism Prevention Measures**

Describe the measures the Vendor Team will recommend to minimize vandalism and to ensure the safety and security of users, electric vehicles, and non-grid tied charging equipment.

## **6.15 Bidder Insurance Requirements**

Review the insurance requirements in the MAPC Standard Contract in Appendix B.

## **6.16 Carshare Membership Contract**

Provide your Carshare Membership Contract as part of your response. Carshare Membership Contract insurance coverage must comply with Commonwealth of Massachusetts vehicle insurance requirements. The Carshare Membership Contract needs to include insurance coverage fees and user obligations. At a minimum, the Carshare Membership Contract must include the following information:

- Damages; Damage Fee; Damage Fee Waivers
- Third Party Liability
- Additional Liability Protection

- Insurance coverage, fees, user obligations

### **6.17 Data Access & Sharing**

Provide a description of your standard reporting practices when working with government agencies, including the measures used to safeguard Personally Identifiable Information (PII) from disclosure. The project data and reporting requirements will be finalized in collaboration with MAPC and the selected Vendor Team. At a minimum, the data will come from one platform, preferably open source.

The selected vendor team will be required to share data via a relational database that includes data tables as described in the Draft Data Collection Plan Memo in Appendix C. Data collection will take place from the project's launch, through the conclusion of the pilot program. If the Respondent cannot meet specific individual requirements, Respondent must propose alternative data metrics that yield similar relevant performance insights.

### **6.18 Vehicle Tracking**

Indicate whether vehicle tracking capabilities will be available or implemented as part of the project. This information will not be shared with MAPC or any other third parties unless subject to judicial decree.

### **6.19 Data Privacy & Data Security**

The carshare operator will need to provide info on how they access user driving record data, determining whether users are on state assistance programs to be eligible for a lower membership rate, how financial information is handled, and how often the data is re-checked.

If conducting annual driver record checks is a condition that must be compiled under the Vendor Teams insurance policy or policies, the Vendor Team is to provide details on how this will be carried out and how the privacy of such information is handled. The Vendor Team shall provide clear criteria against which the Participants' driver records will be assessed.

The selected Vendor Team must agree to comply with M.G.L. c. 93H, the Massachusetts Data Privacy Statute and 18 USC Section 2721 et seq, the Federal Driver Privacy Protection Act.

#### **Data Protection**

- Define what you consider Personally Identifiable Information (PII) in the context of this project (e.g., tenant names, addresses, driving record, financial information).
- Identify what PII you anticipate collecting and explain how responsibility for sensitive data (such as credit card information) will be managed.
- Describe your policies and procedures for classifying, handling, and safeguarding confidential information.

- Confirm that no PII will be reported to MAPC, Program Partners, or any third parties, unless subject to a judicial decree.
- Confirm that no financial data will be shared with MAPC.

### **Data Security**

- Explain how project data will be collected, stored, secured, and transmitted.
- Outline the measures you will implement to prevent unauthorized access and protect PII and financial information from disclosure.

### **6.20 Pilot Conclusion**

Describe how your team will summarize lessons learned and final data reporting at the end of the pilot.

Describe your approach to project closeout and equipment and vehicle removal. The Joint Venture Team is responsible at no fee for the removal of all equipment and vehicles at the end of the contract terms. However, the Program Partners may choose to extend the use of vehicles and non-grid tied charging equipment after the program through lease or purchase arrangements. The Joint Venture Team shall provide multiple options for such extensions, including but not limited to straight purchase, lease, lease-to-own, or fee-for-service.

## 7 Proposal Preparation

Respondents are reminded that all information and statements provided will be considered true, accurate, and binding representations of the Respondent's intentions and commitment in responding to this RFP. Any such representations constitute legal obligations on the part of the Successful Respondent to perform as stated and that failure to so perform may be used as grounds to terminate the contracts.

### 7.1 General Proposal Requirements

The following general requirements and cautions apply to proposal preparation.

- For purposes of this RFP, the Respondent is the vendor who submits a proposal in response to this solicitation and will be the party executing a contract.
- Proposals must be received per the instructions listed in Section 2.
- Respondents must submit all required documents, forms, and materials as instructed in this RFP in the order and format specified and meet the Minimum Quality Requirements in order to be considered responsive. Respondents who have done so will be evaluated but are not guaranteed a contract.
- The proposal document must be submitted with scanned copies of original ink signatures by the person authorized to sign the proposal (blue ink is preferred). All original copies shall be kept securely, and the respondent must be able to produce original copies upon request.
- Proposals must be signed by a duly authorized officer(s) eligible to sign contract documents for the firm. Proof of such authorization must be included.
- The proposal must indicate the responsible entity, which must also be the signatory on all documents.
- Consortiums, joint ventures, or teams submitting proposals will not be considered responsive unless it is established that all contractual responsibility rests solely with one contractor or one legal entity who is a statewide vendor under statewide contract VEH-122, Categories 1,4.
- Respondents should be aware that joint responsibility and liability will attach to any resulting contract and failure of one party in a consortium, joint venture, or team to perform will not relieve the other party or parties of total responsibility for performance.
- All forms must be signed by the same authorized person for the Respondent who will be signing the contract.
- Erasures, between the lines insertions or other modifications to a proposal must be initialed in original ink by the authorized person signing the offer.

- Periods of time, stated as a number of days, shall be calendar days unless otherwise indicated.
- It is the responsibility of all Respondents to examine the entire RFP packet and seek clarification of any item or requirement that may not be clear and to check all responses for accuracy before submitting a proposal. Negligence in preparing an offer confers no right of withdrawal after the proposal due date.
- Proposal documents, with the exception of scanned original copies of required forms, shall be searchable PDF files.
- Accuracy and completeness are essential. Omissions and ambiguous or equivocal statements will be viewed unfavorably and will be weighed as such in the evaluation phase.
- Since all or a portion of the successful RFP response may be incorporated into any ensuing contract, all prospective Respondents are further cautioned not to make claims or statements that cannot be subsequently included in a legally binding agreement.
- In all cases where a Respondent offers a product or service, including, but not limited to warranty, that exceeds any standards, specifications, or requirements set out in this RFP, such offers will be considered binding obligations requiring performance by the Respondent.
- Neither MAPC, nor the Program Partners assume liability for and will not reimburse any costs or expenses incurred by any Respondent (whether or not selected) in developing proposals in response to this RFP.
- Proposals will remain in effect for a period of ninety days from the deadline for submission of proposals, until a Notice of Award is made, or this RFP is canceled whichever comes first.
- Respondents must follow the instructions for preparing the proposals and the price proposals.

## **7.2 Proposal Preparation**

Proposals must be submitted in the following required format.

- Sections must be separated using labeled divider pages within the pdf or must be submitted as separate documents that are clearly labeled for each tab.
- Include all detailed information and supporting documentation necessary to satisfy all requirements of this RFP and enable the evaluation of the proposals against the Evaluation Criteria.
- Emphasis should be on completeness and clarity of the content.

- Proposals should not exceed the specified page limits. Failure to do so may result in disqualification.

Proposals must be divided into the following tabbed sections, described below:

### **Tab 1 - Introduction**

In Tab 1 of their Proposals, Respondents must submit a Cover Letter and complete and submit the forms provided in Section 11 of the RFP in the following order:

- Cover Letter (see template provided in Section 11)
- Proposal Signature Page
- Certificate of Non-Collusion
- Certificate of Tax Compliance
- Conflict of Interest Certification
- Certificate of Compliance with M.G.L. c. 151B
- Certificate of Non-Debarment
- Federal and State Requirements Page
- Right to Know Law Page
- Lobbying Certification

Respondents must also provide the following additional information:

- List of subcontractors with full contact information
- Certificate of Authority – Corporate (if applicable)
- IRS Form W9

### **Tab 2 – Minimum Quality Requirements**

Respondents must meet certain Minimum Quality Requirements in order to be considered for further evaluation and contract award under this RFP.

In Tab 2 of their Proposals, Respondents must complete and submit the “Minimum Quality Requirements Form” provided in Section 11 of the RFP. Respondents must provide evidence and attestation supporting their ability to meet each of the Minimum Quality Requirements.

Failure to respond affirmatively to any of the quality requirements, or providing a qualifying statement will result in rejection of the proposal.

### **Tab 3 – Experience and Qualifications**

**(Page Limit: 5 Pages)**

Respondents must present clear and concise evidence indicating their ability to comply with the RFP requirements and to provide and deliver the specified products and services. The Team shall explain why it is the best qualified to perform the work outlined in the Scope of Work, by identifying organizational strengths and qualifications relevant to this project. In Tab 3, the Respondents must provide the following.

- Description of the Joint Venture Team formed for the purpose of this RFP. Include a description of the EV Carshare Operator and each Equipment Vendor, including history, date founded, number of employees, and office locations. The Team should provide a description of the EV Carshare Operator and each Equipment Vendor’s qualifications, capabilities, and experience in delivering the services identified in this RFP.
- Introduction of the key team members assigned to this project. For each individual, provide a one to two-paragraph summary of relevant technical, business, and community engagement expertise.
- Description of how the Joint Venture Team will be organized, including roles and responsibilities of all key personnel and operational staff.
- Resumes (as appendices) of all key team members. Resumes should include education, experience, and certifications that are directly relevant to the RFP’s proposed Scope of Work. Resumes do not count toward the page limit.
- Indication of whether any staff are based in the Boston metropolitan area and describe their availability for this project.
- Designation of a primary contact for the Lead Respondent for this RFP and provide the individual’s name, phone number, and email address.
- A description of the experience of the Respondent in providing the specified products and services. Include:
  - A description of relevant past work including operational EV Carsharing programs and deployment of non-grid tied charging equipment/services.

- Any of the Respondent's history of working with municipal governments or other similar governmental or institutional clients, including the scope and duration of such engagements.
- Demonstration of the Team's experience in stakeholder and community engagement, working with diverse populations, program implementation, project analysis, and transportation electrification.
- Identification of the Team members involved and their roles in the past work.
- Description of how the Team is qualified to meet the RFP's goals outlined in Section 5, including a demonstrated understanding of the challenges with transportation electrification.
- If applicable, a list of projects where the Respondent has been terminated, or replaced, on similar projects.
- A description of whether any team members are certified by Massachusetts Supplier Diversity Office (SDO)<sup>3</sup>, and the anticipated percent of the proposed budget that will be disbursed to SDO firms.

#### Tab 4 – Scope of Services, Approach, and Equipment

(Page Limit: 15 pages)

In Tab 4 of their Proposals, Respondents must provide a comprehensive description of their capacity and approach to provide the services, equipment, and vehicles described in Section 6. Include a description of the equipment and fleet to be used, skills and number of staff, access to parts, hours of operation and emergency response, including mobile services, maximum turnaround times, and use of sub-contractors, if applicable. If using sub-contractors, please provide full contact information and a description of the work they will perform and their qualifications. Please also discuss product repair and replacement and other services, community outreach and recruitment, and data reporting.

Respondents should identify any potential impediments to success that could affect this project's scope, schedule, or budget, and possible methods to address them. Describe the Vendor Team's approach to managing tariffs, including how current and future Federal tariffs' impact and related cost implications would be addressed throughout the project.

Respondents are welcome to include any additional options to complete work. Any additional options must be included in the price sheet, and be included in the approach to the scope of services.

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<sup>3</sup> <https://www.mass.gov/orgs/supplier-diversity-office-sdo>

### **Tab 5 – Technical Specifications and Warranties**

In Tab 5 of their Proposals, Respondents must provide information on the technical specifications of the equipment and vehicles proposed for the scope of services. This should include complete standard manufacturers' warranty information for all products for which Respondent is submitting a proposal. Include information on extended manufacturer's warranties that Respondent also offers.

Indicate whether the non-grid tied charging infrastructure has received UL Certification. If it has not yet been certified, include your projected schedule for achieving certification.

Include a product description of each charging equipment as well as the carshare fleet being offered. The description should indicate the model name and product codes, and highlight those standard features that differentiate that model from others being offered. The description should also identify the features that make the model particularly serviceable for use in harsh New England winters.

### **Tab 6 - References**

In Tab 6, of their Proposals, Respondents must include at least three completed References as part of their responses using the Reference Form in Section 11. These should be from clients, municipal officials, or similar officials who have utilized services from your team.

At a minimum, one reference must be for non-grid tied EV charging equipment/services, and one reference must be for EV carshare services. Both should be of similar scope and size as the Pilot Program described in this RFP. For each Respondent, MAPC reserves the right to solicit references at random from the References provided in Tab 6.

MAPC, or its designee, will evaluate the responses and make a determination that a Respondent is either "Responsible" or "Not Responsible" with regard to References.

MAPC and the Program Partners reserve the right to perform whatever additional due diligence they deem necessary to determine whether a Respondent is responsible including, but not limited to, acting as their own reference. MAPC reserves the right to withhold the award of a contract if a Respondent is found "Not Responsible."

### **Tab 7 – Price Proposal**

In Tab 7 of their Proposals, Respondents must submit the price proposal.

MAPC is the recipient of a \$1,000,000 ACT4All 2 grant to fund this program, of which \$660,000 is allocated to fund the Scope of Services in this RFP. MAPC has budgeted \$660,000 for non-grid tied charging and EV carshare equipment and services across all locations and sites. This is a maximum obligation contract not to exceed \$660,000 for all equipment and services.

Vendor Teams are required to complete the Price Proposal and clearly outline and justify all costs. Budget evaluation will be a factor in the selection criteria. Please note that the Vendor Team will be paid on a milestone basis based on a deliverable schedule and all funding will be transferred through MAPC.

The Price Proposal Template can be downloaded from [Appendix D](#).

**Price Proposals must:**

- 1. Be submitted in the required format.**
  - a. Sections must be separated using divider pages.
  - b. Divider pages must be labeled with the required headings.
- 2. Include all detailed information and supporting documentation necessary** to satisfy all requirements of this RFP and enable the evaluation of the Proposals against the Evaluation Criteria.
- 3. Be divided into the following sections:**
  - a. **Part 1 – Introduction**  
**Part 2 – Price Response**

***Part 1 – Introduction***

In Tab 1 of their Price Proposals, Respondents must include the following:

- The **Price Proposal Signature Page**, in [Section 11](#), completed and signed using the form provided in this RFP.

***Part 2 – Price Response***

In this part, Respondents must provide a comprehensive Price Proposal addressing all costs and revenue-details. Proposals must:

- Use the **Price Proposal Template provided**.
- Provide a price for each the proposed sites for each of the Program Partners.
- Respondents must rank their sites in order of preference in the Site Selection Form and in the Price Proposal Template and may provide supporting rationale.
- The Respondent must submit bids and a price proposal for each identified candidate site per Program Partner and rank their siting preferences. Each of the bids cannot exceed \$110,000. The Respondent is encouraged to share information about the basis for their rankings on the Site Selection Form.

- Include information in the Price Proposal Template and/or as a separate narrative that provides context for the price proposal.
- Describe the proposed funding model for the program, including anticipated revenue sources and any revenue-sharing arrangements. The Proposal should identify potential external funding opportunities, such as federal or state, or grants, as well as partnerships with private sector entities, foundations, or community organizations.
- Explain what user fees will cover, as well as any in-kind or discounted contributions used for cost-sharing.
- Describe the level of program revenue required to sustain operations over time while achieving program objectives.

### *Cost Share*

While MassCEC is funding the majority of cost share for this program, the joint venture team is required to provide a level of cost-sharing participation which could be in the form of discounted rates for users of carsharing, in-kind contributions of staff time, marketing/outreach support, and/or technology and services. All selected bidders cumulatively will contribute not less than \$150,000 of in-kind support during the term of contract.

The cost-share estimate must comprise of at least these two components:

- **Discounted Rates for Users of EV Carsharing** of low-income users of EV carshare.
- **In-Kind Contributions of Staff Time, Marketing/Outreach Support, and/or Technology and Services:** to support program design and implementation activities, as well as to support outreach, marketing, education activities, and/or technology and services in the areas where non-grid tied chargers and EVs are sited.

The expected value of cost-share proposed will be included as a scoring criterion for selection, and MAPC will require selected vendors to report on the value of cost-share.

### *Additional Requirements*

- Price Proposals must be submitted in a format that is clear, logical, and easily interpreted.
- All prices quoted must exclude Massachusetts sales tax, use tax, and federal excise tax.
- Supporting narrative in Tab 7, Price Proposal, **must not exceed 5 pages**.

## 8 Evaluation Criteria

The Evaluation Criteria will be provided as an amendment to this RFP, which will be posted in CommBUYS and sent out as an email to known vendors and upon request.

## 9 RFP Process

This procurement process is comprised of the following elements:

- This Solicitation
- Receipt of Proposals
- Qualification of Proposals
- Evaluation of Proposals
- Determinations of Awards
- Contract Execution
- Program Implementation and Review

While it is the intention of MAPC to award contracts by way of this procurement, MAPC reserves the right to cancel all or any section of this solicitation if in its judgment doing so is in the best interest of MAPC and eligible entities.

### 9.1 *Applicable Laws*

This procurement is conducted in conformance with M.G.L. c .7 § 22, 22A, and 801 CMR 21.00.

Government entities are generally exempt from Massachusetts sales tax and U.S. excise tax.

### 9.2 *Decision to Use Request for Proposals*

MAPC and the Program Partners have determined that the procurement for non-grid tied EV charging and EV carshare is best served by utilizing a Request for Proposals (RFP) process. Such a process will enable MAPC and the Program Partners to evaluate key factors such as the Respondent's experience operating non-grid tied EV charging and EV carshare systems, equipment, vehicles, and services, and price. It is important that MAPC and the Program Partners have the ability to select the most advantageous proposals based on such factors in addition to price and cost.

MAPC reserves the right to cancel all or any part of this solicitation if in its judgment doing so is in the best interest of MAPC and the Participating Municipalities. MAPC also reserves the right to accept or reject, in whole or in part, any and all proposals as permitted by law.

### 9.3 *RFP Availability*

The RFP will be available online through CommBUYS and via email on the date noted in Section 2. See Section 2 for Contact for requesting the RFP. RFP documents will be emailed. Email requests must contain Respondent's:

- contact person name
- company name
- street address, city, state and zip
- phone and fax numbers, and email address

All questions and other communications related to this RFP should be directed to Alison Felix at [afelix@mapc.org](mailto:afelix@mapc.org).

## 9.4 *Bidders Conference*

There will be a Bidders Conference for interested, prospective Joint Venture Teams on **Thursday, November 6 at 1:00 PM EST via Zoom Conference**. The Zoom link information is shown below.

Topic: MAPC Non-Grid Tied Charging EV Carshare Bidders Conference

Time: Nov 6, 2025 01:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/85787489439>

Meeting ID: 857 8748 9439

One tap mobile

+13126266799,,85787489439# US (Chicago)

+16468769923,,85787489439# US (New York)

Join instructions

<https://us06web.zoom.us/join/85787489439?signature=FJVCq1608vTFJ6PHrWcUGXJxlyLymBy0..>

Following the Bidders Conference, prospective Joint Venture Teams will be required to submit in writing via e-mail any questions they asked during the conference by the deadline stated in Section 2. MAPC will use those written versions of the questions and any follow up questions to draft an addendum. This will ensure that MAPC fully understands the Joint Venture Team's questions and will avoid misinterpretations of any verbal responses offered during the Bidders Conference. MAPC will not provide, authorize, or honor any alleged oral responses that have not been documented via an addendum.

## 9.5 *Contract Term*

This RFP document, any Addenda issued, all included forms and requirements, and Successful Respondent's proposal will be incorporated into any resulting Contract, provided that where conflicts arise, terms, conditions and requirements peculiar to the specifications shall supersede.

All relevant correspondence giving rise to obligations of the parties or clarification of the business relationship defined by the aggregation of RFP related documents will be incorporated into any resulting contract.

Except as provided elsewhere in this RFP, there will be no change in the terms and conditions, proposal prices, or products/ services offered during the contract periods.

This does not preclude future amendments mutually agreed upon by the contracting parties. If changes to the Scope of Services are required, including adjustments to compensation or the work

schedule, such modifications must be incorporated through written amendments agreed upon by both MAPC and the Successful Respondent(s).

## **9.6 *False Representations***

Pursuant to M.G.L. c. 266 § 67A, anyone in any matter relative to the procurement of services who intentionally makes a material statement that is false, omits or conceals a material fact in a written statement, submits or invites reliance on a material writing that is false, submits or invites reliance on a sample or other object that is misleading, or uses any trick, scheme or device that is misleading in a material respect will be subject to sanction pursuant to the laws of the Commonwealth of Massachusetts.

## 10 Proposal Submittal

### 10.1 Submittal

Refer to Section 2 and Section 7 for instructions on submitting the proposal.

It is the sole responsibility of a Respondent to ensure that the proposal is submitted on time. It is strongly recommended that proposals are submitted in advance of the due date and time.

Late proposals will be considered non-responsive and will be rejected.

### 10.2 Questions & Addenda

Failure of any Respondents to read and become familiar with any portion of this RFP will not relieve them from any of the obligations described herein, whether they may be required during review of the proposals, or performance required under a contract. MAPC will not provide, authorize or honor any alleged oral responses.

Requestors are asked to notify MAPC promptly of any ambiguities, inconsistencies or errors they discover upon examination of the RFP. Questions and inquiries will not be answered directly. All questions and requests for clarification must be received in writing via email per the deadlines noted in Section 2. Questions pertaining specifically to the submission process and how to use CommBUYS may be asked after this date and will be answered.

Responses to inquiries regarding interpretation or clarification that affect all Respondents and corrections or changes to the RFP will be issued as Addenda. Addenda will be distributed via email to all parties that MAPC is aware have obtained the RFP no later than the "Addenda Issued" date above, unless notification otherwise has been sent to all parties. In such an event, MAPC may elect to alter the proposal due date.

If such requestor notifications are received after the "Addenda Issue" date, then MAPC, in its sole discretion, will determine if additional addenda are required and whether to alter the proposal due date. MAPC will advise all prospective Respondents of such activity.

MAPC reserves the right to disqualify any Respondent that it believes to be interfering with this procurement by raising irrelevant, nuisance, or diversionary issues in order to delay or render the procurement invalid, whether timely or not.

Respondents should contact the MAPC contact above if they are concerned that they have not received an addendum.

MAPC maintains a record of addenda sent to all parties who have received the RFP documents. Confirmation of a successfully sent (i.e. received) fax or the lack of a return email message that an email delivery failed will be considered proof of delivery. To ensure that Respondents have taken all

addenda into consideration, acknowledgment of receipt of each addendum issued must be noted in the space "Addendum #" provided on the Proposal Signature Page provided in this RFP.

### ***10.3 Corrections, Modifications & Withdrawal of Proposals***

Proposals must be unconditional. However, a Respondent may correct, modify, or withdraw a proposal prior to the proposal due date. Corrections, modifications, or withdrawals will be conducted electronically via email. For instructions please email [mweinberger@mapc.org](mailto:mweinberger@mapc.org).

Respondents may not, after the Proposal Due Date, change any provision of the proposal in a manner prejudicial to the interest of MAPC, eligible entities, or fair competition. Minor informalities e.g. minor deviations, insignificant mistakes, and matters of form rather than substance, will be waived or the Respondent will be allowed to correct them. If a mistake is obvious and the intended correct wording, figure or calculation is clearly evident on the face of the proposal document, the mistake will be changed to reflect the apparent correct meaning and the Respondent will be notified in writing; however, the Respondent may not withdraw the proposal. A Respondent may withdraw a proposal if a mistake is clearly evident on the face of the proposal document, but the intended correct wording, figure or calculation is not similarly evident.

### ***10.4 Disclosing Who Submitted Proposals***

A register of the names of Respondents who have submitted will be open for public inspection following the opening of the proposals. Proposals will be confidential until the completion of the evaluations, or until the time for acceptance specified in the RFP, whichever is earlier. All submissions will be public records. Do not submit confidential materials.

### ***10.5 Disclosure of Information***

Submission of a proposal shall be deemed acknowledgment that the Respondent is familiar with the Massachusetts Public Records Law, M.G.L. c. 66 § 10 and is bound thereby. Disclosure of any information provided by a Respondent in connection with this RFP shall be in strict accordance with the laws and regulations regarding such disclosure pursuant to M.G.L. c. 66 § 10. To review copies of proposals after contracts have been awarded, submit a written request in compliance with the Massachusetts Public Record Law to the RFP contact person identified in this RFP.

### ***10.6 No Obligation to Proceed***

MAPC is under no obligation to proceed with this project and may cancel this RFP at any time without the substitution of another, if such cancellation is deemed in the best interest of MAPC and/or the participating municipalities. MAPC reserves the right to reject any or all Proposals, as well as the right to waive informalities and minor irregularities in offers received. Furthermore, MAPC may issue a new or modified RFP, if doing so is found to be in the best interest of MAPC and/or the participating municipalities.

## 11 Required Signature Forms

The following pages contain required forms that must be executed by the Respondent and submitted with the proposals.

1. Cover Letter (template to be typed on Respondent's letterhead)
2. Proposal Signature Page
3. Certificate of Non-Collusion
4. Certificate of Tax Compliance
5. Conflict of Interest Certification
6. Certificate of Compliance with M.G.L. c. 151B
7. Certificate of Non-Debarment
8. Federal and State Requirements
9. Right to Know Law Page
10. Price Proposal Signature Page
11. Minimum Quality Requirements
12. Lobbying Certification
13. Site Selection Form

The following requirements and cautions apply to all proposals and all forms.

- Proposals must be signed by a duly authorized officer(s) eligible to sign contract documents for the firm. Proof of such authorization must be included.
- Consortiums, joint ventures, or teams submitting proposals will not be considered responsive unless it is established that all contractual responsibility rests solely with one contractor or one legal entity.
- The Proposal must indicate the contracting entity, which must also be the signatory on all documents.
- Contractors should be aware that joint responsibility and liability will attach to any resulting contract and failure of one party in a joint venture to perform will not relieve the other party or parties of total responsibility for performance.

## Cover Letter

Using this template, provide an originally signed letter on company letterhead reciting and asserting as follows:

Alison Felix  
Metropolitan Area Planning Council  
60 Temple Place, 6<sup>th</sup> Floor  
Boston, MA 02111

Re: RFP# Bid BD-26-1217-MAP02-MAP02-121989: 2025 Non-Grid Tied EV Carshare Pilot

Dear Ms. Felix,

In response to your Request for Proposals (“RFP”), we [*insert name of Respondent*] (“the Respondent”) hereby submit our Proposal to provide Non-Grid Tied EV Charging and EV Carshare Services for the Pilot Program.

We offer the following commitments and representations to Metropolitan Area Planning Council (“MAPC”) and Cities of Framingham and Quincy, the Town of Natick, and Housing Authorities in Boston, Chelsea, and Somerville:

1. The undersigned is authorized to submit this Proposal on behalf of the Respondent and to bind the Respondent to its terms. We have fully reviewed the RFP and any and all addenda thereto, and we fully understand the scope and nature of the RFP and contractual arrangements for which Responses are being requested.
2. Our Proposal has been prepared and is being submitted without collusion, fraud, or any other action taken in restraint of free and open competition for the response to this RFP.
3. Neither the Respondent nor any of its employees or representatives is currently suspended or debarred from doing business with any governmental entity.
4. Neither the Respondent, nor any of its employees or representatives is currently the subject of or party to a Massachusetts public employee conflict of interest action or investigation.
5. The Respondent is not a party to any pending or current litigation that might adversely affect its performance on this project.
6. The Respondent has not filed for bankruptcy protection in the last seven years. If the Respondent has filed for bankruptcy protection in the last seven years, the Respondent must describe the circumstances that led to the filing, the ultimate disposition of the matter, the current situation and substantial, detailed evidence of the Respondent's financial ability to complete this project if selected.
7. The Respondent has no business dealings with countries or organizations that fund or support terrorist activities anywhere in the world.

8. We certify that all of the information provided in our Proposal is true and accurate and that MAPC and the Cities of Framingham and Quincy, the Town of Natick, and Housing Authorities in Boston, Chelsea, and Somerville may rely on such information in the evaluation of our Proposal. We have read and understand the evaluation criteria in the RFP. We accept that MAPC reserves the right to waive informalities and to reject in whole or in part any or all Proposals. We accept that the MAPC Evaluation Committee reserves the right to select the Proposals that they view as the most advantageous.
9. We agree to take full responsibility for all costs of preparing this Proposal. We waive any and all claims against MAPC and the Cities of Framingham and Quincy, the Town of Natick, and Housing Authorities in Boston, Chelsea, and Somerville, their employees, representatives, agents, and members related to the cost of preparing, submitting and having MAPC review and evaluate this Proposal.
10. We have read and understand the product requirements and standards specified in this RFP, and certify that any and all equipment and services offered in response to this RFP meet or exceed those requirements and standards.

Sincerely,

[Insert name of Respondent]

By: [Insert signature of authorized representative]

[Print or Type Name of authorized representative]

[Street Address]

[City, State, Zip]

[Telephone]

[Email]

[Date]

## Proposal Signature Page

The accompanying Forms & Documentation are hereby submitted as a Proposal in response to the subject RFP. All information and statements are true, accurate and binding representations of its intentions and commitments in responding to this RFP.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Street

\_\_\_\_\_  
Phone

\_\_\_\_\_  
City, State, Zip

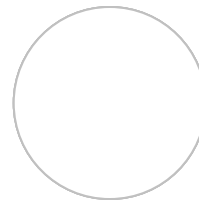
\_\_\_\_\_  
Fax

\_\_\_\_\_  
Email

Respondent acknowledges receipt of the Request for Proposals (RFP) and Addendum No(s).\_\_\_\_\_, dated \_\_\_\_\_, and submits the attached proposal for this Request for Proposals to the Metropolitan Area Planning Council (MAPC), on the authority of the undersigned and as dated below who by signing confirms and pledges to abide by and be held to the requirements of this RFP and its resulting contract, to perform any tasks and deliver any documents required, and to execute a Contract with the MAPC.

Authorized Agent of the Respondent:  
\_\_\_\_\_

Signature (blue ink please)  
\_\_\_\_\_



Printed Name  
\_\_\_\_\_

(If a corporation, attach certificate of vote or  
apply corporate seal here)

Title  
\_\_\_\_\_

Date

## Certificate of Non-Collusion

As required under Chapters 233 and 701 of the Massachusetts Acts and Resolves of 1983 certification must be made to the following by signing in the space indicated below. Failure to offer such signature will result in rejection of the proposal.

“The undersigned certifies under penalties of perjury that this 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 or individuals.”

Authorized Agent of the Respondent:

---

Signature (blue ink please)

---

Printed Name

---

Title

---

Name (as used for tax filing)

---

SS# or Federal ID#

---

Date

## Certificate of Tax Compliance

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

Authorized Agent of the Respondent:

\_\_\_\_\_

Signature (blue ink please)

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Title

\_\_\_\_\_

Name (as used for tax filing)

\_\_\_\_\_

SS# or Federal ID#

\_\_\_\_\_

Date

## Conflict of Interest Certification

The Respondent hereby certifies that:

1. The Respondent has not given, offered, or agreed to give any gift, contribution, or offer of employment as an inducement for, or in connection with, the award of a Contract pursuant to this RFP.
2. No consultant to, or subcontractor for, the Respondent has given, offered, or agreed to give any gift, contribution, or offer of employment to the Respondent, or to any other person, corporation, or entity as an inducement for, or in connection with, the award to the consultant or subcontractor of a Contract by the Respondent.
3. No person, corporation, or other entity, other than a bona fide full time employee of the Respondent has been retained or hired to solicit for or in any way assist the Respondent in obtaining a Contract pursuant to this RFP upon an agreement or understanding that such person, corporation or entity be paid a fee or other compensation contingent upon the award of a Contract to the Respondent.
4. Respondent understands that the Massachusetts Conflict of Interest Law, M.G.L. c. 268A, applies to the Respondent and its officers, employees, agents, subcontractors, and affiliated entities with respect to the transaction outlined in the Request for Proposals.
5. Respondent understands that the Respondent and its officers, employees, agents, subcontractors, and affiliated entities, shall not participate in any activity which constitutes a violation of the Massachusetts Conflict of Interest Law or which creates an appearance of a violation of the Massachusetts Conflict of Interest Law.

Authorized Agent of the Respondent:

\_\_\_\_\_

Signature (blue ink please)

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Title

\_\_\_\_\_

Date

\_\_\_\_\_

Name (as used for tax filing)

\_\_\_\_\_

SS# or Federal ID#

## Certificate of Compliance with M.G.L. c. 151B

The Respondent hereby certifies that it is in compliance with and shall remain in compliance with M.G.L. c. 151B and shall not discriminate on any prohibited basis outlined therein.

Authorized Agent of the Respondent:

---

Signature (blue ink please)

---

Printed Name

---

Title

---

Date

---

Name (as used for tax filing)

---

SS# or Federal ID#

## Certificate of Non-Debarment

The Respondent hereby certifies that it is presently not debarred, suspended, or otherwise prohibited from practice by any federal, state, or local agency, and that, should any proceeding arise in which it is debarred, suspended, or otherwise prohibited from practice by any federal, state, or local agency, the Respondent shall inform the MAPC and involved municipalities within one (1) business day of such debarment, suspension, or prohibition from practice.

Authorized Agent of the Respondent:

\_\_\_\_\_

Signature (blue ink please)

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Title

\_\_\_\_\_

Date

\_\_\_\_\_

Name (as used for tax filing)

\_\_\_\_\_

SS# or Federal ID#

## Federal and State Requirements

I certify that the equipment and vehicles in this proposal meets all required federal purchasing rules (such as Buy America/Buy American) and complies with any relevant state certifications and regulations, or will have proof of a waiver if applicable.

Authorized Agent of the Respondent:

---

Signature (blue ink please)

---

Printed Name

---

Title

---

Date

---

Name (as used for tax filing)

---

SS# or Federal ID#

## Right to Know Law Page

Any Respondent who receives an order or orders resulting from this invitation, agrees to submit a Material Safety Data Sheet (MSDS) for each toxic or hazardous substance or mixture containing such substance, pursuant to M.G.L. 111F § 8 - 10 and the regulations contained in 454 CMR 21.06 when deliveries are made. The Respondent agrees to deliver all containers properly labeled pursuant to M.G.L. c. 111F § 7 and the regulations contained in 454 CMR 21.05. Failure to submit an MSDS and/or label on each container will place the Respondent in noncompliance with the Purchase Order. Failure to furnish MSDSs and/or labels on each container may result in civil or criminal penalties, including bid debarment and action or prevent the Respondent from selling said substances or mixtures containing said substances within the Commonwealth. All Respondents furnishing substances or mixtures subject to M.G.L. c. 111F are cautioned to obtain and read the Law and Rules and Regulations referenced above. Copies may be obtained from the State House Bookstore, State House, Room 117, Boston, MA 02133 (617-727-2834) for a fee.

**FAILURE TO COMPLY WITH THESE REQUIREMENTS COULD RESULT IN THE CANCELLATION OF YOUR CONTRACT.**

Authorized Agent of the Respondent:

\_\_\_\_\_

Signature (blue ink please)

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Title

\_\_\_\_\_

Date

\_\_\_\_\_

Name (as used for tax filing)

\_\_\_\_\_

SS# or Federal ID#

## Price Proposal Signature Page

The undersigned proposes to provide products and services in accordance with the Request for Proposals (RFP) cited above. The Price Proposal attached to this page includes all products and services offered in Respondent's Proposal per the terms and specifications stated in the RFP and incorporated into the Proposal. The prices offered are guaranteed not to change except as permitted by the terms and conditions of the RFP and the executed contract. The prices offered account for all charges to be expected by Buyers. No other charges will be invoiced to MAPC under this Proposal and any resulting contract.

- The attached document recites all pricing in the manner required by the RFP.
- The electronic files required by the RFP are enclosed.

Authorized Agent of the Respondent:

\_\_\_\_\_  
Signature (blue ink please)

\_\_\_\_\_  
Name (as used for tax filing)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
SS# or Federal ID#

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## Minimum Quality Requirements

In order for a Proposal to receive further consideration, Respondent must unconditionally check “Yes” to each Quality Requirement below. A Proposal will be rejected in its entirety if a Respondent fails to check “Yes”, or who modifies, qualifies, or limits its affirmative response in any way.

Circle “Yes” or “No” for each of the following requirements:

- a. Respondent has submitted all required forms and information required by this RFP to thoroughly evaluate the proposal.

Yes            No

- b. Respondent team possesses and presented documented evidence in Tab 3 of experience of least one non-grid tied EV charging project and one EV carshare project, both of similar scope and size as the Pilot Program described in this RFP.

Yes            No

- c. Respondent has submitted a price proposal with an EV carshare and non-grid tied EV charging for each potential site for each Program Partner.

Yes            No

- d. Respondent agrees to the terms and conditions of the MAPC standard contract in Appendix B without material change, but for an agreed scope of work, to be entered into upon award.

Yes            No

Authorized Agent of the Respondent:

\_\_\_\_\_

Signature (blue ink please)

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Title

\_\_\_\_\_

Date

\_\_\_\_\_

Name (as used for tax filing)

\_\_\_\_\_

SS# or Federal ID#

## Lobbying Certification

The undersigned offeror certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. if any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form–LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, et seq.); and
3. the undersigned agrees that by submitting this proposal it shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

[Note: Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.]

The undersigned offeror certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the offeror understands and agrees that the provisions of 31 U.S.C. A 3801, et seq., apply to this certification and disclosure, if any.

Authorized Agent of the Respondent:

\_\_\_\_\_

Signature (blue ink please)

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Title

\_\_\_\_\_

Date

\_\_\_\_\_

Name (as used for tax filing)

\_\_\_\_\_

SS# or Federal ID#





## Site Selection Form

- Each Program Partner will select a minimum of one vehicle with non-grid tied equipment deployed.
- Program Partners have identified candidate sites, including priority locations, shown on this map prepared by MAPC:  
<https://experience.arcgis.com/experience/37d1ebf6bb5646e7a2a4fc5b08aee8e2>
- To assist with the site ranking, the map includes geospatial analysis with data on demographics, transportation, housing indicators, and proximity to key destinations such as hospitals, schools, and grocery stores.
- Respondents must rank all sites in order of preference on the Site Selection Form in Section 11 and may provide supporting reasoning.
- The Respondent must submit bids and a price proposal for each identified candidate site per Program Partner and rank their siting preferences using the methods described in Tab 7 in Section 7.2. Each of the bids cannot exceed \$110,000. The Respondent is encouraged to share information about the basis for their rankings on the Site Selection Form.
- For example, the City of Framingham has identified six (6) sites. The Vendor Team must rank all six (6) sites in order of preference on the Site Selection Form here and may provide supporting reasoning. Price variation must be explained in Tab 7 (Section 7.2).
- The final site selections will be made in collaboration between the Program Partners and the selected Vendor Team.

<b>Project Partner: Boston Housing Authority</b>		
<b>Site</b>	<b>Numerical Ranking</b>	<b>Reasoning</b>
Mary Ellen McCormack*		
Alice Taylor*		
Amory Street*		

<b>Project Partner: Chelsea Housing Authority</b>		
<b>Site</b>	<b>Numerical Ranking</b>	<b>Reasoning</b>
Prattville*		
Fitzpatrick #1*		
Fitzpatrick #2*		

<b>Project Partner: Somerville Housing Authority</b>		
<b>Site</b>	<b>Numerical Ranking</b>	<b>Reasoning</b>
Brady Towers		
Mystic River		
Mystic View Site		

<b>Project Partner: City of Framingham</b>		
<b>Site</b>	<b>Numerical Ranking</b>	<b>Reasoning</b>
Farley Building*		
Bowditch Field*		
Loring Arena*		
Memorial Building		
Hollis Court Parking Lot		
Center Common Municipal Parking		

<b>Project Partner: City of Quincy</b>		
<b>Site</b>	<b>Numerical Ranking</b>	<b>Reasoning</b>
Vane Street Lot		
Washington Street Lot		

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<b>Project Partner: Town of Natick</b>		
<b>Site</b>	<b>Numerical Ranking</b>	<b>Reasoning</b>
Senior Center*		
13 E Central Street*		
Lincoln Street/Wilson Street – Downtown*		
Newfield Drive		
Eliot Street – South Natick		
Park Street – Downtown		

\* Sites indicate a site priority by the Project Partner.

\_\_\_\_\_  
Signature (ink or electronic)

\_\_\_\_\_  
Name (as used for tax filing)

\_\_\_\_\_  
Date

## Appendix A – MAPC MassCEC Grant Application

The following links contain MAPC's successful grant application materials to MassCEC that is funding this pilot program, as well as a pilot program schedule.

MAPC MassCEC ACT4All grant application: [Appendix A MAPC - Act4All Combined \(final\)-LAT-7530-05 with responses.pdf](#)

MAPC Pilot Program Schedule: [Appendix A MAPC Gantt Chart Timeline 10.24.2025.pdf](#)

## Appendix B – MAPC Standard Contract

The MAPC Standard Contract can be downloaded here: [Appendix B MAPC Standard Contract for Vendors with Federal Rider Non Grid Tied RFP FINAL.pdf](#)

## Appendix C – Draft Data Collection Plan Reporting Memorandum

MAPC's Draft Data Collection Plan Reporting Memorandum can be downloaded here:

[Appendix C MAPC Draft Data Collection Plan.pdf](#)

## Appendix D – Price Proposal Template

The Price Proposal Template can be downloaded here: [RFP Price Proposal 10.27.2025.xlsx](#)