

**Town of Westport  
Planning Board**

**REQUEST FOR PROPOSALS  
MVP 2.0 Vendor  
August 15, 2023**

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**Overview of Opportunity**

Cities, towns, and Tribes throughout Massachusetts are identifying climate vulnerabilities and investing in community 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 grantees to revisit their community resilience priorities with a focus on equity and translate those priorities into action through project development and implementation.

The Town of Westport seeks proposals from qualified individuals or firms to expand the bandwidth and the capacity of the community, as well as bring skill sets that will benefit the MVP 2.0 process.

The selected Vendor shall have demonstrated previous experience in providing specified services to municipalities. A complete RFP may be obtained, without charge, at 856 Main Road; Westport, MA 02790, by contacting Michael Burris, Town Planner ([burrism@westport-ma.gov](mailto:burrism@westport-ma.gov); 774.264.5143), or on the web at <https://www.westport-ma.com/climate-resilience-committee/climate-resilience-committee/pages/mvp-20>. Documents will be available after August 15, 2023 through to submission deadline on September 15, 2023 at 4:00 p.m. Vendors must submit RFP materials to the Westport Town Planner. It is recommended that respondents to this request thoroughly review the vendor qualifications and the MVP 2.0 Process Guide available here: <https://www.mass.gov/doc/mvp-20-process-guide/download>.

**MVP 2.0 Summary**

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. In particular, the vendor will support the Grantee in revisiting their community resilience priorities

with a focus on equity and translating those priorities into action through project development and implementation. The MVP 2.0 program does this through:

- Convening a community team to lead equitable climate resilience work;
- Providing training on strategies for building climate resilience, equity, and climate justice;
- Revisiting resilience priorities with the involvement of the wider community and a stronger assessment of social vulnerability and resilience;
- Helping the municipality and community to co-develop and implement a project that builds community resilience, with guaranteed funding for implementation; and
- Providing a process that can be replicated for future, competitive MVP Action Grants.

This work will be different than the original MVP Planning Grant (MVP 1.0) approach that you may be familiar with. It focuses less on understanding how extreme weather events will impact infrastructural and environmental assets in the community, and more on building social resilience. This includes exploring the factors that create vulnerability or resilience for people living or working in the community. It involves digging deeper into issues like food security and housing affordability and understanding how those factors shape what is needed for building resilience to climate change. The MVP 2.0 process calls on a Core Team with strong connections to communities that will be most impacted by climate change, and vendors that bring different skill sets than in MVP 1.0 (see skill sets detailed in evaluation section below). Together this team will focus on connecting with and collaborating with community members, and expanding the voices who are involved in climate resilience efforts.

The MVP 2.0 process is broken down into three phases. It's designed to be completed over two years, knowing that it takes time to build new relationships, expand the involvement of the broader community, and work together to develop and implement a project. Grantees may also continue to apply for Action Grants while participating in MVP 2.0. The primary vendor will be involved in all phases to support and guide the process, with the exception of implementing the Seed Project. You will be responsible for helping the community implement Steps 1–7 and Step 9 in the [MVP 2.0 Process Guide](#).

Phase 1 - Develop a Core Team. The Core Team is a team of municipal staff/volunteers and community members who will lead the MVP 2.0 process. Half of the Core Team members will be **community liaisons** – members of the community or region who have strong connections with Environmental Justice (EJ)<sup>1</sup> and other priority populations<sup>2</sup> who will lead outreach to these communities throughout the process and who will be compensated for their time with grant funding. As part of Phase 1, the Grantee and primary vendor will investigate lived expertise in the community to identify perspectives that will be important to include on your Core Team. The full Core Team will receive training to lead climate resilience work and support climate justice in their community and region. It's expected that Phase 1 will take about five months (August – December of Year 1).

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<sup>1</sup> Environmental Justice (EJ) Populations are defined in the [2021 EJ Policy](#) and can be viewed in the [MA EJ viewer](#).

<sup>2</sup> Other priority populations are people or communities in addition to mapped EJ populations who may be disproportionately impacted by climate change due to life circumstances that systematically increase their exposure to climate hazards or make it harder to respond. In addition to factors that contribute to EJ status (i.e., income, race, and language), other factors like physical ability, access to transportation, health status, and age shape whether someone or their community will be disproportionately affected by climate change.

Phase 2 - Revisit resilience priorities. Building on MVP 1.0 and any climate resilience planning since, the Core Team facilitated by the primary vendor, will dig deeper into the factors that contribute to social vulnerability and resilience for people who live and work in the community. This step will involve connecting with EJ and other priority populations in the community or region and investigating community and climate data to identify community resilience needs. Then, the Core Team will revisit their community resilience priorities from MVP Planning 1.0 to make sure they reflect any progress, new information, as well as updated understanding of community resilience needs. It's expected that Phase 2 will take about five months (January – May of Year 1).

Phase 3 - Develop and implement a Seed Project. A Seed Project is a project selected by the Core Team that will advance the community's resilience priorities, and that can be completed in 9-10 months. In Phase 3, the Core Team will develop a project idea, vet that idea with the community, develop an implementation plan, and implement the Seed Project. 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. The actual implementation of the Seed Project will be covered under separate procurement and will be allotted \$50,000 of grant funding per community with no local match required. The responsibility of the primary vendor being hired through this RFP will be to help the community select a Seed Project, build out the implementation plan, and complete the reflection at the end. It does not include actual implementation of the Seed Project unless specified by the Grantee. It's expected that Phase 3 will take about thirteen months (May - June of the following year).



**Experience & Skill Sets Required of the Primary Vendor/ Vendor Team**

The primary vendor or vendor team will need to bring capability and experience in the following three areas:

1. Equity-Centered Project Facilitation – This skill set is important for managing the process, guiding and facilitating decision-making within the Core Team, and serving as

an “equity coach” and facilitator for the Core Team Training. 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.

2. Community-Driven Processes – This skill set is important for supporting municipal staff in recruiting a Core Team, and for guiding and supporting the Core Team 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 town, city, or region.
3. Climate and Community Resilience – This skill set is important for supporting the Core Team in identifying the root causes of climate and social vulnerability, developing actions for building community resilience, and in designing a Seed Project. 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 climate-related work.

#### Additional Experience

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

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

#### Resources & Support

The Grantee will work with the vendor to help manage and facilitate the process and will be provided with a set of guidance documents and tools for completing the process. Additionally, the project team will use the [Guides for Equitable and Actionable Resilience \(GEAR\)](#) online tool which provides access to community data, downscaled climate projections, and guidance for investigating and understanding local climate vulnerability. The MVP Program’s team of Regional Coordinators (RCs) will also provide support and guidance in the process (see list of MVP checkpoints below).

#### Scope of Work & Checkpoints

The vendor will work with the Grantee to conduct the following tasks to complete the MVP 2.0 process.

### Phase 1: Developing a Core Team

**Step 1: Groundwork**  
**One month (August - September of Year 1)**

<p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• Use the <a href="#">Social Resilience Roadmap</a> to dig deeper into understanding who lives and works in your community and who will likely be disproportionately affected by climate change.</li> <li>• Identify perspectives and lived experience within your community that will be important to include in your Core Team.</li> </ul>	<p><b>MVP Checkpoints:</b></p> <ul style="list-style-type: none"> <li>• <b>Upon completion</b> - Email Part A of your <a href="#">Social Resilience Roadmap</a> to your <a href="#">MVP Regional Coordinator</a> before moving on to step two.</li> </ul>
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**Step 2: Recruiting Your Core Team**  
**One to three months (September - November of Year 1)**

<p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• Build out a group of municipal staff and community members (i.e., community liaisons) to lead equitable climate resilience work in the community.</li> <li>• Ensure approximately half the Core Team members are from and/or with strong relationships with EJ or other priority populations who live and work in your community. Use “<a href="#">Resources for Core Team Recruitment</a>” as needed.</li> </ul>	<p><b>MVP Checkpoints:</b></p> <ul style="list-style-type: none"> <li>• <b>Upon completion-</b> Email a list of your Core Team members to your <a href="#">MVP Regional Coordinator</a> before moving on to step three. Note which members are community liaisons, the community(ies) they are connected to, and the compensation amount.</li> </ul>
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**Step 3: Core Team Training**  
**One to two months (November - December of Year 1)**

<p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• Participate in the Climate Resilience Training and Discussion Modules to build skills and capability that will help in assessing community vulnerability and in developing a resilience project.</li> <li>• Participate in the Equity and Climate Justice Learning Series to build skills and capability to work together in ways that center equity and climate justice.</li> </ul>	<p><b>MVP Checkpoints:</b></p> <ul style="list-style-type: none"> <li>• <b>Upon completion-</b> Email your completed discussion guides for the Climate Resilience Video Modules to your <a href="#">MVP Regional Coordinator</a> before moving on to step four.</li> </ul>
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**Phase 2: Revisiting Resilience Priorities**

**Step 4: Uncovering Social Resilience**  
**Three months (January - March of Year 1)**

<p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• Use the <a href="#">Engagement Plan</a> to design and lead community outreach and engagement activities, focused on connecting with and understanding the needs and priorities of EJ and other priority populations who are</li> </ul>	<p><b>MVP Checkpoints:</b></p> <ul style="list-style-type: none"> <li>• <b>Midway</b> - Check in with your <a href="#">MVP Regional Coordinator</a> once you have completed the <a href="#">Engagement Plan</a>, before getting started on your engagement activities.</li> </ul>
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<p>disproportionately impacted by climate change.</p> <ul style="list-style-type: none"> <li>Use the <a href="#">Social Resilience Roadmap</a> to identify factors that contribute to vulnerability and resilience for people who live and work in the community and region, and to inform your approach to building community resilience in ways that simultaneously address root causes of vulnerability.</li> </ul>	<ul style="list-style-type: none"> <li><b>Upon completion-</b> Email your completed <a href="#">Social Resilience Roadmap</a> (Part B) to your <a href="#">MVP Regional Coordinator</a> before moving on to step five.</li> </ul>
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**Step 5: Resetting Resilience Priorities**  
**Two to three months (March - May of Year 1)**

<p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>Use the <a href="#">Resilience Priorities Guide</a> to review and update your resilience priorities based on wider community input about factors that influence vulnerability and resilience for people in your community.</li> <li>Vet the updated priorities with community members, and specifically people who will be most impacted by climate change, to create shared understanding, transparency, and accountability around community resilience priorities.</li> </ul>	<p><b>MVP Checkpoints:</b></p> <ul style="list-style-type: none"> <li><b>Upon completion-</b> Email your completed <a href="#">Resilience Priorities Guide</a> to your <a href="#">MVP Regional Coordinator</a> before moving on to step six.</li> </ul>
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**Phase 3: Implementing a Seed Project**

**Step 6: Selecting a Seed Project**  
**Two months (May- June of Year 1)**

<p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>Use the <a href="#">Seed Project Plan</a> to collaborate on the development of a project that will jump-start or advance the updated community resilience priorities.</li> <li>Vet the project with community members, to ensure that people who will be most impacted by climate change inform decisions related to the project.</li> </ul>	<p><b>MVP Checkpoints:</b></p> <ul style="list-style-type: none"> <li><b>Upon completion-</b> Email your completed <a href="#">Seed Project Plan</a> (Part A) to your <a href="#">MVP Regional Coordinator</a> by June 15. Submitting Part A will unlock funding for Seed Project implementation.</li> </ul>
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**Step 7: Seed Project Implementation Plan**  
**One to two months (July – August of Year 2)**

<p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>Use the <a href="#">Seed Project Plan</a> to collaborate on the development of an implementation plan for your Seed Project that will help translate the idea into action.</li> </ul>	<p><b>MVP Checkpoints:</b></p> <ul style="list-style-type: none"> <li><b>Upon completion-</b> Email your completed <a href="#">Seed Project Plan</a> (Part B) to your <a href="#">MVP Regional Coordinator</a> before moving on to Step 8.</li> </ul>
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<ul style="list-style-type: none"> <li>Coordinate with a Seed Project advisor to help develop the plan</li> </ul>	
<p><b>Step 8: Implementing the Seed Project- TO BE LED BY SEPARATE VENDOR UNLESS OTHERWISE SPECIFIED BY THE GRANTEE</b>  <b>Nine to ten months (September - June of Year 2)</b></p>	
<p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>Implement a Seed Project that will set the groundwork for future Action Grants and/or contribute to building community resilience in your community or region.</li> </ul>	<p><b>MVP Checkpoints:</b></p> <ul style="list-style-type: none"> <li><b>Midway-</b> Halfway through the implementation of your Seed Project, email or set up a call with your <a href="#">MVP Regional Coordinator</a> to provide a progress update.</li> </ul>
<p><b>Step 9: Reflecting, Adjusting, and Next Steps</b>  <b>Less than one month (June of Year 2)</b></p>	
<p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>Use the <a href="#">Reflection Roadmap</a> to reflect on the process in order to evolve and improve it for future resilience building efforts.</li> </ul>	<p><b>MVP Checkpoints:</b></p> <ul style="list-style-type: none"> <li><b>Upon completion-</b> Submit the <a href="#">MVP 2.0 Final Submission Form</a> to the MVP Program, including deliverables, photos, and invoices showing all grant funds were spent to close out the MVP 2.0 project.</li> </ul>

## Roles & Responsibilities

### Primary Vendor/Vendor Team

- Working with the municipal staff lead or point person to manage the project, including scheduling meetings or events, overseeing logistics, and monitoring the completion of deliverables and submissions for completing the grant process
- Providing guidance and support to municipal staff in completing the Groundwork process (Step 1) and in recruiting the Core Team (Step 2)
- Participating in the Core Team training and facilitating the three guided discussions for the Climate Resilience Modules (Step 3)
- Providing guidance and support to the Core Team in completing the Uncovering Social Resilience process, including guidance on outreach and engagement approaches and information collection (Step 4)
- Facilitating workshops or meetings with the Core Team to reset priorities (Step 5), select a Seed Project (Step 6), and to draft and revise the Seed Project Implementation Plan (Step 7)
- Coordinating or contracting with a subject matter advisor to support the development of the Seed Project Implementation Plan (Step 7)
- Coordinating with an implementation vendor to lead or support the implementation of the Seed Project (Step 8)
- Facilitating a workshop or meeting with the Core Team to complete the reflecting and adjusting process (Step 9)

### Grantee/Municipal Staff

The Grantee must provide sufficient staff time to assure completion of this grant, which will include the following activities:

- Complete a contract with the Commonwealth and maintain all necessary reporting;
- Procure a primary vendor based on the provided vendor qualifications;
- Complete Part A of the Social Resilience Roadmap to identify perspectives and lived experience within your community that will be important to include in your Core Team (Step 1);
- Recruit a Core Team, with at least half the members being community liaisons with strong connections to EJ and other priority populations in the community (Step 2);
- Participate in the Core Team training (Step 3);
- Work with community liaisons on your Core Team to lead inclusive and equitable community outreach and engagement activities to gather insight on sources of vulnerability and resilience in the community and complete Part B of the Social Resilience Roadmap (step 4);
- Participate in discussions with your Core Team to revisit and update your community resilience priorities; vet the updated priorities with the community (Step 5);
- Participate in discussions with your Core Team to identify a Seed Project idea; vet the Seed Project idea with the community (Step 6);
- Participate in discussions with your Core Team to develop a Seed Project Implementation Plan; identify a subject matter advisor(s) to support this process (Step 7);
- Identify an implementation vendor to lead or support the implementation of the Seed Project; work with the implementation vendor and community stakeholders to implement the Seed Project (Step 8);
- Reflect on the MVP 2.0 process, and submit the MVP 2.0 Final Submission form with all associated deliverables to the MVP team (Step 9).

#### Community Liaison

Community liaisons will make up approximately half of the members on your Core Team, be compensated for their time through the grant funding, and play an important role in making sure the insight, needs, and priorities of those most impacted by climate change inform decisions throughout the process. Community liaisons (approximately five) will help the vendor implement the MVP 2.0 process. Community Liaisons will be paid out of the grant funding and responsibilities will include the following activities:

- Work closely with the other members of the Core Team (other Community Liaisons and Grantee staff) for unified project coordination;
- Participate in a Core Team training focused on building climate resilience and equity and climate justice;
- Attend and participate in regular team meetings;
- Organize, promote, and facilitate engagement activities with members of the community;
- Gather insight from the community about community needs and factors that contribute to social vulnerability;
- Work with other Core Team members to update the community's priorities for building climate resilience;
- Work with other Core Team members to identify, develop, and implement a project that supports community resilience
- Develop and maintain trusting relationships in the community.



## Reporting & Final Deliverables

To close out the MVP 2.0 process, the Grantee is required to provide EEA with the following materials. These materials will be submitted as attachments to the [MVP 2.0 Final Submission Form](#).

Completed MVP Checkpoints listed under each step above

Completed materials:

- Discussion Guide for the Climate Resilience Video Modules (will be available on [MVP 2.0 website](#))
- [Engagement Plan](#)
- [Social Resilience Roadmap](#) (Parts A + B)
- [Resilience Priorities Guide](#)
- [Seed Project Plan](#) (Parts A + B)
- [Reflection Roadmap](#)
- [Final Submission Form](#)

Other close-out materials:

- Final invoice(s) demonstrating all grant funding was spent according to the contract scope of work. (If multiple invoices, please compile into one PDF.)
- Final deliverables from the Seed Project. (If multiple or too big to upload, please email to your MVP Regional Coordinator.)
- Slide(s) with photos or images from the process and/or your Seed Project. (We may share these publicly so please only upload photos or images with any necessary permissions to share secured.)

## 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 as a result of this award should credit the Executive Office of Energy and Environmental Affairs Municipal Vulnerability Preparedness (MVP) program.

## Budget

Upon admittance to the MVP 2.0 Program the Grantee was awarded a funding amount of \$45,000. Below is a sample budget for the completion of the MVP 2.0 Process. The budget below provides a sample breakdown of this grant funding across Community Liaisons, the primary vendor, a subject matter expert, and engagement. The vendor will work with the community to determine the means of distribution of funding to the Community Liaisons or any additional project components the community may want to pay for directly from the budget. The vendor and Grantee may decide the vendor will pay the Community Liaisons as sub-contractors or that they will be paid directly by the Grantee. An [Excel version of this budget](#) is available here with additional details.

**Sample MVP 2.0 Process Budget (Steps 1-7 & Step 9)**

Task	Community Liaisons (+ municipal volunteers)			Primary Vendor		Total Task Cost
	\$40			\$150		
PROJECT TEAM	# People	Hours per person	Total	Hour	Total	Total
Step 1: Groundwork (August-September of Year 1)	0	0	\$0	12	\$1,800	\$1,800
Step 2: Recruiting Core Team (September-November of Year 1)	0	0	\$0	20	\$3,000	\$3,000
Step 3: Core Team Training (November-December of Year 1)	5	10	\$2,000	15	\$2,250	\$4,250
Step 4: Uncovering Social Resilience (January-March of Year 1)	5	35	\$7,000	45	\$6,750	\$13,750
Step 5: Revisiting Resilience Priorities (March-May of Year 1)	5	14	\$2,800	25	\$3,750	\$6,550
Step 6: Selecting Seed Project (May-June of Year 1)	5	12	\$2,400	20	\$3,000	\$5,400
Step 7: Seed Project Implementation Plan (July-August of Year 2)	5	7	\$1,400	20	\$3,000	\$4,400
Step 8: Implementing Seed Project (September-June of Year 2)	(all costs to be covered by the Seed Project funding)					
Step 9: Reflecting, Adjusting, and Next Steps (June of Year 2)	5	2	\$400	5	\$750	\$1,150
<b>Total</b>	-	<b>80</b>	<b>\$16,000</b>	<b>162</b>	<b>\$24,300</b>	<b>\$40,300</b>

DIRECT COSTS	
Subject Matter Advisor(s)	\$800
Step 4 Engagement (Uncovering Social Resilience)	\$2,000
Step 5 Engagement (Vetting Resilience Priorities)	\$950
Step 6 Engagement (Vetting Seed Project)	\$950
<b>Total DIRECT COSTS</b>	<b>\$4,700</b>

<b>TOTAL PROJECT COST</b>	<b>\$45,000</b>
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### Submittal Requirements

Please submit proposal in .pdf format to the Westport Town Planner, Michael Burris, at [burris@westport-ma.gov](mailto:burris@westport-ma.gov). Proposals shall include the following and shall be organized using each of the elements listed below as section headings:

- A. Vendor and/or sub-Vendor 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 Team: Provide names, contact information, resumes, and office locations 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.
- C. Qualifications: Provide a description of how the vendor team meets the three areas of required experience and skill sets described above: Equity-Centered Project Facilitation, Community-Driven Processes, and Climate and Community Resilience. See how this will be evaluated below for the types of information to include here.
- D. Additional Experience: Provide a description of the following:
  - a. Experience with facilitation or consensus building. Describe the vendor team's experience with facilitation and consensus building within a group or project team. Provide details on one or more projects or initiatives where members of the vendor team were responsible for playing a facilitation or consensus building role.
  - b. Experience working in multi-racial, multicultural, or socially vulnerable groups. Describe the vendor team's experience with working on projects that involved integrating marginalized racial, cultural, or socially vulnerable groups in decision-making processes. Provide details on one or more projects or initiatives where members of the vendor team implemented meaningful inclusionary practices, fostered social connections, and managed power dynamics that centered social equity or building resilience.
  - c. Experience managing projects. Describe the vendor 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 vendor team were responsible for project management.
  - d. Local expertise. Describe the vendor 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.
- E. Project Understanding: Provide a statement summarizing how the vendor team is particularly qualified for this project.
- F. Scope of Services: Describe the vendor team's approach and plan for accomplishing the work listed herein and in the MVP 2.0 Process Guide. The vendor shall not delete any requested scope tasks.
- G. Project Schedule, Budget, and Commitment: The vendor shall submit acknowledgment and commitment for the responsibilities, timeline, and budget of the proposed work described above and familiarity with the [Process Guide](#). The proposed budget should be included here. Any proposed changes to the budget above should be provided with an explanation.
- H. References: Collectively the references should be able to speak to the vendor 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 vendor 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).

I. Additional Documents:

1. Certification of Non-Collusion
2. Certificate of Compliance with State Tax Laws
3. Tax Certification Form
4. Clerk's Certificate
5. Insurance Requirements

J. General Information

1. All work under this RFP must be completed no later than May 31, 2024, unless extended in writing by the Town. Work for this project shall commence September 2023.
2. All proposal, proposal response inquiries, or correspondence relating to or about this RFP, and all reports, charts, displays, schedules, exhibits and other documentation submitted by any proposer, including but not limited to the successful proposer shall become the property of the Town when received.
3. The successful Proposer will be considered as the "Project Manager" and will be required to assume total responsibility for the completion and delivery of the services offered in the proposal.
4. The Town will consider the Project Manager to be the sole point of contact regarding all contractual matters, including the performance or service of consultants or subcontractors, unless otherwise stated.
5. Upon the acceptance of the Proposer's proposal, the Town will mail an award letter, with appropriate specifics for the procurement of services. The Project Manager will be required to sign and return the letter, deemed a contract, as an acceptance of the award. If the Project Manager fails, neglects, or refuses to execute the contract within a specified number of days after receiving the award letter from the Town, the Town may at its option terminate and cancel its action in awarding the contract, and the contract with that Proposer shall become null and void and of no effect.
6. The Project Manager shall submit invoices in accordance with the compensation schedule approved by the Town.
7. If the Project Manager determines that additional expertise is needed to complete any aspect of the scope of services, the Project Manager may retain at the Project Manager's sole expense one or more consultants or sub-contractors, subject to approval by the Town. Consultants and/or subcontractors shall adhere to the same requirements as those required of the Project Manager.
8. The Project Manager shall not discriminate against any qualified employee or applicant for employment because of race, color, national origin, ancestry, age, sex, religion, or physical or mental handicap. The Project Manager agrees to comply with all applicable Federal and State statutes, rules, and regulations prohibiting discrimination in employment including Title VII of the Civil Right Act of 1973; Massachusetts General Laws Chapter 151B Section 4 (1); and all relevant administrative orders and executive orders.
9. If a complaint or claim alleging violation by the Project Manager of such statutes, rules, or regulations is presented to the Massachusetts Commission against Discrimination (MCAD), the Consultant agrees to cooperate with MCAD in the investigation and disposition of the complaint or claim.
10. In the event of the Project Manager's non-compliance with the provisions of this section, the Town shall impose such sanctions, as it deems appropriate, including but not limited to the following: Withholding of payments due the Project Manager until the Project Manager complies; and termination or suspension of any contract or agreement pursuant to this RFP.

11. Neither party will be liable to the other for any failure or delay in rendering performance arising out of causes beyond its control and without its fault or negligence. Dates or times of performance will be extended to the extent of delays excused by this section, provided that the party whose performance is affected notifies the other promptly of the existence and nature of such delay, and of the termination of the causes of such delay.
12. The Project Manager shall provide at its own expense the following minimum insurance coverage for the duration of its agreement with the Town:
  - a) Workmen's compensation and employee's liability insurance in accordance with statutory limits. An existing worker's compensation policy must be provided in accordance with M.G.L. C. 182, § 25C prior to or upon execution of a contract.
  - b) Comprehensive general liability insurance including products completed, contractual, property, and personal injury coverage with combined single limits of \$1,000,000 for each occurrence and aggregate amount. Coverage must also include XCU and pollution liability coverage when applicable.
  - c) Automobile liability insurance including non-owned and hired autos with the following limits:
    - d) Bodily injury: \$500,000 each person, \$500,000 each occurrence; and
    - e) Property damage: \$100,000 each occurrence.
  - f) Professional liability insurance for negligent acts, errors, or omissions of the Project Manager made in connection with the performance of services for the project, in the amount of not less than \$1,000,000. Such insurance must be maintained in force for a minimum of three (3) years following acceptance of all work by the Town.
  - g) The Town of Westport shall be named as "additional insured" on all policies except Worker's Compensation and Professional Liability insurance.
  - h) All required insurance policies shall require a thirty (30) day notice of cancellation to the Town of Westport.
13. The Project Manager shall be solely responsible for all claims of whatsoever nature arising out of the rendering of services by the Project Manager and its consultants and sub-contractors during the term of the contract, and the Project Manager and its consultants and sub-contractors shall indemnify and hold the Town harmless against the same to the extent permitted by law.

## Evaluation of Proposals

Bids will be evaluated based on vendor qualifications (see criteria below), additional experience, references, budget and timeline, and completeness and clarity of the proposal, including adherence to MVP 2.0 requirements outlined in the [Process Guide](#).

### Evaluation of Qualifications of the Vendor/ Vendor Team

Baseline	Exceptional
<p>At least <b>three years</b> of experience in leading or facilitating equity-centered projects or initiatives;</p> <p>OR</p> <p>Experience leading or facilitating at least <b>two equity-centered projects</b> or initiatives.</p> <p>For each project or initiative, describe how equity goals shaped who was involved, the process, and the desired outcomes. Specify where the project or initiative took place, who it served, and the start and finish dates. Specify who on the vendor team was involved in the process and their role.</p> <p>Note: It is not necessary for the vendor to have led the full project or initiative as long as they led or played a substantial role in centering equity in the project.</p>	<p>At least <b>five years</b> of experience in leading or facilitating equity-centered projects or initiatives;</p> <p>OR</p> <p>Experience leading or facilitating at least <b>three equity-centered projects</b> or initiatives.</p> <p>For each project or initiative, describe how equity goals shaped who was involved, the process, and the desired outcomes. Specify where the project or initiative took place, who it served, and the start and finish dates. Specify who on the vendor team was involved in the process and their role.</p> <p>Note: It is not necessary for the vendor to have led the full project or initiative as long as they led or played a substantial role in centering equity in the project.</p>
<p><b>One or more members</b> of the vendor team has received training in advancing equity in governmental processes, undoing racism, and/or diversity, equity, and inclusion (DEI).</p> <p>For each team member, list the training(s) they have participated in. Include links to information on the trainings.</p>	<p><b>One or more members</b> of the vendor team has received extensive training (i.e., multiple trainings or learning opportunities) in advancing equity in governmental processes, undoing racism, and/or diversity, equity, and inclusion (DEI);</p> <p>OR</p> <p>Has <b>developed and/or led</b> trainings on the topics listed above.</p> <p>For each team member, list the training(s) they have participated in, developed, or led. Include links to information on the trainings.</p>
<p>At least <b>three years</b> of experience in leading or facilitating inclusive and equitable outreach and engagement with residents from historically underrepresented groups;</p> <p>OR</p>	<p>At least <b>five years</b> of experience in leading or facilitating inclusive and equitable outreach and engagement with residents from historically underrepresented groups;</p> <p>OR</p>

<p>Experience co-designing or facilitating an initiative or planning process where decisions were led or substantially shaped by community members, and specifically residents from historically underrepresented groups.</p> <p>For each project or initiative, describe how you approached inclusive and equitable outreach and engagement or the process of collaborating with community members. Specify where the project or initiative took place, who it served, and the start and finish dates. Specify who on the vendor team was involved in the process and their role.</p>	<p>More than one experience co-designing or facilitating an initiative or planning process where decisions were led or substantially shaped by community members, and specifically residents from historically underrepresented groups.</p> <p>For each project or initiative, describe how you approached inclusive and equitable outreach and engagement or the process of collaborating with community members. Specify where the project or initiative took place, who it served, and the start and finish dates. Specify who on the vendor team was involved in the process and their role.</p>
<p>At least <b>two years</b> of experience working on projects or initiatives focused on addressing climate change or building resilience to climate hazards;</p> <p><b>OR</b></p> <p>Experience working on <b>one or more projects or initiatives</b> focused on addressing climate change or building resilience to climate hazards.</p> <p>For each project or initiative, describe the approach taken, the climate impacts that were being considered, and how the project addressed social vulnerability. Specify where the project or initiative took place, who it served, and the start and finish dates. Specify who on the vendor team was involved in the process and their role.</p>	<p>At least <b>four years</b> of experience working on projects or initiatives focused on addressing climate change or building resilience to climate hazards;</p> <p><b>OR</b></p> <p>Experience working on <b>three or more projects or initiatives</b> focused on addressing climate change or building resilience to climate hazards.</p> <p>For each project or initiative, describe the approach taken, the climate impacts that were being considered, and how the project addressed social vulnerability. Specify where the project or initiative took place, who it served, and the start and finish dates. Specify who on the vendor team was involved in the process and their role.</p>

**CERTIFICATION OF NON-COLLUSION**

The undersigned certifies under the penalties of perjury that this bid 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.

Date \_\_\_\_\_

By: \_\_\_\_\_  
(Name/Title of Person Signing Contract)

\_\_\_\_\_  
(Name of Business)

\_\_\_\_\_  
(Business Address)

\_\_\_\_\_  
(City, State, Zip Code)



**CERTIFICATE OF COMPLIANCE WITH STATE TAX LAWS**

Pursuant to M.G.L.C. 62C, §49A (b) and M.G.L.C. 151A, §19A, I hereby certify under the penalty of perjury that

\_\_\_\_\_, has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

\_\_\_\_\_  
SIGNATURE OF INDIVIDUAL OF CORPORATE OFFICE\*

\_\_\_\_\_  
SOCIAL SECURITY NUMBER/FEDERAL IDENTIFICATION NUMBER\*\*

\_\_\_\_\_  
CORPORATE NAME (IF APPLICABLE)

\_\_\_\_\_  
NAME AND TITLE OF CORPORATE OFFICE (IF APPLICABLE)

\* Approval of a contract or other agreement will not be granted unless this certification clause is signed by the proposer. For all corporations, a certified copy of the authorizing vote of the Board of Director must be provided.

\*\* Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed, or extended. This request is made under the authority of Massachusetts General Laws, Chapter 62C, §49A.

**TAX CERTIFICATION FORM**

SECTION A.

Pursuant to M.G.L. Ch. 62C, sec. 49A, I certify under penalties of perjury that I have complied with all laws of the commonwealth relating to taxes.

.....

**\*Social Security Number  
or Federal Identification Number**

.....

**\*\*Signature of Individual  
or Corporate Name**

By:.....

**\*\*Corporate Officer (if applicable)**

Date.....

(PLEASE PRINT)

BUSINESS NAME.....

STREET ADDRESS.....

P.O. BOX #.....

CITY, STATE AND ZIP CODE.....

SECTION B.

I have, to the best of my knowledge and belief, paid all accounts receivable owed within the Commonwealth of Massachusetts, including, but not limited to real and personal property taxes, motor vehicle excise taxes, parking fines, water and sewer user charges and other license/permit fees, emergency medical service charges, or other charges or fees.

.....  
**\*\*Signature of Individual or Corporate Officer**

\* Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed, or extended. This request is made under the authority of M.G.L. Ch. 62C, sec. 49A.

\*\* Approval of a contract or other agreement will not be granted unless this certification clause is signed by the applicant.

**CLERK'S CERTIFICATE**

I hereby certify that I am the duly elected Clerk of \_\_\_\_\_; that \_\_\_\_\_ is the duly elected \_\_\_\_\_; that at a meeting of the Board of Directors of said Corporation held on \_\_\_\_\_, at which meeting all directors were present and voting, the following Vote was unanimously passed.

VOTED: That \_\_\_\_\_ be, and he is hereby authorized in his capacity as \_\_\_\_\_, to enter into and sign on behalf of this Corporation, and seal with the Corporate Seal any and all contracts with the Town of Westport and bonds in connection therewith.

I further certify that said Vote has never been rescinded and is still in force and effect and that the Charter and By Laws of said Corporation authorize and permit said Vote.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

Seal

\_\_\_\_\_  
Clerk

**INSURANCE REQUIREMENTS**

1. The Contractor shall purchase and maintain such insurance as will protect the contractor from claims set forth below which may arise out of or result from the Contractor's operations under the Contract, whether such operation be by itself or by any subcontractor or by anyone directly or indirectly employed by any of them or by anyone for whose acts any of them may be liable.

1.1 Claims under Worker's Compensation, disability benefit and other similar employee benefit acts;

1.2 Claims for damages because of bodily injury, occupational sickness or disease, or death of its employees, and claims insured by usual personal injury liability coverage;

1.3 Claims for damages because of bodily injury, sickness or disease or death of any person other than its employees, and claims insured by usual person injury liability coverage; and

1.3 Claims for damages because of injury to or destruction of tangible property, including loss of use resulting therefrom.

2. The insurance required by the above shall be written for not less than the following minimum limits of liability:

Comprehensive liability, including bodily and personal injury, property damage, and contractual liability	\$1,000,000 per occurrence \$3,000,000 aggregate
Automobile comprehensive liability to include owned, hired, and non-owned vehicles and equipment	\$1,000,000 per occurrence \$3,000,000 aggregate
Excess liability (umbrella coverage)	As needed to provide a minimum of \$5,000,000 per occurrence coverage listed above.

In addition, during the entire Contract Period, the Contractor, at its own expense, shall maintain for its employees all Workers Compensation coverage required by Massachusetts Law.

3. The above insurance policies shall also be subject to the following requirements:

3.1 Certificates of Insurance acceptable to the Town shall be addressed to and filed with the Town prior to commencement of work. Renewal certificate shall be addressed to and filed with the Town at least ten (10) days prior to the expiration date of required policies.

3.2 No insurance coverage shall be subject to cancellation without at least thirty (30) days prior written notice forwarded by registered or certified mail to the Town. The Town shall also be notified of the attachment of any restrictive amendment to the policies.

- 3.3** All Certificates of Insurance shall contain true transcripts from the policies, authenticated by the proper officer of the insurer, evidencing in particular those insured, the extent of the coverage, the location and operations to which the insurance applies, the expiration date and the above mentioned notice clauses.
- 3.4** All premium costs shall be included in the Contractor's proposed cost quote.