THE COMMONWEALTH OF MASSACHUSETTS

Executive Office of Energy and Environmental Affairs
Department of Energy Resources

Elizabeth Mahony, Commissioner
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Boston, MA 02114

Program Opportunity Notice (PON)

Document Title: Municipal Decarbonization Planning Assistance

COMMBUYS Bid Number: BD-27-1041-ENE01-ENE01-134514

Agency Document Number: PON-ENE-2027-010

Issued: October 15th, 2026

Please Note: This is a single document associated with a complete Bid (also referred to as Solicitation) that can be found on www.COMMBUYS.com. All Bidders are responsible for reviewing and adhering to all information, forms and requirements for the entire Bid, which are all incorporated into the Bid. Bidders may also contact the COMMBUYS Helpdesk at COMMBUYS@state.ma.us or the COMMBUYS Helpline at 1-888-MA-STATE. The Helpline is staffed from 8:00 AM to 5:00 PM Monday through Friday Eastern Standard or Daylight time, as applicable, except on federal, state and Suffolk County holidays.

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I. BACKGROUND AND PURPOSE OF THE GRANT

A. Massachusetts Department of Energy Resources (DOER)

The Massachusetts Department of Energy Resources (DOER) develops and implements policies and programs aimed at ensuring the adequacy, security, diversity, and cost-effectiveness of the Commonwealth's energy supply to create a clean, affordable, equitable, and resilient energy future for all residents, businesses, communities, and institutions.

B. Green Communities Division

The DOER Green Communities Division provides grants, technical assistance, and local support from the Regional Coordinators to assist municipalities in reducing energy use and costs by implementing clean energy projects in municipal buildings, facilities, and schools.

The inaugural group of thirty-five Green Communities was designated in 2010. Since then, the program has grown to include 298 designated Green Communities, of which 35 are certified Climate Leader Communities.

In 2021, key legislation, *An Act Creating a Next-Generation Roadmap for Massachusetts Climate Policy*, was enacted into law, codifying the Commonwealth's commitment to achieve Net Zero emissions by calendar year 2050 and its efforts to combat climate change and protect vulnerable communities. The Climate Leader Communities program builds on the Green Communities Designation and Grant Program and provides additional tools, resources, and grant opportunities to municipalities seeking to advance municipal decarbonization. "Climate Leader Communities" is a voluntary program that provides a framework for municipalities to reduce emissions from municipal operations by electrifying non-electric energy uses and maximizing the efficiency of buildings and transportation.

To be eligible for Climate Leader Community certification, communities must meet the following six requirements:

1. Be a Green Community in good standing, including continuing to meet the five Green Communities Designation Criteria and having submitted the most recent fiscal year's Green Communities Annual Report
2. Establish or maintain a local committee that advises and helps to coordinate clean energy and climate activities in the municipality
3. Commit to eliminate on-site fossil fuel use by calendar year 2050 (municipal buildings/operations)
4. Develop a municipal decarbonization roadmap

5. Adopt a Zero-Emission-Vehicle First policy
6. Adopt the Specialized Energy Code

C. Program Opportunity Notice, Funding Objectives, and Public Benefit

This PON provides Municipal Decarbonization Planning Assistance to eligible municipalities to support development of Municipal Decarbonization Roadmaps consistent with DOER's Climate Leaders Municipal Decarbonization Commitment and Roadmap Guidance "CLC Guidance". Assistance will help municipalities establish a greenhouse gas emissions baseline[1] and develop a pathway to eliminate on-site fossil fuel use from municipal operations by 2050 in accordance with the CLC Guidance.

Municipal Decarbonization Roadmaps developed through this program will establish a municipal greenhouse gas emissions baseline and use a "Zero Over Time" approach to identify a pathway to eliminate on-site fossil fuel use from municipal operations by 2050. Roadmaps will address municipal buildings and applicable school facilities and vehicle fleets, identify decarbonization measures and triggering events, establish implementation schedules and interim emissions reduction targets, and identify responsibilities for implementation, monitoring, and oversight.

Intended public benefits include:

- Reduced greenhouse gas emissions from municipal operations;
- Increased energy efficiency, electrification, renewable energy, and energy storage;
- Transition to zero-emission municipal and school vehicles; and
- Support for municipalities seeking Climate Leader Community certification.

D. Funding and Awards

1. Planning assistance will be provided through Contractors selected by the DOER. DOER will assign Contractors to eligible municipalities and will fund one hundred percent (100%) of the consulting services provided under this program. Awards will be in the form of technical assistance services rather than direct grant payments to municipalities.
2. Assistance will include one of two levels of service based on the municipality's needs and available facility information:
    a. **Task 1 - Desktop Analysis and Roadmap Development:** For municipalities that have sufficient building and equipment information

[1] The applicable baseline year will be determined in accordance with the CLC Guidance in effect at the time of the award or assignment. For applications submitted in calendar year 2027, the applicable baseline year is FY2022. Beginning with roadmap assistance awarded or assigned in calendar year 2028, the applicable baseline year is expected to change to FY2027.

to support development of a Municipal Decarbonization Roadmap without routine on-site facility assessments.

b. **Task 2 - Facility Condition Assessment and Roadmap Development:** For municipalities that require additional assistance assessing building and equipment conditions. As necessary, Contractors will conduct facility walk-throughs focusing on facilities representing approximately eighty percent (80%) of the municipality's building emissions.

3. Applications will be reviewed following these deadlines, subject to available program funding: February 5, 2027; August 6, 2027; February 4, 2028; August 4, 2028; February 2, 2029; and August 3, 2029.

E. Additional Expectations

1. Municipalities receiving assistance must participate fully in the planning process and provide available information and documentation necessary to develop the roadmap.
2. Municipalities must work with the assigned Contractor and DOER to identify information gaps, review draft materials, and complete the roadmap within the established project schedule.

II. ELIGIBILITY

To be considered for planning assistance, applicants must satisfy all of the eligibility requirements in this section:

A. Eligible Applicant

To be eligible for planning assistance, an applicant must be a Massachusetts municipality that is an existing Green Community in good standing.

B. Chief Executive Officer Commitment

The applicant must provide a letter of commitment from the municipality's Chief Executive Officer committing the municipality to meeting all Climate Leader Community requirements within one year of the technical assistance award.

C. Local Energy or Climate Committee

The applicant must provide documentation that the municipality has established or maintains a local committee that advises and helps coordinate clean energy and climate activities in the municipality, including minutes from the committee's most recent meeting.

D. Facility Information

The applicant must have gathered, to the extent available, pertinent information regarding its municipal facilities necessary to support development of a Municipal Decarbonization Roadmap. The information does not need to be submitted with the application but must be available to the Contractor when planning assistance commences.

E. Application Requirements

The applicant must submit all required application materials, including the signed Certification of Application and supporting documentation, in accordance with this PON.

III. GRANT CONTRACT INFORMATION

A. Grant Calendar

Applications will be accepted during the following application periods. Applications must be received by 4:00 PM Eastern Time on the applicable deadline. Applications will be reviewed and applicants selected for planning assistance subject to the availability of program funding.

Procurement Milestone	**Date**
PON issued on COMMBUYS	October 15, 2026
Application submission start date	Upon issuance of this PON
Application submission deadlines	• February 5, 2027 • August 6, 2027 • February 4, 2028 • August 4, 2028 • February 2, 2029 • August 3, 2029
Applicants notified of selection	Within 30 days after the applicable application deadline
Planning assistance begins	Within 45 days after notification of selection, subject to Contractor availability and assignment by DOER.

B. Type of Grant

This PON is being conducted pursuant to 815 CMR 2.00 and has been distributed electronically using COMMBUYS, the Commonwealth's official procurement record system (http://www.commbuys.com).

The project name is **Municipal Decarbonization Planning Assistance**, and the project number is PON-ENE-2027-010. Correspondence to the DOER should include the project number and project name. All notifications and amendments to this PON will be posted on COMMBUYS. It is the responsibility of every respondent to check COMMBUYS for any addenda or modifications to a PON to which they intend to respond. The Commonwealth of Massachusetts and its subdivisions accept no liability and will provide no accommodations to respondents who fail to check for amended PONs or submit inadequate or incorrect responses.

Respondents may not alter PON language or any PON component files. Respondents submitting a proposal must respond in accordance with the PON directions and complete only those sections that prompt a respondent for a response. Modifications to the body of this PON, specifications, terms and conditions, or which change the intent of this PON are prohibited. Any unauthorized alterations will disqualify a response.

All proposals and information submitted in response to this PON are subject to the Commonwealth of Massachusetts Public Records Law, Mass. Gen. Law, ch. 66, §10, and ch. 4, §7 and Subsection 26. Any statements in submitted responses that are inconsistent with these statutes shall be disregarded.

C. Questions and Answers

1. Written Questions via the Bid Q&A on COMMBUYS

The "Bid Q&A" provides the opportunity for Bidders to ask written questions and receive written answers from the Strategic Sourcing Team ("SST") regarding this bid. All Bidders' questions must be submitted through the Bid Q&A, found on COMMBUYS (see below for instructions).

It is the Bidder's responsibility to verify the SST's receipt of questions.

Please note that any questions submitted to the SST using any other medium (including those that are sent by mail, fax, email, or voicemail, etc.) will not be answered. To reduce the number of redundant or duplicate questions, Bidders are asked to review all questions previously submitted to determine whether the Bidder's question has already been posted.

Bidders are responsible for entering content suitable for public viewing since all of the questions are accessible to the public. Bidders must not include any information that could be considered personal, security sensitive, inflammatory, incorrect, collusory, or otherwise objectionable, including information about the Bidder's company or other companies. The SST reserves the right to edit or delete any submitted questions that raise any of these issues or that are not in the best interest of the Commonwealth of Massachusetts or this bid.

All answers are final when posted. Any subsequent revisions to previously provided answers will be dated. It is the responsibility of the Bidder and awarded Contractor to maintain an active registration in COMMBUYS and to keep current the email address of the Bidder's contact person and contract manager, if awarded a contract, and to monitor that email inbox for communications from the Purchasing Department, including requests for clarification. The Purchasing Department and the Commonwealth of Massachusetts assume no responsibility if a Bidder's/prospective Contractor designates an email address that is not current, or if technical problems, including those with the Bidder's/prospective Contractor's computer, network, or internet service provider cause email communications sent to/from the Bidder/prospective Contractor and the Purchasing Department to be lost or rejected by any means including email or spam filtering.

2. Locating the Bid Q&A

Log into COMMBUYS, locate the bid, acknowledge receipt of the bid, and scroll down to the bottom of the bid header page. The "Bid Q&A" button allows Bidders access to the Bid Q&A page.

3. Amendment Deadline

The SST reserves the right to make amendments to the bid after initial publication. It is each Bidder's responsibility to check COMMBUYS for any amendments, addenda, or modifications to this bid, and any Bid Q&A records related to this bid. The SST and the Commonwealth of Massachusetts accept no responsibility and will provide no accommodation to Bidders who submit a quote based on an out-of-date bid or on information received from a source other than COMMBUYS.

All questions must be submitted to the DOER, through COMMBUYS. All questions and answers will be posted periodically on COMMBUYS.

D. No Guarantee of Resulting Contract

The Commonwealth of Massachusetts makes no assurance that any contract will result from this PON.

E. Contact Information

Responses to this PON will be received by:

Mark Rabinsky
Deputy Director, Green Communities Division
Department of Energy Resources
100 Cambridge Street, Suite 900
Boston, MA 02114

E-mail: Mark.Rabinsky@mass.gov
PON Name: Municipal Decarbonization Planning Assistance
PON File Number: PON-ENE-2027-010

IV. SUBMISSION OF RESPONSES

A. Submission Instructions

Applicants to PON-ENE-2027-010 must submit the required application materials electronically to GC-Grants@mass.gov. The subject line should include "Municipal Decarbonization Planning Assistance" and the municipality's name. No paper submissions will be accepted.

Applicants must submit all materials required under the Response Package Contents section below. Applications that do not include all required information and documentation may be deemed incomplete. DOER may request additional information or clarification from an applicant.

B. Response Package Contents

Once the award is made, all submissions are subject to Public Record disclosure.

Applicants must submit the following materials:

1. Grant Application (Attachment A)

   The completed Grant Application must include all information requested in Attachment A, including:

   - Applicant and municipal contact information;
   - Required eligibility documentation;
   - Information regarding the municipality's municipal decarbonization planning needs;

- Selection of Task 1 or Task 2 planning assistance; and
- Progress toward meeting the six Climate Leader Community requirements.

2. Certification of Application (Attachment B)

   A completed and signed Certification of Application must be submitted as a scanned PDF. The municipality's Chief Executive Officer must complete and sign the certification.

3. Supporting Documentation

   Applicants must provide the supporting documentation required by Attachment A, including documentation related to the municipality's local energy or climate committee, municipal decarbonization commitment, zero-emission-vehicle-first policy, Specialized Energy Code adoption, and other applicable Climate Leader Community requirements.

   Applicants should name electronic files beginning with the municipality's name followed by a description of the file.

V. EVALUATION AND AWARD

A. Process

All complete applications received by the applicable deadline will be reviewed by Green Communities. DOER reserves the right to request additional information or clarification from an applicant and to reject an application that does not meet the requirements of this PON. DOER reserves the right to waive a technical defect or informality in an application or to allow an applicant to correct such defect.

B. Award and Planning Assistance

Applicants will be notified of DOER's decision following each application review period. Successful applicants will receive planning assistance through a Contractor selected and assigned by DOER. DOER will determine the appropriate level of assistance and make all Contractor assignments.

C. Evaluation Criteria

Applications will be evaluated based on the following factors, consistent with the existing Municipal Decarbonization Planning Assistance PON:

Evaluation Factor	**Evaluation Criteria**
Need for Assistance	The municipality's need for technical assistance to develop a Municipal Decarbonization Roadmap,

	including the completeness of available facility information and the level of assistance requested.
Progress Toward Climate Leader Community Certification	The municipality's progress toward meeting the six Climate Leader Community requirements at the time of application.
Regional Coverage	Consideration of geographic distribution among municipalities receiving planning assistance.
Application Completeness	Whether the application includes the required information, certifications, and supporting documentation.

Based on available resources and the number of applications received, DOER may prioritize communities that have made greater progress toward meeting the Climate Leader Community requirements.

VI. TERMS AND CONDITIONS

A. Reporting

Municipalities receiving planning assistance must provide information and documentation requested by DOER or the assigned Contractor and participate in meetings necessary to complete the Municipal Decarbonization Roadmap.

B. Deliverables

Deliverables will be completed by the Contractor assigned by DOER and will be based on the level of planning assistance provided. Deliverables may include, but are not limited to:

1. Municipal greenhouse gas emissions baseline in accordance with the CLC Guidance.
2. Facility-level decarbonization analysis.
3. Municipal and applicable school fleet analysis.
4. Draft Municipal Decarbonization Roadmap.
5. Final Municipal Decarbonization Roadmap incorporating municipal and DOER comments.
6. Implementation, monitoring, and oversight plan.

C. Additional Requirements

Municipalities receiving planning assistance must cooperate with DOER and the assigned Contractor, provide available information necessary to complete the work, participate in meetings, and provide timely feedback necessary to complete the Municipal Decarbonization Roadmap.

Contractors will be responsible for managing the planning process and completing the required planning activities and deliverables within the established project schedule. DOER will assign Contractors and provide general program oversight.

DOER reserves the right to establish additional requirements necessary for successful completion of the planning assistance.