



**Massachusetts Emergency Management Agency
Request for Response (RFR)**

**Feasibility Study and Design Recommendations
for a Statewide Voluntary Flood Buyout and Elevation Program**

FY26 PO165

BD-25-1013-RMS00-MITAG-116653

Purchasing Department	MEMA
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RFR Name/Title	Feasibility Study and Design Recommendations for a Statewide Voluntary Flood Buyout and Elevation Program
RFR Number	FY26 PO165
COMMBUYS Bid Number	BD-25-1013-RMS00-MITAG-116653

U N S P S C : 77-10-00 - Environmental Management
80-10-00 Management Advisory Services
70-13-00 Land and Soil Protection
80-12-20 Legal Services

1. Description or Purpose of Procurement:

The Massachusetts Emergency Management Agency (MEMA) within the Executive Office of Public Safety and Security is soliciting Bidders to provide a comprehensive, multifaceted analysis that will determine the feasibility, effectiveness, potential impacts and structure of a statewide voluntary flood buyout and elevation program, that best suits the Commonwealth of Massachusetts government structure. It will include research, analysis and recommendations to inform the creation and implementation of such a program. This project will be implemented in two phases spanning FY26 (July 1, 2025 – June 30, 2026) and FY27 (July 1, 2026 – June 30, 2027). This project includes several key components and builds on data and goals of the ResilientMass and ResilientCoasts Plans:

- Hazard and Risk Assessment

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- Program Design and Scope
- Benefit-Cost Analysis
- Financial Feasibility and Funding Analysis
- Legal and Regulatory Considerations
- Social and Community Impact Assessment
- Implementation Strategy and Timeline
- Pilot Program Development

Background:

The Commonwealth of Massachusetts is increasingly vulnerable to severe flooding events.

The 2023 ResilientMass Plan identifies that Massachusetts is expected to receive 12-42% more winter precipitation by 2070. With the increase in precipitation, economic flood damage is estimated to increase by \$9.3 million by 2030 across the Commonwealth. In addition, both tidal and storm-related flooding are projected to increase. By 2070, coastal flooding is projected to cause over \$52 million in damage annually¹. This vulnerability, coupled with increased precipitation, rising sea levels and increased storm intensity, necessitates a proactive and holistic approach to disaster management and recovery.

According to FEMA, as of February 2024, Massachusetts has 3,353 structures that are considered 'Repetitive Loss' as there have been two or more National Flood Insurance Program (NFIP) claims at a minimum of \$1,000 per claim. Of the 'Repetitive Loss' structures, 468 are considered 'Severe Repetitive Loss' with four or more claims, each claim greater than \$5,000 and a total claim over \$20,000.²

This feasibility study is a priority cross-government action within the [2023 ResilientMass Plan: Massachusetts State Hazard Mitigation and Climate Adaptation Plan](#) and will result in analysis, set of recommendations, an implementation plan and pilot program that best suits Massachusetts government structure and responds to stakeholder feedback. The purpose of this work is to help the Massachusetts Emergency Management Agency create a voluntary buyout and elevation program that best supports coastal and riverine cities and towns, with a focus on equity and communities with environmental justice and other priority populations, making it easier for them to obtain funding and navigate the buyout or elevation process.

A buyout program is one method of property acquisitions in which private lands are purchased, existing structures demolished, and the land maintained in an undeveloped state that builds resilience and could provide public use in some cases. For example, acquisition of a property in a floodway is intended to reduce the risk of future flooding for the property and/or those adjacent and could increase marsh restoration and flood storage, a protective measure against sea-level rise. A voluntary property buyout program can enable homeowners to leave high-risk areas. This can be an especially important option for EJ and other priority populations who may not have the financial means to move or to repair/rebuild after floods.

¹ 2023 ResilientMass Plan

² 2025 Quantitative Analysis and Cost Estimate Methodology Memo, Draft

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The second strategy included in this study are structural elevations. An elevation involves physically raising an existing structure to the base flood elevation (BFE) or higher as required by FEMA, state or local ordinance. Benefits can include significant reduction in flood damage, lower flood insurance premiums, increased property value, enhanced safety and reduced disruption during flood events. An elevation program typically consists of a set of guidelines, procedures, and financial assistance incentives. The components should include but not be limited to eligibility criteria, state prioritization process, technical guidance, financial assistance, application process. Oversight and compliance must be considered in terms of who is responsible.

Massachusetts historically has had a piecemeal approach to flood buyouts and elevations, whereby a community will apply for and manage these projects on behalf of the homeowner. They are typically funded through one of the FEMA Hazard Mitigation Assistance Programs.

Project Objectives:

- Assess the need and demand for a statewide voluntary buyout and elevation program.
- Analyze best practices and lessons learned from existing state, regional, and local buyout and elevation programs. Analysis to include programs from New Jersey, Ohio, North Carolina’s Charlotte-Mecklenburg County, New York State, King County Washington as well as Elevate Florida and Florida’s Wind Mitigation Programs.
- Develop a conceptual framework for a state-wide voluntary buyout and elevation program, including, but not limited to management structure and process, eligibility criteria, funding structure and mechanisms, acquisition processes, relocation assistance, and post-buyout demolition and land management strategies.
- Evaluate the potential economic, social, and environmental impacts of a buyout and elevation program.
- Provide recommendations for program implementation, including legislative considerations, and stakeholder engagement strategies. Recommendations must consider EJ and other Priority Populations and include robust stakeholder engagement strategies.
- For elevations, evaluate home elevation contractor availability in the region and existing elevation contractor trainings / certification programs. Look at resources from the International Association of Structural Movers, FMIA Skills Training, and the New Jersey law on contractor registration requirements, to name a few.

2. Applicable Procurement Law

Procurement Law:	Type of Purchase	Applicable Laws
x	Goods and Services	MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00
x	Procurements by States and Indian Tribes	2 CFR 200.317-.327
x	Supplier Diversity Program	<i>Executive Order 565, if the value of the BID exceeds \$250,000 evaluation criteria must include 25% of the maximum points for utilization of women, minority, LBGT, and/or veteran-owned businesses and the awarded vendor must have an approved SDP plan in place by the time of contracting. Awarded vendor must make legal commitments to this program before a contract can be executed.</i>

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3. Acquisition Method:

Check All Applicable (“X”):	Category
X	Fee-For-Service

4. Whether Single or Multiple Contractors are Required for Contract:

Check One (“X”):	
X	Single Contractor

a. Estimated Number of Awards

The target maximum number of Contractors is One (1); the Purchasing Department may award more contracts, if it is in the best interests of the Commonwealth to do so.

b. Adding Contractors after initial Contract Award

If, over the life of the contract, the Purchasing Department determines that additional Contractors may be added, these may be drawn from qualified companies that responded to this Solicitation and not awarded Contracts. If necessary to meet the requirements of the Commonwealth, the Solicitation may be reopened to obtain additional Bids.

5. Entities Eligible to Use the Resulting Contract

Check One (“X”):	Eligible Entities
X	Limited User Contract – Restricted to Use by Defined Entities Only. Any Contract(s) resulting from this Bid will be open for use by the issuing Purchasing Department (MEMA)

6. Expected Duration of Contract (Initial Duration and any Options to Renew):

Contract Duration	Number of Options	Number of Years/Months
Initial Duration		Phase 1 – 11 Months (Aug 2025 thru June 2026) Phase 2 – 12 Months (July 2026 thru June 2027)
Renewal Options		No Options to Renew
Total Maximum Contract Duration		23 Months

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7. Anticipated Expenditures, Funding, or Compensation:

The maximum obligation for the total contract is estimated to be \$400,000. Vendor will be reimbursed on an hourly rate approved under the contract for services provided by position.

Vendors shall submit their costs to complete the project and timelines by each Fiscal Year (FY). The expenditure of this funding may be from multiple sources, which will result in incremental amendments to the contract as additional funds are allocated to complete the project as outlined.

Distribution of funds is as follows:

\$275,000 for tasks completed in FY26 (July 1, 2025 - June 30, 2026)

\$125,000 for tasks completed in FY27 (July 1, 2027 - June 30, 2027)

This is an acknowledgement that if FEMA financial assistance will be used to fund all or a portion of the contract, the contractor will comply with all applicable federal laws, regulations, executive orders, FEMA policies, procedures, and directives including, but not limited to the following: *Please refer to Appendix II to Part 200.docx in the RFR Attachments.*

MEMA does not guarantee any work resulting from this RFR. An initial contract will be budgeted and allocated during the first fiscal year and will be amended for each fiscal year to the end date of the contract. The contract and amendments are subject to a selected Bidder's response, performance selected, final scope negotiation, and, if fully executed at the discretion of MEMA.

Expenses must be made in accordance with the approved budget for this engagement and the terms and conditions of the MEMA's RFR and the resulting contract. Payments will be made upon the submission of invoices that are complete and that include appropriate documentation in accordance with the terms of the service scope and governing contract.

MEMA will pay only for work described and approved within a fully executed contract or amendment thereto. MEMA will not pay invoices for work completed based on verbal requests, completed prior to the execution of a contract or amendment, or completed any time after the latest contract end date.

Note: The value of any contract or amendment will be the maximum obligation for that particular engagement. Prompt Payment Discounts will reduce that total. Total vendor billings may not exceed the maximum obligation amount.

Invoicing:

All bills/invoices must minimally include:

- PO Number assigned by MEMA
- Project Name
- Hours with approved hourly rate
- Description of tasks being billed.
- Supporting documents
- Totals will be reviewed for correctness by project lead prior to approval.
- Any errors invoicing will be returned to be corrected
- Total billed/invoiced must meet the Commonwealth's requirements if audited

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Invoicing Requirements:

MEMA will accept monthly invoices for payment within 45 days (or sooner if Prompt Pay Discount is offered). When invoicing, the vendor shall submit all pertinent progress reports and copies of deliverables (if applicable) along with the invoice. Invoices shall reflect only work completed and documented in progress reports. Vendor is responsible for budgeting all necessary labor, materials, travel, and other expenses and submitting their costs monthly. All expenses must have been included in bid and be reasonable and associated with a deliverable. Invoicing of expenses (e.g., printing, copying, materials, travel (including airfare, hotel, meals, car rental), etc.) must include documentation of the expenses incurred; reimbursement will be based on actual costs incurred, reasonableness of the expense, and supporting documentation provided to MEMA. Vendor invoicing shall be itemized by staff member and deliverable (i.e., the invoice must indicate which staff person worked on which deliverable, and their associated labor hours, rate, and expenses). May not exceed Commonwealth per diem rates.

8. Contract Performance and Business Specifications:

Part A. Scope of Services:

Vendor services are required to provide research, analysis, and recommendations to inform the creation and implementation of a statewide voluntary flood buyout and elevation program. This includes assessing the need for such a program, who should lead it (state or local), identify potential funding structure including a diverse range of state, federal, and private sources, defining eligibility criteria, developing an acquisition and elevation process, prioritized list of potential areas, structures and outlining a post-buyout land management strategy. At minimum, post-elevation closeout tasks/strategies, such as completion of a final elevation certificate, submission of an NFIP repetitive loss update form and updates to flood insurance policies upon completion, should also be captured.

The components of this phased Scope of Work are detailed in the following sections:

The Massachusetts Emergency Management Agency (MEMA), the Executive Office of Energy and Environmental Affairs (EEA) and individuals from partnering agencies, will form a project management team (PMT) that will oversee the contracted vendor to ensure project scope, timeline, and budget are executed as written.

PHASE 1: To be conducted in FY26

Task 1: Project Management, Work Plan and Stakeholder Engagement:

The team will provide a project manager who serves as the main point of contact to MEMA and provides project management services, including regular scope, status, risk, and budget tracking and reporting through documentation and bi-weekly meetings, to ensure timely completion of all tasks and deliverables, and to ensure that all tasks and deliverables are completed as directed by the MEMA project manager and documented in the work plan.

- **Task 1.1: Kickoff Meeting:**

Within two weeks from Notice to Proceed, (unless a different timeframe is mutually agreed upon by MEMA and the vendor) the vendor shall conduct a virtual Kickoff Meeting (or series of meetings, as needed) with the PMT and

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relevant state agency staff to develop a detailed plan of work – including project goals and objectives, the approach, deliverables, and timeline of the scope of work. The PMT will provide the vendor with the overall project context and roles and responsibilities of the PMT, relevant RMAT Climate Coordinators and agency staff, and other internal and external stakeholders as relevant. The vendor will identify any missing stakeholders. The Kickoff Meeting will ensure the vendor and PMT move forward with a shared understanding of the project and all key vendor staff and subcontractors assigned to this project shall participate in the Kickoff Meeting.

The vendor shall provide any supplementary meeting materials, and meeting minutes including attendees which clearly articulate next steps and any key decisions made. Draft meeting summary must be submitted to the PMT within three business days of the Kickoff Meeting.

- **Task 1.2: Project Work Plan and Stakeholder Engagement Strategy:**

Following the kick-off meeting, the vendor will complete a draft detailed project workplan, timeline and communication strategy. This will be based on the project outline of key phased components for the scope of work described below.

The workplan will include a detailed scope of work outlining clearly how the vendor plans to approach each task and subtask. It must also include a robust external stakeholder outreach and communication strategy to implement this project (communication strategy should address both internal participants, and local communities including EJ and other priority populations as well as other external stakeholders including the MA Coastal Relocation Network formed through the TNC Proactive Retreat Planning project funded by MA CZM.

This shall also include clearly articulated deliverables and dates for completion with detailed methodologies and interim steps clearly articulated as well as an assessment of data needs and their potential sources. The workplan should also demonstrate an understanding and integration of the role of the Project Management Team (PMT), the RMAT Climate Coordinators, and relevant state agency staff, as well as external stakeholders.

The draft workplan shall be submitted to the PMT no later than **10 business days** after the Kickoff Meeting. The PMT will provide feedback to the vendor on the draft workplan within five business days of receipt. The vendor shall finalize the workplan within three business days of receipt of feedback.

- **Task 1.3: Project Management:**

Status Reports: The vendor shall produce detailed **bi-weekly project status reports** (submitted via email) that identify: the status of each deliverable and milestone, noting progress toward completing each deliverable; and any outstanding issues or challenges that may delay or hinder the completion of the deliverable. The bi-weekly reports must provide an adequate level of detail to be decided upon and acceptable to the PMT.

In addition, the vendor will develop a final project progress report that should reflect all activities and tasks completed for the entire project and must be submitted prior to the end of the contract.

When invoicing, the vendor shall submit all pertinent progress reports and copies of deliverables along with the invoice. Invoices shall reflect only work completed and documented in progress reports.

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Biweekly Project Management Conference Calls: The vendor (including Project Lead and as needed, other project team members) shall facilitate and coordinate at least bi-weekly conference calls, potentially weekly at critical times, with the PMT to conduct a review of project status and discuss next steps. The vendor is responsible for scheduling and facilitating these meetings. These conference calls will take place more often as needs demand.

DELIVERABLES Task 1:

1. Kickoff Meeting (will include the following as an example, but are not limited to)
 - a. Agenda
 - b. PowerPoint Presentation
 - c. Any supplementary meeting materials for review
 - d. Meeting minutes that clearly articulate next steps and any key decisions made within three business days of kickoff meeting.
2. Draft and final detailed project workplan including task deadlines, other key dates and milestones, and stakeholder meetings that meet project timeline and scope of work approved by MEMA, no later than 4 weeks after notice to proceed. Edits from the MEMA team are incorporated into the final document that is approved by MEMA.
3. Stakeholder Engagement Plan should be proposed in terms of two phases. Phase 1 includes Tasks 1, 2, 3, and 4; and Phase 2 builds on the findings of Phase 1,
4. Weekly progress reports
5. Bi-weekly conference calls
 - a. Schedule, facilitate and coordinate logistics for bi-weekly conference calls
 - b. Meeting summary with next steps and the responsible party must be submitted to the PMT within three business days of each bi-weekly meeting.

Task 2: Literature Review, Case Study Analysis and Needs Assessment

- **Task 2.1: Literature Review:** A comprehensive review of academic literature, government reports, and best practices related to post-disaster buyout and elevation programs for both coastal and riverine communities.
 - The review will include but not be limited to the literature review and any resulting best practices/lessons learned available through the Nature Conservancy's project currently underway titled "*Proactive Planning for Collaborative, Equitable Retreat & Relocation in Massachusetts*". MEMA to provide contact information.
 - Starting with the literature review and available project results from the TNC project above, the vendor team must then fill in any gaps of academic literature, government reports, whitepapers and other studies and pertinent data and information such as best practices and lessons learned from NRDC Community and Practice resources; the Climigration Network; and other relevant sources.
 - The vendor team should also closely review the ResilientCoasts Plan, ResilientMass Plan, and any relevant documents for the draft flood management framework for alignment with flood risk areas and recommendations.

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- **Task 2.2: Case Study Analysis:** Analysis of successful and unsuccessful buyout and elevation programs in other jurisdictions, focusing on key design elements including program structure, legislative considerations, funding mechanisms, challenges and outcomes including communication, schedule and timeline of a buyout or elevation, skills and expertise needed of staff, relocation assistance, etc. At minimum the vendor must include established buyout and elevation programs in New Jersey, Ohio, North Carolina’s Charlotte-Mecklenburg County, New York State and King County Washington, as well as Elevate Florida and Florida’s Wind Mitigation Program to understand best practices, gaps and opportunities of improvement for a statewide buyout and elevation program, with a focus on equity, environmental justice and other priority/vulnerable populations. For elevations, evaluate home elevation contractor availability in the region and existing elevation contractor trainings / certification programs. Look at resources such as the International Association of Structural Movers, FMIA Skills Training, and the New Jersey law on contractor registration requirements, to name a few.

Local communities may purchase flood-prone properties, remove the buildings and maintain the land as open space. The study must also consider how best to locally and regionally leverage buyouts to protect, enhance, and reconnect coastal and riverine floodplains (protect and restore coastal and riverine habitat, increase carbon storage capacity, and build climate resilience of natural and working lands through permanent conservation of undeveloped land, wetlands restoration, buyouts, and district scale flood protections). Local communities may also elevate flood-prone properties. The study must include a scenario that leverages FEMA’s Hazard Mitigation Assistance programs. FEMA may pay 75% of acquisition costs through its eligible grant programs (HMGP and FMA) and 25% is non-federal, meaning the property owner would ultimately be responsible for 25% of the project cost. FEMA may pay 90% or 100% of acquisition costs for an FMA-defined RL or SRL property.

- **Task 2.3: Needs Assessment:** Analyze historical disaster data (e.g., flood claims, disaster declarations), projected flood vulnerability (MC-FRM and inland modelling to the extent it is available), and vulnerable communities, infrastructure, and property to estimate the potential demand for a buyout and elevation program in the state. The study should also consider the projected scale of residential damage and the location of existing residential structures including but not limited to on highly vulnerable landforms like barrier beaches and eroding coastal banks. Key reports to review include ResilientCoasts, and the FY20 BRIC funded “Analysis of statewide opportunities for higher floodplain development standards in or outside of the state building code and benefits analysis.”
 - Identify and prioritize potential areas of the state that should be considered first. This analysis will also include a property analysis of the prioritized areas.
 - Conduct analysis of both state led voluntary buyout and elevation programs and local led, state supported programs, concluding with recommendations for which program structure makes the most sense for the Commonwealth of Massachusetts.
 - Conduct stakeholder engagement with local communities and other stakeholders to ensure there is a clear picture of needs, capabilities and any gaps or impediments.

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DELIVERABLES Task 2:

Task 2.1: Literature Review: The Literature Review must include sources listed in Sections 1 and 2.1 plus other missing relevant sources. The review will inform the whole of this project.

Task 2.2: Case Study Analysis: A case study analysis description for a voluntary flood buyout program will outline the key elements and focus areas for a comprehensive study of a voluntary buyout program as outlined above. It should aim to understand the program's implementation, effectiveness, and broader impacts.

Task 2.3: Needs Assessment: As outlined above the needs assessment is a systematic process to identify and evaluate the needs, vulnerabilities, and characteristics of homeowners and communities in flood-prone areas. It should aim to understand the demand for and feasibility of a statewide voluntary buyout and elevation program for Massachusetts and inform its design and implementation of the pilot program in phase 2 of this project.

Task 3: Program Design, Feasibility Analysis and Framework Development:

- **Task 3.1: Implementation Barrier Analysis:** Based on the literature review, case study analysis, and needs assessment, determine current barriers Massachusetts would need to address in order to establish a successful program.
- **Task 3.2: Program Design and Framework Development:** Develop a detailed conceptual framework for a voluntary buyout and elevation program, including, but not limited to:
 - Scale of program (such as state led or local led with state support)
 - Institutional capacity needed to right scale program
 - Staffing and Administration
 - Eligibility criteria for elevation and property acquisition (e.g., repetitive loss properties, substantial damage, future risk projections). Must consider location, property type, owner and renter occupancy, voluntary participation.
 - Prioritization process for both strategies (e.g., vulnerability, cost-effectiveness, contiguity and scale, community, environmental, and economic benefits).
 - Property valuation and acquisition processes (e.g., appraisal methods, offer structure, negotiation strategies).
 - Funding mechanisms (e.g., state appropriations, federal grants, bonding) and structure of capital stack (leveraging existing federal program, etc.). Must include clear procedures for managing program funds and ensuring accountability.
 - Relocation assistance and support for participating residents and communities. Consider counseling services, financial assistance (moving, down payments, temporary housing), new community/home identification process. Intake communities for larger neighborhood-wide acquisitions, and potential for acquisition-relocation rather than demolition could also be evaluated.
 - Post-buyout land use and management strategies (e.g., demolition, conservation, public access, redevelopment restrictions). Must consider legal processes, demolition procedures, future land use.
 - Monitoring and evaluation
 - How will the program's progress and effectiveness be tracked (e.g., number of properties acquired, cost-effectiveness, homeowner satisfaction, number of structures removed from floodplain, etc.)?

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- Establishing metrics for evaluating the program's success in reducing flood risk and improving community resilience.
- **Task 3.3: Cost-Benefit Analysis:** Evaluate the potential economic, social, and environmental costs and benefits of the proposed buyout and elevation program. Costs must consider and provide potential mitigation strategies to overcome, housing, loss of tax revenue, future development limitations (deed restrictions), etc.
- **Task 3.4: Legal and Policy Review:** Analyze existing local, state and federal laws and regulations relevant to buyout and elevation programs that will impact the structure and workings of a program, including legislation such as Article 97 & An Act Preserving Open Space in the Commonwealth (M.G.L. 3, § 5A). Identify any legal or policy barriers to implementation and recommend necessary legislative changes. If a local-led state support program structure is determined to best suit the Commonwealth of Massachusetts, the vendor will be required to develop best practice guidelines of the optimal local government structure of ordinances, by-laws, programs and/or policies for communities to adopt to execute a successful program.

DELIVERABLES Task 3:

Draft Report of tasks 3.1 – 3.4. Task 3 deliverables combined in a comprehensive, well thought out and clearly articulated Feasibility Study Report that is an approach to a statewide program, and includes all elements above.

TASK 4: Stakeholder Engagement, Metrics Development, and Implementation Plan

Task 4.1: Stakeholder Engagement: Development and implementation of inclusive stakeholder engagement plan and timeline. The selected team will recommend a stakeholder engagement structure, plan and timeline to obtain necessary feedback in developing a buyout and elevation program. The stakeholder engagement plan should identify both internal and external stakeholders and propose relevant working groups and/or working sessions and interviews as needed. It should incorporate best practices in equity and engagement of community-based organizations and/or EJ Community Liaisons established by EOEEA, and can build off of stakeholder engagement conducted as part of the ResilientCoasts process. The selected team will be responsible for producing an agenda and materials, and facilitating and documenting stakeholder meetings in addition to incorporating relevant stakeholder feedback into draft deliverables. Stakeholder engagement should be proposed in terms of two phases. Phase 1 includes Tasks 2 and 4; and Phase 2 builds on the findings of Phase 1 and is focused on the Task 5 deliverables.

The vendor shall design, lead, and facilitate a minimum of three sessions across the Commonwealth to engage local communities and relevant internal and external stakeholders. Elements of these sessions should include the following:

- Structured brainstorming
- Facilitated discussion
- Engagement of a diverse pool of stakeholders including the goal of program buy-in
- Exploration of and education from existing case studies and experts
- Evaluation and refinement of potential solutions based on feasibility, costs and

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- benefits, and pathway to implementation for strategies to determine the most viable options
- Obtain cross-government buy-in as relevant from RMA's Climate Coordinators
- **Task 4.2: Goals and Metrics Development:** Working in partnership with the PMT and the Executive Office of Energy & Environmental Affairs, the vendor will develop and articulate goals and metrics for a statewide voluntary buyout and elevation program

In consultation with the MEMA project team, the selected vendor will establish comprehensive goal(s) and metric(s) for incorporation into ResilientMass Metrics. The vendor should review and align with ResilientMass and ResilientCoasts metrics in establishing these program specific targets.

Upon definition of goal(s), selected team will use them to inform conversations with key stakeholders and establish metric(s) (e.g. number of communities interested in participating in a buyout/elevation program including number of structures and land management type by which progress will be measured towards goals. Selected team will incorporate overarching program goals and themes into the ResilientMass Plan and ResilientMass Metrics.

- Goal(s) for a statewide voluntary buyout and elevation program
- Suggested metric(s) by which success towards goal will be measured over time

DELIVERABLES Task 4:

- Draft and final stakeholder engagement structure, plan and timeline for Phase 1 and Phase 2, including identification of stakeholders, specific equitable engagement modifiers, and expected role of MEMA PMT and partners.
- Final stakeholder engagement structure, plan and timeline that has incorporated edits from PMT review of draft document.
- Development of meeting materials, facilitation, documentation, and coordination of hosted technology platform and any in person venue, if agreed upon between PMT and vendor, for all stakeholder engagement activities.
- Summary memo within final report or appendix detailing how stakeholder feedback has been collected and incorporated into revised deliverables.
- Goal(s) for a statewide voluntary buyout and elevation program
- Suggested metric(s) by which success towards identified goal(s) will be measured over time

PHASE 2: To be conducted in FY27

Task 5: Based on all the work conducted in Phase 1, develop an executable Pilot Program and Implementation Plan:

- **Task 5.1: Pilot Program Structure:** The vendor must propose a detailed methodology and guidelines for the state to implement the first round buyouts and elevations as part of the final deliverable. Elements to include but not limited to:
 - Program framework and objectives
 - Administrative structure and capacity
 - Eligibility criteria and prioritization
 - Application and Enrollment Process:

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- Property Valuation parameters and offer methodology
- Program funding identification and management
- Property acquisition and long-term management
- Community engagement and support strategy
- Long-term flood mitigation strategy
- Elevation Technical standards and construction oversight
- Metrics, monitoring and evaluation
- **Task 5.2 Implementation Plan:** A comprehensive implementation plan for a statewide voluntary buyout and elevation program is essential for its successful execution, ensuring it is equitable, efficient, and effectively reduces flood risk. Such a plan should be a detailed roadmap, guiding the program from initial setup through to long-term monitoring and evaluation. This program must be designed with the recipient in mind to help them navigate a complicated process as easily as possible. The successful vendor will develop a detailed plan for program implementation, including all elements above.

DELIVERABLES:

A detailed well-articulated program structure and implementation plan as outlined above that is created based on Phase 1 deliverables and other findings as a result of this project.

Part B: Specifications

Vendor Qualifications:

The PMT is looking for an experienced vendor team that can meet the following specs and milestones, and provide the related deliverables:

- 1) The vendor is to develop synthesized meeting notes that must be provided to the PMT within five business days of each completed session
- 2) All deliverables must include draft and final version documents and major draft documents must include 2 rounds of review and revisions as needed.
- 3) For draft document, the vendor will present Draft 1 and obtain feedback from the PMT via conference call. Draft 1 must be provided electronically to PMT members at least five business days prior to the conference call. Following the completion of Draft 2, the PMT and/or respective agencies will review and approve Draft 2 and provide vendor with any recommended revisions.
- 4) Formats for final deliverables:
 - a. Word and pdf documents of the full final report as well as for each section as relevant will be provided to PMT
 - b. For inclusion on Resilient MA website, the vendor must provide separate files (grouped by Report section) of every image, table, chart, map, etc. Size and resolution specifications of this deliverable to be agreed upon during the development of the Workplan.
 - c. For any table, graph, or chart image produced as part of original analysis in this SOW, the vendor must provide the supporting final Excel file that includes any formulas used to produce final values.
 - d. For any map (static or map service layer), we need full metadata and supporting GIS documentation (including the layers themselves, and all processing steps).

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- e. For any map (static or map service layer), we need full metadata and supporting GIS documentation (including the layers themselves, and all processing steps).
- f. The vendor will provide materials, an agenda, technology platform, and expert facilitation for all stakeholder engagement sessions. In addition, the vendor will develop synthesized meeting notes that must be provided to the PMT within five business days of each completed session.
- g. The vendor will be responsible for file transfer protocols for this project among the PMT, stakeholders, etc., via a SharePoint site or other secure FTP site.
- h. All meetings will be held virtually unless otherwise noted, at the discretion of the PMT.
- i. All data sources, GIS layers and files, metadata, geoprocessing steps, and assumptions obtained, created, modified, or analyzed will be documented in detail and provided to the PMT at the end of the contract. All rights are reserved to the Commonwealth of Massachusetts and Federal Emergency Management Agency, if FEMA financial assistance will be used to fund all or portion of the contract.

MEMA has the right to edit and revise each report for any and all uses contemplated under this RFR.

All deliverables, including but not limited to those listed above, shall be owned by the Commonwealth of Massachusetts.

9. Instructions for Submission of Responses:

Only electronic quotes submitted via COMMBUYS will be accepted in response to this RFR. Responses must be sent via the "Create Quote" functionality in COMMBUYS. For instructions concerning how to submit a Quote, please see Appendix B.

Vendors must submit the following requirements to be considered.

Submission Requirements:

1. **Detailed Approach:** The bidder must detail in their proposal their approach to the key elements to each phase of this Scope of Work (Part A), timeline and schedule for completion of the project, and key staff for implementing all services and deliverables, including any sub-contractors. This will serve as a draft contract scope of work to be approved and revised by the Strategic Sourcing Team (SST) for the selected vendor. This narrative should include:
 - an organizational chart of the team (Bidder and subcontractors) and their roles
 - a description of the Bidder's organization and proposed management structure that make the proposal effective and responsive to the needs of this project, including:
 - the Bidder's proposed management and implementation of project components
 - communication and workflow among team members, regular communication plan between the team and PMT, and its ability to administer the contract in a timely and cost-effective manner.
 - a detailed implementation timeline for Phase 1, between Fiscal Year 26 (July 1, 2025-June 30, 2026), and Phase 2, Fiscal Year 27 (July 1, 2026- June 30, 2027), including task and sub task deadlines and key milestones
 - The engagement plan should:
 - clearly define the expectations for the PMT's role in the proposed plan

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- specify engagement frequency, how meetings will be planned and implemented as well as how follow-up actions will be captured
- **a clear proposal for how environmental justice and social vulnerability will be incorporated into the overall project.**
- if awarded this contract, and a description of the POC's authority for committing Bidder resources and staff to the project as required;
- a description of subcontractors the Bidder is proposing in connection with performing the RFR services specified in this solicitation. The Bidder must provide (1) the name of the subcontractor firm(s); (2) the address and contact information (including email); and (3) the role the subcontractor(s) will perform with respect to the implementation of the contract requirements, including a narrative that addresses and responds to the requirements of RFR Section 3.1.1.

2. Experience: The bidder must demonstrate a clear understanding of the project needs related to a Voluntary Flood Buyout and Elevation Feasibility Study as well as program development and implementation and be able to articulate how they are positioned to meet the needs of the entire phased scope of work above. The proposal should document the bidder's experience in these areas:

- Proposal provides a brief company history and describes the relevant experience of the firm including any subcontractors or sub-consultants the team plans to utilize. Please detail relevant experience in terms of the following factors:
 - Proven Track Record: Experience in successfully conducting comprehensive feasibility studies for large-scale, multi-stakeholder projects. This includes defining scope, objectives, methodologies, and delivering actionable recommendations.
 - Subject Matter Expertise Specific to Buyout and Elevation Programs
 - The winning bidder must have subject matter expertise as it relates to the Massachusetts Building Code, 2021 ICC Code (IBC/IRC), 780 CMR Massachusetts SBC 10th Edition
 - Real Estate and Property Acquisition: Deep understanding of real estate markets, property valuation (fair market value, appraisals), property acquisition processes, title issues, and land use planning.
 - Government Programs and Public and Private Funding: Experience working with private and state and federal government agencies, understanding their funding mechanisms (e.g., FEMA grants, CDBG-DR), and navigating complex bureaucratic processes. Knowledge of how to secure and manage public and/or private funds is crucial.
 - Disaster Recovery, hazard mitigation, and resilience planning experience. Experience with conducting flood risk analysis.
 - Public policy and program design: Experience with understanding and analyzing existing policies, propose new program designs, and anticipate the political and social implications of a statewide initiative.
 - Past projects that are directly relevant to this scope of work, and identification as to whether and to what extent key personnel assigned to this project directly participated in the prior projects. Please include any relevant available reports of prior projects.
 - Writing example that shows document writing and design capabilities, preferably for similar type project.
 - Successful track record of coordinating complicated planning processes and program development that involve multiple stakeholders including state and local agencies, NGO's, private entities and disadvantaged communities to achieve goals and buy-in related to

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- information and data collection, data entry, data management, strategic planning, leading group consensus and designing, leading and organizing workshops
- Demonstrated success at meeting project deadlines and working under short timeframes, with quick turnaround of draft/revised documents and quality control/quality assurance of documents prior to submission to clients
- Ability to communicate with the client clearly and efficiently
- Provide resumes of key personnel with information on specific project experience and tenure of staff related to these key areas:
 - Direct relevant experience and expertise
 - Direct relevant experience designing and implementing flood buyout and elevation programs
 - Intimate knowledge of Massachusetts local and state structure, including relevant regulations and guidance as well as the ability to propose any gaps
 - Clear communication and translation of complex program development
 - Development and production of technical and summary reports, including graphics, for policymakers and stakeholders.

3. Budget: The contract resulting from this procurement will be based on a fee for service, based upon the rates and costs proposed by the bidder under a Not to Exceed Maximum Obligation Ceiling. The bidder must complete both Chart A and B (attached) to detail costs for this project and provide staff rates and must also provide a budget narrative. The bidder must detail the level of commitment for each proposed staff member, including the estimated number of hours to be dedicated to this project by task and sub-task, their respective hourly rate, as well as other project commitments they currently have and are projected to have. Vendor not to exceed costs will be binding unless a negotiated adjustment is agreed to and executed by MEMA, in advance, and in writing.

The Bidder will provide a detailed estimate of prices and costs for each task/sub-task listed above, including sub-task itemizations, described in the Scope of Services and Deliverables in Appendix 1. **The estimate should be divided between costs expected within Fiscal Year 26 (July 1, 2025-June 30, 2026), Fiscal Year 27 (July 1, 2026-June 30, 2027).**

The Required **Chart A: Staff Labor Rates and Chart B: Costs and Timelines** (see **Attachment 1** in the bid Attachments tab) not to be changed in their format and must be filled separately from the Budget Narrative.

2. **References:** At least three (3) references and current contact information for persons knowledgeable about the bidder's experience with similar projects. If the bidder has completed work for MEMA in the past, MEMA will serve as a reference even if not listed in the proposal. In addition, MEMA may contact the points of contact/references indicated in the bidder's response. The following information on projects managed/implemented by the firm:
 - Name of Project & Year Completed
 - Name of Client
 - Client's point of contact/reference
 - Brief project scope of work
 - Staff who worked on the project

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Required Forms

Responses to this RFR must contain the following documents. All required documents must be submitted with a bid package and must be in the file name and format below. PDF versions may accompany each document but may not substitute for the MS Office versions.

The Proposal MUST be submitted as a separate document. Please do not combine the Proposal document and the required documentation as one attachment.

1. Proposal to be submitted in file “[Vendor Name]_PO 165_Proposal” and included the following:

- a. Detailed Approach:** Bidders’ response to requirements described in Section 9.1. This section must not exceed 10 pages.
- b. Experience:** Vendor to submit all requirements of Section 9.2. This section must not exceed 15 pages, including resumes.
- c. Budget:** Vendor to submit budget **Narrative** and fill out **Attachment 1 – Required Chart 1, 2**. Proposal of Budget including two charts and budget narrative must not exceed 10 pages.

2. Required Forms:

Form/Document	Notes/Instructions
Commonwealth Terms and Conditions/Commonwealth IT Terms and Conditions	Sign and Submit file named: [Vendor Name]_PO 165_ C&T Form”
Contractor Authorized Signatory Listing	Read and review only; signature required if awarded
Authorization for Electronic Funds Transfer	Read and Review only; signature required if awarded
Request for Taxpayer Identification Number & Certification (Massachusetts Substitute W-9 Form)	Complete with UEI number, Legal Street address and Authorized Signature and Submit filed named: [Vendor Name]_PO 165_W-9 Form”
Additional Environmentally Preferable Products/Practices (EPP)	Complete and Submit filed named: [Vendor Name]_PO 165_ EPP_Form”
Supplier Diversity Plan (SDP) Plan	Complete and Submit filed named: [Vendor Name]_PO 165_SDP_Plan”
Supplier Diversity Plan (SDP) Spending Report	Complete and Submit filed named: [Vendor Name]_PO 165_SDP_Spending”
Prompt Payment Discount Form (PPD)	Complete and Submit filed named: [Vendor Name]_PO 165_ PPD_Form”
Business Reference Form	Complete and Submit filed named: [Vendor Name]_PO 165_ Business_Reference_Form”

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All interested bidders must submit their responses through the COMMBUYS system no later than **July 8, 2025, at 11:00 AM.** Bidder must initiate the COMMBUYS process to ensure all documents are submitted prior to the deadline. No submissions will be accepted that are submitted any other way. Bidders are advised that MEMA (1) restricts submission of written questions to the Bid Q&A tools and (2) requires all responses to be submitted using the online submission tools available to active COMMBUYS account holders only, and (3) requires submission of a Supplier Diversity Program (SDP) Plan as specified in the BID file attached to this Bid. Bidders are solely responsible to monitor this site for Bid amendments, if any. Bidders may monitor the record by frequently checking the Header Information for the list of Amendments. Bidders with active COMMBUYS accounts may also monitor the record through the COMMBUYS email notification and record tracking tools enabled when a vendor acknowledges receipt of a bid. To establish a COMMBUYS account, bidders must select the Register link on www.commbuys.com and complete the online subscription process.

Bidder communication with MEMA is restricted to Nila Lyubchik at nila.lyubchik@mass.gov, until an award has been made, no phone calls. Bidders will be notified via Commbuys. A contract document detailing work to be completed will be executed between the successful bidder and MEMA's Contract Unit. Work may not proceed until a Notice to Proceed has been issued by MEMA's Chief Administrative Officer to the successful bidder after contract negotiations and acceptance.

The bid constitutes a firm offer which can be accepted by MEMA and an award made within ninety (90) days from the bid opening date. The bidder agrees that, notwithstanding any provisions hereof to the contrary, it will not withdraw its bid during that time period.

Any submission that fails to meet the submission requirements of the RFR will be found non-responsive without further evaluation unless the evaluation team, at its discretion, determines that the non-compliance is insubstantial and may be corrected. In these cases, the evaluation team may allow the vendor to make minor corrections to the submission.

10. Evaluation Criteria

Contractors must submit responses that meet all the submission requirements of the RFR. Only responsive proposals that meet the submission requirements will be evaluated, scored, and ranked by the SST according to the evaluation criteria. Additional information may be requested for evaluation purposes. Proposals will be evaluated based on the Evaluation Criteria listed below, so it is important that proposals clearly and completely address these requirements.

- **Project Approach:** The Bidder should present a plan of approach that is logical, well thought-out, and presents a clear and achievable vision for project deliverables in a way that fully addresses all elements stated in this RFR.
- **Budget:** The Bidder should present a reasonable budget with expected hours of work broken down by sub-tasks and personnel. This should be as cost effective as is feasible.
- **Team Qualifications, Technical, and Planning Capabilities:** The Bidder's proposed team (including subcontractors) should demonstrate significant knowledge, experience, and analytical skills necessary to complete all tasks and deliverables described in the detailed Scope of Services and Deliverables
- **Similar Projects & Management:** The Bidder should demonstrate extensive experience working and managing projects of a similar type, size, and scope to this project, and demonstrate that key personnel

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assigned to this project have directly participated in relevant prior efforts and will be available across the project contract term.

- **Writing Experience & Communication Skills:** The Bidder's proposed team should demonstrate strong skills and experience developing and writing deliverables for the public and policy-makers that clearly lay out the details of analyses performed (including data sources, assumptions, methodologies, results, and discussion of the results), and that succinctly and accessibly translate the scope, results, and key takeaways of the feasibility study. Bidding vendors must submit a writing example that shows document writing and design capabilities. Preferably for similar type project. In addition, Bidders that are invited to provide Oral Presentations should demonstrate strong ability to effectively convey information to a diverse audience of policy makers and external stakeholders.
- **Supplier Diversity (25 points) (if the value of the bid exceeds \$250,000):** Bidders responding to this RFR are required to submit a Supplier Diversity Plan. Requirements for the Supplier Diversity Plan are included in Section 11. At least 25% of the total available evaluation points for this bid solicitation shall be allocated to the evaluation of the SDP Plan submissions.

Best Value

To be awarded this contract, a bidder must demonstrate overall best value to the Commonwealth, defined as meeting the goals and expectations of the procurement in general. The SST reserves the right to conduct virtual interviews of the highest-ranking responses. If interviews are held, those bidders will be required to present their respective proposals. Presentations will be conducted by the proposed project leader.

The SST reserves the right to revise or amend the initial scoring of a bidder's response based on issues identified as part of the bidder's reference checks, and/or the in-person interviews.

Prompt Payment Discount

All Bidders MUST agree to offer discounts through participation in the Commonwealth Prompt Payment Discount (PPD) initiative for receiving early and/or on-time payments, unless the Bidder can provide compelling proof that it would be unduly burdensome. Vendors must include their offered discounts in the PPD Form and submit with proposal.

Bidders must submit agreeable terms on the Prompt Payment Discount Form, included on the Bid, unless otherwise specified by the SST. The SST will review, negotiate, or reject the offering as deemed in the best interest of the Commonwealth.

The requirement to offer a PPD may be waived by the SST on a case-by-case basis if participation in the program would be unduly burdensome on the Bidder. If a Bidder is claiming that this requirement is a hardship or unduly burdensome, the specific reason must be documented in the Bidder's Quote.

11. Supplier Diversity Plan (SDP) Plan

Program Background

Pursuant to [Executive Order 565](#), the Commonwealth's [Supplier Diversity Program](#) (SDP) promotes business-to-business relationships between awarded Contractors and diverse businesses and non-profit organizations ("SDP Partners") certified or recognized (see below for more information) by the [Supplier Diversity Office \(SDO\)](#).

Financial Commitment Requirements

All Bidders responding to this solicitation are required to make a significant financial commitment ("SDP Commitment") to partnering with one or more SDO-certified or recognized diverse business enterprise(s) or non-profit organization(s). This SDP

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Commitment must be expressed as a percentage of contract sales resulting from this solicitation that would be spent with the SDP Partner(s).

After contract award (if any), the Total SDP Commitment shall become a contractual requirement to be met annually on a Massachusetts fiscal year basis (July 1 – June 30) for the duration of the contract. The minimum acceptable Total SDP Commitment in response to this solicitation shall be 1%. Bidders shall be awarded additional evaluation points for higher SDP Commitments.

No contract shall be awarded to a Bidder without an SDP Commitment that meets the requirements stated herein. This requirement extends to **all** Bidders regardless of their own supplier diversity certification.

Eligible SDP Partner Certification Categories

SDP Partners must be business enterprises and/or non-profit organizations certified or recognized by the SDO in one or more of the following certification categories:

- Minority-Owned Business Enterprise (MBE)
- Minority Non-Profit Organization (M/NPO)
- Women-Owned Business Enterprise (WBE)
- Women Non-Profit Organization (W/NPO)
- Veteran-Owned Business Enterprise (VBE)
- Service-Disabled Veteran-Owned Business Enterprise (SDVOBE)
- Disability-Owned Business Enterprise (DOBE)
- Lesbian, Gay, Bisexual, and Transgender Business Enterprise (LGBTBE)

Eligible Types of Business-to-Business Relationships

Bidders and Contractors may engage SDP Partners as follows:

- **Subcontracting**, defined as a partnership in which the SDP partner is involved in the provision of products and/or services to the Commonwealth.
- **Ancillary Products and Services**, defined as a business relationship in which the SDP partner provides products or services that are not directly related to the Contractor's contract with the Commonwealth but may be related to the Contractor's own operational needs.

Other types of business-to-business relationships are not acceptable under this contract. All provisions of this RFR applicable to subcontracting shall apply equally to the engagement of SDP Partners as subcontractors.

Program Flexibility

The SDP encompasses the following provisions to support Bidders in establishing and maintaining sustainable business-to-business relationships meeting their needs:

- SDP Partners are **not** required to be subcontractors.
- SDP Partners are **not** required to be Massachusetts-based businesses.
- SDP Partners **may be changed or added** during the term of the contract, provided the Contractor continues to meet its SDP Commitment.

SDP Plan Form Requirements

All Bidders must complete the SDP Plan Form included in this solicitation and attach it to their bid response. In addition to proposing an SDP Commitment, each Bidder must propose one or more SDP Partner(s) to utilize to meet its SDP Commitment. Certified diverse Bidders may not list their own companies, or their subsidiaries or affiliates, as SDP Partners and may not meet their SDP Commitment by spending funds internally or with their own subsidiaries or affiliates.

Bidders may propose SDP Partners that are:

- **Certified or recognized by the SDO:** Such partners appear in the [SDO Directory of Certified Businesses](#) or in the [U.S. Dept of Veterans Affairs VetBiz Vendor Information Pages](#) directory. After contract award (if any), spending with such partners will contribute to meeting the Contractor's SDP Commitment.
- **Not yet certified or recognized by the SDO:** Such partners must be certified in eligible categories by a third-party certification body, such as another city or state supplier diversity certification office, the [National Minority Supplier Development Council](#), the [Women Business Enterprise National Council](#), [Disability: IN](#), or the [National LGBT Chamber of Commerce \(NGLCC\)](#), but are not listed in the above-mentioned directories. Self-certification is not acceptable. While Bidders may list such proposed SDP Partners on their SDP Plans, spending with such partners will not contribute to meeting the Contractor's SDP Commitment unless they apply for and are granted SDO supplier diversity certification or recognition. If proposed SDP Partners do not receive SDO supplier diversity certification or recognition, the Contractor must find alternative SDP Partners to meet the SDP Commitment.

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It is the responsibility of the Contractor to ensure that their proposed SDP Partners obtain such certification or recognition by the SDO after contract award (if any). The issuing department and the SDO will not conduct outreach to proposed SDP Partners to ensure their certification. Furthermore, no guarantee may be made that a proposed SDP Partner will be certified, or regarding the time it may take to process a proposed SDP Partner certification. Contractors may direct partners to the SDO's homepage, www.mass.gov/sdo and the [Certification Self-Assessment Tool](#) for guidance on applying for certification. It is **desirable** for Bidders to provide an SDP Focus Statement that describes the Bidder's overall approach to increasing the participation of diverse businesses in the provision of products and services under this proposal/contract (subcontracting) and in the Bidder's general business operations (ancillary products and services). Such a description may include but not be limited to:

- A clearly stated purpose or goal.
- Specific types of diverse and small businesses targeted.
- Which departments/units within the business are responsible for implementing supplier diversity.
- Types of opportunities for which diverse and small businesses are considered.
- Specific measures/methods of engagement of diverse and small businesses.
- An existing internal supplier diversity policy.
- Public availability of the Bidder's supplier diversity policy.

It also is **desirable** for Bidders to use the SDP Plan Form to describe additional creative initiatives (if any) related to engaging, buying from, and/or collaborating with diverse businesses. Such initiatives may include but not be limited to:

- Serving as a mentor in a mentor-protégé relationship.
- Technical and financial assistance provided to diverse businesses.
- Participation in joint ventures between nondiverse and diverse businesses.
- Voluntary assistance programs by which nondiverse business employees are loaned to diverse businesses or by which diverse business employees are taken into viable business ventures to acquire training and experience in managing business affairs.

Evaluation of SDP Forms

To encourage Bidders to develop substantial supplier diversity initiatives and commitments as measures valuable to the Commonwealth, at least 25% of the total available evaluation points for this bid solicitation shall be allocated to the evaluation of the SDP Plan submissions. Because the purpose of the SDP is to promote business-to-business partnerships, the Bidders' workforce diversity initiatives will not be considered in the evaluation.

SDP Spending Reports and Compliance

After contract award, Contractors shall be required to provide reports demonstrating compliance with the agreed-upon SDP Commitment as directed by the department, which in no case shall be less than annually.

Spending with SDP Partners that appear in the [SDO Directory of Certified Businesses](#) or in the [U.S. Dept of Veterans Affairs VetBiz Vendor Information Pages](#) directory shall be counted toward a Contractor's compliance with their SDP Commitment. Spending with SDP Partners that do not appear in the directories above shall not be counted toward meeting a Contractor's SDP Commitment.

It is the responsibility of the Contractor to ensure they meet their SDP Commitment. The SDO and the issuing department assume no responsibility for any Contractor's failure to meet its SDP Commitment.

SDP Spending Verification

The SDO and the contracting department reserve the right to contact SDP Partners at any time to request that they attest to the amounts reported to have been paid to them by the Contractor.

Program Resources and Assistance

Contractors seeking assistance in the development of their SDP Plans or identification of potential SDP Partners may visit the SDP webpage, www.mass.gov/sdp, or contact the SDP Help Desk at sdp@mass.gov.

12. Environmentally Preferable Products

Products and services purchased by state agencies must be in compliance with [Executive Order 515](#), issued October 27, 2009. Under this Executive Order, Executive Departments are required to reduce their impact on the environment and enhance public health by procuring environmentally preferable products and services (EPPs) whenever such products and services perform to satisfactory standards and represent best value, consistent with 801 CMR 21.00. In line with this directive, all Contracts, whether departmental or statewide,

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must comply with the specifications and guidelines established by OSD and the EPP Program. EPPs are products and services that help to conserve natural resources, reduce waste, protect public health and the environment, and promote the use of clean technologies, recycled materials, and less toxic products. Bid responses must identify how a contractor meets these goals.

13. Estimated Procurement Calendar

Procurement Activity	Date	Time
Bid Release Date	June 4 , 2025	
Deadline for Submission of Questions through COMMBUYS “Bid Q&A”	June 16	11:00 AM
Official Answers for Bid Q&A published (Estimated)	June 18	
Bid Amendment Deadline / Online Quote Submission Begins. Bid documents will not be amended after this date	June 19	
<i>Deadline for Quotes/Bid Responses (“Bid Opening Date/Time” in COMMBUYS)</i>	July 8	11:00 AM
Oral Presentations for Selected Bidder(s) (Estimated)	July 22	
Notification of Apparent Successful Bidder(s) (Estimated)	July 25	
Estimated Contract Start Date	August 1, 2025	

Bidders are required to monitor COMMBUYS for changes to the procurement calendar for this Bid

a. Online Questions (Bid Q&A)

Written Questions must be entered using the “Bid Q&A” tab for the Bid in COMMBUYS no later than the “Online Questions Due” date and time indicated in the Estimated Procurement Calendar (above). The issuing department reserves the right to not respond to questions submitted after this date. It is the Bidder’s responsibility to verify receipt of questions. It is the responsibility of the prospective 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 prospective contract manager, if awarded a contract, and to

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monitor that email inbox for communications from the Purchasing Department, including requests for clarification. The Purchasing Department and the Commonwealth assume no responsibility if a prospective Bidder's/awarded Contractor's designated email address is not current, or if technical problems, including those with the prospective Bidder's/awarded Contractor's computer, network, or internet service provider (ISP) cause email communications sent to/from the prospective Bidder/Awarded contractor and the Purchasing Department to be lost or rejected by any means including email or spam filtering.

Written Responses to Questions will be released on or about the "Responses to Questions Posted Online" date indicated in the Estimated Procurement Calendar (above).

(Written questions and responses will be posted on the Bid Q&A Tab for this Bid in COMMBUYS.)

b. Bid Amendment Deadline

The Purchasing Department reserves the right to make amendments to the Bid after initial publication. It is each Bidder's responsibility to check COMMBUYS for amendments, addenda, or modifications to this Bid, and any Bid Q&A records related to this Bid. The Purchasing Department and the Commonwealth 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.

c. Quotes (Bid Responses) Deadline (Bid Opening Date/Time)

See the Quotes (Bid Responses) Deadline (Bid Opening) Date and Time indicated in the Estimated Procurement Calendar (above).

d. Estimated Contract Start Date

This is the approximate start date. The actual start date will be the Contract Effective Date which is the date the Contract is executed by the parties.

14. RFR Attachments

Appendix A: Required Specifications

<https://www.mass.gov/doc/rfr-required-specifications-of-commodities-and-services>

Appendix B: Electronic Quote Submission Instructions

<https://www.mass.gov/doc/instructions-for-vendors-responding-to-bids>

Appendix C: Required Specifications for Information Technology

<https://www.mass.gov/doc/rfr-required-specifications-for-information-technology/download>