



Request for Proposals

Commercial and Industrial (C&I) New Construction Program Vendor 2016-2018 Program Years

Issued: Monday, December 7, 2015

Proposals due: Tuesday, January 12, 2016, 2:00PM ET

Cape Light Compact, P.O. Box 427, Open Cape Building, Barnstable, MA 02630
www.capelightcompact.org

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REQUEST for PROPOSALS

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I. Introduction

The Cape Light Compact (“the Compact”) is soliciting competitive bid proposals from qualified vendors for Program Management Services for the Commercial & Industrial New Construction Program. The Compact is looking for a vendor that provides all services necessary to serve commercial customers that would not qualify for residential new construction services (i.e. Massachusetts New Homes Initiative). For the purposes of this RFP, new construction is defined as all major rehab projects and new construction (built from the ground up) of any size.¹ The Compact works with the natural gas program administrator for any buildings heated with natural gas and will require the selected vendor to utilize a comprehensive whole-building approach to maximize the energy efficiency program benefits and incentives.

The scope includes the management of all customer contact,² engineering services, and application administration and processing from start to finish for new building and major renovation projects on Cape Cod and Martha’s Vineyard. The scope also includes tracking and management of program budget, as well as tracking of participation and savings results for program projections and reporting. Engineering services will cover any needed throughout the course of the participating projects, including: determination of energy efficiency opportunities for each participant, post installation inspections, and final calculation of energy savings for finished buildings and systems. The Compact may also utilize third-party engineering services, if merited.

¹ The chosen vendor will not be responsible for the equipment replacement component of the New Construction Program, only for those projects consisting of ground up construction or major gut renovation.

² Customer contact includes intake, customer outreach, and all follow-up and coordination of all activities necessary for participation and installation of all cost-effective energy efficiency measures eligible for each project.

The contract(s) for these services are scheduled to begin February 1, 2016 and continue through December 31, 2017, with an option to extend in one-year increments for an additional three years.

Vendor(s) selection will be based on a scored selection criteria detailed in the body of this proposal.

II. Cape Light Compact

The Cape Light Compact, as administered through Barnstable County, is an inter-governmental regional energy services organization made up of all 21 towns of Barnstable and Dukes counties. The purpose of the Compact is to represent and protect consumer interests in a restructured electric utility industry. As authorized by each town, the Compact administers the regional energy efficiency program and works with the combined buying power of the region's over 200,000 electric consumers to negotiate the best terms and conditions for electric supply and pricing, including a green power offering, and other public benefits. For more information on Cape Light Compact and its energy efficiency programs, please visit www.capelightcompact.org.

III. Background

The Compact administers its Commercial & Industrial (C&I) Energy Efficiency Programs to approximately 20,000 commercial customers on Cape Cod and Martha's Vineyard. These robust programs include New Construction & Major Renovation, Large Retrofit, and Small Retrofit Direct Install (DI).

The Compact is seeking a vendor, as part of its 2016-2018 Three Year Energy Efficiency Plan, to deliver the day-to-day implementation and management of its C&I New Construction Program services and offerings. The successful vendor will be familiar with the workings of the Massachusetts C&I New Construction Program and whole building participation approaches such as Advanced Buildings³ and the Integrated Design Approach, have the appropriate skills and experience to interact with customers on CLC's behalf, perform the requisite engineering analyses, manage individual projects and the program overall, coordinate with the natural gas PA, and provide reporting to ensure proper CLC oversight. As a community-based organization, the Compact considers its customer relationships to be of paramount importance, and the selected vendor must be capable of representing the Compact appropriately and effectively.

³ Please see information from the New Buildings Institute at <http://newbuildings.org/advanced-design>.

Program History and Volume

Below are program participation volumes⁴ for the current 2013-2015 Three Year Plan:

Program Year	# Projects Receiving Incentives in the Year		Total Incentives Paid in the Year
	<i>Municipal</i>	<i>Non Municipal</i>	<i>All Projects</i>
2013	15	27	\$993,322
2014	23	32	\$564,809
2015 projection	17	41	\$887,826

IV. New Construction Program Vendor Roles and Scope(s) of Work

The Qualified Vendor will:

- **Have working knowledge of the:**
 - Efficient Commercial New Construction including the Advanced Buildings and the Integrated Design Approach components, for new building projects over 10,000 and 100,000 square feet, respectively, as well as of the Prescriptive Commercial & Industrial Energy Efficiency offerings eligible to be installed through the New Construction Program in new building or major renovation projects.
 - Relevant new construction building codes or applicable baseline (as deemed appropriate through statewide third-party evaluations) underlying the eligibility criteria for the New Construction Program..
 - New Construction industry and the relevant actors, project variables, and steps in the new building construction process to be able to anticipate issues and reasonably gauge changes in project timelines based on the milestones status of a project.
- **Provide all equipment necessary** to properly inspect the respective projects. Work with the Compact to determine an appropriate timeline for various inspection and reporting milestones.
- **Demonstrate sufficient customer service emphasis** and acumen to be able to consistently interact with the Compact’s commercial customers (municipalities or owners, developers, project management team, architects and designers, local approving

⁴ Note that these figures do not include applications/projects associated with Planned Replacement or Replacement on Failure in existing buildings. The chosen vendor will not be responsible for the equipment replacement component of the New Construction Program, only for those projects consisting of ground up construction or major gut renovation. The numbers shown here are also not necessarily indicative of future participation.

entities, etc.) with professionalism and competence, treating customers, their employees, and their project management associates, and their places of business, with respect and sensitivity at all times.

- **The capability to expertly manage New Construction project relationships** over multiple years and developments, including maintaining contact through periods of dormancy so that opportunities are not lost.
- **Prepare and deliver project reports and presentations** to both the customer, as well as to relevant municipal, permitting, and other regional entities and committees, on the Compact's behalf for the furtherance of project understanding and approval. The Vendor will be expected to make some of these presentations in the evenings.
- **Have systems capability** to interact with the Compact's new database and invoicing system which will allow for electronic transfer of customer data, documents, invoicing and reporting.
- **Provide sufficient professional diversity of project team**, to be able to employ the most appropriate and cost-efficient level of expertise for given project and program management tasks, while maintaining consistency for customer and Compact interaction.
- **Be able to screen new leads and report** the recommended designation of any customer contacts to the Compact as part of regular reports, including identifying and rerouting via the Compact database any customers who may fall into the category of equipment replacement in existing buildings rather than bona fide new construction or major renovation.
- **Increase awareness of and participation in the New Construction Program.** Specifically, assist the Compact with outreach to the design community to increase awareness in this important group of professionals, including architects & engineers, to encourage them to engage early on in project developments so the value of energy efficiency to their clients are understood and ongoing relationship management efforts that span multiple projects and program years are maintained.. Any materials, outreach methods, and collateral must be pre-approved by CLC staff.
- **Identify project prospects** and receive other prospects from CLC staff.
- **Create and maintain project file records**⁵, beginning with establishing the project as a lead and continuing on with key milestones throughout the life of the project until the building and application package is complete and incentives have been paid and the project can be closed. Vendor will need to utilize the Compact's database.
- **Represent CLC as primary customer contact and resource** over the course of the project – maintain a 1-800 (or local) line and email box for answering incoming customer inquiries, establishing initial contact with prospective leads, identifying relevant project team members (developers, designers, architects), explaining program

⁵ Final details on vendor permissions for workflow steps in the Compact's database to be determined between the vendor and the Compact once the contract is awarded.

process, securing relevant site documents from the customer, answering questions, securing signatures, and compiling and reviewing application for submittal.

- **Perform all engineering and technical analyses** required during the course of the project application process including: evaluation of customer site plans to determine cost-effective energy efficiency opportunities for the customer, evaluation of updated plans as part of the energy efficiency application, post installation inspection/verification of savings, any monitoring or measurement required, and final determination of savings achieved.
- **Calculate and present incentive commitments to participants.**⁶ This step will require coordination with Compact staff.
- **Submit administratively complete application packages/invoices** using pre-approved forms for incentive payment(s) to CLC in a timely manner.
- **Coordinate with CLC lead at key project intervals** to provide regular updates and reports on program pipeline and project statuses, as well as to secure CLC signoff at certain agreed upon decision points for individual projects. There is a preference to do much of this work within the Compact’s database.
- **Track and manage program budget and savings achievements** with regular reporting of year to date and trend projections to CLC lead.
- **Report on a mutually agreed upon timeline** regarding the progress of projects and the program project pipeline.

V. Cape Light Compact Responsibilities

Cape Light Compact responsibilities will include, but are not limited to:

- Providing a principal Cape Light Compact point of contact (“CLC lead”) for coordination and approvals;
- Providing the Vendor with estimated annual budgets for the program per the 2016-2018 Three Year Plan, and working with the vendor on options should actual incentive budget track differently than planned;
- Providing guidelines for the calculation of project incentives to be offered to customers;
- Providing the vendor with database portal access for the purpose of creating and maintaining project files, program funnel information and reports;
- Providing the vendor with introductions to certain key municipal bodies, trade allies, and other organizations deemed relevant to the vendor’s implementation efforts on behalf of the Cape Light Compact’s New Construction Program.
- Providing the vendor with any prospect leads;

⁶ Note that the Compact is open to the possibility of having the vendor also manage actual incentive payments to participants which acknowledge the Compact as the sponsor. Prospective bidders should consider, and include in their proposals, a description of how they would propose handling such a task if deemed desirable.

- Working with the vendor on finalizing customer intake information;
- Providing the program vendor with any prospect-specific guidance it may have on file for a project once informed by the vendor of a new lead being established;
- Providing additional guidance and/or involvement in certain municipal and other prioritized projects;
- Providing timely signoff on customer reports and other agreed upon deliverables;
- Overseeing and monitoring program performance including:
 - Reviewing and approving any change orders or modifications to program implementation procedures
 - Reviewing and approving all forms, program materials, procedures, protocols and software proposed for use in implementing the Program
 - Reviewing all management reports
 - Monitoring and tracking the resolution of customer inquiries or complaints
 - Verifying, approving and processing completed applications/invoices
- Ongoing Program development and refinement, in conjunction with the Massachusetts Program Administrators and vendors.

VI. Proposal Requirements

Proposals should include a conceptual overview that demonstrates an understanding and ability to meet the stated objectives that align with the scope as outlined above. Creative approaches utilizing the latest technology available to meet these objectives are encouraged, understanding that the respondent should explain how the approach will meet the objectives of the scope in different ways.

- Explain your proposed approach to these requested services;
- Describe the team that will be assigned to these services. Describe what each person's role will be and include a brief background summary for each key staff member assigned;
- Briefly describe your firm's organizational capacity to provide the support services requested;
- Provide a company profile including length of time in business and core competencies;
- Briefly describe the percentage of staff that would work on these services relative to your entire staff (using full time equivalents). For example, if you would use

one FTE staff on this project and you have a staff of ten, the percentage would be 10%.

- List the three most recent proposals for similar services your firm has developed that best reflects your work and relevancy to these services. Briefly list the role your firm played in each proposal and any coordination your firm did with other supporting vendors on each;
- Incorporate a schematic diagram showing organizational overview including identification of key staff and any supporting vendors or sub-contractors, if applicable, and;
- Please list and describe any deviations from the Scope as outlined in this Request For Proposals.

VII. Pricing

Vendors’ proposal should include a pricing schedule with all labor, overhead, travel, other direct costs associated with these New Construction Program services. Include all general and administrative costs in hourly labor rates and direct expenses. These terms apply to sub-contractor costs as well.

VIII. Schedule

1. RFP Issued	Monday, December 7, 2015
2. Pre-bid conference call	Tuesday, December 22, 2015*
3. Written inquiries due	Wednesday, December 23, 2015 by 4:00 p.m. EST
4. Inquiry responses posted	Tuesday, January 5, 2016 (posted to Compact website)
5. All proposals due	Tuesday, January 12, 2016 by 2:00 p.m. EST
6. Vendor(s) selected	Wednesday, January 20, 2016 (estimated)
7. Kick-off meeting	Monday, February 1, 2016 (tentative)
8. Implementation	February 1, 2016 - December 31, 2017, option to extend for three (3) 1-yr terms

*Please indicate via e-mail to Margaret Downey (mdowney@barnstablecounty.org) your interest in participating in the call by Tuesday, December 15, 2015.

IX. Proposal – Number of Copies and Format

Proposals, to be entitled for consideration, must be submitted in accordance with the following instructions. The Bidder shall be responsible for submitting one (1) electronic, one (1) original and three (3) copies of the proposal in such form as set forth below.

Proposals shall be:

- Type written on 8 1/2" x 11" paper;
- The pages numbered; and
- The Proposal must also be signed in longhand in accordance with the instructions as stated in Section XVIII, "Bidder's Submission Statement"

Acceptance of any proposals remains in the sole discretion of Barnstable County. Proposals which in the judgment of Barnstable County fail to meet the requirements of this RFP or which are incomplete or obscure, or in which errors occur, will be rejected.

X. Bid Due Date

The bound Proposal must be signed and shall be delivered to the Compact within the time set forth in this RFP. Proposals will be enclosed in sealed envelopes and marked as follows:

RFP Title: C&I New Construction Program Vendor
Dated:
Bidders Name:
Delivered to: Cape Light Compact
Open Cape Building
3195 Main Street
Barnstable, MA 02630
Attention: Margaret Downey, Administrator
mdowney@barnstablecounty.org
Cape Light Compact Chief Procurement Officer

Bids must be received by Tuesday, January 12, 2016 by 2:00 p.m. EST. Proposals received after this time will not be considered.

XI. Additional Requirements for Vendor Bids

In addition to the budget requirements in Section VI the narrative should identify tasks and major milestones for commencing the requested work. The Compact anticipates that the same hourly rates would apply for out-of-scope work relating to the requested services which may be contracted for during the original purchase order period. If not, indicate a cap on any increases in labor costs for out-of-scope work and when they would take effect.

XII. Interpretation of the RFP

The Compact is seeking one or more qualified firm(s) to provide the requested services. Proposals shall be in accordance with all requirements set forth in this request for proposals (RFP). Should a Bidder find any ambiguity, discrepancy or omission in the RFP, the bidder should notify the Compact in writing. Such information must be received by December 23, 2015, 4:00 p.m. ET, to afford the Compact an opportunity to send any instructions or interpretations to other Bidders who have received an Invitation to Bid. The Compact will not be responsible for any oral instructions or interpretations. Please send all inquiries to:

Cape Light Compact
Barnstable County Open Cape Building
3195 Main Street
Barnstable, MA 02630
Attn: Margaret Downey
mdowney@barnstablecounty.org
Cape Light Compact Chief Procurement Officer

XIII. Rights to Modify This Specification

The Compact reserves the right to modify any aspect of this RFP if the change will make the program more customer responsive.

XIV. Selection Criteria

The final selection of a vendor shall be based on the following sets of criteria:

Minimum Evaluation Criteria

- (i) Responsiveness to the issues identified in the RFP
- (ii) Proposed approach to manage the work
- (iii) Team qualifications and experience
- (iv) Submission of all required documentation and certifications detailed in Proposal Contents.
- (v) A minimum of five (5) years related experience of Commercial & Industrial energy efficiency projects

Contract negotiations will commence in order to complete a signed contract within 15 days of contract award. All contracts will incorporate the general terms and conditions included with the bid package and the written documents provided by the Bidder in its bid.

If a contract is not executed by the chosen Vendor by February 1, 2016, Barnstable County reserves the right to negotiate with an alternative Bidder(s) in order to execute a contract by March 1, 2016. All exceptions to the contract must be noted in writing and included within the body of the proposal.

XV. Proposal Confidentiality

All proposals will become the property of the Compact. As a public entity it may become necessary to supply price information to regulatory agencies for review. The Compact will request that all such information be treated confidentially by the regulatory agencies and the Compact will furnish such information when required. If any proprietary information is contained in the Proposal, it should be clearly identified and will be treated as such provided that the Compact shall be liable for any action taken, or omitted to be taken, in good faith by it or them hereunder or be responsible for the consequences of any oversight or error in judgment thereof except for direct losses due to its or their willful misconduct or gross negligence.

XVI. Return of Proposal Materials

Proposal materials will not be returned to Bidders. All costs incurred by Bidders in the preparation and submission of a proposal and/or oral presentation shall be the sole responsibility of Bidders.

XVII. Oral Presentations

Bidders whose Proposals are deemed as competitive may be required, upon request, to make an oral presentation. The location of the presentation will be stated on the invitation; presentations will be limited to two (2) hours. The first half hour will be allocated to a formal presentation by the Bidder. The balance of the presentation period will be devoted to questions by and discussion with the Compact's representatives.

The oral presentation will be arranged through the Compact. Bidders will receive at least 48 hours' notice to prepare for the presentation. Attendance must include the Bidder's proposed Project Manager. The Compact may disqualify a Bidder on the basis of its refusal to honor its request for an oral presentation.

Results of the oral presentations will be used in part to arrive at ranking the finalist(s) and may result in adjustments to the final rankings assigned. In addition to, or as an alternative to additional technical data provided in a written or oral format, the Compact reserves the right to request a "best and final offer" from said Bidders in order to arrive at a final selection.

Based upon all information, the Compact will select a finalist with which contract negotiations will commence. An electronic copy of the bid must be submitted as part of each proposal. Electronic submission shall be sent to the individual listed below no later than 2:00 p.m. ET on the date all proposals are due:

Margaret Downey mdowney@barnstablecounty.org

The selected Vendor will be required to sign a Non-Disclosure Confidentiality Agreement upon the start of the project. The confidentiality will specifically pertain to any use of the data provided by the Compact or their representatives. The Vendor will also need to meet all the Terms and Conditions of the Compact. Please refer to APPENDIX A.

XVIII. Bidder's Submission Statement

Bidder's Submission Statement

The following must be completed and included in each Bidder's proposal:

The undersigned Bidder hereby offers to perform the Services as described in the Request for Proposal (RFP) dated December 7, 2015, for the C&I New Construction Program Vendor, prepared by Barnstable County, in accordance with the Proposal attached hereto. This bid offer is firm and shall remain in effect for a period of sixty (60) days after receipt thereof by Barnstable County.

In connection with such offer, the undersigned represents and warrants to Barnstable County that it has carefully and thoroughly reviewed the entire RFP and that it possesses the special experience, skills, and abilities necessary to perform the Services bid on in accordance with the specifications detailed in the RFP.

Name of Bidding Firm

Signature

Name of Signatory (print or type)

Position with (print or type)

APPENDIX A. Form of Contract including NDA

INSTALLATION SERVICES AGREEMENT

This INSTALLATION SERVICES AGREEMENT (“Agreement”) is made by and between the Cape Light Compact, an inter-governmental association and aggregator formed pursuant to Massachusetts law, together with its fiscal agent, Barnstable County (collectively, the “Compact”), and [insert] (“Installer”). The Compact and Installer may be referred to herein collectively as the “Parties,” or either singularly as a “Party.” This Agreement is effective as of [insert].

WHEREAS, pursuant to G.L. c. 40, §4A, the towns of Aquinnah, Barnstable, Bourne, Brewster, Chatham, Chilmark, Dennis, Edgartown, Eastham, Falmouth, Harwich, Mashpee, Oak Bluffs, Orleans, Provincetown, Sandwich, Tisbury, Truro, West Tisbury, Wellfleet, and Yarmouth, and the counties of Barnstable and Dukes County (the “Member Municipalities”), entered into an inter-governmental agreement, as amended from time to time, to act together as the Compact;

WHEREAS, the purposes of the Compact include protecting and advancing the interests of residential, commercial and industrial customers in a competitive electric supply market, and promoting energy efficiency and the reduction of energy bills;

WHEREAS, the Compact is operating an Energy Efficiency Plan approved by the Massachusetts Department of Public Utilities on January 31, 2013, DPU 12-107, for plan years [2013 through 2015];

WHEREAS, Barnstable County (the “County”) provides fiscal and administrative services to the Compact, pursuant to an Administrative Services Agreement dated April, 2000, as may be amended from time to time;

WHEREAS, the Compact seeks to enter into an agreement with Installer for certain services which are defined in Section 2.1 in connection with the energy efficiency programs that it will operate under the Energy Efficiency Plan; and

WHEREAS, Installer has the expertise required to provide the Compact with the Installation Services required pursuant to this Agreement.

NOW THEREFORE, in consideration of the promises and mutual covenants set forth herein, Installer and the Compact do hereby agree as follows:

SECTION 1 TERM OF AGREEMENT AND TERMINATION

1.1 **Term.** This Agreement is effective as of the date set forth above and shall continue in force and effect until [insert], unless this Agreement is terminated before such date under the provisions of Section 1.2. In addition, the Compact may, in its sole discretion, extend the term of this Agreement for an additional [insert] year(s).

1.2 **Termination.** The Compact shall have the right to terminate or suspend this Agreement for any reason or for convenience. Installer may terminate this Agreement only if the Compact materially breaches its obligations under this Agreement. The terminating Party shall provide written notice to the other Party of any such termination or suspension, specifying the effective date thereof. If the terminating Party is the Compact, such notice shall be given at least fifteen (15) calendar days before such effective date; if the terminating Party is Installer, such notice shall be given at least ninety (90) calendar days before such effective date. In addition, if the Compact terminates this Agreement for cause, the Compact shall be entitled to deduct and/or be reimbursed any costs of cure and transition costs (including reasonable attorneys' fees) that it incurs related to engagement of a substitute Installer.

1.3 **Termination or Suspension Due to Changes in Funding.** This Agreement is subject to the receipt of funds from various sources to support the Energy Efficiency Plan. If for any reason such funding is terminated, suspended, or restricted, this Agreement will become null and void, effective immediately upon notice to Installer. The Compact shall provide written notice of such termination or suspension to Installer. In the event of such termination or suspension, Installer shall be paid for all authorized, satisfactory (in the reasonable discretion of the Compact) Installation Services performed up to and including the date of termination or suspension.

1.4 **Obligations upon Termination.** Following termination of this Agreement, the Parties shall each discharge by performance all obligations due to the other Party that arose up to the date of termination of the Agreement.

SECTION 2 SCOPE OF SERVICES AND RELATED MATTERS

2.1 **Installation Services.** Installer agrees to provide the expertise, labor, materials and supplies necessary to perform the services and deliverables described in Exhibit A attached hereto from time to time and such other services as may be specifically requested by the Compact from time to time (the "Installation Services"). All such Installation Services and deliverables shall be designed to achieve the anticipated outcomes specified in the description of Installation Services and shall be provided in accordance with the terms and conditions of this Agreement.

2.2 **Changes.** The Compact may, from time to time, require changes in the scope of the Installation Services to be performed hereunder. Such changes must be evidenced in written amendments to this Agreement. Any Installation Services performed or proposed by Installer shall not be reimbursed unless they are approved in writing by the Compact prior to their rendering.

2.3 **Timing of Performance.** Installer shall commence and complete the Installation Services in accordance with the project milestone schedule incorporated into Exhibit A. If no schedule is incorporated, Installer shall begin to render Installation Services on the effective date of this Agreement and shall continue to render the Installation Services in a prompt and timely manner.

2.4 Staffing; Background Check Requirements. The Compact may require Installer to remove from its project team such employees of Installer or subcontractors of Installer as the Compact, in its reasonable discretion, deems objectionable, or whose continued employment in connection with the Installation Services is deemed by the Compact, in its reasonable discretion, to be contrary to the best interests of the Compact. Installers working the field having contact with Compact customers or program participants (“Customers”) must comply with the Compact’s background check requirements set forth in Exhibit C.

2.5 Conflicts of Interest. Installer covenants that it presently has no interest, and shall not acquire any interest, directly or indirectly that would conflict in any manner or degree with the performance of the Installation Services. Installer agrees to diligently serve and endeavor to further the best interests of the Compact, as known or made known to Installer. Installer further agrees not to undertake activities that conflict, or are not in accordance with, the best interests of the Compact, and will disclose any other employment or engagements that could conflict with its obligations under this Agreement. Installer further covenants that it shall comply with all relevant provisions of G.L. c. 268A.

2.6 Points of Contact. Installer names [insert], as the day-to-day point of contact for the Compact for all issues arising under this Agreement and the person responsible for ensuring over the entire term of this Agreement that the Installation Services are performed and completed in a manner satisfactory to the Compact and in accordance with the terms of this Agreement. The Compact names [insert] to be the day-to-day point of contact for Installer for all issues arising under this Agreement.

2.7 Safety. To the fullest extent allowed by law, Installer shall assume responsibility for the general and overall safety of the work site, including the safety of any employee, client, guest, representative, contractor or subcontractor of Installer, the Compact, and Customers. Systems that have been disabled or otherwise affected in the course of performance of the Installation Services will be left in a safe condition. Out of service systems will be tagged by Installer in a manner accepted by OSHA, state and local authorities, and the Compact. Installer shall at all times exercise reasonable precautions for the safety of its employees, subcontractors and the general public and will be responsible for the performance and maintenance of any appropriate safety procedures pursuant to which it, its subcontractors and its employees shall act. Further, Installer shall operate in complete compliance with OSHA regulations, as well as any and all applicable local, state or federal safety laws, regulations, or requirements.

Imminent danger situations created by Installer must be corrected immediately. The Compact reserves the right, but has no obligation, to take corrective action and charge the costs associated with the same back to Installer.

Installer shall immediately notify the Compact of any accident or damage to persons or property and, within forty-eight (48) hours, file a written report of the accident with the Compact. If Installer encounters any asbestos or other hazardous substances in the course of the Installation Services, Installer shall immediately notify the Compact and any agency required by state or federal law, and shall stop any Installation Services that may disturb, damage or cause a release of asbestos or hazardous substances until Installer receives written instruction from the

Compact. If any hazardous substances are to be handled in the execution of the Installation Services, Installer shall assume any and all liabilities associated with such handling and must AT ALL TIMES, provide proper storage and disposal of such hazardous substances. Hazardous substances will be handled and disposed of in compliance with governing federal, state, and local laws and/or codes as originally written or subsequently modified. UNDER NO CIRCUMSTANCES WILL THE COMPACT BE LIABLE FOR ANY INJURY TO a) INSTALLER, b) ANY EMPLOYEE, CLIENT, GUEST, REPRESENTATIVE, CONTRACTOR, OR SUBCONTRACTOR OF INSTALLER, c) ANY CUSTOMER, ANY EMPLOYEE, CLIENT, GUEST, REPRESENTATIVE, CONTRACTOR, OR SUBCONTRACTOR OF ANY CUSTOMER, OR d) ANY THIRD PERSON, THAT IS THE RESULT OF ANY SUCH PERSON'S EXPOSURE TO HAZARDOUS MATERIALS OR THAT IS OTHERWISE CAUSED BY A RELEASE OR THREAT OF RELEASE OF HAZARDOUS MATERIALS.

2.8 **Storage and Clean-up.** Installer shall, at the end of each work day, leave the work area in a clean and safe condition, and shall comply promptly with any instructions from the Compact relating thereto. As the Installation Services covered by this Agreement are completed, Installer shall remove from the work sites, to the Compact's satisfaction, all of Installer's rubbish, debris, materials, tools and equipment, and if Installer fails to do so promptly, the Compact may remove the same to any place of storage, or any dumping ground, at Installer's risk and expense and without incurring any responsibility to Installer for loss, damage or theft. All storage and removal costs thus incurred by the Compact shall be deducted from any payment or balance due to Installer, and any excess shall be immediately due from Installer to the Compact.

SECTION 3 COMPENSATION AND RELATED MATTERS

3.1 **Rates of Compensation; Prevailing Wage.** Installer shall be compensated by the Compact for the Installation Services in accordance with the terms and rates set forth in Exhibit B hereto. The Compact may reject any invoices using billing rates that are not consistent with Exhibit B, unless the Compact has previously accepted such substitute rates in a written amendment to this Agreement. To the extent that it applies to the Installation Services (e.g., in the implementation of energy efficiency services that result in physical alterations to public buildings), Installer shall comply with the requirements of G.L. c. 149, §§26-27H, as well as any and all other applicable local, state and federal wage laws. When the Installation Services are performed under prevailing wage rates, Installer is required to submit Statements of Compliance and certified payrolls using appropriate state forms or, if a federal project, U.S. Department of Labor Form WH-347 and WH-348 (or similar), for each payroll period. If these forms are not submitted with each invoice, payment will not be made. Installer shall keep an accurate record showing the name, craft or trade, and actual hourly rate of wages paid to each worker employed by it in connection with the Installation Services, and such records shall be preserved at least two (2) years from the date of payment.

3.2 **Invoicing and Payment.** Installer shall submit monthly invoices to the Compact by the 10th day of each month, unless otherwise authorized in writing by the Compact. The Compact will remit payment within forty-five (45) calendar days of the Compact's receipt of each monthly invoice. Payment may be contingent upon final inspection and/or acceptance of the Installation Services. Upon request, Installer shall provide to the Compact all backup documentation

required to establish the value of the Installation Services in place as represented by Installer's monthly invoices.

3.3 Effect of Payment. The Compact shall not be deemed to have accepted any improper Installation Services, materials or performance by virtue of any payment made to Installer. Payments shall be deemed advances and are subject to adjustment for errors, overpayments, or the Compact's good faith determination that the remaining balance of payments may be insufficient to ensure completion of the Installation Services. Installer shall not be entitled to any payment for any partial performance except for progress payments made in accordance with this Agreement. Installer understands that the Compact is contracting for nothing less than full, complete and timely performance of the Installation Services, and with the express agreement that the Compact shall be obliged only upon final completion of the Installation Services.

3.4 Withholding. The Compact may withhold a payment of all or a part of any invoice to the extent as may be necessary to protect itself from loss caused by: (i) defective Installation Services not remedied; (ii) claims filed or reasonable evidence indicating probable filing of claims by other parties against Installer or the Compact in connection with the Installation Services; (iii) Installer's failure to make payments properly to subcontractors for materials, labor or equipment; (iv) unsatisfactory performance of the Installation Services; (v) Installer's failure to pay any amounts due to the Compact; or (vi) Installer's failure to perform any of its obligations under this Agreement. In addition, if the Compact has a reasonable indication that the unpaid balance will be insufficient to cover the cost to complete the Installation Services or that the Installation Services will not be completed within the project milestone schedule (if any), the Compact may withhold payment of all or a part of any invoice to the extent as may be necessary to protect itself from such anticipated losses. The Compact shall notify Installer of the grounds for any withholding. When Installer provides performance assurance satisfactory to the Compact that will protect the Compact for the amount withheld, payment will be made. When deemed reasonable by the Compact, the Compact may use such withheld funds to undertake remedial measures.

3.5 Credits. Installer may not claim any governmental or other energy efficiency credits, tax credits, forward capacity payments, carbon offsets, rebates or incentives of any kind as a result of or in connection with the Installation Services performed under this Agreement (collectively, the "Credits") without the written consent of the Compact in its sole discretion. To the extent any Credits are allocated to the Compact, a Compact project or Customer by operation of law or regulation, Installer shall, upon request and without charge, cooperate fully with the Compact to disclaim any rights to such Credits and to assign or allocate all such Credits, and the value thereof to the party designated by the Compact.

3.6 Bonds. Upon request by the Compact, Installer shall provide performance and payment bonds from a surety company in amounts, form and substance acceptable to the Compact, naming the Compact as a direct beneficiary of the surety's obligations under such bonds. Such bonds shall fully protect the Compact against any and all breaches by Installer, including, but not limited to, payments of salaries, withholdings, union welfare funds and any other union or employee benefits. Performance and payment bonds shall cover the Installation Services and the warranty period described below. Failure to provide the requested bonds, prior to the

commencement of the Installation Services or cancellation of requested bonds during the term of this Agreement or the warranty period, shall entitle the Compact to terminate this Agreement without recourse by Installer.

Performance Bond	[] required	[] not required
Payment Bond	[] required	[] not required

Premium(s) for requested bond(s) may be added to the Agreement price through a written request seeking approval from the Compact without additional markup by Installer (except as specifically approved, in writing, by the Compact in advance of the Installation Services). Installer must present to the Compact a copy of the invoice for the bonds signed by the agent with power of attorney for the bonding company. The Compact reserves the right to refuse any exception to the bond requirements if it determines that the exception is not in the best interest of the Compact. Installer's surety companies are to be licensed as "admitted" carriers in Massachusetts with minimum acceptable A.M. Best ratings of "A" and size Class VIII, or as otherwise acceptable to the Compact, in its discretion. The Compact reserves the right of final approval of Installer's surety companies.

3.7 County's Role as Fiscal Agent. Installer understands and agrees that the County is executing this Agreement as the Compact's fiscal agent. Should the Compact terminate the County's fiscal agent services, the Compact may, at its sole discretion, substitute a successor fiscal agent upon written notice to Installer. Installer agrees that the validity and/or enforceability of this Agreement shall not be affected by such termination or substitution.

SECTION 4 PERFORMANCE STANDARDS

4.1 General Performance Standard and Warranty. Installer assumes professional and technical responsibility for the performance of the Installation Services in accordance with the terms of this Agreement and the highest professional standards and practices, and any additional guarantee or warranty specified in the description of Installation Services as set forth in Exhibit A. If, during the performance of the Installation Services or within one (1) year following completion thereof, the Installation Services fail to meet such standards, Installer shall promptly and timely (no more than five business days) furnish all remedial services and materials necessary to correct such deficiencies at Installer's sole cost and expense. Installer shall also be responsible for reimbursement of the Compact's losses related to such defective Installation Services during the warranty period.

4.2 Representations, Warranties and Continuing Covenants. In performing its obligations hereunder during the term of this Agreement, Installer represents and warrants that it shall: (i) exercise reasonable care to assure that its operations are prudently and efficiently managed; (ii) employ an adequate number of competently trained and experienced personnel to carry out the Installation Services; (iii) spend such time in performing the Installation Services as is reasonable and necessary to fulfill effectively its obligations under this Agreement; (iv) comply with all relevant industry standards and practices for the delivery of Installation Services to the Compact; (v) comply with applicable laws and professional licensing requirements; and (vi) ensure that it validly owns or licenses all intellectual property used in the performance of the

Installation Services, with a right to sublicense to the extent necessary, and that such licenses are maintained at all times during the term of this Agreement.

4.3 **Correction of the Installation Services.** Installer is required to correct in a prompt and timely fashion any Installation Services rejected by the Compact. Installer shall correct at its own cost and bear the expense of additional services performed to correct non-conforming Installation Services. If Installer fails to cure the default or produce a plan acceptable to the Compact (in its reasonable discretion) to cure the default in a prompt and timely fashion, the Compact may take over the Installation Services or any separable part thereof, and complete the same or have the same completed at Installer's expense. In taking over, the Compact shall have the right, for the purpose of completing the Installation Services, to take possession of all equipment, supplies and materials belonging to Installer and purchased or leased for the performance of the Installation Services. For such purpose, this Agreement shall be construed as an assignment by Installer to the Compact of said equipment, supplies and materials.

4.4 **Periodic Reporting.** Upon the request of the Compact, the Installer shall promptly submit a report detailing the status of the Installation Services including the progress toward achieving completion of any deliverables or project milestones. Additional reporting requirements may be set forth in Exhibit A.

SECTION 5 INTELLECTUAL PROPERTY MATTERS

5.1 **Intellectual Property Rights; Work for Hire.** Installer agrees that any work of authorship created or developed by Installer during performance or delivery of services to the Compact, either individually or jointly with others, in the course of the rendering the Installation Services to the Compact shall be deemed a "work for hire," and the exclusive property of the Compact. To the extent not deemed a "work for hire" by operation of law, with respect to any invention, trade secret, or work of authorship created or developed in the course of the rendition of services to the Compact, Installer hereby irrevocably assigns, transfers, and conveys to the Compact all of Installer's right, title and interest in such property, including but not limited to, all rights of patent, copyright, trade secret or other proprietary right in such property. Further, Installer agrees to execute any documents or take any action reasonably requested by the Compact to perfect the Compact's ownership of any such property. Installer further agrees that, to the best of its knowledge, all work created or developed by Installer will be original and non-infringing.

5.2 **Dissemination of Information.** Installer shall not disseminate any information, reports, information, data, etc., created, prepared, assembled or obtained in performance or delivery of Installation Services to any third-party without the prior written consent of the Compact. Installer shall not issue publicity, advertising, news releases, grant press interviews or create or distribute social media regarding the Installation Services or the Compact during or after the performance or delivery of the Installation Services without the prior written consent of the Compact.

SECTION 6 INSURANCE

Installer shall, at its sole expense, procure and maintain, the following insurance:

(a) Until completion of the Installation Services:

i. Workers' Compensation and Employers' Liability Insurance covering *each and every worker employed in, about or upon the Installation Services*, as provided for in each and every statute applicable to the Workers' Compensation and Employers' Liability Insurance.

ii. Commercial General Liability Insurance, written on an occurrence form including coverages for Bodily Injury, Broad Form Property Damage, Personal Injury, Products/Completed Operations, Liability arising out of Subcontractors, Contractual Liability (to specifically include coverage for the indemnification clause of this Agreement), and so-called Explosion, Collapse and Underground Hazards, with minimum limits of \$1,000,000 per occurrence/\$2,000,000 per project general aggregate; \$1,000,000 aggregate for products and completed operations.

iii. Automobile Liability Insurance covering all owned, non-owned and/or hired motor vehicles to be used in connection with the Installation Services with a minimum combined single limit of \$1,000,000 bodily injury and property damage, including Form MCS-90 and Broadened Pollution Coverage via ISO form CA9948 or its equivalent.

iv. Umbrella Liability Insurance covering over underlying General Liability, Auto Liability and Employers' Liability Insurance with a minimum limit of \$5,000,000.

v. Professional Liability Insurance covering Installer's errors and omissions relating to the Installation Services if the Installation Services involve rendering of professional advice or consultation, including designs, surveys, drawings, approval of maps, etc. Such insurance shall be provided at a limit of at least \$1,000,000. Such insurance may be maintained on a "claims made" basis but in such case it shall always be subject to a retroactive date that is effective prior to the effective date of this Agreement.

(b) After the Installation Services are complete:

i. Products and Completed Operations for limits of \$1,000,000/ occurrence; \$1,000,000 aggregate as provided by the Commercial General Liability Insurance form for three years.

ii. Professional Liability Insurance if the Installation Services involves rendering of professional advice or consultation, including designs, surveys, drawings, approval of maps, etc. with a limit of at least \$1,000,000 for three years.

The Compact reserves the right to refuse any exception to the standard limits and coverages if it is determined that the exception is not in the best interest of the Compact.

Installer's insurance companies are to be licensed as "admitted" carriers in Massachusetts with minimum acceptable A.M. Best ratings of "A" and size Class VIII, or as otherwise acceptable to the Compact, in its discretion. The Compact reserves the right of final approval of Installer's insurance companies.

Installer agrees to waive any rights of subrogation against the Compact, the Compact's Customers, Member Municipalities, and their respective employees, subcontractors, engineers, workers and agents. Installer shall name the Compact and its officials and employees as additional insureds on its commercial general liability insurance, automobile liability insurance and umbrella liability insurance policies.

Installer shall not begin rendering Installation Services without first submitting to the Compact the insurance certificate(s) that indicate the coverages required by this Agreement. The insurance certificate(s) shall provide that there will be no cancellation or reduction of coverage without thirty (30) days prior written notice to Installer and Installer shall in turn provide at least (thirty) 30 days advance notice of cancellation to the Compact. If the policy expires prior to completion of the Installation Services, Installer must submit replacement insurance certificate(s) prior to the policy expiration date. Failure to submit new certificates shall result in withholding payments and/or may lead to the termination of this Agreement. Installer shall be solely responsible for tracking and reporting to the Compact the expiration of the policies shown on the insurance certificate(s) provided.

Installer shall be solely responsible for any damage to or loss to its equipment or materials regardless of its insurance coverage.

SECTION 7 INDEMNIFICATION BY INSTALLER¹ AND DAMAGES FOR BREACH

7.1 Indemnification. To the fullest extent allowed by law, Installer (and its officers, directors, employees, servants, agents, representatives, attorneys, independent contractors, successors and assigns) shall indemnify, defend, and hold harmless the Compact, the individual Member Municipalities (and all of the respective officials, officers, directors, employees, servants, agents, representatives, attorneys, independent contractors, successors and assigns of the Compact, and each individual Member Municipality), and all Customers from and against any and all costs, claims, liabilities, damages, expenses (including reasonable attorneys' fees and expenses), causes of action, suits, and/or judgments caused by, arising out of, or related to any act or failure to act of Installer (and/or its officers, directors, employees, servants, agents, representatives, attorneys, independent contractors, successors and assigns) related to this Agreement, including, but not limited to, any failure on the part of Installer (and/or its officers, directors, employees, servants, agents, representatives, attorneys, independent contractors, successors and assigns) to perform or comply with any of the covenants, agreements, terms, or conditions contained in this Agreement on its part to be performed or complied with. Installer's indemnification obligation includes claims related to the unauthorized use of any trade secrets, patent infringement, or trademark or copyright violation. Installer's indemnification obligation

¹ Note to Installer: In accordance with guidance received from the Massachusetts Office of Attorney General, the Compact cannot indemnify private parties.

is not limited in any way by the amount or type of damages or compensation payable by the Compact. Installer agrees to pay all costs relating to indemnification claims, including reasonable attorneys' fees incurred in investigating and responding to claims, within thirty (30) days of receipt of a payment request.

7.2 **Duty to Mitigate.** Each Party agrees that it has a duty to mitigate damages and covenants that it will use commercially reasonable efforts to minimize any damages it may incur as a result of the other Party's performance or non-performance of this Agreement.

7.3 **Limitations.** NO PARTY HERETO SHALL BE LIABLE FOR CONSEQUENTIAL, INCIDENTAL, PUNITIVE, EXEMPLARY OR INDIRECT DAMAGES, LOST PROFITS OR OTHER BUSINESS INTERRUPTION DAMAGES, BY STATUTE, IN TORT OR CONTRACT. Notwithstanding the foregoing, Installer acknowledges that the preceding sentence shall not limit the Compact's rights to seek indemnification from Installer for consequential, punitive, or incidental damages or other such losses claimed by third-parties.

7.4 **No Cap on Installer's Liability**². Installer's liability under this Agreement shall not be limited to the value of the Installation Services rendered under this Agreement; further, Installer's liability shall not be limited by the availability of its insurance coverage.

SECTION 8 CHOICE OF LAW AND DISPUTE RESOLUTION

This Agreement shall be construed under and governed by the laws of the Commonwealth of Massachusetts, without regard to its rules regarding choice of laws. Any dispute that arises regarding this Agreement that cannot be resolved by informal negotiations shall be submitted to nonbinding mediation. If the parties cannot agree upon a mediator, the Parties shall request that the American Arbitration Association, Boston, Massachusetts, appoint a mediator. Each Party shall bear its own mediation costs. Injunctive relief may be sought by either Party without resorting to mediation to prevent irreparable harm. Exclusive venue for any judicial proceeding involving a dispute arising from this Agreement shall be Barnstable County Superior Court, Massachusetts. In any judicial action, the "Prevailing Party" shall be entitled to payment from the opposing party of its reasonable costs and fees, including, but not limited to, attorneys' fees arising from the civil action. "Prevailing Party" means the Party who most substantially prevails in its claims or defenses in the civil action. Installer shall diligently carry on the Installation Services and maintain the project milestone schedule during any dispute resolution proceedings, unless otherwise agreed to by the Compact in writing.

SECTION 9 ASSIGNMENT AND SUBCONTRACTING

Except as expressly permitted in Exhibit D, none of the Installation Services shall be subcontracted or assigned, in whole or in part, without the prior written approval of the Compact, in its sole discretion. No subcontract or assignment shall relieve or discharge Installer from any

² Note to Installer: The Compact does not accept liability caps as a matter of public policy, and the constitutional prohibition on providing private parties with indemnification rights may also apply to such caps.

obligation or liability under this Agreement except as specifically set forth in the instrument of approval. Installer shall provide prompt notice to the Compact of any such permitted subcontract or assignment, together with the name and address of the assignee, and a copy of the subcontract or assignment instrument.

SECTION 10 CONFIDENTIALITY AND CUSTOMER INFORMATION

10.1 Confidentiality. Through the term of this Agreement, the Parties may share certain confidential or proprietary information with each other. The Parties agree not to use this information for any purposes other than as needed to meet their respective obligations under this Agreement and to protect such information to the same standards as each Party holds its own confidential or proprietary information. The disclosure and use of such information shall also be governed by the Non-Disclosure Agreement entered into by the Compact and the Commonwealth Electric Company d/b/a NSTAR Electric dated May 10, 2001, and acknowledged by Installer on [insert] and any subsequent non-disclosure agreements in which the Compact is a party and that involves the Installation Services or obligations under this Agreement.

10.2 Customer Information. To the extent Installer (or its subcontractors or any other party acting by or on behalf of Installer) is provided or has access to Customer information, the following provisions apply: Installer warrants and represents that the Installer and its subcontractors and all other persons or entities having access to the Customer information by or through the Installer have the appropriate safeguards in place to prevent the disclosure or use of any Customer information received from the Compact or its Customers, and further agrees to use such information solely for the purpose of performing Installation Services for the Compact under this Agreement. Such safeguards shall include, without limitation, security policies, tools and processes restricting access to such Customer information to persons on a need-to-know basis, adequately training and notifying its employees and contractors of the restrictions associated with such information, identifying and correcting any impermissible use or disclosure, and immediately reporting any such use or disclosure. Installer also agrees to comply with all applicable state, federal and local laws, regulations, codes and policies regarding the protection of Customer information, and the avoidance of theft or fraud through the improper use or disclosure of such information, including, without limitation, G.L. c. 93H and the regulations promulgated thereunder (including, without limitation, the maintenance of a Written Information Security Program in accordance with 201 C.M.R. 17.00 et seq.). Upon the request of the Compact, the Installer shall provide the Compact with detailed information and documentation regarding such safeguards, and with certifications regarding the same by an authorized officer of the Installer, and the Compact shall have the right to monitor and audit the compliance of the Installer at any time with the requirements of this provision. All such Customer information shall be returned to the Compact upon the Compact's request (or destroyed if so directed by the Compact), and the Installer shall retain no copy or other record thereof. Installer shall give immediate notice to the Compact of any incident that may cause such Customer information to be disclosed or otherwise used in an unauthorized manner. Such notice shall set forth all relevant information regarding the incident, including the specific nature and extent of the disclosure/use, the measures taken and to be taken to retrieve and restore the Customer information and/or to otherwise prevent the unauthorized use or disclosure of the Customer

information. Installer shall, at its sole cost, cooperate fully with the Compact and, as necessary, any law enforcement, regulatory authority, insurance carrier, auditors, attorneys and other parties in the investigation and evaluation of such incident, and shall implement at its sole cost any remedial measures recommended by any such parties as approved by the Compact. Customer information shall remain confidential in all circumstances.

SECTION 11 MISCELLANEOUS

11.1 **Notices.** All notices, demands, requests, consents or other communications required or permitted to be given or made under this Agreement shall be in writing and

if to Installer to:

[insert]

if to the Compact to:

Margaret T. Downey
 Compact Administrator
 Cape Light Compact
 P.O. Box 427
 Barnstable, MA 02630
 mdowney@barnstablecounty.org (email)

Except for any notice required by law to be given in another manner, all notices, waivers, demands, or other communications required or permitted by this Agreement to be effective shall be in writing, properly addressed, and shall be given by: (i) personal delivery; (ii) established overnight commercial courier delivery service with charges prepaid or duly charged by the sender; or (iii) registered or certified mail, return receipt requested, first class, postage prepaid. Notices given hereunder shall be deemed sufficiently given on: (i) the date of personal delivery if so delivered; (ii) the day after sending if sent by established overnight commercial courier delivery service; or (iii) the fifth day after sending if sent by registered or certified mail. Either Party may additionally provide notice by electronic mail, facsimile, or telephone communication, but this shall not relieve the Party of the obligation to provide notice as specified above.

11.2 **Entire Agreement; Amendments.** This Agreement constitutes the entire agreement between the Parties hereto with respect to the subject matter hereof and supersedes all prior oral or written agreements and understandings between the Parties relating to the subject matter hereof. To the extent any of the exhibits to this Agreement contain terms that conflict with the terms set forth in the main body of this Agreement, the language in the exhibits shall be disregarded. This Agreement may only be amended or modified by a written instrument signed by both Parties hereto.

11.3 **No Joint Venture.** Installer will perform all Installation Services under this Agreement as an independent contractor. Nothing herein contained shall be deemed to constitute either Party a partner, agent or legal representative of the other Party or to create a joint venture,

partnership, agency or any relationship between the Parties. The obligations of the Compact and Installer hereunder are individual and neither collective nor joint in nature.

11.4 Joint Workproduct; Independent Counsel. This Agreement shall be considered the workproduct of both Parties hereto. Each Party acknowledges that it has been represented by independent counsel or has had the opportunity to seek counsel in connection with this Agreement and all matters pertinent to it, and each Party waives the benefit of the rules of construction providing that an agreement should be construed against its drafter.

11.5 Waiver. No waiver by either Party hereto of any one or more defaults by the other Party in the performance of any provision of this Agreement shall operate or be construed as a waiver of any future default, whether of like or different character. No failure on the part of either Party hereto to complain of any action or non-action on the part of the other Party, no matter how long the same may continue, shall be deemed to be a waiver of any right hereunder by the Party so failing. A waiver of any of the provisions of this Agreement shall only be effective if made in writing and signed by the Party who is making such waiver.

11.6 Records; Audit. Installer shall maintain books, records, and other compilations of data pertaining to the requirements of this Agreement to the extent and in such detail as shall properly substantiate claims for payment under this Agreement. Installer agrees that the Compact may audit Installer's books, records, and other compilations of data associated with the performance of this Agreement to ascertain that the payments requested by Installer represent the value of the Installation Services. All records shall be kept for a period of six (6) years commencing on the first day after final payment under this Agreement. If any litigation, claim, negotiation, audit or other action involving the records is commenced prior to the expiration of the retention period, all records shall be retained until the completion of the action and resolution of all issues resulting therefrom, or until the end of the retention period, whichever is later.

11.7 Solicitation. Installer shall not solicit work from a Customer for two (2) years following termination of this Agreement for any reason, unless Installer can prove that it has a pre-existing relationship with such Customer. For purposes of this section, "pre-existing relationship" means a relationship pursuant to which Installer performed services for the Customer prior to performing services for that Customer under an energy efficiency services program run by the Compact, the Commonwealth Electric Company d/b/a Eversource Energy, or any other utility. Installer may directly perform services for a Customer if such Customer has solicited Installer. Installer shall not engage in targeted solicitations using Customer information obtained as a result of its performance of the Installation Services or otherwise related to this Agreement. The prohibitions in this section shall not apply to general marketing campaigns of Installer.

11.8 Headings and Captions. The headings and captions appearing in this Agreement are intended for reference only, and are not to be considered in construing this Agreement.

11.9 Political Activity Prohibited. None of the services to be provided by Installer hereunder shall be used for any partisan political activity, to further the election or defeat of any candidate for public office, or in connection with any referendum question or legislative or grass-roots lobbying activities.

11.10 Anti-Boycott Warranty. Installer hereby warrants that, during the term of this Agreement, neither it nor any “affiliate of the Installer,” as hereafter defined, shall participate in or cooperate with an international boycott, as defined in 26 U.S.C.A. §999 (b) (3) and (4), or engage in conduct declared unlawful by G.L. c. 151E, §2. An “affiliate of the Installer” shall be any business entity of which at least 51% of the ownership interests are directly or indirectly owned by Installer, or by a person or persons or business entity or entities that directly or indirectly own at least 51% of the ownership interests of Installer.

11.11 Non-Discrimination in Employment and Affirmative Action. Installer shall take affirmative action to ensure that its employees, and any member of the public eligible for service under the Energy Efficiency Plan, are treated without regard to race, color, sex, marital status, sexual orientation, age, religion, national origin, ancestry, handicap, disability, or veteran status. Installer agrees to comply with all applicable federal, state, and local laws, rules, and regulations prohibiting discrimination in employment and in public accommodations.

11.12 Procurement Process. [The Agreement is intended to be a contract for “energy” and/or “energy related services” within the meaning of G.L. c. 30B, §1(b)(33) and therefore this Agreement is exempt from the competitive procurement procedures set forth in G.L. c. 30B. It shall be the Compact’s obligation to comply with submission and reporting requirements of G.L. c. 30B, §1(b)(33)] **OR** [In entering into the Agreement, the Parties complied with the competitive procurement procedures required under G.L. c. 30B or [Insert reference to other applicable procurement law] and have executed this Agreement in accordance therewith.] If this Agreement was procured under G.L. c. 30B, Installer represents that it has executed all certifications required by such statute, or will provide them concurrently with execution of this Agreement.

11.13 Third-Party Beneficiaries. The County and each individual Member Municipality is an intended third-party beneficiary of this Agreement, entitled to the full rights of this Agreement.

11.14 Savings Clause. If any section, sentence, clause, or other portion of this Agreement is for any reason held invalid or unconstitutional by any court, federal or state agency of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions hereof.

11.15 Survival of Obligations. Termination of this Agreement for any reason shall not relieve either Party of any obligation accrued or accruing prior to such termination. In addition, the terms of Section 7 (Indemnification) and Section 8 (Dispute Resolution) and any other term that by its nature should survive, shall survive the expiration of termination of this Agreement.

11.16 Counterpart Execution; Scanned Copy. This Agreement may be executed in several counterparts, each of which, when executed, shall be deemed to be an original, but all of which together shall constitute one and the same instrument. The Parties agree that a scanned or electronically reproduced copy or image of this Agreement bearing the signatures of the Parties hereto shall be deemed an original and may be introduced or submitted in any action or proceeding as competent evidence of the execution, terms and existence of this Agreement

notwithstanding the failure or inability to produce or tender an original, executed counterpart of this Agreement and without the requirement that the unavailability of such original, executed counterpart of this Agreement first be proven.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the effective date first above written.

INSTALLER

CAPE LIGHT COMPACT

Signature
Print Name: _____
Title: _____

Signature
Margaret T. Downey
Compact Administrator/Chief Procurement Officer

Date

Date

BARNSTABLE COUNTY, *as Fiscal Agent for the Cape Light Compact:*

Sheila Lyons
Chair

Mary Pat Flynn
Vice Chair

Leo G. Cakounes
Commissioner

Date: _____

LIST OF EXHIBITS

- Exhibit A - Installation Services
- Exhibit B - Compensation
- Exhibit C - Background Check Policy
- Exhibit D - Pre-approved Contractors

EXHIBIT A
INSTALLATION SERVICES

EXHIBIT B
COMPENSATION

EXHIBIT C
BACKGROUND CHECK POLICY

*REQUIREMENTS FOR INSTALLER EMPLOYEE
AND SUBCONTRACTOR BACKGROUND CHECKS*

The requirements set forth below shall apply to any services to be performed by Installer under the Agreement. The individuals who will perform the services under the Agreement, including employees, principals, and subcontractors are referred to herein as “Installer Employees.”

These requirements for background checks represent the minimum requirements for Installer, to be undertaken at Installer’ expense. Additional requirements may be deemed appropriate by the Compact or Installer, or may be required by law, regulation, or other bodies having jurisdiction over the services or Installer. Installer must comply with any such additional requirements as are known or should reasonably be known by it.

To the extent Installer finds that any background check requirements are in conflict with State or Federal statutes, collective bargaining agreements, or other issues that would prohibit compliance, Installer should notify the Compact so that Installer and the Compact may discuss appropriate resolution of the issue.

Installer must complete a background check before any Installer Employee begins work under the Agreement, whether brought on at the outset of the Agreement or at any other point in the Agreement term. An Installer Employee may only begin work under the Agreement in advance of the completion of background checks with the written approval of the Compact setting forth the number of calendar days for such allowance.

Installer must be able to evidence that it has verified the identification of all Installer Employees working for the Compact and that all such individuals are legally eligible to work in the country where the services are to be performed.

Installer must ensure that all Installer Employees working under the Agreement are subjected to a criminal history background check. Such checks must be conducted on all names, including alias names that are provided or developed, and include County, State and Federal checks based on jurisdictions of work and residence for the past 7 years, as well as international jurisdictions, if available. All checks must include both misdemeanors and felonies. If the Installer has had a pre-employment criminal history check process in place and can provide documented evidence to the Compact that Installer Employees working under the Agreement have been subjected to equivalent criminal history check, then additional checks are not necessary. If Installer Employee has a felony or misdemeanor criminal record, the Compact reserves the right, in accordance with Section 2.4 (Staffing; Background Checks) of the Agreement, to require Installer to remove such Installer Employee from the work site. If at any time during the term of the Agreement, Installer becomes aware of information concerning a criminal conviction of Installer Employee that would fit the above criteria for reporting to the Compact, Installer shall forward this information to the Compact and the Compact shall determine whether to remove the Installer Employee from the work site.

All Installer Employees required to operate a motor vehicle in conjunction with services provided to the Compact must be legally licensed and hold a valid driver's license appropriate to the vehicle being driven. This requirement applies to both Installer-owned or leased vehicles and the Compact's owned/leased vehicles. If applicable, a motor vehicle driving record check to include a commercial driver license search must be annually conducted by Installer to validate this requirement.

Installer must maintain a record of all background checks completed in accordance with these requirements and correspondence with the Compact regarding background checks performed during the term of the Agreement and shall make all such records available to the Compact upon reasonable notice.

If it is determined at any time during the term of the Agreement that Installer Employee performing services for the Compact does not meet the background qualifications set forth above, or has falsified a document that is or was part of the background check, Installer shall immediately notify the Compact. The Compact will determine if the Installer Employee should be removed from the work site.

In the event Installer would like to utilize Installer Employee to provide services under the Agreement despite adverse findings from any background check performed in accordance with these requirements, Installer must submit a request in writing to the Compact, or its designee. The Compact shall evaluate all relevant background information and, in its sole discretion, shall make a determination whether the Installer Employee should be allowed to perform services under the Agreement, and shall provide its determination in writing to Installer.

The Compact reserves the right to perform, at its sole cost, audits of Installer's background check program and records for any Installer Employee performing services under the Agreement.

The Compact reserves the right to revise these requirements at any time during the term of the Agreement, which Installer must comply with. Any revisions to these requirements will be provided in writing to Installer.

Upon written request of Installer, the Compact, in its sole discretion, may provide Installer with a written modification or waiver of any of any of the background check requirements marked above.

EXHIBIT D
PRE-APPROVED CONTRACTORS

CONFIDENTIALITY AGREEMENT

between

THE CAPE LIGHT COMPACT

and

_____ [Company]

This CONFIDENTIALITY AGREEMENT (“Agreement”) is entered into by and between the Cape Light Compact and _____, a _____ [insert jurisdiction and state of organization] (the “Company”), and is effective as of the date of execution by the Company as set forth below.

WHEREAS, pursuant to G. L. c. 40, § 4A, the towns of Aquinnah, Barnstable, Bourne, Brewster, Chatham, Chilmark, Dennis, Edgartown, Eastham, Falmouth, Harwich, Mashpee, Oak Bluffs, Orleans, Provincetown, Sandwich, Tisbury, Truro, West Tisbury, Wellfleet, and Yarmouth, and the counties of Barnstable and Dukes County (collectively, the “Members”) entered into an inter-governmental agreement to act together as the Cape Light Compact (the “Compact”);

WHEREAS, the Compact issued a request for proposals [insert project description] (the “RFP”);

WHEREAS, the Compact, for itself and for its Members, desires to supply certain confidential information to the Company so that the Company may submit a proposal in response to the RFP;

WHEREAS, the Company may also disclose certain confidential information in its proposal; and

WHEREAS, the parties desire to maintain the confidentiality of such information to the greatest extent allowed by law.

NOW THEREFORE, the parties hereby agree and state as follows:

1. *Confidential Information.* The term “Confidential Information” means all trade secrets or confidential, competitively sensitive or other proprietary information provided [NOTE - This language mirrors the statutory language contained in the “trade secrets” exemption to the public records definition] by either party in connection with the RFP and/or the execution or performance of the [insert activity description] that the parties may enter into (the “Energy Activity”), whether disclosed directly or indirectly, in writing or orally, and which, if in tangible form, is marked by the disclosing party with the words “Confidential” or “Proprietary” or marking of similar import, or if disclosed orally, is identified as confidential at the time of disclosure and in a written notice delivered to the receiving party promptly following disclosure. Confidential Information does not include:

- (i) information already in the possession of the receiving party at the time of disclosure by the disclosing party, as long as such information was not provided by the disclosing party;
- (ii) information that is now or later becomes publicly available, unless such information becomes publicly available as a result of any action or inaction on the part of the receiving party;
- (iii) information received by the receiving party from a third-party, unless such third-party was under a duty of confidentiality with respect to such information;
- (iv) information for which disclosure is required under the Massachusetts Public Records Act, including without limitation, G. L. c. 4, §7, cl. 26 and G. L. c. 66, §10; or
- (v) information that is not designated or identified by the disclosing party as “Confidential” or “Proprietary” at the time of its initial submission. Such information shall be presumptively subject to disclosure under the Public Records Act.

2. *Use of Confidential Information.* The parties shall use the Confidential Information exclusively in connection with the Energy Activity. Each party shall receive all Confidential Information in strict confidence and shall protect the Confidential Information against disclosure using the same degree of care, but no less than a reasonable degree of care, that each party uses to protect its own confidential information.

3. *Disclosure to Third-Parties.* The receiving party agrees that it will not disclose any Confidential Information to any third-party without the prior written consent of the disclosing party. After having obtained the written consent of the disclosing party, the receiving party agrees that it will: (i) advise the third-party of the terms of this Agreement; (ii) advise such party that it will be bound by the terms of this Agreement; and (iii) have such party execute a Non-Disclosure Certificate in the form attached to this Agreement as Exhibit A. The receiving party may disclose Confidential Information only to consultants and contractors and other agents of the receiving party who execute Non-Disclosure Certificates.

4. *Ownership of Confidential Information; No Implied License or Warranty.* Each party acknowledges that it has no ownership or proprietary rights in the disclosing party’s Confidential Information, and that the Confidential Information is the sole property of the disclosing party. Nothing in this Agreement will be construed as granting as rights to the receiving party by license or otherwise, to any of the disclosing party’s Confidential Information, except as specifically stated in this Agreement. Neither party makes any warranty or guaranty as to the accuracy of Confidential Information disclosed hereunder, nor is any assurance provided that Confidential Information is fit for any particular intended use or purpose. Each party shall rely on Confidential Information only at its own risk.

5. *Notes, Copies and Abstracts.* To the extent necessary to carry out the Energy Activity, the receiving party may make notes, copies or abstracts of the Confidential Information, provided that all such notes, copies and abstracts themselves are marked as confidential and

provided that the receiving party maintains a written record of the distribution of all such copies and abstracts.

6. *Return of Confidential Information.* Within fourteen days of receiving notice that it is not the winning bidder/respondent, the Company will return to the Compact all copies of Confidential Information, and will destroy all notes, copies, abstracts, documents, computer files and other media that contain Confidential Information, and will provide to the Compact a written certification of an officer of the receiving party that it has done so. If the Company is the winning bidder/respondent, within fourteen (14) days after the Company has ceased to provide services to the Compact, the Company will return to the Compact all copies of Confidential Information, and will destroy all notes, copies, abstracts, documents, computer files and other media that contain Confidential Information, and will provide to the Compact a written certification of an officer of the receiving party that it has done so. If requested in writing, the Compact will return any Confidential Information received from any bidder/respondent (including the winning bidder/respondent), upon expiration of the relevant document retention period under Massachusetts Law. **[NOTE- The current municipal retention obligation for Contracts and Bids for Contracts is SEVEN years after fulfillment of the Contract. This provision cannot be mutual due to the requirements of the Public Records Law. The Compact may have to compel return of Confidential Information by the Company because the Compact may be providing Confidential Information that it has received from another party (such as NStar).]** Each party agrees that upon the return of the Confidential Information, it shall continue to be bound by the terms of this Agreement.

7. *Scope of Agreement.* This Agreement is binding upon the employees, officers, directors, agents, representatives, attorneys, contractors and consultants and affiliates of each party. The Company understands and agrees that certain Confidential Information disclosed by the Compact may be owned by its Members and that the Compact is disclosing such information in its role as agent for the Members. The Company understands and agrees that such information shall be entitled be treated as Confidential Information under this Agreement.

8. *Consent of the Disclosing Party.* As to any instance under this Agreement whereby the receiving party is required to obtain the consent of the disclosing party prior to taking certain actions, the disclosing party reserves the right to withhold consent for any reason.

9. *Term.* This Agreement shall become effective when executed by both parties and shall continue in effect until either: (i) in the event that the Company is the successful bidder/respondent, two (2) years after the Company has ceased to provide services to the Compact, or until sooner terminated by the written agreement of both parties hereto, or (ii) the event that the Company is not the successful bidder/respondent, two years after termination of the solicitation process. The obligations of confidentiality contained herein shall survive and continue following the expiration or termination of this Agreement, unless otherwise agreed to in writing by both parties hereto.

10. *Required Disclosures.* Anything in this Agreement to the contrary notwithstanding, the receiving party may disclose Confidential Information to the extent that it is required to do so by law, a court, or other governmental or regulatory authorities; provided, however, that the

receiving party shall give the disclosing party written notice of such a required disclosure prior to making such disclosure so that the disclosing party may seek a protective order or other relief with respect to such Confidential Information, and shall limit the disclosure to the minimum required to comply with the law, court order, or governmental or regulatory authority. The Company acknowledges that the Compact and its Members are subject to public records laws, including without limitation, G. L. c. 4, §7, cl. 26 and G. L. c. 66, §10.

11. *Representations and Warranties.* The Compact hereby represents and warrants to the Company as follows: (i) the Compact shall use the Confidential Information only in connection with the Energy Activity; (ii) this Agreement constitutes the legal, valid and binding obligation of the Compact enforceable in accordance with its terms; and (iii) the Compact has taken all necessary action to authorize and approve the execution and delivery of this Agreement and the performance of the obligations hereunder. The Company hereby represents and warrants to the Compact as follows: (i) the Company shall use the Confidential Information only in connection with the Energy Activity; (ii) this Agreement constitutes the legal, valid and binding obligation of the Company enforceable in accordance with its terms; and (iii) the Company has taken all necessary action to authorize and approve the execution and delivery of this Agreement and the performance of the obligations hereunder. The representations and warranties contained in this Agreement shall survive execution and delivery of this Agreement.

12. *Governing Law; Enforcement.* The validity, construction and performance of this Agreement shall be governed by the laws of the Commonwealth of Massachusetts without regard to its choice of law rules. The parties agree that venue for judicial enforcement of this Agreement shall be Barnstable County Superior Court. The parties acknowledge and agree that the extent of damage to the disclosing party in the event of a breach by the receiving party of any of the covenants contained in this Agreement will be difficult or impossible to ascertain and that there may be no adequate remedy at law available to the disclosing party. The parties therefore agree that, in the event of such breach, the disclosing party, in addition to receiving damages for breach, shall be entitled to enforce any and all of the covenants contained in this Agreement by injunctive or other equitable relief.

13. *Notices.* Except for any notice required by law to be given in another manner, all notices, waivers, demands, or other communications required or permitted by this Agreement to be effective shall be in writing, properly addressed, and shall be given by: (i) personal delivery; (ii) established overnight commercial courier delivery service, with charges prepaid or duly charged by the sender; or (iii) registered or certified mail, return receipt requested, first class, postage prepaid and addressed as follows:

FOR THE COMPACT:

Margaret T. Downey, Administrator
 Cape Light Compact
 P.O. Box 427
 3195 Main Street
 Barnstable, MA 02630
 (508) 375-6636 (phone)
 (508) 362-4136 (facsimile)
 mdowney@barnstablecounty.org (email)

FOR THE COMPANY:

[insert contact information]

With a copy to:

[insert contact information]

Either party may additionally provide notice by electronic mail, facsimile, or telephone communication, but this shall not relieve the party of the obligation to provide notice as specified above.

14. *Waiver.* No waiver of any provision of this Agreement shall be effective unless in writing and signed by the party against whom such waiver is sought to be enforced. No failure or delay by either party to insist upon strict compliance with any term of this Agreement shall be deemed a waiver of such term. No waiver or relinquishment of any right under this Agreement at any one or more times shall be deemed as a waiver or relinquishment of such power or right at any other time.

15. *Assignment; Successors and Assigns.* No party may assign any of its rights or delegate any of its obligations under this Agreement to any third-party without the prior written consent of the other party. This Agreement shall be binding upon and inure to the benefit of the successors and permitted assigns of the parties hereto.

16. *Entire Agreement; Amendments.* This Agreement constitutes the entire agreement between the parties hereto with respect to the subject matter hereof and supersedes all prior oral or written agreements and understandings between the parties relating to the subject matter hereof. This Agreement may only be amended or modified by a written instrument signed by both parties hereto.

17. *Further Agreements.* Nothing contained in this Agreement shall be deemed, by implication or otherwise, to convey to the receiving party any rights in any Confidential Information, nor shall this Agreement be deemed a commitment of any kind by the Compact or the Company to enter into any further agreements with respect to any Confidential Information.

18. *Severability.* If any of the provisions of this Agreement shall be adjudged by a court of competent jurisdiction to be void or unenforceable for any reason, the same shall in no way affect the validity or enforceability of any other provision of this Agreement to the maximum extent permissible by law.

19. *No Joint Venture.* Nothing in this Agreement is intended or shall be deemed to make the Compact a partner or joint venturer of the Company.

20. *Counterpart Execution; Scanned Copy.* This Agreement may be executed in several counterparts, each of which, when executed, shall be deemed to be an original, but all of which together shall constitute one and the same instrument. The parties agree that a scanned or electronically reproduced copy or image of this Agreement bearing the signatures of the parties hereto shall be deemed an original and may be introduced or submitted in any action or proceeding as competent evidence of the execution, terms and existence of this Agreement notwithstanding the failure or inability to produce or tender an original, executed counterpart of this Agreement and without the requirement that the unavailability of such original, executed counterpart of this Agreement first be proven.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the dates written below.

FOR THE COMPACT:

FOR THE COMPANY:

Name: Margaret T. Downey
Title: Administrator/Chief Procurement Officer

Name:
Title:

Dated: _____

Dated: _____

EXHIBIT A

NON-DISCLOSURE CERTIFICATE

I hereby certify my understanding that the Confidential Information, as that term is defined in the Confidentiality Agreement between the Cape Light Compact and the [Company] dated _____, 201_ (the "Agreement"), is being provided to me pursuant to the terms and restrictions of the Agreement. I also certify that I have been given a copy of the Agreement, have read its terms and conditions, and agree to be bound by them. I understand that the contents of the Confidential Information and any parts of notes, abstracts, memoranda, or any other form of information that contains such Confidential Information shall not be disclosed to anyone nor copied other than in accordance with the Agreement, and shall be used only for the limited purposes stated therein. I also agree to protect the confidential and proprietary nature asserted for the Confidential Information.

I further acknowledge that, in the event that my role as a _____ of [the Company] ceases, I shall return all copies of Confidential Information and destroy all parts of notes, memoranda, and other documents that contain such material in accordance with the Agreement, and I shall continue to be bound by the terms and conditions of the Agreement.

By: _____
Name: _____
Title: _____
Organization: _____
Representing: _____
Date: _____