

Solarize Mass Technical Consultant Project Scope Checklist

Project Milestone		Date Completed	Hours expended	Expense	Notes
1	Technical Consultant - Community kick-off call			\$0.00	
2	Conduct threshold review on installer proposals			\$0.00	
2.1	<i>Deliverable to MassCEC - List of installers that meet Threshold, and Threshold & Summary of Findings</i>				
3	Review and score installer proposals			\$0.00	
4	Compile scoresheets and set up debrief call with community review team			\$0.00	
4.1	<i>Deliverable to MassCEC - Consultant and Community Scoresheets</i>				
5	Complete debrief call with community review team			\$0.00	
6	Set up installer interviews. Compile and share questions for installer interviews			\$0.00	
7	Complete installer interviews			\$0.00	
8	Conduct debrief with community regarding installer interviews. Facilitate discussion on installer selection process			\$0.00	
8.1	<i>Deliverable to MassCEC - Selected Installer Adder Form</i>				
9	Provided non-legal administrative support for community-installer contracting process			\$0.00	
10	Additional administrative costs				Clarify scope of activities included under administrative costs. May be included under any major project milestone as applicable
10.1	Review RFP			\$0.00	
10.2	Support pre-bid meeting			\$0.00	
	Hours and funds expended to date			\$0.00	
	Remaining Funds for Installer Selection Project Scope			\$0.00	