

COMMONWEALTH OF MASSACHUSETTS | STANDARD CONTRACT FORM



This form is jointly issued and published by the Office of the Comptroller, the Executive Office for Administration and Finance, and the Operational Services Division as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. The Commonwealth deems void any changes made on or by attachment (in the form of addendum, engagement letters, contract forms or invoice terms) to the terms in this published form or to the [Standard Contract Form Instructions and Contractor Certifications](#), the [Commonwealth Terms and Conditions](#), the [Commonwealth Terms and Conditions for Human and Social Services](#), or the [Commonwealth IT Terms and Conditions](#) which are incorporated by reference herein. Additional non-conflicting terms may be added by Attachment. Contractors are required to access forms at macomptroller.org/forms or mass.gov/lists/osd-forms.

CONTRACTOR INFORMATION		COMMONWEALTH INFORMATION	
Contractor Legal Name City of Somerville		Department Executive Office of Energy and Environmental Affairs	
City of Somerville		MMARS Code ENV	
d/b/a		Contract Manager Name Kara Runsten, MVP Director	
Legal Address As entered on Form W-9 or Form W-4 93 Highland Avenue, Somerville, 02143		Business Mailing Address 100 Cambridge St., 10th Floor, Boston MA 02114	
Contract Manager Name Meg Koglin, Public Space Planner		Billing Address If Different	
Phone (617) 625-6600 x2556		Phone 617-312-1594	
Fax		Fax	
Email mkoglin@somervillema.gov		Email kara.runsten@mass.gov	
Vendor Code VC		MMARS Doc ID(s)	
Vendor Code Address ID e.g. "AD001" AD		RFR/Procurement or Other ID Number ENV 26 MVP 01	
Note: The Address ID must be set up for Electronic Funds Transfer (EFT) payments.			
<input checked="" type="radio"/> NEW CONTRACT		<input type="radio"/> CONTRACT AMENDMENT	
Procurement or Exception Type (Check one option only)		Current Contract End Date PRIOR to Amendment	
<input type="checkbox"/> Statewide Contract (OSD or an OSD-designated department.)		Amendment Amount Or Enter "No Change"	
<input type="checkbox"/> Collective Purchase (Attach OSD approval, scope, and budget.)		Amendment Type Check one option only. Attach details of amendment changes.	
<input checked="" type="checkbox"/> Department Procurement - Includes all Grants 815 CMR 2.00 . (Attach Solicitation Notice or RFR, and Response or other procurement supporting documentation.)		<input type="checkbox"/> Amendment to Date, Scope, or Budget (Attach updated scope and budget.)	
<input type="checkbox"/> Emergency Contract (Attach justification for emergency, scope, and budget.)		<input type="checkbox"/> Interim Contract with Current Contractor (Attach justification for Interim Contract and updated scope/budget.)	
<input type="checkbox"/> Contract Employee (Attach Employee Status Form, scope, and budget.)		<input type="checkbox"/> Contract Employee (Attach any updates to scope or budget.)	
<input type="checkbox"/> Interim Contract with new Contractor (Attach justification for Interim Contract and updated scope/budget.)		<input type="checkbox"/> Other Procurement Exception (Attach authorizing language/justification and updated scope/budget.)	
<input type="checkbox"/> Other Procurement Exception (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope, and budget.)			
TERMS AND CONDITIONS			
The Standard Contract Form Instructions and Contractor Certifications and the following document are incorporated by reference into this Contract and are legally binding. Check ONE option:			
<input checked="" type="radio"/> Commonwealth Terms and Conditions			
<input type="radio"/> Commonwealth Terms and Conditions for Human and Social Services			
<input type="radio"/> Commonwealth IT Terms and Conditions			
COMPENSATION			
Check ONE option.			
The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00 .			
<input type="radio"/> Rate Contract (No Maximum Obligation). (Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.)			
<input checked="" type="radio"/> Maximum Obligation Contract. Total maximum obligation for total duration of this contract (or new total if contract is being amended): \$1,367,300			

MMARS Doc ID(s)

PROMPT PAYMENT DISCOUNTS (PPD)

Commonwealth payments are issued through Electronic Funds Transfer (EFT) 45 days from invoice receipt. See [Prompt Pay Discounts Policy](#).

Contractors requesting accelerated payments must identify a PPD as follows:

Payment issued within:	10 days	% PPD.
	15 days	% PPD.
	20 days	% PPD.
	30 days	% PPD.

If PPD percentages are left blank, identify reason:

☐

Statutory/legal

☐

Ready Payments ([M.G.L. c. 29, § 23A](#))

☒

Agree to standard 45-day cycle

☐

Only initial payment

BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT

Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.

To complete the project "Blessing of the Bay Urban Heat Resilience" as outlined in Attachments A and B.

SUPPLIER DIVERSITY PROGRAM (SDP) PLAN

Does the Supplier Diversity Program apply?

☐

YES

If YES, the Contractor's annual SDP commitment for this Contract is

☒

NO

If NO, and the department is an Executive Department, enter the appropriate exemption: N/A - grant

ANTICIPATED START DATE (Complete ONE option only.)

The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:

☒

1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date.

☐

2. may be incurred as of , 20 , a date LATER than the Effective Date below and no obligations have been incurred prior to the Effective Date.

☐

3. were incurred as of , 20 , a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.

CONTRACT END DATE

Contract performance shall terminate as of June 30 , 20 27 , with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.

CERTIFICATIONS

Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions, this Standard Contract Form, the Standard Contract Form Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response (excluding any language stricken by a Department as unacceptable), and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in [801 CMR 21.07](#), incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.

AUTHORIZING SIGNATURE FOR THE CONTRACTOR

Signature and date must be captured at time of signature.

Signature

Date

Print Name

Katjana Ballantyne

Print Title

Mayor

AUTHORIZING SIGNATURE FOR THE DEPARTMENT

Signature and date must be captured at time of signature.

Signature

Date

Print Name

Print Title

Scope of Services (Attachment A)
FY26 EEA Municipal Vulnerability Preparedness Program – Action Grant
City of Somerville
August 2025

Grantee: City of Somerville

Name: Meg Koglin, Public Space Planner
Address: 93 Highland Avenue, Somerville, 02143
Phone: (617) 625-6600 x2556
Email: mkoglin@somervillema.gov

Project Title: Blessing of the Bay Urban Heat Resilience

Project Summary: The project seeks to improve local and regional urban heat resilience through the construction of a greenway at Blessing of the Bay Park in Somerville. Addressing urban heat is a core priority identified in Somerville's Climate Forward Plan. The project will build upon a community-led planning process to grow capacity and expand the park, replacing right-of-way asphalt with a shaded, low-carbon mobility route for environmental justice populations to access regional employment and transit centers at Assembly Square in Somerville and Wellington Circle in Medford.

Scope:

The tasks described in Attachment B will be performed according to the agreed-upon schedule and budget.

Funding Distribution:

Funding will be distributed by reimbursement upon completion of tasks outlined in Attachment B and submission of invoices. Costs eligible for reimbursement include all approved project costs incurred between the contract execution date and the contract termination date. Any amendments to this attachment or Attachment B must be approved by EEA prior to commencement of such activities. All grant funds must be spent according to the fiscal year breakdown below (before June 30, 2026, for FY26 funds and before June 30, 2027, for FY27 funds, as applicable). Please reference the RFR "ENV 26 MVP 01" for additional details on what is required for reimbursement and contact your MVP regional coordinator with any questions.

FY26 - \$243,100

FY27 - \$1,124,200

To receive grant funding, the applicant must agree to the fiscal requirements of the program by providing a statement from the authorized signatory of the organization acknowledging and accepting the following:

- The Grantee commits to match 10% (or 0% if Grantee is approved for no match or is an MVP-recognized tribe) of the total project cost using cash or in-kind contributions (or a combination of the two);

- The Grantee acknowledges that the funding under this grant will be provided on a reimbursement basis; and
- All matching funds provided by the Grantee or direct project partners have been approved and/or appropriated (or are in the process of being approved).

Additional details:

- Massachusetts sales tax is not a reimbursable expense.
- Work done prior to the project start date (the date the contract is issued and signed by the Commonwealth's Department Authorized Signatory) shall NOT be reimbursed. No funds will be granted for work performed after the contract termination date.
- For work completed before June 30, 2026, requests for reimbursement are due by July 31, 2026. For work completed between July 1, 2026 and June 30, 2027, requests for reimbursement are due by July 31, 2027.
- ***Any FY26 funds that are not spent by June 30, 2026 do not roll over to the next fiscal year and will be forfeited.***

As tasks are completed and deliverables are submitted to, reviewed, and approved by EEA, the Grantee must submit a Reimbursement Package (template to be provided) containing the following items:

1. A signed letter (on city or town letterhead) from the Grantee requesting reimbursement.
1. All relevant invoices, including those from subcontractors. Invoices must itemize costs consistent with the agreed-upon scope of work. Invoices must include sufficient information for EEA to determine that the services were performed and/or products were received, and that the invoiced items meet all contractual performance requirements.
2. A detailed breakdown of the required match for the task. For in-kind services, include sufficient details to demonstrate the total amounts of match contributed, and as appropriate, a list of personnel, hours worked, hourly rates, etc.
3. A short case study and a summary PowerPoint slide with project images (due at the end of the project, templates to be provided).

Reimbursement Packages should be submitted as tasks are completed with the monthly progress report, and reflect work performed according to the schedule of deliverables included in the project budget. Reimbursement is generally made within 45 days after approval of a reimbursement package. Reimbursement packages are due before July 31, 2026 for FY26 funds and before July 31, 2027 for FY27 funds.

EEA will retain a minimum of ten percent (10%) of awarded funds until all contract provisions are satisfied and all deliverables have been received.

Progress Reporting:

To help EEA stay current on work being conducted over the course of the project, the Grantee will submit a brief monthly progress report (template to be provided), due by the 30th of the month, including:

- Significant activities that have occurred to show progress toward deliverables
- Whether a change in schedule or scope of work is anticipated
- Whether costs are anticipated to be overrun or underrun
- If additional assistance from EEA or partners is needed
- Invoices for work completed to date

The Grantee must be in regular communication with their MVP Regional Coordinator (RC) throughout the course of the project and submit all reporting documentation to the RC.

Changes in Scope, Schedule, or Budget:

The Grantee shall inform their RC as soon as possible if any change in the schedule or scope (including tasks and deliverables) is needed or if the Grantee expects an underrun or overrun of the budget, so that EEA can work with the Grantee to take any necessary steps. The RC will inform the Grantee of any necessary contract amendments or if the adjustment is minor enough to only require written approval from EEA. If circumstances beyond the Grantee's control make an extension or new split in funding between FY26 and FY27 necessary—please notify EEA **no later than May 1st** (so that we may discuss a potential amendment before the end of the fiscal year). These requests will be considered on a case-by-case basis and may not be approved.

Regulatory Compliance

Grantee agrees to comply with all applicable state, federal, and local laws and ordinances. Such compliance is a condition of this grant.

Additional Terms

Receipt of MVP funding shall not be considered state approval of the project for any necessary state, federal, or local permits, nor provide any indication of the project's competitiveness for future funding phases.

