



REQUEST FOR QUALIFICATIONS

PROTOTYPING AND MANUFACTURING SERVICES FOR THE MARYLAND ENERGY INNOVATION ACCELERATOR PROGRAM (MEIA)

ISSUED BY: Maryland Clean Energy Center
5000 College Avenue, Suite 31010
College Park, MD 20740

RELEASE DATE: Monday, December 8, 2025

PRE-SUBMITTAL CONFERENCE: Tuesday, December 16, 2025

SITE VISITS: N/A

QUESTIONS DUE: Ongoing

QUALIFICATIONS DUE DATE: Ongoing

ANTICIPATED

INITIAL AWARD DATE: Friday, February 6, 2026

PROCUREMENT
OFFICER: Ben Rupert, Director of Procurement
Maryland Clean Energy Center
Email: brupert@mdcleanenergy.org
Phone: (301) 314-6061

DIRECT INQUIRIES TO: Imingo@mdcleanenergy.org

Offerors are cautioned not to make changes to any of the terms and conditions in this solicitation. Doing so may render an Offeror's Qualifications Submittal unacceptable and subject to rejection. Questions and inquiries may be addressed as outlined in Section 1.5 of this solicitation. Any exceptions to MCEC terms and conditions are not binding unless they are negotiated and affirmatively deemed mutually agreeable by the Offeror and MCEC in an executed contract. MCEC is not required to negotiate changes to its terms and conditions.



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SECTION I. PROCUREMENT INSTRUCTIONS

1.1 Introduction and Background Info

The Maryland Clean Energy Center (MCEC) is a green bank and corporate instrumentality of the state of Maryland created by the General Assembly with a statute-directed mission to advance clean energy and energy efficiency products, services, and technologies as part of a specific economic development strategy. MCEC and the Clients we support have established policy mandates and developed goals to significantly reduce greenhouse gas emissions in the near term.

The selection of one or more qualified entities (“Vendor(s)”) under this RFQ is anticipated to be the initial step in developing Master Services Agreements (MSAs) between MCEC and a Vendors to deliver services specified in the scope of work, Section 3 of this RFQ. It is envisioned that the MSA will be for an initial term of three (3) years, with the possibility of two (2) two-year annual extensions to the initial term.

About the Maryland Energy Innovation Accelerator

MCEC’s Maryland Energy Innovation Accelerator (MEIA) program supports inventors, scientists, and founders who are developing climate tech innovations that advance the State’s clean energy and emissions reduction goals. As part of MCEC’s mission to promote clean energy and energy efficiency as an economic development strategy, MEIA provides funding to help bring breakthrough technologies to market, driving both climate progress and the growth of Maryland’s clean energy industry.

The current State of Maryland greenhouse gas (GHG) emissions reductions goals formalized via the Climate Solutions Now Act (CSNA) require a 60% GHG reduction by 2031, and net-zero emissions by 2045. Transitioning to Clean Energy is a primary strategy for reducing carbon emissions. Maryland continues to experience growth in clean energy transition. This growth is supported by technological advancements, state and federal incentives, as well as public and private sector incentives.

MEIA is issuing this RFQ to support startup teams that are in the process of designing, building, or refining their first prototype of Minimum Viable Product (MVP), as well as those that already have an existing prototype and need support in transitioning from lab-scale to pilot-scale production, while also evaluating and designing manufacturing systems to encourage future growth. The goal is to accelerate progress toward manufacturing prototypes by connecting startups with expert technical and design resources.

1.2 Issuing Office; Procurement Officer

Maryland Clean Energy Center
5000 College Ave
Suite 31010
College Park, Maryland 20740
Procurement Officer: Ben Rupert, Director of Procurement



Phone: (301)-314-6061

E-mail: brupert@mdcleanenergy.org

The sole point of contact for purposes of this procurement is the Procurement Officer. The Procurement Officer may designate others to act on his behalf. The MCEC Executive Director may change the Procurement Officer or change the limits of her authority at her discretion.

1.3 Schedule of Events

| Event | Date |
|-----------------------------------|-----------------------------------|
| RFQ Release Date | Monday, December 8, 2025 |
| Deadline for Receipt of Questions | Ongoing |
| Qualifications Due Date | Friday, January 9, 2026 - Ongoing |
| Tentative Date of Contract Award | Friday, February 6, 2026 |

1.4 Pre-proposal Conference

A pre-submittal conference will be held virtually via Zoom on Tuesday, December 16, 2025 from 11:00 AM – 12:00 PM. To register, click on the following link: [Pre-Proposal Conference Registration Link](#). For assistance with registration, please send an email to Imingo@mdcleanenergy.org

1.5 Questions and Inquiries

All questions and inquiries must be submitted in the “Discussion Room” section of the Tradogram platform by 5:00 PM EST Wednesday, December 31st, 2025. Oral questions will not be accepted. If a question or inquiry pertains to a specific section of the RFQ, the page and section number(s) must be referenced. ~~For questions regarding~~ **In order to receive a link to** the Tradogram platform, please send an email to Imingo@mdcleanenergy.org.

1.6 Submission Deadline

This RFQ will remain Open until Closed, with an initial submission deadline of Friday, January 9th, at 5:00 PM. Offerors must submit their responses via MCEC’s procurement software, Tradogram, using the submission link provided in the solicitation announcement email titled: “MCEC Request for Qualifications: MEIA Prototype Manufacturing.” Please contact MCEC at Imingo@mdcleanenergy.org with questions regarding the proposal submission process. Any response received after the submission deadline, no matter what the reason, will be deemed unacceptable. Proposals or unsolicited amendments to proposals arriving after the closing date and time will not be considered.



1.7 Duration of Offer

Proposals submitted in response to this solicitation are irrevocable for 120 days following the closing date, unless explicitly agreed to in writing by the MCEC Procurement Officer. This period may be extended at the Procurement Officer's request only by an Offeror's written agreement.

1.8 Electronic Distribution

This RFQ, including all updates, are available for download via [MCEC's RFP Bulletin Board](#). To ensure that you receive general procurement correspondence, including future MCEC solicitation announcements, please subscribe to our mailing list via the following link, and check the box next to "Business Development Career Announcements": <https://www.mdcleanenergy.org/resources/mcec-currents/subscribe/>.

SECTION II. GENERAL INFORMATION

2.1 Purpose

The overall purpose of this RFQ is to provide information to Offerors interested in preparing and submitting qualification proposals to meet MCEC's requirements for MEIA's prototyping and manufacturing services as outlined in Section 3 of the RFQ.

2.2 Revisions to the RFQ

MCEC reserves the right to amend this RFQ at any time prior to the proposals due date and time. If it becomes necessary to revise this RFQ, amendments will be provided to all prospective Offerors that were sent this RFQ or are otherwise known by the Procurement Officer to have obtained this RFQ. Acknowledgment of the receipt of all amendments will be required.

2.3 Cancellation of the RFQ; Rejection of All Proposals

MCEC may cancel this RFQ, in whole or in part, or may reject all proposals submitted in response, whenever this action is determined to be fiscally advantageous to MCEC or otherwise in the State's best interests.

2.4 Proposal Acceptance; Discussions

MCEC reserves the right to accept or reject any proposals, in whole or in part, received in response to this RFQ, to waive or permit cure of minor irregularities, and to conduct discussions with all qualified Offerors in any manner necessary to serve the best interests of MCEC. MCEC also reserves the right, in its sole discretion, to award a Contract based upon the written proposals received without prior discussions or negotiations.



2.5 Interviews/Oral Presentation

MCEC may conduct interviews with qualifying Offerors. In addition, in support of their proposals, Offerors may be required to make an oral presentation. Interviews and oral presentations must be conducted within two calendar weeks after MCEC has requested an Offeror to do so. Failure to meet with MCEC for an interview or to make an oral presentation within this time period may prevent the Offeror's proposal from receiving further consideration. The main point of contact proposed in the Offeror's proposal must be present during these interviews.

2.6 Incurred Expenses

MCEC will not be responsible for any costs incurred by an Offeror in preparing and submitting a proposal in response to this RFQ.

2.7 Proposal Form

Proposals should be prepared simply and economically, providing a straightforward, concise description of the Offeror's proposal for meeting the requirements of this procurement. Only proposals submitted via the Tradogram platform using the submission link provided in the solicitation announcement email titled: "MCEC Request for Qualifications: MEIA Prototype Manufacturing" by TBD will be accepted.

2.8 Multiple Proposals

Multiple and Alternate proposals will not be acceptable.

2.9 Access to Public Records Act Notice

An Offeror should give specific attention to the identification of those portions of its proposal that it considers confidential, proprietary commercial information or trade secrets, and provide justification why such materials, upon request, should not be disclosed by MCEC under the Public Information Act, General Provisions Article, Title 4, Annotated Code of Maryland. Careful consideration should be given before confidential information is submitted to MCEC as part of your proposal. Review should include whether it is critical for evaluating a proposal, and whether general, non-confidential information, may be adequate for review purposes.

2.10 Proposal Opening

Proposals will not be opened publicly. When the contract is awarded, those portions of the proposal available, pursuant to the Public Information Act, General Provisions Article, Title 4, Annotated Code of Maryland, will be made available upon written request to the Procurement Officer.

2.11 Compliance with Laws

Offeror hereby represents and warrants that:



- a) It is registered and qualified to do business in the State of Maryland, and that it will take such action as, from time to time, may be necessary to remain so registered and qualified;
- b) It is not in arrears with respect to the payment of any monies due and owing the State of Maryland, or any department or unit thereof, including, but not limited to, the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of this Agreement;
- c) It shall comply with all federal, State, and local laws applicable to its activities and obligations under this Agreement; and
- d) It shall obtain, at its expense, all licenses, permits, insurance, and governmental approvals, if any, necessary to the performance of its obligations under this Agreement.

2.12 Arrearages

By submitting an offer in response to this RFQ, the Offeror shall be deemed to represent that it is not in arrears in the payment of any obligation due and owing the State of Maryland or any department or unit thereof, including the payment of taxes and employee benefits, and if selected for award, that it shall not become in arrears during the term of the Contract.

2.13 Acceptance of Terms and Conditions

By submitting an offer in response to this RFQ, an Offeror shall be deemed to have accepted all the terms, conditions, and requirements set forth in this RFQ unless otherwise clearly noted and explained in its proposal.

2.14 Bid/Proposal Affidavit

A completed Bid/Proposal Affidavit must accompany all proposals submitted by an Offeror. A copy of this affidavit is included as Appendix 1 attached to this RFQ.

2.15 Contract Affidavit

All Offerors are advised that if a contract is awarded as a result of this solicitation, the successful Offeror will be required to complete a Contract Affidavit. A copy of this affidavit is included for informational purposes as Appendix 3 attached to this RFQ. This affidavit need not be submitted with an Offeror's proposal.

2.16 Order of Precedence

The offeror shall perform in accordance with this Contract and Exhibits, which are listed below and incorporated herein by reference. If there is any conflict between this Contract and the Exhibits, the terms of the Contract shall control. If there is any conflict among the Exhibits, the following order of precedence shall determine the prevailing provisions:

1. The Contract and Contract modifications executed by both parties;



2. This RFQ; and
3. Offeror's submittal.

Modifications of the order of precedence provision of this solicitation will not be accepted. If any terms and conditions inconsistent with requirements of the solicitation are proposed, those terms and conditions must be stated in the proposal.

2.17 Contract Award

MCEC anticipates making multiple awards under this solicitation but may select a single firm if deemed appropriate. It may award a contract based on initial applications without discussion, or following limited discussion, negotiations, or interviews. Each offer should be submitted using the most favorable cost and technical terms. MCEC may request additional data or material to support applications. It is anticipated that unique Task Orders will be issued under the MSA(s) between MCEC and the Vendor(s). As specified in Section 1.6 above, this RFQ will remain Open until it is Closed.

2.18 RFQ Modifications

MCEC also reserves the right to correct any arithmetic errors, to change the final due date and time for the proposals, to accept or reject any of the firm's employees assigned to provide services on this project, and to require their replacement at any time, and to reject any proposal containing false or misleading statements or that provides references that do not support an attribute or a condition claimed by the Offeror.

2.19 Limitation

This solicitation does not commit MCEC to award a contract, pay any costs incurred in preparing a proposal, or to procure or contract for services or supplies. MCEC reserves the right to accept or reject any or all proposals received, to negotiate with all qualified sources, or to cancel in part or in its entirety the solicitation when it is in MCEC's best interest.

2.20 Performance of Services

The Offeror shall perform the services within the limits prescribed by MCEC in a manner consistent with that level of care and skill ordinarily exercised by other independent public financial advisors under similar circumstances at the time the services are performed.

2.21 Term

A Master Services Agreement, if awarded pursuant to this RFQ, shall begin on the date that the Agreement is signed by both parties and continue for an initial term of three (3) years, with the possibility of two (2) two-year annual extensions to the initial term, provided that either party gives the other notice of non-



renewal at least thirty (30) days before the end of the expiring term, as applicable, to stop the automatic renewal of this Agreement.

SECTION III. SCOPE OF SERVICES AND REQUIREMENTS

3.1 Services Sought

The following services shall be required if the Offeror:

1. **Prototyping.** Serves startup teams that are at the stage of designing, building, or refining their first prototype or Minimum Viable Product (MVP). The goal of this program is to help teams make progress toward a manufacturing-ready prototype by leveraging expert technical and design support.
 - a. Industrial design consultation and support
 - b. CAD design and 3D modeling
 - c. Engineering review and performance testing
 - d. Materials selection and sourcing
 - e. Small-scale fabrication and rapid prototyping
 - f. Design-for-manufacturing (DFM) advisory
 - g. Prototyping project planning and budgeting
2. **Manufacturing.** Serves startup teams that have an existing prototype and need help preparing for scaled production. This includes transitioning from lab-scale to pilot-scale production, as well as evaluating and designing appropriate manufacturing systems and supply chains.
 - a. Supply chain analysis and vendor identification
 - b. Manufacturing process development and optimization
 - c. Assembly line and automation planning
 - d. Production tooling and fixture design
 - e. Contract manufacturing selection and engagement



- f. Quality assurance and control planning
- g. Regulatory and compliance readiness

'Value-Add' Products and Service-Response. MCEC is soliciting value added services and asks each Offeror to include with their Proposal, descriptions for each class of item and service listed above on which they provide rates or rate structures, if different from the rates being submitted. Offerors should include any additional information that MCEC should have when making its decision concerning contract award(s).

3.2 Task Order Award Process

This RFQ contemplates a multiple-step, indefinite delivery, indefinite quantity, contracting process, as follows:

- i. MCEC and Vendor enter into a Master Service Agreement ("MSA").
- ii. MCEC will develop a description of the services for a Project that are to be the subject of a particular Task Order and will notify Vendor(s) of the need for such work or/and services via a Task Order Request for Proposal
- iii. Vendor(s) will respond to the TORFP by developing a pricing proposal that includes their approach and the calculation of the reasonably expected rate and the projected cost for use of the Vendor's equipment or materials over their useful life. This calculation should specify the cost of the equipment, installation and service, in compliance with all requirements outlined in the TORFP.
- iv. Unless otherwise specified in the TORFP, Vendors shall have 30 days to prepare a proposal for the project.
- v. Upon acceptance of the proposal by MCEC, MCEC will develop and issue the Task Order, integrating the Pricing Proposal received from the Vendor as the Scope of Work to be completed under the Task Order contract, and pursuant to the terms proposed in its response to this RFQ.
- vi. MCEC will circulate the Task Order contract for review and approval by vendor.
- vii. The Vendor(s) shall not commence work under any Task Order until the Task Order is signed by all Parties and the Vendor receives an executed Task Order from MCEC.
- viii. A Task Order Contract will be awarded for a particular service
- ix. The Vendor shall not commence the work and/or service under any Task Order until the



Task Order is signed by all Parties and the Vendor receives an executed Task Order from MCEC.

SECTION IV. PROPOSAL REQUIREMENTS

Each offeror shall carefully examine the RFQ and all amendments, exhibits, revisions, and other data and materials provided with respect to this RFQ process. Offerors should familiarize themselves with all proposal requirements prior to submitting their proposal.

Offerors are required to respond to each service separately. Each section should be clearly labeled and detailed to ensure clarity regarding the scope of work being bid on. As noted above, offerors may submit proposals focused on a specific service(s) and are not required to cover all services outlined.

Proposals should be concise and focused on providing relevant information pertaining to the requirements outlined in this RFQ. While the proposal should be thorough and detailed, Offerors should avoid making proposals excessively long or submitted in an elaborate format that includes expensive binders or graphics. Unnecessary attachments beyond those sufficient to present a complete, comprehensive, and effective response will not influence the evaluation of the proposal.

Proposals should be organized into two sections: "Technical Proposal" and "Price Proposal" as set forth below. Each page of the proposal should state the name of the Offeror and the page number. In addition, the proposal should contain:

- (a) Name of firm.
- (b) Mailing address of the office from which the proposal is being submitted.
- (c) Name of individual who will represent firm as primary contact person on matters relating to the proposal
- (d) Telephone number, fax number, and E-mail address, if applicable.
- (e) Hourly rates for no more than four classes of personnel: principal, professional, para-professional, and staff. The rates will include all expenses.
- (f) Estimate number of hours for each task outlined in the scope of services to which the offeror is responding.

4.1 Technical Proposal

4.1.1. Describe your organizational structure.

4.1.2. Describe your technical capabilities, with a focus on tooling and manufacturing. Provide details on your experience producing finished products, the range of materials you are able to work with, and any specialized processes or equipment that distinguish your capabilities from other offerors.



4.1.3. Provide a project organization and management description that describes the unique capabilities of your firm and the individuals assigned as consultants related to the proposed scope of work.

4.1.4. Provide the names of personnel in the firm who will be assigned to MCEC's account and their experience in performing services similar to those requested in this RFQ. Include resumes for all employees proposed to be involved on MCEC's account. Include a description of each employee's function in the company, title, office address, and number of years of service with the firm and other relevant past experience. (Resumes may be included as an appendix.)

4.1.5. Describe your firm's experience and expertise working with public entities and local municipalities, particularly agencies, authorities, and instrumentalities of the State of Maryland.

4.1.6. Briefly describe the services you expect to provide to MCEC. Indicate whether your firm is prepared to render the services enumerated in this RFQ using its own resources. Discuss the approach your firm would take to meet the requirements of this RFQ.

4.1.7. Discuss fully any conflicts of interest, actual or perceived, which might arise in connection with your firm's involvement with MCEC. If conflicts do or might exist, describe how your firm would resolve them.

4.1.8. Identify any litigation or administrative proceedings to which you are a party and which would either materially impair your ability to perform the services enumerated herein and for which this RFQ was issued or, if decided in an adverse manner, materially adversely affect the financial condition of your firm.

4.1.9. Identify the employees that have been the subject of any investigation or disciplinary action by any Maryland ethical or regulatory authority. Describe briefly how any matter was resolved or whether it remains unresolved.

4.1.10. Identify if your firm or any employee has ever been disbarred or suspended by any agency of the U.S. Government or the State of Maryland.

4.1.11. Indicate if your firm is a minority and / or woman-owned business enterprise and provide the appropriate certification. If your firm is not a minority and / or woman-owned business enterprise, please furnish information on the number and percentages of minorities and women among the employees of the firm; a copy of the firm's affirmative action or equal opportunity plan or other commitment to affirmative action and equal employment opportunity; and an explanation of how your firm, if selected, would help MCEC further its policy of promoting participation of minorities and women in the provision of services to it, including services in support of its financing program. Future projects contemplated as a result of this RFQ must attempt to meet or exceed State of Maryland MBE participation requirements for State agencies.



4.1.12. Indicate the address of the office through which MCEC's account will be primarily serviced, and any anticipated travel or other such costs.

4.1.13. Provide three client references. The list must include references related to projects: (i) On which the proposed principal consultant played a lead role; and (ii) For which the services provided were similar to the services expected to be provided under this RFQ. MCEC reserves the right to contact any previous client whether or not provided as a reference.

4.1.14. Provide any other information that you believe would make your firm's representation of MCEC superior to other firms' representation, including descriptions of your firm's role in recommending innovative or unique ideas or concepts.

4.2 Price Proposal

4.2.1. Delineate all cost elements anticipated to be associated with this work. Fees will be applicable for the term of any future contract between MCEC and the winning Offeror(s), and all extensions of the contract(s).

4.2.2. State any special considerations with respect to billing or payment of fees and expenses that your firm offers and that you believe would differentiate you from other Offerors and make your firm's services more cost effective for MCEC.

4.2.3. Provide a detailed breakdown of the cost components and assumptions used in setting the fees in the proposal.

SECTION V. PROPOSAL FORMAT

5.1 Transmittal Letter

A brief transmittal letter prepared on the Offeror's business stationery should accompany the original and required copies of the two-part proposal. The letter must be signed by an individual authorized to bind the Offeror to all statements, including services and prices, contained in the proposal. The transmittal letter should also indicate that, if selected, the Offeror will execute a contract with MCEC.

5.2 Proposal Body

Proposals should address all items requested in Section 4 of this RFQ, including sections 4.1 and 4.2. Each of the elements within those sections is expected to be addressed in all submitted proposals. However, additions may be made where necessary for purposes of clarification or amplification. Please limit proposals to 20 pages.



SECTION VI. PROPOSAL EVALUATION

Proposals meeting the RFQ requirements will be evaluated as follows:

A selection committee consisting of MCEC staff and outside subject matter experts will review the Proposals to determine if they each meet the requirements of this RFQ. Following this review, MCEC may develop a short list of Offerors who will be eligible for further consideration and will be asked to interview with and/or make oral presentations to the selection committee as set forth in Section 2.5 above. Following any presentations or, if the selection committee believes that it has sufficient information based upon its review of the Proposals without presentations, the selection committee will recommend an Offeror to the MCEC Board of Directors for approval. The selection committee's recommendation, and any final Board approval, will be based upon the determination of the selection committee and the Board, in their sole judgment, as to which Proposal would provide MCEC with the most advantageous and comprehensive combination of technical expertise, reputation, and price, while also assessing the minority business enterprise goals of MCEC.

SECTION VII. APPENDICES

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|------------|-------------------------|
| Appendix 1 | Bid/Proposal Affidavit |
| Appendix 2 | Sample Form of Contract |
| Appendix 3 | Contract Affidavit |