



REQUEST FOR PROPOSALS

VIDEO PRODUCTION SERVICES FOR WASTE TO VALUE: CLEAN HEAT AND SUSTAINABLE JOBS FROM WOODY BIOMASS

ISSUED BY:	Maryland Clean Energy Center 5000 College Avenue, Suite 31010 College Park, MD 20740
SOLICITATION NUMBER:	2026-001
RFP RELEASE DATE:	March 10, 2026
PRE-PROPOSAL CONFERENCE:	March 17, 2026 at 11:00 AM EST Register here to attend
RFP QUESTIONS DUE DATE:	March 20, 2026 by 12:00 PM EST
PROPOSAL DUE DATE:	March 30, 2026 by 5:00 PM EST April 3, 2026 by 5:00 PM EST
ANTICIPATED AWARD DATE:	April 10, 2026 April 15, 2026
PROCUREMENT METHOD:	A contract will be awarded in accordance with MCEC's procurement policy.
MBE SUBCONTRACTING GOAL:	N/A
PROCUREMENT OFFICER:	Ben Rupert, Director of Procurement Maryland Clean Energy Center Email: brupert@mdcleanenergy.org Phone: (301) 314-6061
DIRECT INQUIRIES TO:	Limunga Mingo: limingo@mdcleanenergy.org
PROPOSALS TO BE SENT TO:	limingo@mdcleanenergy.org

Vendors are cautioned not to make changes to any of the terms and conditions in this solicitation. Doing so may render a Vendor'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 Vendor 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 INTRODUCTIONS

1.1 Background

The Maryland Clean Energy Center (“MCEC”) is a green bank and corporate instrumentality of the state of Maryland created to fund and facilitate a clean energy future. As part of MCEC’s mandate, MCEC advances the adoption of clean energy generation and storage, as well as energy efficiency projects, products, services and technologies. MCEC leverages private capital to help achieve clean energy and greenhouse gas mitigation goals in Maryland.

MCEC advances clean energy solutions that strengthen the economy, support local communities, and promote environmental stewardship. MCEC works with both public and private partners to accelerate the deployment of proven technologies and educate decision-makers.

The Alliance for Green Heat (“AGH”) partnered with MCEC to secure funding through the Maryland Agricultural Education and Rural Development Assistance Fund (“MAERDAF”) to support the advancing of biomass energy in rural Maryland. As part of this initiative, AGH and MCEC will produce a documentary-style film highlighting the economic, environmental, and community benefits of modern woody biomass energy. To support this effort, MCEC is requesting proposals from qualified individuals and firms to produce two high-quality, compelling videos with multiple edits focused on advanced woody biomass heat systems and sustainable forest management.

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 their authority at her discretion.

1.3 Schedule of Events

Event	Date
RFP Release Date	March 10, 2026
Deadline for Receipt of Questions	March 20, 2026 at 12:00 PM EST



Proposal Due Date ~~March 30~~, **April 3** 2026 by 5:00 PM EST
Tentative Date of Contract Award April **15**, ~~10~~, 2026

1.4 Pre-proposal Conference

A virtual pre-proposal conference will be held on **March 17, 2026 at 11:00 AM EST**. To register, click the following link: [Pre-proposal Conference – Video Production Services for Waste to Value: Clean Heat and Sustainable Jobs from Woody Biomass](#). For assistance with registration, please send an email to limingo@mdcleanenergy.org

1.5 Questions and Inquiries

All questions and inquiries should be directed to Limunga Mingo at limingo@mdcleanenergy.org. Questions must be submitted in writing by mail or email and received by **12:00 PM EST on March 20, 2026** to be accepted. If a question or inquiry pertains to a specific section of the RFP, the page and section number(s) must be referenced.

1.6 Submission Deadline

To be eligible for consideration, responses must be received no later than **5:00 PM EST on April 3, ~~March 30~~, 2026**. Proposals should be submitted electronically in the form of a PDF to limingo@mdcleanenergy.org, with confirmation of receipt from MCEC. 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 submission deadline 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. This period may be extended at the Procurement Officer's request only by an Offeror's written agreement.

1.8 Electronic Distribution

This RFP, including all updates, is 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 using the following link: <https://www.mdcleanenergy.org/resources/mcec-currents/subscribe/>.



SECTION II. GENERAL INFORMATION

2.1 Purpose

The overall purpose of this RFP is to provide information to Offerors interested in preparing and submitting proposals for the production of an educational film, plus shorter cuts, that captures the scope and impact of the advanced wood heat sector, illustrates sustainable practices across the whole supply chain, and communicates the day-to-day experience of biomass energy systems to a broad audience.

The videos should increase awareness and adoption of advanced woody biomass heat by showcasing its economic, environmental, and operational benefits, reinforcing that it is a practical, manageable, and cost-effective solution for municipalities, schools, hospitals, and commercial property owners.

2.2 Revisions to the RFP

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

2.3 Cancellation of the RFP; Rejection of All Proposals

MCEC may cancel this RFP, 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 interest.

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 RFP, 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 RFP.



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 electronically transmitted proposals will be accepted and shall be submitted to the email address provided in section 1.6 of this RFP by **5:00 PM EST on April 3, ~~March 30, 2026~~**.

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 for 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 under Maryland laws regarding access to public information will be made available upon written request to the Procurement Officer.

2.11 Compliance with Law

By submitting an offer in response to this RFP, the Offeror, if selected for award, agrees that it will comply with all federal, State of Maryland, and local laws, regulations, and rules applicable to its activities and obligations under the Contract.

2.12 Arrearages

By submitting an offer in response to this RFP, 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 RFP, an Offeror shall be deemed to have accepted all the terms, conditions, and requirements set forth in this RFP 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 RFP.



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 RFP. This affidavit need not be submitted with an Offeror's proposal.

2.16 Order of Precedence

The contract between the parties will be embodied in the contract documents which will consist of the following, listed in their order of precedence:

1. The contract and contract modifications executed by both parties;
2. This RFP; and
3. Offeror's proposal.

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

2.17 Contract Award

MCEC reserves the right to award one or more contracts under this solicitation if it is in the best interest of MCEC to do so. 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. MCEC expects to notify Offerors on or about **April 15~~10~~, 2026**, whether their proposal has been selected to receive an award.

2.18 RFP 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 selected Vendor 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 Vendors under similar circumstances at the time the services are performed.



2.21 Term

A contract to be awarded pursuant to the RFP shall begin on the date that the contract for this RFP is signed by both parties and continue until all deliverables are complete, as mutually agreed in writing by the Parties, and in any case no later than June 30, 2026.

2.22 Minority and Veteran-Owned Small Business Enterprise Goal

There is no Minority Business Enterprise (MBE) or Veteran-Owned Small Business Enterprise (VSBE) participation goal for this procurement. However, firms identifying as MBE and VSBE are encouraged to participate in this solicitation.



SECTION III. SCOPE OF SERVICES AND REQUIREMENTS

3.1 Scope

MCEC is requesting the production of a video that will offer a holistic view of a mature advanced wood heat sector, highlighting the entire supply chain, “from forest to furnace and back again.” It will show how fuelwood is harvested, processed, delivered, and ultimately used to heat businesses, schools, hospitals, and other structures. The content will balance technical and informative material with narrative storytelling, resulting in an engaging, educational, and professional product that provides viewers with a complete, functional understanding of the biomass sector - comparable to attending an educational tour alongside subject-matter experts.

The video must be persuasive, credible, and adoption-oriented. It should be capable of driving support for biomass among both policymakers and facility owners. In addition, several shorter cuts, intended for general audiences and social media, will be required.

3.2 Services Sought

The following services shall be required of the Offeror:

1. Pre-Production Activities.
 - a. Attend planning sessions with MCEC and its partners, including:
 - i. Maryland DNR
 - ii. Maryland Forest Association
 - iii. Alliance for Green Heat
 - iv. New England state officials
 - b. Review and finalize preliminary narratives and storyboards
 - c. Finalize travel itinerary
 - d. Support development of interview questions aligned with adoption goals
 - e. Develop a filming plan; coordinate with facility hosts and tour organizers to secure releases and filming permissions
 - f. Identify ideal locations for capturing b-roll that reinforces the narrative, including exemplary facilities in New England
 - g. Plan motion graphics and data visualization
 - h. Coordinate drone footage as needed.
2. Production Activities.
 - a. Spend approximately five days on-site (mid-May 2026) in New England, recording a group of Marylanders touring biomass facilities in the region.
 - b. Record footage of facility operations, boiler rooms, fuel processing, and other relevant aspects of the supply chain.



- c. In addition to facility footage, film interviews with industry figures, facility owners, state forestry leadership, and other experts.
- d. Document any talks, engagement, or attendee impressions relevant to the topic
- e. Collect high-quality b-roll footage, including aerial shots, of facility operations, equipment, and the buildings they serve.

3. Post-Production Activities.

- a. Edit footage into a 5–10-minute educational film that explains the technology, dispels misconceptions, and highlights the day-to-day experience of heating with biomass.
- b. Incorporate high-quality audio, graphics, titles, captions, and project branding.
- c. Create shorter 30–60 second clips for outreach, social media, and website use.

The following deliverables shall be required of the Offeror:

- a. Flagship Video (5–10 minutes)
- b. Short-Form Video Cuts (2-3 minutes)
- c. Three 30–60 second social cutdowns of each video
- d. ADA-compliant videos & captions (WCAG) 2.1 level AA standards)
- e. Clean masters (no burned-in captions)
- f. Web-ready files (16:9; additional formats optional)
- g. Final files in 4K UHD and MP4 format

The Vendor will be responsible for securing all necessary licenses.

3.3 **Content and Outcome**

The video will follow woody biomass along its entire supply chain, from forest stand to institutional boiler room with an emphasis on green chips and pellets as the primary fuel types. Brief discussion of other fuel forms (cordwood, dry chips, green chips) is woven into the supply chain narrative to give viewers a sense of the full range of options, without losing the thread of the overall story. The video shall open with an establishing montage that orients viewers to the "shape" of the industry and closes with a loop-closing outro that reinforces the renewable, community-rooted character of wood energy. The body of the video shall be as follows:

1. **Forest Stand:** Discusses sustainable harvest practices, the benefits of fuelwood removal, the need for wood markets, and the dangers of high-grading. The video will show how biomass harvest supports healthy and sustainable forests.
2. **Fuelwood Processing and Delivery:** Traces the journey of raw wood (slash, thinnings, tops and limbs) as it is converted into chips or pellets and delivered to end users. Covers the differences between fuel types at a high level, with attention to the logistics of regional



delivery and the fact that fuelwood is typically cut, processed, and consumed within a tight geographic radius.

3. **Boiler Operation:** Explores advanced wood heating systems as they function in real institutional settings: schools, hospitals, office complexes. Covers boiler types, automation, and auxiliary systems like emissions controls, buffer tanks, and ash handling. Emphasizes day-to-day operation: reliability, cleanliness, the absence of smoke or odor, and fuel sourcing/delivery.
4. **Living with Biomass** – Focuses on human experience, featuring testimony from administrators, facility staff, students, and patients at biomass-heated institutions. Covers cost savings, effects on the community, and the ways the technology surprised users - highlighting that biomass heat can be a normal, everyday reality rather than an experimental or ideological choice.

A draft storyboard is attached as Appendix 4 for informational purposes only.

The following outcomes shall be required at each stage of production:

1. Outcome of Pre-Production Activities.
 - a. A detailed plan choreographing the tour order and objectives at each site.
 - b. Logistics and permissions arranged in advance.
 - c. A final approved storyboard, script and interview questions.
2. Outcome of Production Activities.
 - a. High-quality raw footage representing the complete “forest-to-furnace” process and including expert testimony.
 - b. Comprehensive source material that accurately represents the experience of the tours and the full biomass energy lifecycle.
3. Outcome of Post-Production Activities.
 - a. Expanded reach for biomass education, especially to audiences unable to attend in-person tours.
 - b. A reusable content toolkit for web, event, and social media use.
 - c. Create a clearer understanding in prospective adopters, and an easier path to dispelling misconceptions in skeptics.

The resulting film should effectively convey the tangible, real-world impacts of woody biomass as a clean heat solution. The video should replicate the effectiveness of in-person site tours by



combining compelling visuals, clear and grounded explanations, and authentic stakeholder perspectives. The production should feature multiple stakeholders, including but not limited to foresters, landowners, and facility owners/operators, and should address both the direct benefits of the initiative as well as broader economic, environmental, and community impacts. The tone should be professional yet accessible, with an engaging narrative structure and concise, relatable messaging appropriate for diverse audiences, including policymakers, industry stakeholders, and the general public.



SECTION IV. PROPOSAL REQUIREMENTS

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

Proposals should be concise and focused on providing relevant information pertaining to the requirements outlined in this RFP. While the proposal should be thorough and detailed, Offerors should avoid excessive length or the inclusion of generic marketing materials. The use of expensive binders or elaborate graphics is discouraged.

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.

4.1 Eligibility Qualifications

- 4.1.1. Provide an overview of your firm to include background, organizational structure and primary contacts at the firm.
- 4.1.2. Briefly describe the services you expect to provide to MCEC. Proposals should include:
 - (a) A proposed creative concept and storytelling approach for both required video versions
 - (b) A description of tone, messaging strategy, and target audience alignment
 - (c) Plans for narration, music licensing, graphics, animation, and overall visual presentation
 - (d) An explanation of how footage, interviews, and b-roll will be captured and utilized across multiple formats
 - (e) A production plan with clear phases (pre-production, production, post-production)
 - (f) A detailed timeline with milestones and measurable outcomes

Discuss the approach your firm would take to meet the requirements of this RFP, including: a specific timeline and milestones for measurable outcomes; expectations for MCEC staff, stakeholder engagement; and plans for delivery of final deliverables.

Indicate whether your firm is prepared to render the services enumerated in this RFP using its own resources or if it intends to utilize subcontractors for a portion of the



services described. If subcontractors are proposed, please indicate the percentage of services and list of specific services to be outsourced.

- 4.1.3. Briefly discuss your firm's experience producing video content for public entities and local municipalities, particularly agencies, authorities, and instrumentalities of the State of Maryland, preferably in the areas of energy, industrial development, public policy, or documentary-style storytelling.
- 4.1.4. Provide detailed summaries of at least three specific assignments that demonstrate the unique capabilities of your firm, the scope of work provided and the individual(s) that served as the primary contact(s) for your firm. Each summary should include:
 - The client's name and type of organization.
 - A brief overview of the project, including the audience and key objectives.
 - A brief description of the services performed, including their relevance to this project.
 - The type of videos or media produced (e.g., educational films, documentary content, promotional videos, etc.)
 - The names of individual(s) from your firm who served as project lead(s) and a brief description of their role.

MCEC reserves the right to contact any previous client whether or not provided as a reference.

- 4.1.5. Provide the names of personnel in the firm who will be assigned to MCEC's account and describe their experience in performing services similar to those requested in this RFP.
 - 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.
 - Describe the availability of the lead person(s) for consultation with Program Administrators, including his or her availability to meet with Program Administrators.
 - Include resumes for all employees proposed to be involved on MCEC's account. (Resumes may be included as an appendix).
- 4.1.6. Discuss fully any conflicts of interest, actual or perceived, which might arise in connection with your firm's involvement with MCEC. If conflicts do exist or may arise, describe how your firm would resolve them.
- 4.1.7. 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 RFP was issued or, if decided in an adverse manner, materially adversely affect the financial condition of your firm.



- 4.1.8. 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.
- 4.1.9. 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.
- 4.1.10. 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.
- 4.1.11. Indicate the address of the office through which MCEC's account will be primarily serviced, and any anticipated travel or other such costs.
- ~~4.1.12. Provide at least two client references. The list must include references related to projects for which (i) the proposed principal consultant played a lead role and (ii) the services provided were similar to the services expected to be provided under this RFP. MCEC reserves the right to contact any previous client whether or not provided as a reference.~~
- 4.1.12. 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.
- 4.1.13. Proprietary Information: Trade secrets or proprietary information submitted by Offeror shall not be subject to public disclosure, per the terms of the Maryland Public Information Act. However, the offeror must notify MCEC, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected, including the section of the proposal in which it is contained, the page numbers, and state the reasons why protection is necessary. The classification of an entire proposal document, line-item prices and/or total proposal prices as proprietary or trade secrets is not acceptable. If, after being given reasonable time, the offeror refuses to withdraw such a classification designation, the proposal will be rejected.

4.2 Cost

- 4.2.1. The maximum Not to Exceed budget for this project is \$40,000.
- 4.2.2. Delineate all costs anticipated to be associated with this assignment. The rates will include all expenses. Fees will be applicable for the term of the contract between MCEC and the



winning Offeror, and all extensions of the contract. Respondents are encouraged to provide pricing for all deliverables specified in section 3 above.

Note that drones may not be purchased using federal grant funds. Drone costs, if applicable, must comply with the following Federal Uniform Guidance on grants: <https://www.ecfr.gov/current/title-48/chapter-1/subchapter-H/part-52/subpart-52.2/section-52.240-1>.

- 4.2.3. 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 proposers and make your firm's services more cost-effective for MCEC.

SECTION V. PROPOSAL FORMAT

5.1 Transmittal Letter

A brief transmittal letter prepared on the Offeror's business stationery should accompany the 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 this RFP, 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 15 pages, excluding Appendices.

Offerors shall review and complete or acknowledge the following attachments included in this RFP:

- (a) Appendix 1: Bid/Proposal Affidavit
- (b) Appendix 3: Contract Affidavit.

SECTION VI. PROPOSAL EVALUATION

Proposals meeting the RFP 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 RFP. 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 Executive Director for approval. The selection committee's recommendation, and



any final Board approval, will be based upon the determination of the selection committee and MCEC's Executive Director, 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

Appendices

Appendix 1	Bid/Proposal Affidavit
Appendix 2	Form of Contract - Sample
Appendix 3	Contract Affidavit
Appendix 4	Sample Storyboard
Appendix 5	MAERDAF Grant Agreement

APPENDIX 1: Bid/Proposal Affidavit

BID/PROPOSAL AFFIDAVIT

A. AUTHORITY

I hereby affirm that I, _____ (name of affiant) am the _____ (title) and duly authorized representative of _____ (name of business entity) and that I possess the legal authority to make this affidavit on behalf of the business for which I am acting.

B. CERTIFICATION REGARDING COMMERCIAL NONDISCRIMINATION

The undersigned Bidder/Offeror hereby certifies and agrees that the following information is correct: In preparing its Bid/Proposal on this project, the Bidder/Offeror has considered all Proposals submitted from qualified, potential subcontractors and suppliers, and has not engaged in "discrimination" as defined in § 19-103 of the State Finance and Procurement Article of the Annotated Code of Maryland. "Discrimination" means any disadvantage, difference, distinction, or preference in the solicitation, selection, hiring, or commercial treatment of a vendor, subcontractor, or commercial customer on the basis of race, color, religion, ancestry, or national origin, sex, age, marital status, sexual orientation, sexual identity, or on the basis of disability or any otherwise unlawful use of characteristics regarding the vendor's, supplier's, or commercial customer's employees or owners. "Discrimination" also includes retaliating against any person or other entity for reporting any incident of "discrimination". Without limiting any other provision of the solicitation on this project, it is understood that, if the certification is false, such false certification constitutes grounds for the State to reject the Bid/Proposal submitted by the Bidder/Offeror on this project, and terminate any contract awarded based on the Bid/Proposal. As part of its Bid/Proposal, the Bidder/Offeror herewith submits a list of all instances within the past 4 years where there has been a final adjudicated determination in a legal or administrative proceeding in the State of Maryland that the Bidder/Offeror discriminated against subcontractors, vendors, suppliers, or commercial customers, and a description of the status or resolution of that determination, including any remedial action taken. Bidder/Offeror agrees to comply in all respects with the State's Commercial Nondiscrimination Policy as described under Title 19 of the State Finance and Procurement Article of the Annotated Code of Maryland.

B-1. CERTIFICATION REGARDING MINORITY BUSINESS ENTERPRISES.

The undersigned Bidder/Offeror hereby certifies and agrees that it has fully complied with the State Minority Business Enterprise Law, State Finance and Procurement Article, § 14-308(a)(2), Annotated Code of Maryland, which provides that, except as otherwise provided by law, a contractor may not identify a certified minority business enterprise in a Bid/Proposal and:

- (1) Fail to request, receive, or otherwise obtain authorization from the certified minority business enterprise to identify the certified minority Proposal;
- (2) Fail to notify the certified minority business enterprise before execution of the contract of its inclusion in the Bid/Proposal;
- (3) Fail to use the certified minority business enterprise in the performance of the contract; or
- (4) Pay the certified minority business enterprise solely for the use of its name in the Bid/Proposal.

Without limiting any other provision of the solicitation on this project, it is understood that if the certification is false, such false certification constitutes grounds for the State to reject the Bid/Proposal

submitted by the Bidder/Offeror on this project, and terminate any contract awarded based on the Bid/Proposal.

B-2. CERTIFICATION REGARDING VETERAN-OWNED SMALL BUSINESS ENTERPRISES.

The undersigned Bidder/Offeror hereby certifies and agrees that it has fully complied with the State veteran-owned small business enterprise law, State Finance and Procurement Article, § 14-605, Annotated Code of Maryland, which provides that a person may not:

- (1) Knowingly and with intent to defraud, fraudulently obtain, attempt to obtain, or aid another person in fraudulently obtaining or attempting to obtain public money, procurement contracts, or funds expended under a procurement contract to which the person is not entitled under this title;
- (2) Knowingly and with intent to defraud, fraudulently represent participation of a veteran-owned small business enterprise in order to obtain or retain a Bid/Proposal preference or a procurement contract;
- (3) Willfully and knowingly make or subscribe to any statement, declaration, or other document that is fraudulent or false as to any material matter, whether or not that falsity or fraud is committed with the knowledge or consent of the person authorized or required to present the declaration, statement, or document;
- (4) Willfully and knowingly aid, assist in, procure, counsel, or advise the preparation or presentation of a declaration, statement, or other document that is fraudulent or false as to any material matter, regardless of whether that falsity or fraud is committed with the knowledge or consent of the person authorized or required to present the declaration, statement, or document;
- (5) Willfully and knowingly fail to file any declaration or notice with the unit that is required by COMAR 21.11.12; or
- (6) Establish, knowingly aid in the establishment of, or exercise control over a business found to have violated a provision of § B-2(1)-(5) of this regulation.

C. AFFIRMATION REGARDING BRIBERY CONVICTIONS

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business (as is defined in Section 16-101(b) of the State Finance and Procurement Article of the Annotated Code of Maryland), or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business's contracting activities including obtaining or performing contracts with public bodies has been convicted of, or has had probation before judgment imposed pursuant to Criminal Procedure Article, § 6-220, Annotated Code of Maryland, or has pleaded nolo contendere to a charge of, bribery, attempted bribery, or conspiracy to bribe in violation of Maryland law, or of the law of any other state or federal law, except as follows (indicate the reasons why the affirmation cannot be given and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of person(s) involved, and their current positions and responsibilities with the business):

D. AFFIRMATION REGARDING OTHER CONVICTIONS

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business, or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business's contracting activities including obtaining or performing contracts with public bodies, has:

(1) Been convicted under state or federal statute of:

(a) A criminal offense incident to obtaining, attempting to obtain, or performing a public or private contract;
or

(b) Fraud, embezzlement, theft, forgery, falsification or destruction of records or receiving stolen property;

(2) Been convicted of any criminal violation of a state or federal antitrust statute;

(3) Been convicted under the provisions of Title 18 of the United States Code for violation of the Racketeer Influenced and Corrupt Organization Act, 18 U.S.C. § 1961 et seq., or the Mail Fraud Act, 18 U.S.C. § 1341 et seq., for acts in connection with the submission of Bids/Proposals for a public or private contract;

(4) Been convicted of a violation of the State Minority Business Enterprise Law, § 14-308 of the State Finance and Procurement Article of the Annotated Code of Maryland;

(5) Been convicted of a violation of § 11-205.1 of the State Finance and Procurement Article of the Annotated Code of Maryland;

(6) Been convicted of conspiracy to commit any act or omission that would constitute grounds for conviction or liability under any law or statute described in subsections (1)—(5) above;

(7) Been found civilly liable under a state or federal antitrust statute for acts or omissions in connection with the submission of Bids/Proposals for a public or private contract;

(8) Been found in a final adjudicated decision to have violated the Commercial Nondiscrimination Policy under Title 19 of the State Finance and Procurement Article of the Annotated Code of Maryland with regard to a public or private contract;

(9) Been convicted of a violation of one or more of the following provisions of the Internal Revenue Code:

(a) §7201, Attempt to Evade or Defeat Tax;

(b) §7203, Willful Failure to File Return, Supply Information, or Pay Tax,

(c) §7205, Fraudulent Withholding Exemption Certificate or Failure to Supply Information,

(d) §7205, Fraud and False Statements, or

(e) §7207, Fraudulent Returns, Statements, or Other Documents;

(10) Been convicted of a violation of 18 U.S.C. §286, Conspiracy to Defraud the Government with Respect to Claims, 18 U.S.C. §287, False, Fictitious, or Fraudulent Claims, or 18 U.S.C. §371, Conspiracy to Defraud the United States;

(11) Been convicted of a violation of the Tax-General Article, Title 13, Subtitle 7 or Subtitle 10, Annotated Code of Maryland;

(12) Been found to have willfully or knowingly violated State Prevailing Wage Laws as provided in the State Finance and Procurement Article, Title 17, Subtitle 2, Annotated Code of Maryland, if:

(a) A court:

(i) Made the finding; and

(ii) Decision became final; or

(b) The finding was:

(i) Made in a contested case under the Maryland Administrative Procedure Act; and

(ii) Not overturned on judicial review;

(13) Been found to have willfully or knowingly violated State Living Wage Laws as provided in the State Finance and Procurement Article, Title 18, Annotated Code of Maryland, if:

(a) A court:

(i) Made the finding; and

(ii) Decision became final; or

(b) The finding was:

(i) Made in a contested case under the Maryland Administrative Procedure Act; and

(ii) Not overturned on judicial review;

(14) Been found to have willfully or knowingly violated the Labor and Employment Article, Title 3, Subtitles 3, 4, or 5, or Title 5, Annotated Code of Maryland, if:

(a) A court:

(i) Made the finding; and

(ii) Decision became final; or

(b) The finding was:

(i) Made in a contested case under the Maryland Administrative Procedure Act; and

(ii) Not overturned on judicial review; or

(15) Admitted in writing or under oath, during the course of an official investigation or other proceedings, acts or omissions that would constitute grounds for conviction or liability under any law or statute described in §§ B and C and subsections D(1)—(14) above, except as follows (indicate reasons why the affirmations cannot be given, and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of the person(s) involved and their current positions and responsibilities with the business, and the status of any debarment):

E. AFFIRMATION REGARDING DEBARMENT

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business, or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business's contracting activities, including obtaining or performing contracts with public bodies, has ever been suspended or debarred (including being issued a limited denial of participation) by any public entity, except as follows (list each debarment or suspension providing the dates of the suspension or debarment, the name of the public entity and the status of the proceedings, the name(s) of the person(s) involved and their current positions and responsibilities with the business, the grounds of the debarment or suspension, and the details of each person's involvement in any activity that formed the grounds of the debarment or suspension).

F. AFFIRMATION REGARDING DEBARMENT OF RELATED ENTITIES

I FURTHER AFFIRM THAT:

(1) The business was not established and it does not operate in a manner designed to evade the application of or defeat the purpose of debarment pursuant to Sections 16-101, et seq., of the State Finance and Procurement Article of the Annotated Code of Maryland; and

(2) The business is not a successor, assignee, subsidiary, or affiliate of a suspended or debarred business, except as follows (you must indicate the reasons why the affirmations cannot be given without qualification):

G. SUBCONTRACT AFFIRMATION

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business, has knowingly entered into a contract with a public body under which a person debarred or suspended under Title 16 of the State Finance and Procurement Article of the Annotated Code of Maryland will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction.

H. AFFIRMATION REGARDING COLLUSION

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business has:

(1) Agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the accompanying Bid/Proposal that is being submitted;

(2) In any manner, directly or indirectly, entered into any agreement of any kind to fix the Bid/Proposal price of the Bidder/Offeror or of any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the accompanying Bid/Proposal is submitted.

I. CERTIFICATION OF TAX PAYMENT

I FURTHER AFFIRM THAT:

Except as validly contested, the business has paid, or has arranged for payment of, all taxes due the State of Maryland and has filed all required returns and reports with the Comptroller of the Treasury, the State Department of Assessments and Taxation, and the Department of Labor, Licensing, and Regulation, as applicable, and will have paid all withholding taxes due the State of Maryland prior to final settlement.

J. CONTINGENT FEES

I FURTHER AFFIRM THAT:

The business has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee, bona fide agent, bona fide salesperson, or commercial selling agency working for the business, to solicit or secure the Contract, and that the business has not paid or agreed to pay any person,

partnership, corporation, or other entity, other than a bona fide employee, bona fide agent, bona fide salesperson, or commercial selling agency, any fee or any other consideration contingent on the making of the Contract.

K. CERTIFICATION REGARDING INVESTMENTS IN IRAN

(1) The undersigned certifies that, in accordance with State Finance and Procurement Article, §17-705, Annotated Code of Maryland:

(a) It is not identified on the list created by the Board of Public Works as a person engaging in investment activities in Iran as described in State Finance and Procurement Article, §17-702, Annotated Code of Maryland; and

(b) It is not engaging in investment activities in Iran as described in State Finance and Procurement Article, §17-702, Annotated Code of Maryland.

2. The undersigned is unable to make the above certification regarding its investment activities in Iran due to the following activities: _____

L. CONFLICT MINERALS ORIGINATED IN THE DEMOCRATIC REPUBLIC OF CONGO (FOR SUPPLIES AND SERVICES CONTRACTS)

I FURTHER AFFIRM THAT:

The business has complied with the provisions of State Finance and Procurement Article, §14-413, Annotated Code of Maryland governing proper disclosure of certain information regarding conflict minerals originating in the Democratic Republic of Congo or its neighboring countries as required by federal law.

M. I FURTHER AFFIRM THAT:

Any claims of environmental attributes made relating to a product or service included in the Bid or Proposal are consistent with the Federal Trade Commission's Guides for the Use of Environmental Marketing Claims as provided in 16 CFR §260, that apply to claims about the environmental attributes of a product, package, or service in connection with the marketing, offering for sale, or sale of such item or service.

N. ACKNOWLEDGEMENT

I ACKNOWLEDGE THAT this Affidavit is to be furnished to the Procurement Officer and may be distributed to units of: (1) the State of Maryland; (2) counties or other subdivisions of the State of Maryland; (3) other states; and (4) the federal government. I further acknowledge that this Affidavit is subject to applicable laws of the United States and the State of Maryland, both criminal and civil, and that nothing in this Affidavit or any contract resulting from the submission of this Bid/Proposal shall be construed to supersede, amend, modify or waive, on behalf of the State of Maryland, or any unit of the State of Maryland having jurisdiction, the exercise of any statutory right or remedy conferred by the Constitution and the laws of Maryland with respect to any misrepresentation made or any violation of the obligations, terms and covenants undertaken by the above business with respect to (1) this Affidavit, (2) the contract, and (3) other Affidavits comprising part of the contract.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: _____

By: _____ (print name of Authorized Representative and Affiant)

_____ (signature of Authorized Representative and Affiant)

APPENDIX 2: Form of Contract - Sample

PROCUREMENT CONTRACT AND TERMS AND CONDITIONS BETWEEN MARYLAND CLEAN ENERGY CENTER AND

THIS CONTRACT (“Contract”), is made as of the ____ day of _____, 202_, (the “Effective Date”) between the **MARYLAND CLEAN ENERGY CENTER** (“MCEC”), a body politic and corporate and an instrumentality of the State of Maryland, whose address 5000 College Avenue, Suite 31010, College Park, MD 20740, and _____ (“Contractor”)(collectively MCEC and Contractor shall be referred to as the “parties”).

IN CONSIDERATION of the premises and the covenants herein contained, the adequacy and sufficiency of which are duly acknowledged by the parties, the parties agree as follows:

1. Contractor Information:

(a) Legal name of Contractor:

(b) Contractor’s Federal TIN/SSN:

(c) Contractor’s Principal Place of Business:

2. Services to be Provided.

(a) Subject to the continuing availability of State or federal funds, MCEC shall purchase Contractor’s services, and Contractor shall provide video production services related to advanced woody biomass heat systems and sustainable forest management, in accordance with Contractor’s Proposal dated _____, 2026 (the “Proposal”), attached as Exhibit B and incorporated herein. All terms and conditions of Exhibit B, and any amendments thereto, are incorporated in and made a part of this Contract to the extent, and only to the extent, that they are consistent with and do not contradict the terms, conditions and provisions of this Contract or Maryland law.

(b) All terms and conditions of the Contract Affidavit, attached as Exhibit C, are made a part of this contract.

(c) If there are any conflicts, inconsistencies, differences, or discrepancies between this Contract and Exhibit B, the terms of this Contract shall control. If there are any conflicts, inconsistencies, differences, or discrepancies between Maryland law and Exhibit B, Maryland law shall control. The Contractor’s obligations for providing services are defined in order of precedence by 1) this Contract, 2) the Contract Affidavit, marked Exhibit C, and incorporated into this Contract by reference and made a part hereof, 3) Exhibit D, 4) The RFP and 5) Exhibit A. 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.

(d) MCEC retains the unilateral right to require changes in the services to be rendered, so long as the changes are within the general scope of work to be performed hereunder.

3. Contract Price and Method of Payment.

(a) Contract Price. For services satisfactorily performed by Contractor at the rates set forth in Exhibit B, MCEC shall compensate Contractor no more than forty thousand dollars and no cents (\$40,000.00). Except with the express written consent of MCEC, payment to the Contractor for the services required pursuant to this Contract shall not exceed \$40,000.00 during the entire term of this Contract, including the base term and any option exercised by MCEC.

(b) Method of Payment. MCEC shall pay Contractor no later than thirty days after MCEC receives a proper invoice from Contractor, which invoices shall be tendered at monthly intervals. Charges for late payment of invoices, other than as prescribed by Title 15, Subtitle 1, State Finance and Procurement Article, Maryland Code, are prohibited. Payment under this Contract will not be made until after certification is received from the Comptroller of the State that all taxes have been paid. In addition to any other available remedies if, in the opinion of the Executive Director, the Contractor fails to perform in a satisfactory and timely manner, the Executive Director may refuse or limit approval of any invoice for payment, and may cause payments to the Contractor to be reduced or withheld until such time as the Contractor meets performance standards as established by the Procurement Officer pursuant to this Contract.

4. Term of Contract. Performance under this Contract commences on the Effective Date, and parties agree and expect that, unless terminated earlier in accordance with the terms of this contract, the contract shall continue in full force and effect until agreed upon services are completed, but, in any case no later than _____, 2026.

5. Contract Officer. MCEC designates Ben Rupert to serve as Procurement Officer for this Contract. All contact between MCEC and Contractor regarding all matters relative to this Contract shall be coordinated through the Contract Officer.

6. Change Order.

(a) MCEC may, at any time, by specific written order ("Change Order"), make changes in the work within the general scope of this Contract. A Change Order form is included as Exhibit C for reference.

(b) No other statement beyond the Change Order or conduct of MCEC or any person shall be treated as a change or entitle Contractor to an equitable adjustment under this section.

(c) Except as otherwise provided in this Contract, if any change under this section causes an increase or decrease in Contractor's cost of, or the time required for, the performance of any part of the work, whether or not changed by the Change Order, an equitable adjustment in the Contract Price shall be made and the Contract shall be modified in writing accordingly.

(d) Contractor must assert in writing its right to an adjustment under this section within thirty (30) days of receipt of written Change Order and shall include a written statement setting forth the nature and cost of such claim. No claim by Contractor shall be allowed if asserted after final payment of the Contract Price for a Project. Failure to agree to an adjustment under this section shall be a dispute under the Disputes clause.

(e) Nothing in this section shall excuse Contractor from proceeding with the services as changed.

(f) MCEC or the State shall not be bound by a term or condition that is unknown to MCEC or the State at the time of signing this Contract. MCEC or the State shall not be bound by a term that may be unilaterally changed by Contractor.

7. Notices. All notices under this Contract shall be in writing and either delivered personally, sent by certified or registered mail, postage prepaid, or sent by overnight delivery with an overnight delivery service (i.e. UPS, federal express), and shall be effective upon receipt or refusal to accept delivery as follows:

If to MCEC:

Maryland Clean Energy Center
5000 College Avenue, Suite 31010
College Park, MD 20740
Attention: Executive Director

If to Contractor:

8. Responsibility of Contractor. Contractor shall perform the services with that standard of care, skill, and diligence normally provided in the performance of similar services.

9. Independent Contractor Status. The Contractor shall perform all services under this Contract as an “independent contractor” and not as an employee or agent of MCEC. Contractor will not be entitled to any benefits or compensation from MCEC, except as set forth in this Contract. Contractor agrees that it is responsible for the direct payment of any federal or state taxes on the compensation paid to him under this Contract. Contractor is not authorized to assume or create any obligation or responsibility, express or implied, on behalf of, or in the name of, MCEC, sign any Contracts related to MCEC, or to bind MCEC in any manner, without express written consent of MCEC. MCEC understands and agrees that this Contract is non-exclusive and that consistent with its independent contractor status, Contractor is free to contract with other persons and entities without restriction. During the term of this Contract, Contractor will disclose to MCEC all financial relationships with persons or entities that Contractor has met in connection with its activities under this Contract. Disclosure shall be made within 5 days of the execution of a Contract formalizing a financial relationship between Contractor and a person or entity.

10. Disputes. This Contract shall be deemed subject to Title 15, Subtitle 2 (Dispute Resolution), State Finance and Procurement Article, Maryland Code and to COMAR 21.10 (Administrative and Civil Remedies). Pending resolution of a claim, Contractor must proceed diligently with the performance of the Contract in accordance with the Contract Officer’s decision. Unless a lesser period is provided by law, Contractor must file a written notice of claim with the Contract Officer within thirty days after the basis for the claim is known or should have been known, whichever is earlier. Contemporaneously with or within thirty days of the filing of a notice of claim, but no later than the date of final payment under the Contract, Contractor must submit to the Contract Officer its written claim containing the information specified in COMAR 21.10.04.02.

11. Termination for Convenience. MCEC may terminate the performance of work under this Contract in whole, or, from time to time, in part, whenever MCEC determines that such termination is in the best interest of MCEC. MCEC shall pay all reasonable costs associated with this Contract that Contractor has incurred up to the date of termination and all reasonable costs associated with termination of the Contract. MCEC may not reimburse Contractor for any anticipatory profits that have not been earned up to the date of termination.

12. Termination for Default. If Contractor fails to fulfill its obligations under this Contract properly and on time, or otherwise violates any provision of the Contract, MCEC may terminate the Contract by written notice to Contractor. The notice must specify the acts or omissions relied on as cause for termination. All finished or unfinished supplies and services provided by Contractor shall, at MCEC's option, become MCEC's property.

13. Set-Off, Etc. MCEC may deduct from and set off against any amounts due and payable to Contractor any back-charges, penalties, or damages sustained by MCEC, by virtue of any breach of this Contract by Contractor. Nothing herein shall be construed to relieve Contractor of any liability for additional costs resulting from a failure to satisfactorily perform the services. Upon receipt and acceptance of the final payment due under this Contract in accordance with its original terms or with an early termination by MCEC, the Contractor waives any and all rights or claims arising under this Contract, unless otherwise agreed in writing by MCEC.

14. Contingent Upon Funds. If MCEC does not have funds available for continued performance for any period of this Contract, this Contract must be canceled automatically as of the beginning of the period for which funds were not available. Cancellation does not affect either MCEC's rights or Contractor's rights under any termination clause in this Contract. The effect of cancellation of the Contract hereunder will be to discharge both Contractor and MCEC from future performance of the Contract, but not from their rights and obligations existing at the time of termination. MCEC shall reimburse Contractor for the reasonable value of any nonrecurring costs incurred but not amortized in the price of the Contract. MCEC shall notify Contractor as soon as it has knowledge that funds may not be available for the continuation of this Contract.

15. Confidentiality and Dissemination of Information.

(a) Subject to the Maryland Public Information Act and any other applicable laws, including the Maryland Confidentiality of Records Act and the Artificial Intelligence Governance Act of 2024, and any implementing regulations promulgated pursuant thereto, all confidential or proprietary information and documentation relating to either party (including without limitation, any information or data stored within the Contractor's computer systems) shall be held in absolute confidence by the other party. Each party shall, however, be permitted to disclose relevant confidential information to its officers, agents and employees to the extent that such disclosure is necessary for the performance of their duties under this Contract. The provisions of this section shall not apply to information that (i) is lawfully in the public domain; (ii) has been independently developed by the other party without violation of this Contract; (iii) was already in the possession of such party; (iv) was supplied to such party by a third party lawfully in possession thereof and legally permitted to further disclose the information; or (v) which such party is required to disclose by law.

(b) Contractor shall not release any information related to the services or performance of the services under this Contract, nor publish any final reports or documents, without the prior written approval of MCEC, or unless such release is otherwise required by law or reasonably necessary to be disclosed in judicial proceedings.

16. Ownership of Documents, Equipment, and Materials.

(a) Intellectual Property and Material. The Contractor agrees that all documents and materials, including but not limited to, reports, drawings, studies, specifications, estimates, tests, maps, photographs, designs, graphics, mechanical, artwork, computations and data prepared by the Contractor for purposes of this Contract shall be the sole property of MCEC and shall be available to MCEC at any time. MCEC shall have the right to use the same without restriction and without compensation to the Contractor other than that specifically provided by this Contract. **Nothing in this Article shall abrogate or transfer any intellectual property rights of the Contractor in its proprietary information related to its methodologies, methods of analysis, ideas, know-how, methods, techniques and skills possessed prior to this Contract.** The Contractor agrees that at all times during the term of this Contract and thereafter, the works created and services performed under this Contract shall be “works made for hire” as that term is interpreted under U.S. copyright law. To the extent that any products created under this Contract are not works for hire for MCEC, the Contractor hereby relinquishes, transfers, and assigns to the State all of its rights, title, and interest (including all intellectual property rights) to all such products created under this Contract, and will cooperate reasonably with the State in effectuating and registering any necessary assignments.

(b) Third party intellectual property; Indemnification. If Contractor obtains or uses for purposes of this Contract or any subcontracts for the use of any design, device, material, process, or work covered by patent, copyright, or trademark registration or subject to the claim of third parties in the nature of patent, copyright or trademark, Contractor shall ensure that MCEC is licensed to possess and to use such design, device, material, process, or work. Contractor shall indemnify the State, MCEC, and their officials, agents, and employees with respect to any claim, action, cost, or judgment for patent, trademark, or copyright infringement, arising out of the possession or use of any design, device, material, process, supplies, equipment, services or other work covered by this Contract. The Contractor shall report to the MCEC, promptly and in written detail, each notice or claim of copyright infringement received by the Contractor with respect to all data delivered under this Contract.

17. Retention of Records. Contractor shall retain and maintain all records and documents relating to this Contract for three years after final payment by MCEC hereunder or any applicable statute of limitations, whichever is longer. Contractor shall make such records and documents available for inspection and audit by authorized representatives of MCEC, including the Contract Officer or designees, at all reasonable times.

18. Responsibility for Claims and Liability. MCEC is not liable in any action of tort, contract, or otherwise for any actions of Contractor arising out of this Contract. Contractor shall be responsible for all damage to life and property due to its activities or those of its agents or employees. Contractor shall indemnify and absolve MCEC, the State, their officials, agents, and employees from and against all claims, suits, judgments, expenses, actions, damages and costs of every name and description, including reasonable attorney's fees, arising out of or resulting from the goods provided or Contractor's performance of services under this Contract.

19. Compliance with Laws & Corporate Requirements. Contractor hereby represents and warrants that:

(a) Contractor is qualified to do business in the State of Maryland and/or in any other jurisdiction for which services under this Contract are performed, and that Contractor will take such action as, from time-to-time hereafter, may be necessary to remain so qualified;

(b) Contractor is not in arrears with respect to the payment of any monies due and owing the State of Maryland, or any MCEC or unit thereof, including but not limited to the payment of taxes and employee benefits, and that Contractor shall not become so in arrears during the term of this Contract;

(c) Contractor shall comply with all federal, State and local laws, regulations, and ordinances applicable to Contractor's activities and obligations under this Contract;

(d) The Contractor shall comply with applicable federal procurement regulations, including the procurement standards in 2 C.F.R. §§ 200.318 through 200.327, attached as Exhibit D.

(e) Contractor shall obtain, at Contractor's own expense, all licenses, permits, insurance, and governmental approvals, if any, necessary to the performance of Contractor's obligations under this Contract; and

(f) Contractor has all requisite power and authority to enter into this Contract. The person whose signature is affixed to this Contract on behalf of Contractor has been duly granted authority to sign this Contract. This Contract has been executed and delivered by Contractor in such manner and form as to comply with all applicable laws, rules, and corporate requirements to make this Contract the valid and legally binding act and agreement of Contractor.

20. Non-Discrimination in Employment.

(a) The Contractor shall comply with the nondiscrimination provisions of all applicable federal and Maryland law and regulation.

(b) The Contractor agrees: (i) not to discriminate in any manner against an employee or applicant for employment because of race, color, religion, creed, age, sex, sexual orientation, gender identity, marital status, national origin, ancestry genetic information or any otherwise unlawful use of characteristics, or disability of a qualified individual with a disability unrelated in nature and extent so as to reasonably preclude the performance of the employment, or the individual's refusal to submit to a genetic test or make available the results of a genetic test; (ii) to include a provision similar to that contained in subsection (a), above, in any underlying subcontract except a subcontract for standard commercial supplies or raw materials ; and (iii) to post and to cause subcontractors to post in conspicuous places available to employees and applicants for employment, notices setting forth the substance of this clause.

21. Subcontracting; Assignment. Contractor may not, during the term of this Contract or any renewals or extensions of the Contract, assign any of its rights hereunder nor delegate or subcontract all or any part of its duties hereunder without the prior written approval of the Contract Officer. Any approved subcontract or assignment is subject to all terms and conditions that MCEC deems necessary. MCEC is not responsible for Contractor's obligations to its subcontractors.

22. Insurance: Contractor shall maintain at all times during the performance of this Contract, a commercial general liability insurance policy with a minimum occurrence coverage in the amount of \$1,000,000; an automobile liability insurance policy in the minimum amount of \$500,000; a professional liability insurance policy to cover errors, acts of omission by the vendor, its agents and representations in the performance of its obligations herein, in the amount of not less than \$1,000,000 per occurrence; and workers' compensations insurance for employees in the State. All insurance policies shall:

(a) Provide that the insurance carrier shall not cancel, terminate or otherwise modify the terms and conditions of said policies except upon thirty (30) days written notice to MCEC;

(b) Be evidenced by the original Certificate of Insurance, specifying the required coverage and the insurance carrier's standard additional insured form endorsement, which shall be updated as necessary; and

If the commercial general liability insurance referred to above is written on a Claims Made Form then, following termination of this Contract, coverage shall survive for a period of not less than five years. Coverage shall also provide for a retroactive date of placement coinciding with the effective date of this Contract.

23. Contract Modification. Except as provided in section ___ above, this Contract may be amended only as MCEC and Contractor mutually agree in writing. Except for the specific provision of the Contract which is amended, the Contract remains in full force and effect after such amendment and is subject to the same laws, obligations, conditions, provisions, rules, and regulations, as it was before the amendment.

24. Maryland Law. The law of Maryland, excluding Maryland choice of forum rules, shall govern the interpretation and enforcement of this Contract. The parties agree that primary jurisdiction over disputes arising under this contract shall be in the Maryland State Board of Contract Appeals, and further that after the parties shall have exhausted all administrative remedies available under Maryland law and regulations for the resolution of procurement contract disputes, exclusive jurisdiction over any such dispute shall lie in the Courts of the State of Maryland and venue shall be only in such courts located in Baltimore City, Maryland. The aforementioned choice of forum and venue is intended by the parties to be mandatory and not permissive in nature, thereby precluding the possibility of litigation between the parties with respect to or arising out of this contract in any jurisdiction other than the State of Maryland. The contractor waives any right it may have to assert the doctrine of forum non conveniens or similar doctrine or to object to venue with respect to any proceeding brought in accordance with this section, and stipulates that the Courts of the State of Maryland located in Baltimore City, State of Maryland shall have in personam jurisdiction and venue over the contractor for the purpose of litigating any dispute, controversy, or proceeding arising out of or related to this contract.

25. Anti-Bribery: The Contractor certifies and states under the penalties of perjury that, to the Contractor's best knowledge, neither the Contractor; nor (if the Contractor is a corporation or partnership) any of its officers, directors, or partners; nor any employee of the Contractor who is directly involved in obtaining contracts with the State or with any county, city, or other subdivision of the State, has been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any state or of the United States.

26. Political Contribution Reporting: The Contractor shall comply with the political contribution reporting requirements under Title 14 of the Election Law Article to which the Contractor may be subject.

27. Loss of Data. In the event of loss of any State data or records where such loss is due to the intentional act or omission or negligence of the Contractor or any of its subcontractors or agents, the Contractor shall be responsible for recreating such lost data in the manner and on the schedule set by the Procurement Officer. The Contractor shall ensure that all data is backed up and recoverable by the Contractor. Contractor shall use its best efforts to assure that at no time shall any actions undertaken by the Contractor under this Contract (or any failures to act when Contractor has a duty to act) damage or create any vulnerabilities in data bases, systems, platforms and/or applications with which the Contractor is working hereunder. The Contractor shall notify MCEC in writing immediately upon the discovery of lost

data, damage, or vulnerabilities to data bases, systems, platforms and/or applications with which the Contractor is working hereunder.

28. Privacy Risk Management. To the extent the Contractor creates, maintains, acquires, discloses, uses, or has access to personally identifiable information (PII) in furtherance of the contract, the Contractor shall comply with all applicable Federal and State laws, guidance, and standards pertaining to its protection. If new or unanticipated threats or hazards are discovered by either MCEC or the Contractor, or if existing safeguards have ceased to function, the discoverer shall immediately notify the other party.

29. Indemnification:

(a) The Contractor shall indemnify MCEC and the State against liability for any costs, expenses, loss, suits, actions, or claims of any character arising from or relating to the performance of the Contractor or its subcontractors under this Contract.

(b) MCEC and the State have no obligation to provide legal counsel or defense to the Contractor or its subcontractors in the event that a suit, claim or action of any character is brought by any person not party to this Contract against the Contractor or its subcontractors as a result of or relating to the Contractor's obligations under this Contract.

(c) MCEC and the State have no obligation for the payment of any judgments or the settlement of any claims against the Contractor or its subcontractors as a result of or relating to the Contractor's obligations under this Contract.

(d) The Contractor shall immediately notify the Procurement Officer of any claim or suit made or filed against the Contractor or its subcontractors regarding any matter resulting from or relating to the Contractor's obligations under the Contract, and will cooperate, assist, and consult with MCEC and/or the State in the defense or investigation of any claim, suit, or action made or filed against MCEC and/or the State as a result of or relating to the Contractor's performance under this Contract.

(e) MCEC and the State shall have no obligation to indemnify the Contractor under this Contract.

(f) MCEC and the State shall not agree to limit the liability for any direct loss to MCEC or the State for bodily injury, death, or damage to property of MCEC or the State caused by the negligence, intentional or willful misconduct, fraudulent act, recklessness, or other tortious conduct of Contractor or Contractor's employees or agents.

(g) This Section survives the termination of this Contract.

30. Prompt Payment of Subcontractors.

(a) Contractor shall promptly pay its subcontractors or suppliers an undisputed amount to which a subcontractor or supplier is entitled for work performed under this contract within 10 days after the Contractor receives a progress payment or final payment for work under this contract.

(b) If Contractor fails to make payment within the period prescribed above, MCEC, at its option and in its sole discretion, may take one or more of the following actions:

(i) Not process further payments to Contractor until payment to a subcontractor is verified;

(ii) Suspend all or some of the contract work without affecting the completion date(s) for the contract work;

(iii) Pay or cause payment of the undisputed amount to the subcontractor from monies otherwise due or that may become due;

(iv) Place a payment for an undisputed amount in an interest-bearing escrow account; or

(v) Take other or further actions as appropriate to resolve the withheld payment.

An “undisputed amount” means an amount owed by Contractor to the subcontractor for which there is no good faith dispute. Such “undisputed amounts” include, without limitation:

(1) Retainage which had been withheld and is, by the terms of the agreement between Contractor and subcontractor, due to be distributed to the subcontractor; and

(2) An amount withheld because of issues arising out of an agreement or occurrence unrelated to the agreement under which the amount is withheld.

(c) An act, failure to act, or decision of MCEC or a representative of MCEC, concerning a withheld payment between Contractor and a subcontractor under this provision, may not: (i) affect the rights of the contracting parties under any other provision of law; (ii) be used as evidence on the merits of a dispute between MCEC and Contractor in any other proceeding; or (iii) result in liability against or prejudice the rights of MCEC.

31. Attorney’s Fees. If any administrative proceeding, legal action or other proceeding is brought for the construction, interpretation, or enforcement of this Contract or of any provision hereof, or because of any claim, dispute, alleged default, breach or other claim or cause of action in connection with this Contract, MCEC and Contractor agree that each party shall bear its own legal expenses and other costs of all kinds incurred in that action or proceeding. Any provision of law or of this Contract to the contrary notwithstanding, the Contractor hereby waives expressly and irrevocably any statutory or other right it has or may have to recover from MCEC or the State legal expenses and other costs of all kinds that it may incur in such an action or proceeding with respect to this Contract.

32. No Waiver. Except as to matters expressly waived by a party as expressly provided elsewhere in this Contract, the failure of any party to insist upon or demand the prompt and punctual performance of any term or condition of this Contract, or the failure of any party to exercise any right or remedy provided in this Contract, by law or otherwise, on any one or more occasions shall not constitute a waiver of that or any other term, condition, right or remedy on that or any subsequent occasions.

33. Taxes. MCEC shall have no responsibility or obligation for the payment of any federal, state or local taxes of any kind or type whatsoever which become payable by the Contractor or its subcontractors as a result of this Contract. The State is generally exempt from Federal excise taxes, Maryland sales and use taxes, District of Columbia sales taxes and transportation taxes.

34. Severability: If this Contract in its entirety is declared or found to be illegal or unenforceable or void then both parties shall be relieved of all obligations arising under this Contract and the parties shall proceed as in the case of termination for the convenience of the State. If any provision of

LEGAL NAME OF CONTRACTOR
DESCRIPTION OF TYPE OF CONTRACT
MONTH CONTRACT ENTERED INTO 2026

this Contract is declared or found to be illegal or unenforceable or void then both parties shall be relieved of all obligations arising under such provision, but if such provision does not relate to the compensation to be paid to Contractor by MCEC and if the remainder of this Contract shall not be affected by such declaration or finding, then each such provision not so affected shall be enforced to the extent provided by law.

35. Order of Precedence of Terms. The foregoing Contract Terms and Conditions shall prevail, control, and take precedence over the Contractor's terms and conditions, in whatever form, to the extent of any inconsistency, difference, discrepancy, or conflict with this State Small Procurement Contract Terms and Conditions. The Contractor's obligations for providing services are defined in order of precedence by 1) this Contract, 2) Exhibit C, 3) Exhibit D, 4) Exhibit A, and 5) Exhibit B.

36. Entire Contract. This Contract, together with any Exhibits incorporated by reference, represents the complete and final understanding of the parties. No other understanding or representations, oral or written, regarding the subject matter of this Contract, may be deemed to exist or to bind the parties at the time of execution.

TEMPLATE

LEGAL NAME OF CONTRACTOR
DESCRIPTION OF TYPE OF CONTRACT
MONTH CONTRACT ENTERED INTO 2026

IN WITNESS WHEREOF, the parties have executed this Contract on or before the date first set forth herein.

WITNESS/ATTEST:

CONTRACTOR:

By: _____
Name: _____
Title: _____

WITNESS:

MARYLAND CLEAN ENERGY CENTER:

By: _____
Name: I. Katherine Magruder
Title: Executive Director

Attachments: Exhibit A: The RFP
Exhibit B: Contractor's Proposal
Exhibit C: Federal Fund Requirements
Exhibit D: Contract Affidavit
Exhibit E: Change Order Template

APPENDIX 3: CONTRACT AFFIDAVIT

MCEC CONTRACT AFFIDAVIT

A. AUTHORITY

I hereby affirm that I, _____ (name of affiant) am the _____ (title) and duly authorized representative of _____ (name of business entity) and that I possess the legal authority to make this affidavit on behalf of the business for which I am acting.

B. CERTIFICATION OF REGISTRATION OR QUALIFICATION WITH THE STATE DEPARTMENT OF ASSESSMENTS AND TAXATION

I FURTHER AFFIRM THAT:

The business named above is a (check applicable box):

- (1) Corporation — domestic or foreign;
- (2) Limited Liability Company — domestic or foreign;
- (3) Partnership — domestic or foreign;
- (4) Statutory Trust — domestic or foreign;
- (5) Sole Proprietorship.

and is registered or qualified as required under Maryland Law. I further affirm that the above business is in good standing both in Maryland and (IF APPLICABLE) in the jurisdiction where it is presently organized, and has filed all of its annual reports, together with filing fees, with the Maryland State Department of Assessments and Taxation. The name and address of its resident agent (IF APPLICABLE) filed with the State Department of Assessments and Taxation is:

Name _____ and _____ Department _____ ID
Number: _____ Address: _____

and that if it does business under a trade name, it has filed a certificate with the State Department of Assessments and Taxation that correctly identifies that true name and address of the principal or owner as:

Name _____ and _____ Department _____ ID
Number: _____ Address: _____

C. FINANCIAL DISCLOSURE AFFIRMATION

I FURTHER AFFIRM THAT:

I am aware of, and the above business will comply with, the provisions of State Finance and Procurement Article, §13-221, Annotated Code of Maryland, which require that every business that enters into contracts, leases, or other agreements with the State of Maryland or its agencies during a calendar year under which the business is to receive in the aggregate \$100,000 or more shall, within 30 days of the time when the aggregate value of the contracts, leases, or other agreements reaches \$100,000, file with the Secretary of State of Maryland certain specified information to include disclosure of beneficial ownership of the business.

D. POLITICAL CONTRIBUTION DISCLOSURE AFFIRMATION

I FURTHER AFFIRM THAT:

I am aware of, and the above business will comply with, Election Law Article, Title 14, Annotated Code of Maryland, which requires that every person that enters into a contract for a procurement with the State, a county, or a municipal corporation, or other political subdivision of the State, during a calendar year in which the person receives a contract with a governmental entity in the amount of \$200,000 or more, shall file with the State Board of Elections statements disclosing: (a) any contributions made during the reporting period to a candidate for elective office in any primary or general election; and (b) the name of each candidate to whom one or more contributions in a cumulative amount of \$500 or more were made during the reporting period. The statement shall be filed with the State Board of Elections: (a) before execution of a contract by the State, a county, a municipal corporation, or other political subdivision of the State, and shall cover the 24 months prior to when a contract was awarded; and (b) if the contribution is made after the execution of a contract, then twice a year, throughout the contract term, on or before: (i) May 31, to cover the six (6) month period ending April 30; and (ii) November 30, to cover the six (6) month period ending October 31.

E. DRUG AND ALCOHOL FREE WORKPLACE

(Applicable to all contracts unless the contract is for a law enforcement agency and the agency head or the agency head's designee has determined that application of COMAR 21.11.08 and this certification would be inappropriate in connection with the law enforcement agency's undercover operations.)

I CERTIFY THAT:

- (1) Terms defined in COMAR 21.11.08 shall have the same meanings when used in this certification.
- (2) By submission of its Proposal, the business, if other than an individual, certifies and agrees that, with respect to its employees to be employed under a contract resulting from this solicitation, the business shall:
 - (a) Maintain a workplace free of drug and alcohol abuse during the term of the contract;
 - (b) Publish a statement notifying its employees that the unlawful manufacture, distribution, dispensing, possession, or use of drugs, and the abuse of drugs or alcohol is prohibited in the business' workplace and specifying the actions that will be taken against employees for violation of these prohibitions;
 - (c) Prohibit its employees from working under the influence of drugs or alcohol;
 - (d) Not hire or assign to work on the contract anyone who the business knows, or in the exercise of due diligence should know, currently abuses drugs or alcohol and is not actively engaged in a bona fide drug or alcohol abuse assistance or rehabilitation program;
 - (e) Promptly inform the appropriate law enforcement agency of every drug-related crime that occurs in its workplace if the business has observed the violation or otherwise has reliable information that a violation has occurred;
 - (f) Establish drug and alcohol abuse awareness programs to inform its employees about:
 - (i) The dangers of drug and alcohol abuse in the workplace;

- (ii) The business's policy of maintaining a drug and alcohol free workplace;
- (iii) Any available drug and alcohol counseling, rehabilitation, and employee assistance programs; and
- (iv) The penalties that may be imposed upon employees who abuse drugs and alcohol in the workplace;

(g) Provide all employees engaged in the performance of the contract with a copy of the statement required by §E(2)(b), above;

(h) Notify its employees in the statement required by §E(2)(b), above, that as a condition of continued employment on the contract, the employee shall:

- (i) Abide by the terms of the statement; and
- (ii) Notify the employer of any criminal drug or alcohol abuse conviction for an offense occurring in the workplace not later than 5 days after a conviction;

(i) Notify the procurement officer within 10 days after receiving notice under §E(2)(h)(ii), above, or otherwise receiving actual notice of a conviction;

(j) Within 30 days after receiving notice under §E(2)(h)(ii), above, or otherwise receiving actual notice of a conviction, impose either of the following sanctions or remedial measures on any employee who is convicted of a drug or alcohol abuse offense occurring in the workplace:

- (i) Take appropriate personnel action against an employee, up to and including termination; or
- (ii) Require an employee to satisfactorily participate in a bona fide drug or alcohol abuse assistance or rehabilitation program; and

(k) Make a good faith effort to maintain a drug and alcohol free workplace through implementation of §E(2)(a)—(j), above.

(3) If the business is an individual, the individual shall certify and agree as set forth in §E(4), below, that the individual shall not engage in the unlawful manufacture, distribution, dispensing, possession, or use of drugs or the abuse of drugs or alcohol in the performance of the contract.

(4) I acknowledge and agree that:

- (a) The award of the contract is conditional upon compliance with COMAR 21.11.08 and this certification;

(b) The violation of the provisions of COMAR 21.11.08 or this certification shall be cause to suspend payments under, or terminate the contract for default under COMAR 21.07.01.11 or 21.07.03.15, as applicable; and

(c) The violation of the provisions of COMAR 21.11.08 or this certification in connection with the contract may, in the exercise of the discretion of the Board of Public Works, result in suspension and debarment of the business under COMAR 21.08.03.

F. CERTAIN AFFIRMATIONS VALID

I FURTHER AFFIRM THAT:

To the best of my knowledge, information, and belief, each of the affirmations, certifications, or acknowledgements contained in that certain Proposal Affidavit dated _____, 202____, and executed by me for the purpose of obtaining the contract to which this Exhibit is attached remains true and correct in all respects as if made as of the date of this Contract Affidavit and as if fully set forth herein.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: _____

By: _____ (printed name of Authorized Representative and Affiant)

_____ (signature of Authorized Representative and Affiant)

APPENDIX 4: Sample Storybook

WASTE TO VALUE

Clean Heat and Sustainable Jobs from Woody Biomass

Total Length: ~5 minutes | 6 Scenes

PROJECT GOAL

Increase awareness and adoption of advanced woody biomass heat by showcasing its economic, environmental, and operational benefits, reinforcing that it is a practical, manageable, and cost-effective energy solution for municipalities, schools, hospitals, and commercial property owners.

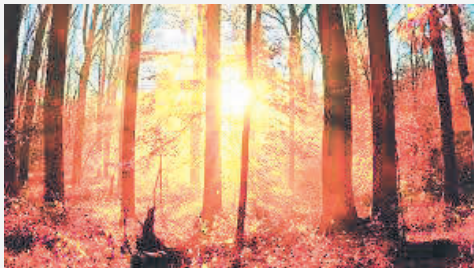
THREE KEY POINTS

1. Wood energy is good for **FORESTS** because it promotes sustainable management practices
2. Wood energy is good for the **ECONOMY** because it creates jobs, keeps profits local, and saves money
3. Wood energy is good for the **ENVIRONMENT** because it is a low-carbon replacement for fossil fuel heat

HIGH-LEVEL RHETORICAL ARC

1	Introduction (Opening: The Problem We Are Trying to Solve)
2	What is it? (What Woody Biomass Actually Is)
3	See the forest thrive (The Forest Story: Healthier Woodlands)
4	Understand the supply chain (Fuelwood Processing & Delivery)
5	Watch the technology work (The Facility: Reliable Local Energy)
6	Hear from people living with it (Community & Economic Benefits)
7	Leave with a complete mental model of the industry, understand why Woody Biomass is a viable solution (Closing: A Smart Balanced Solution for MD)

SCENE 1 OPENING: THE PROBLEM WE ARE TRYING TO SOLVE 0:00 – 0:30



PURPOSE

Frame woody biomass as a missed opportunity, not a controversial idea. Present problem, preview solution.

VISUALS

- Aerial shots of Maryland woodlands at sunrise
- Fuel moving through the system
- Warm interior shots of a school or hospital heated by biomass, exterior shot of silo, etc

NARRATOR

- “Every day, Maryland needs energy. And every year, our forests generate millions of tons of unused wood — branches, tops, storm debris, and low-value material that goes to waste.”
- “At the same time, communities are facing rising heating costs, aging fossil fuel systems, and increasing pressure to reduce emissions — while forests need active management to stay healthy and resilient.”

ON-SCREEN TEXT

- Energy demand is rising
- Forest byproducts are abundant
- Reduced Emissions
- A growing opportunity

NARRATOR

- “In many states, the answer has been advanced woody biomass — a modern, locally sourced heating system built for schools, hospitals, municipalities, and commercial buildings.”

ON-SCREEN TEXT

- Advanced Woody Biomass
- Modern • Local • Institutional-Scale

AUDIO / NARRATIVE TONE

- Calm, authoritative, warm, and friendly narrator

VIEWER TAKEAWAY

Viewers are presented with the problem and become intrigued to learn more about this solution.

SCENE 2 WHAT WOODY BIOMASS ACTUALLY IS 0:30 – 1:10



<https://www.publicdomainpictures.net/en/view-image.php?image=195089&picture=fall-in-new-england>
<https://www.flickr.com/photos/36521954815@N01/40636113725/>
<https://woodboilers.com/the-first-froling-t4-wood-chip-boilers-have-arrived/>

PURPOSE

Present a short clear definition of Biomass and begin to dispel misconceptions to reduce skepticism early.

VISUALS

- Aerials of New England forests, logging roads, processing facilities, institutional buildings
- Quick cuts of wood fuel moving — in chippers, trucks, at a processing plant, in augers/conveyors into a boiler
- Close up shots of forests and trees
- Cut to power lines, heating systems, industrial buildings
- Quick cuts of forest debris, downed limbs, storm damage

NARRATOR

- “Woody biomass isn’t about cutting more trees. It’s about using the parts of the forest that would otherwise go to waste— things like tree trimmings, forest management residue, and sawmill byproducts.”

ON-SCREEN TEXT

- Biomass Fuel Comes From:
 - Forest residue
 - Sawmill byproducts
 - Storm debris

ON-CAMERA – Forester

- “This material doesn’t have much value in traditional lumber markets. Processing it for energy gives it a productive use and helps support responsible forest management.”

NARRATOR

- “There’s a solution for everyone: offices, schools, homes”

ON-SCREEN TEXT

- Harvested Locally
- Processed Regionally
- Used Close to Home

VIEWER TAKEAWAY

Viewers are oriented to the general "shape" of the technology, find it (perhaps unexpectedly) friendly, and become intrigued about further details.

SCENE 3 THE FOREST STORY: HEALTHIER WOODLANDS (1:10-2:00)



PURPOSE

Position biomass as a forest management tool, not just an energy source. Ground biomass technology in the forests it relies upon, create firm ecological justification, and demonstrate the first step of the supply chain. Emphasize: markets prevent high-grading, forest retention (avoids land conversion), biomass is not driving deforestation.

VISUALS

- Healthy forest stands
- Close-ups of soil, regrowth, and canopy
- Foresters marking trees
- Thinning operations
- Slash piles, tops and limbs
- Sunlight hitting forest floor

NARRATOR

"Active forest management isn't about removing more trees — it's about removing the right ones. A working forest is a healthy forest."

ON-SCREEN TEXT

- Supports forest health
- Reduces fire risk
- Improved wildlife habitat
- Keeps forests working

ON-CAMERA – Maryland Landowner

- "Managing a forest takes real investment. When there's a market for this material, it helps offset those costs and makes it possible for us to keep the land from be sold and converted to other uses."

NARRATOR

- "When forests can support themselves, they're far more likely to remain forests."

ON-SCREEN TEXT

- Healthy Markets
- Help Forests Stay Forests

ON-SCREEN SUBJECTS

- Foresters
- Landowners
- Loggers (working professionals, well-spoken)

<https://vt.audubon.org/news/forest-regeneration>
<https://vlt.org/2024/11/05/forest-past-and-future/>
<https://www.sdpb.org/news-and-information/2021-01-08/forest-service-reduces-fire-hazards-by-burning-thousands-of-slash-piles>

KEY TALKING POINTS

- What sustainable harvest looks like
- Why removal of low-grade wood is important for forest health
- The role of wood markets in preventing high-grading
- Biomass as part of whole-forest management, not clear-cutting, not old-growth forests
- Biomass is a byproduct, not a stand-alone driver for harvesting mature forests; even when used as fuel, it is not valuable enough to drive deforestation

SAMPLE LANGUAGE

- "You might not be able to tell, but this stand was harvested X years ago"
- "Slash piles like this one are a wildfire hazard, and foresters often destroy them in controlled burns"
- "This forest has provided Vermonters with biomass and lumber for generations – and it's still here"
- "A working forest is a healthy forest"

VIEWER TAKEAWAY

Viewers understand that biomass harvest is ecologically responsible and integral to sustainable forest management.

SCENE 4 FUELWOOD PROCESSING & DELIVERY (2:00-2:45)



PURPOSE

Show the journey taken by low-grade wood as it becomes fuelwood, demonstrate potential economic benefits, and connect the supply chain to the consumer, build confidence in the technology. Anchor the argument in real infrastructure that already works.

VISUALS

- Raw wood being processed (entering pellet mill or chipper)
- Various kinds of processing equipment in operation
- Trucks being loaded, dispatched, and making deliveries
- Map-style graphics showing regional movement of fuel
- Ash handling and reuse

NARRATOR

- "After harvesting, low-grade wood is brought to regional processing facilities where it's turned into clean, consistent fuel."
- "Depending on the system, that fuel may be wood chips or pellets — both designed to deliver reliable, efficient heat."
- "These fuels are produced locally and delivered to nearby schools, hospitals, municipal buildings, and businesses."



<https://vermontwoodpellet.com/our-pellets/>

https://www.pelletheat.org/assets/docs/industry-data/woodpellets_safetytransportdelivery_web.pdf

ON-SCREEN GRAPHIC

- Animated Process Illustration
↓
- Forest Management
↓
- Low-Grade Wood Collected
↓
- Processing Facility (Chips or Pellets)
↓
- Delivered by Truck
↓
- Local Buildings Heated

ON-CAMERA – Facility Staff

- “This system gives us dependable energy using fuel sourced right here in the region.”

ON-CAMERA – Facility Owner

- “This pellet mill provides X employees with stable jobs, health insurance, and fair pay”

ON-SCREEN TEXT

- Local fuel
- Reliable energy
- Reduces dependence on fossil fuels

NARRATOR

- “The process is part of a natural cycle: forests grow, wood is harvested responsibly, fuel produces heat, and a small amount of ash can be returned to the soil.”

ON-SCREEN TEXT

- Forest → Fuel → Heat → Ash → Soil

NARRATOR

- “When forest residue is left to decay or sent to landfills, it releases carbon anyway. Using this material for energy puts it to work — replacing fossil fuels and making better use of existing resources.”

ON-SCREEN TEXT

- Uses existing material
- Reduces waste
- Displaces fossil fuels

ON-CAMERA – Forester

- “When managed correctly, it’s a closed-loop system. We’re using what the forest produces and maintaining its long-term health.”

ON-SCREEN SUBJECTS

- Processing facility owners and staff
- Boiler operators and end users

KEY TALKING POINTS

- How raw wood becomes chips or pellets
- Differences between fuel types (high-level and focused on Maryland)
- Quality control, moisture content, consistency
- Local jobs and sustainable regional growth
- Discussion of the fact that fuelwood is consumed close to where it is created

SAMPLE LANGUAGE

- "Green chips have high moisture content, and while they're inexpensive, they're best suited for large-scale systems at colleges, office complexes, and universities"
- "Dry chips require special processing, but where they're available, they're easily delivered by pneumatic truck, and good for fueling medium-sized systems"
- "Pellets are the most costly fuel per ton, but they have high energy density, burn cleanly, are readily delivered by truck, and are well-suited for small and medium systems"
- "Here, fuel-grade wood is dried, pulverized, and shaped into uniform pellets"
- "Nearly all fuelwood in Vermont is cut, processed, and consumed in a 50-mile radius"

AUDIO / NARRATIVE TONE

- Industrial but accessible — like a "How It's Made" episode
- Follow an interviewed facility owner through an explanation of their operations

VIEWER TAKEAWAY

It is possible to create a reliable, professional, sustainable regional infrastructure for wood fuel.

SCENE 5 THE FACILITY: RELIABLE, LOCAL ENERGY (2:45-3:15)



<https://www.frolingenergy.com/large-commercial>

<https://www.nhpr.org/post/looking-save-money-more-companies-towns-turn-new-boilers-heat-wood>

PURPOSE

Combine hands-on footage of facilities with digestible explanation of their function and operator testimony in order to further dispel skepticism and hesitancy and demonstrate technical credibility.

VISUALS

- Boiler rooms in schools, hospitals, and businesses
- Automated feed systems
- Buffer tanks and emissions controls
- Operators checking controls and displays
- Exterior shots of buildings being heated
- Clean, non-smoky exhausts
- Fuel in bins, hoppers, etc.
- Warm interior shots of a school or hospital heated by biomass

NARRATOR

- “Today’s advanced wood boilers are engineered systems — automated, precisely controlled, and designed for institutional use.”

ON-SCREEN TEXT

- Automated Fuel Feed
- High-Efficiency Combustion
- Emissions Controls
- Real-Time Monitoring

ON-CAMERA – Engineer/Installer

- “This isn’t a wood stove. The fuel is consistent. The combustion is controlled. And emissions are managed to meet strict air quality standards.

NARRATOR

- “It runs much like any other modern heating system. We monitor performance digitally, and it operates reliably around the clock.”

ON-CAMERA – Engineer/Installer

- “By storing heat in these buffer tanks, the boiler turns on only when it can run most efficiently”

ON-SCREEN TEXT

- Institutional-Grade Reliability
- Increased Energy Efficiency
- Reduced Energy Costs
- Add Metrics/data points?

NARRATOR

- “For schools, hospitals, and municipal buildings, reliability is non-negotiable. These systems are designed to perform.”

ON-SCREEN SUBJECTS

- Facility managers and maintenance staff

- Engineers and installers

KEY TALKING POINTS

- Types of advanced wood boilers (general, non-technical)
- Right-sizing and system integration – scale is variable and can be tuned per application
- Emissions controls and performance
- What daily operation is like, and how it compares to fossil fuels

SAMPLE LANGUAGE

- "Most boilers run best on a specific fuel, like green chips or pellets, but some can be converted to use multiple types"
- "Siloes like this one feed pellets into the boiler by way of an auger"
- "Large systems like this one are equipped with electrostatic precipitators, or ESPs, to reduce particulate emissions"
- "X tons of biomass in the silo produce only Y pounds of ash, which local farmers use on their fields"
- "No smoke, no smell of burning wood, no dust. It's honestly cleaner than fuel oil; fuel oil is nasty stuff."

AUDIO / NARRATIVE TONE

- Folksy, grounded tone similar to previous section
- Emphasize locality - sources of fuel, where installers and maintenance are headquartered
- Specifically mention lack of smoke smell, cleanliness of boiler room, how little ash is generated

VIEWER TAKEAWAY

Advanced wood heat is modern, manageable, clean, and practicable at an institutional scale.

SCENE 6 LIVING WITH BIOMASS: COMMUNITY & ECONOMIC BENEFITS (3:15-4:00)



<https://www.facebook.com/NCHVT/>

PURPOSE

Shift the focus from things to people; shift the tone from industrial to visceral and relatable. Demonstrate the reality and positive impact of biomass systems for people, the environment and the economy.

VISUALS

- Operators talking in their workspace
- Students, patients, or staff in heated buildings
- Exterior winter shots contrasted with warm interiors

NARRATOR

- “Advanced biomass heat doesn’t just warm buildings — it strengthens local economies— creating jobs in forestry, transportation, and energy while keeping energy dollars circulating locally.”

ON-SCREEN TEXT

- Local Jobs
- Rural economic impact
- Home grown energy
- Metrics & Data Points?

ON-CAMERA – Local Business Owner/Pellet Mill

- “We employ local people year-round. The fuel we produce is delivered within a short radius, supporting businesses across the region.”

NARRATOR

- “When institutions switch to locally sourced biomass, they reduce exposure to global fuel volatility.”

ON-SCREEN TEXT

- Predictable Costs
- Long-Term Savings
- Budget Stability
- Metrics & Data Points?

ON-CAMERA – Local Business Owner/Pellet Mill

- “Our biggest concern was reliability. After several years, the system has performed consistently — and the savings are real.”

ON-SCREEN SUBJECTS

- Administrators and organization representatives
- Staff, students, or patients with compelling stories
- Interviewees, generally

KEY TALKING POINTS

- Reliability
- Costs (Low? Stable? Get stats from installers/Froiling/etc)
- Differences from fossil fuel systems
- What surprised users (positively and honestly)

SAMPLE LANGUAGE

- "It paid for itself in X years"
- "We never used to be able to predict heating costs so well"
- "We spend so much less on energy"
- Surprises
 - "There's no smoke!"
 - "I thought we'd be putting logs in a furnace!"
 - "I didn't think it would be this reliable!"
- "By heating our facilities, providing hot water, offsetting electrical costs, and doing laundry in-house, North Country Hospital saves 900k per year"

AUDIO / NARRATIVE TONE

- Human, candid, genuine, punchy tone
- Use as much user and non-expert testimony as possible; let the benefits sell themselves

VIEWER TAKEAWAY

Biomass is not an environmentalist contrivance or a clear-cutter's furnace — it's a sustainable reality that normal people live with every day.

SCENE 7 CLOSING: A SMART, BALANCED SOLUTION FOR MD (4:00 – 5:00)

PURPOSE

Reinforce the sustainability, community integration, and cyclical character of a biomass economy.

VISUALS

- Forest regrowth shots mirroring opening scenes
- Community shots
- Return to forest at golden hour
- Facility in operation
- People walking through woods
- Fade to logo / title card

NARRATOR

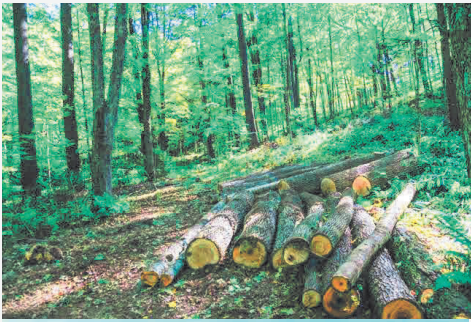
- "Advanced woody biomass is not experimental. It's a proven, modern heating solution already serving communities across the Northeast."

ON-SCREEN TEXT

- Proven
- Modern
- Economically Viable

NARRATOR

- "It supports sustainable forest management. It strengthens local economies. And it provides reliable, institutional-scale heat."



<https://gardening.org/ways-to-use-wood-ash/>
<https://www.nps.gov/mabi/learn/nature/mount-tom-forest.htm>
<https://www.tpl.org/stories/everlasting>

ON-SCREEN TEXT

- Good for Forests
- Good for Local Economies
- Lower-Carbon Heat/Good for the Planet

ON-CAMERA – Municipal Leader

- “For communities looking for practical climate solutions that also make financial sense, advanced biomass deserves serious consideration.”

NARRATOR – FINAL LINE

- “It’s a balanced solution — for forests, for communities, and for the future.”
- Learn how the Maryland Clean Energy Center can support your next project.

ON-SCREEN TEXT: Transitions to Outro

- Woody Biomass: Good for Maryland

OUTRO

- MCEC Logo
- Partner Logo
- Partner Logo
- Learn more at mdcleanery.org & QR code?

SAMPLE LANGUAGE

- “In New England, biomass is a holistic solution – good for forests, good for the economy, good for New Englanders”
- “80 cents of every dollar spent in Vermont on biomass heat stays in Vermont”
- “It’s nice to know that we’re supporting local foresters”
- “Local farmers love to use our ash as a soil amendment”
- “New England’s forests have been a cornerstone of local lifestyles and industries for generations – sustainable forest utilization, supported by advanced wood heat systems, ensures they’ll continue to be.”

AUDIO / NARRATIVE TONE

- Tone mirrors the warm, calm opening
- Reinforce the closed-loop, renewable character of wood energy

VIEWER TAKEAWAY

Wood energy is a closed-loop, renewable, mature, and responsible way to manage forests and generate energy – not a stopgap, a trick, or an extractive industry.

It offers Maryland’s landowners a powerful incentive to keep their forestland healthy, provides institutions and businesses with affordable, sustainable heat, and feeds the

revenue back into the local economy. It works for other states, and it will work here – all we need to do is build it.

APPENDIX 5: MAERDAF Grant Agreement



RURAL MARYLAND COUNCIL GRANT AGREEMENT FOR DISBURSEMENT OF FISCAL YEAR 2026 MARYLAND AGRICULTURAL EDUCATION AND RURAL DEVELOPMENT ASSISTANCE FUND AWARD

Project Name: Themlal Wood Energy Educational Tour and Film

Grantee Name: Alliance for Green Heat

Address: 512 Elm Ave
Takoma Park, MD 20912

Federal ID Number: 26-4816955

Grantee Contact Information			
Fiscal Contact:	Maya Ross	Project Contact:	John Ackerly
Title:	Wood Energy Coorindator	Title:	President
Organization:	Alliance for Green Heat	Organization:	Alliance for Green Heat
Address:	512 Elm Ave	Address:	512 Elm Ave
City:	Takoma Park	City:	Takoma Park
State:	MD	State:	MD
Zip Code:	20912	Zip Code:	20912
Phone:	202-365-4765	Phone:	202-365-4765
Email:	maya.ross@mdcleanenergy.org	Email:	jackerly@forgreenheat.org

The Maryland Agricultural Education and Rural Development Assistance Fund (the "Fund") provides funding to rural regional planning and economic development organizations, rural community development programs and advanced technology centers at community colleges, as described in State Finance and Procurement Article, Section 2-206 Annotated Code of Maryland (the "Act"). Under the Act, the Rural Maryland Council ("RMC") (the "Grantor") has designated the Maryland Department of Agriculture (the "Administering Agency") to administer the grant with the above named organization. The Administering Agency has designated the following to be its official contact: Charlotte Davis, Executive Director, Rural Maryland Council, 50 Harry S. Truman Parkway, Annapolis, MD 21401 or charlotte.davis@maryland.gov. The following conditions apply.

Grantor and Grantee agree as follows:

The purpose of this Agreement is to provide a grant of Forty-Five Thousand Dollars (\$45,000.00) to Grantee to assist in achieving the overall project and/or programmatic goals set forth in the Grantee's Fiscal Year 2026 MAERDAF Grant Application and referenced in the Scope of Work and Deliverables ("Exhibit I") attached to this Agreement and incorporated herein. Specifically, these funds are to be used for those Deliverables as outlined in Exhibit I.

Significant changes in the scope of work are not permitted. Minor changes that adhere to the original intent of the grant and maintain the essential integrity of the grant's purpose may be allowed provided the Grantor and the Administering Agency agree that such changes are consistent with the Board's intent.

Performance under this Agreement commences on **August 1, 2025**, and continues until agreed upon services are completed, but in any case no later than **June 30, 2026**.

Upon execution of this Agreement and receipt of "Request for Disbursement" ("Exhibit 2"), the Administering Agency will approve **100 percent** of the Grant funds to Grantee.

Reporting: The Grantee shall provide an interim programmatic and financial report no later than **January 31, 2026**, to the Administering Agency. The Grantee shall provide a final programmatic and financial report to the Rural Maryland Council and the Administering Agency Representative no later than **July 15, 2026**.

- o Interim and final reports shall include **original documentation or certification verifying all grant fund expenditures**, to date. Interim reports shall include a forecast of expenses for the remainder of the grant period. Any overpayment or unspent funds shall be returned to the Granlor in conjunction with the final grant report.
- o Interim and final reports must be submitted through the Grant Portal located here <https://www.grantinterfocc.com/Home/Logon?urlkcy=ruralmaryland>.

By signing this agreement, the Grantee certifies that it:

- Complies with all applicable federal, state, and local law, including laws relating to discrimination in employment; and,
- Complies with Maryland's policy concerning drug and alcohol-free workplaces, as set forth in COMAR 01.01.1989.18 and 21.11.08 and shall remain in compliance throughout the term of this agreement.

General Provisions:

1. If Grantee's annual revenue exceeds \$750,000.00 during the preceding fiscal or calendar year, Grantee shall provide to the RMC and the Administering Agency a copy of a certified financial audit report. If Grantee's annual revenue does not exceed \$750,000.00 during the preceding fiscal or calendar year, Grantee shall provide a detailed statement of annual revenues and expenditures.
2. Inspection of Records. Grantee shall allow any duly authorized representative of the Administering Agency or the State of Maryland (the "State") to inspect and audit, at reasonable times, all records and documents of the Grantee relating to this Grant, which records shall be retained by Grantee for at least three years after the termination of this Agreement. Grantee shall also submit such other reports or information as the Administering Agency requires.
3. Acknowledgement. Grantee shall use the RMC logo to credit and acknowledge the RMC in all programs and promotional materials relating to activities of the project supported by this Grant Funding Agreement to include publications and ads on the web and in print. Any organization receiving funds from the RMC shall give credit to the RMC whenever and wherever credit is being given, including written, oral, broadcast and internet. To ensure proper credit to the RMC Grantees shall:
 - (a) Use the RMC's name and logo on printed materials related to the grant;
 - (b) Link to the RMC website from your organization's website;
 - (c) Include the RMC logo on event signage or publications at your events;
 - (d) Acknowledge our support in Power Point presentations, videos or reports;
 - (e) Make an announcement at one of your regular/special events or meetings;
 - (f) Mention the RMC's support in print, radio or television interviews you give about the organization, program or project; and,
 - (g) Grantee shall notify local and state legislators of grant award received, and consider participating in, or sending an organization representative, to the annual legislative event, Rural Maryland Day in February 2026.

4. Grantee's Certifications. As an inducement to Administering Agency to make the Grant, Grantee hereby certifies and warrants that:
 - (a) Grantee has all requisite power and authority to enter into this Agreement.
 - (b) This Agreement has been executed and delivered by Grantee in such manner and form as to comply with all applicable laws to make this Agreement the valid and legally binding act and agreement of Grantee.
5. Amendment. This Agreement, or any part hereof, may be amended from time to time only by written instrument executed by the Grantee, the RMC and the Administering Agency.
6. Assignment. Without the prior written approval of Administering Agency, the Grantee may neither assign all or any of the benefits of, nor delegate all or any of the duties imposed by this Agreement.
7. Default. A default shall consist of any breach of any of Grantee's covenants, agreements, warranties or certifications in this Agreement.
8. Remedies Upon Default.
 - (a) Upon the occurrence of any default, the Administering Agency shall have the right to terminate this Agreement by written notice to Grantee. In the event of termination, Grantor may require Grantee to repay to MAERDAF within thirty days of receipt of written notice of default all Grant funds which have been disbursed to Grantee, and Grantee shall have no right to receive any undisbursed Grant Funds.
 - (b) In addition to the rights and remedies contained in this Agreement, the Administering Agency may at any time proceed to protect and enforce all rights available to Administering Agency by suit in equity, action at law, or by any other appropriate proceedings, which rights and remedies shall survive the termination of this Agreement.
9. Indemnification. Grantee releases the Administering Agency, Grantor and the State, and its employees or agents from, agrees that the Administering Agency, Grantor and the State, and its employees or agents shall not have any liability for, and agrees to protect, indemnify and save harmless the Administering Agency, Grantor and the State, and its employees or agents from and against any and all liabilities, suits, actions, claims, demands, losses, expenses and costs of every kind and nature incurred by, or asserted or imposed against, all or any of them, as a result of or in connection with the Grant. All money expended as a result of such liabilities, suits, actions, claims, demands, losses, expenses or costs, together with interest at a rate not to exceed the maximum interest rate permitted by law, shall constitute an indebtedness of Grantee and shall be immediately and without notice due and payable by Grantee to Grantor, Administering Agency, or the State, and/or its employees or agents, as their interests may appear.
10. Use of Grant Award Funds and Account Requirements: The awarded funds must be deposited and maintained in a separate, non-interest-bearing account. Any interest earned on grant funds shall be reported and may be subject to return to the grantor in accordance with applicable policies.
11. Entire Agreement. This Agreement represents the complete, total and final understanding of the parties and no other understanding or representations, oral or written, regarding the subject matter of this Agreement shall be deemed to exist or to bind the parties hereto at the time of execution.

This document may be executed in multiple counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument. Signatures, including notary signatures, provided by electronic means including, by way of example and not of limitation, facsimile, Adobe PDF, and sent by electronic mail, or via an electronic signature program, shall be deemed to be original signatures.

WITNESS: Alliance for Green Heat

Witness Signature

Nina Smith

Witness Printed Name

Date: Oct 1 2011

By: 

Organizational Representative Signature

Printed Name: John

Title: President

Date: Oct 1 2011

WITNESS: Rural Maryland Council

Witness Signature

Witness Printed Name

Date: _____

By: _____

Organizational Representative Signature

Printed Name: Charlotte Davis

Title: Executive Director

Date: _____

**FY 2026 Maryland Agricultural Education & Rural Development Assistance Fund
Grant Agreement**

Exhibit 1

Name of Grantee Organization: Alliance for Green Heat

Amount Awarded: \$45,000.00

Amount Requested: \$45,000.00

Scope of Work Summary:

In partnership with the Maryland Department of Natural Resources, the Alliance for Green Heat, and the Maryland Forest Association, this project will support the State Wood Energy Team's efforts to advance biomass energy in rural Maryland. Funding will provide for educational tours accompanied by a professional film crew to produce a documentary-style film showcasing the benefits of biomass energy. The resulting film will serve as a critical tool to dispel misconceptions, build enthusiasm, and educate stakeholders, policymakers, and the public about biomass as a viable fuel source.

Deliverables:

The MAERDAF grant award, along with matching funds, will support a) travel and lodging of up to twelve (12) attendees for four (4) days; b) video team services and c) grant administration.

**FY 2026 Maryland Agricultural Education & Rural Development Assistance Fund
Grant Agreement**

Exhibit 2: Request for Disbursements

Type: Disbursement

Company/Grantee Name: Alliance for Green Heat

Federal Tax I.D.#: 26-4816955


Send Check To: Alliance for Green Heat
Maya Ross, Wood Energy Coordinator
512 Elm Ave
Takoma Park, MD 20912

FUNDS REQUESTED FOR FIRST DISBURSEMENT: \$45,000.00
--

Administrative Agency Representative: Charlotte Davis

Grant Period: 08/01/2025 to 06/30/2026
Period Covered: Fiscal Year 2026

I certify the above to be a true and accurate accounting of our costs.

Grantee Representative	RMC Representative
John Ackery	Charlotte Davis
Name (please print above)	Name (please print above)
President	Executive Director
Title	Title
10/16/25	
Date	Date
	
Signature	Signature
	PCA 38101
	obj 1207