



## **Request for Proposals for Patient Engagement Workshop Collaborators**

RFP No. 2019-MeHI-01

**Massachusetts Technology Collaborative**  
75 North Drive  
Westborough, MA 01581-3340  
<http://www.masstech.org>

<b>Procurement Team Leader:</b>	<b>Rik Kerstens</b>
<b>RFP Issued:</b>	<b>February 1, 2019</b>
<b>Questions Due:</b>	<b>February 19, 2019</b>
<b>Answers to Questions Posted:</b>	<b>February 25, 2019</b>
<b>Responses Due:</b>	<b>Rolling Submissions</b>

## 1. INTRODUCTION

### 1.1 Overview

Massachusetts Technology Collaborative (“Mass Tech Collaborative”), on behalf of the Massachusetts eHealth Institute (“MeHI”) is issuing this Request for Proposals for Patient Engagement Workshop Collaborators (RFP No.2019-MeHI-01) (the “RFP”) to solicit responses from qualified individuals and firms for Patient Engagement Workshop Collaborators (“Applicants”) with experience in Electronic Patient Engagement (“EPE”) and the preparation and presentation of EPE Workshops (“EPE Workshops”), as set forth in Section 2 (“Services”). To qualify for selection, Applicants must provide a quality proposal and must agree to engage in the Services as EPE Workshop Collaborators at no charge to Mass Tech Collaborative or EPE Workshop participants.

As part of its EHR adoption and Meaningful Use support efforts, MeHI develops and presents EPE Workshops for Massachusetts healthcare providers. By issuing this RFP, MeHI opens up its EPE Workshops to presentations and organization by 3rd party individuals and firms with competence in EPE strategies, processes, and systems, as set forth in Section 2.2 (“Activities”). Applicants selected to contribute in a specific EPE Workshop will have the opportunity to engage with key stakeholders, gain exposure to the perspectives of potential customers for the Applicants’ products and services, as well as get limited promotional access to the healthcare providers who register to participate in the specific EPE Workshop (“Participants”), as set forth in Section 2.3 below (“Limited Promotions”).

The specific audience targeted by the EPE Workshops are healthcare providers who participate in the Medicaid EHR Incentive Program. This program is part of the Promoting Interoperability programs funded by the Center of Medicare and Medicaid Services (CMS). The program incentivizes providers who serve Medicaid patients for the adoption and Meaningful Use of EHR systems. The EPE Workshops are typically also suitable for healthcare providers who participate in other Promoting Interoperability programs related to Medicare, such as the Quality Payment Program. Furthermore, the EPE Workshops are intended to be useful for any other healthcare provider interested in implementing EPE.

Mass Tech Collaborative will be the contracting entity on behalf of MeHI for the purposes of this RFP (and except where the specific context warrants otherwise), MeHI and Mass Tech Collaborative are collectively referred to as Mass Tech Collaborative. Mass Tech Collaborative will enter into Agreement with selected Applicants containing certain standard provisions (the “Agreement”), which will be posted on the Mass Tech Collaborative’s website (<http://www.masstech.org/procurements>) no later than February 8, 2019.

Mass Tech Collaborative reserves the right to amend the Agreement at any time prior to execution. Applicants should review the Agreement as they are required to specify any exceptions to the Agreement and to make any suggested counterproposal in their Application. **A failure to specify exceptions and/or counterproposals will be deemed an acceptance of the Agreement’s general terms and conditions, and no subsequent negotiation of such provisions shall be permitted.**

### 1.2 Mass Tech Collaborative and MeHI

Massachusetts Technology Collaborative Mass Tech Collaborative is an independent public instrumentality of the Commonwealth of Massachusetts chartered by the Commonwealth to serve as a catalyst for growing its innovation economy. Mass Tech Collaborative brings together leaders from industry, academia, and government to advance technology-focused solutions that lead to economic growth, job creation, and public benefits in Massachusetts. Mass Tech Collaborative has three primary divisions: The Innovation Institute at the MassTech Collaborative, the Massachusetts Broadband Institute, and the Massachusetts e-Health Institute. For additional information about Mass Tech Collaborative and its programs and initiatives, please visit our website at [www.masstech.org](http://www.masstech.org).

MeHI was created as a non-divisible component of the Mass Tech Collaborative by the enactment of Chapter 305 of the Acts of 2008. MeHI's activities are overseen by the Board of the Massachusetts Technology Collaborative and coordinated with the activities of the Executive Office of Health and Human Services ("EOHHS") and the Massachusetts Health Policy Commission to best leverage the Commonwealth's investments in supporting health information technology adoption. MeHI has four key initiatives in the areas of eHealth eQuality, Connected Communities, Meaningful Use Support and eHealth Cluster Development. For more information about MeHI please visit the web site at <http://mehi.masstech.org>.

## **2. SERVICES REQUIRED**

### **2.1 Context**

Mass Tech Collaborative is seeking Applicants skilled in EPE Workshop Education Design and/or Presentation or EPE Workshop Organizational Support.

### **2.2 Activities**

Each Applicant should clearly indicate the activity category or categories for which they wish to be considered for selection and must provide their qualification for each such category of activity.

To increase the value of the EPE Workshops, Mass Tech Collaborative is seeking to select and work with Applicants that can provide EPE Subject Matter Experts ("EPE SMEs"), such as, but not limited to, EPE thought leaders, contractors, and company representatives, who are willing to collaborate with MeHI in the EPE Workshops, and who can (1) create and present educational EPE content related to the EPE topics listed below in Section 2.2.1; and/or (2) provide organizational support to assist in the coordination of the EPE Workshops, in particular related to other Applicants who participate in the EPE Workshops as described in Section 2.2.2.

#### **2.2.1 EPE Workshop Education Design and Presentation**

Mass Tech Collaborative aims to develop EPE Workshops to educate healthcare providers in establishing effective EPE strategies, workflow processes, and systems. For this purpose, Mass Tech Collaborative creates and presents educational EPE presentations in the EPE Workshops. Target topics include:

- Strategies, models, and methods to select and deploy EPE systems
- Strategies, models and methods to design effective EPE workflow processes
- Strategies to negotiate with clinicians and business management to adopt EPE
- Strategies and processes to enroll patients and their representatives to participate in EPE
- Strategies and processes to train patients and their representatives in using EPE systems
- Tools and methods to assess an organization's current state of EPE
- Tools, methods, and systems available to clinicians to engage with patients electronically, such as patient portals, secure messaging, and other electronic means
- Other EPE topics relevant to the Massachusetts healthcare and patient community

Applicants shall agree to develop their own EPE presentations and materials, such as PowerPoints, handouts, and other relevant materials. Applicants shall agree to make the EPE presentations educationally focused and to limit to the extent feasible the promotional content related to any products, services, or other items the Applicants may provide to its business clients. For this purpose, Applicants shall agree to submit their EPE presentation(s) and other material(s) for review and approval in writing by Mass Tech Collaborative and its representatives at least 10 business days prior to the EPE Workshop in which the Applicants will present their EPE presentation(s).

Applicants in this activity category may be selected to present in one or more EPE Workshops. Mass Tech Collaborative aims to invite 2 or 3 Applicants to present at any given EPE Workshop based on the relevance of an Applicant's expertise versus the educational topics and objectives of each specific EPE Workshop. Only SMEs included in the proposals can present at an EPE Workshop, unless a substitution is agreed upon by Mass Tech Collaborative prior to the EPE Workshop.

### **2.2.2 EPE Workshop Organizational Support**

Mass Tech Collaborative is seeking EPE SMEs") who can provide organizational support to assist in the coordination of the EPE Workshops, in particular related to other Applicants who participate in the EPE Workshops ("Organizational Support"). Examples of such Organizational Support include:

- Work with MeHI staff to define the scope, objectives, and deliverables for a EPE Workshop
- Provide assistance in developing the related EPE Workshop agenda
- Provide input and/or review communication materials to promote the EPE Workshop
- Identify prospective Applicants who can present the educational topics defined for the EPE Workshop
- Coordinate with these Applicants on behalf of Mass Tech Collaborative
- Assist MeHI in reviewing the EPE presentation(s) of these Applicants on behalf of Mass Tech Collaborative
- Assist in identifying and remediating risks or issues in these presentations
- Participate in EPE Workshop development meetings or calls with Mass Tech Collaborative
- Other relevant activities that may support the organization of EPE workshops

Applicants in this activity category may be selected to provide Organizational Support for one or more EPE Workshops. Typically 1 or 2 Applicants will be invited to support any given EPE Workshop depending on the relevance of their EPE and Organizational Support expertise versus the educational objectives of each specific EPE Workshop.

For the purpose of Organizational Support, the selected Applicants in this activity category shall agree to act on behalf of and with the best interest of the Mass Tech Collaborative.

Applicants in this activity category shall agree to provide Organizational Support in a public setting in a manner that is not influenced by the Applicant's competitive or proprietary interests. Applicants shall therefore agree that they will not engage in Organizational Support pertaining to another Applicant if they are a competitor of the other Applicant. For this purpose, an Applicant shall agree to disclose any competitive interests and relevant existing corporate relationships at the time Mass Tech Collaborative requests Organizational Support from the Applicant. In this case, Mass Tech Collaborative will use alternative means to handle the Organizational Support related to competing Applicant(s).

## **2.3 Limited Promotions**

Mass Tech Collaborative will be the owner, host, and main presenter of the EPE Workshops. To accommodate that Mass Tech Collaborative is a public agency, Applicants shall agree that Mass Tech Collaborative will take the lead in all promotions of the EPE Workshops ("Promotions"), and Applicants shall agree to the limitations imposed on additional promotions by Applicants, as per this section 2.3.

### **2.3.1 EPE Workshop Promotion**

Mass Tech Collaborative will, in its sole discretion, develop all Promotions, which typically includes, but is not limited to, promoting the EPE Workshops via the MeHI website, newsletters, and bulletins, and calling or emailing healthcare providers to invite them to register and attend. Promotions and invitations are typically sent to subscribers of MeHI's mailing lists as deemed relevant by Mass Tech Collaborative.

When Applicants are invited to present in, or provide Organizational Support for, an EPE Workshop, Mass Tech Collaborative may ask the Applicants to provide input for the Promotions. Applicants shall agree to either decline or provide such input within 5 business days for the request, and failure to respond shall constitute a decline.

Applicants shall agree not to develop their own Promotions for the EPE Workshops. Notwithstanding the foregoing, an Applicant can promote the EPE Workshops via the Applicant's website, newsletters, bulletins, and invite additional healthcare providers, provided the Applicant agrees to base its promotion solely on the content of Mass Tech Collaborative's Promotions, and the Applicant first seeks approval in writing from Mass Tech Collaborative for any changes to the content of such Promotions. Applicants shall agree not to proceed unless such approval is granted in writing by Mass Tech Collaborative.

### **2.3.2 EPE Workshop Press Releases**

Mass Tech Collaborative, in its sole discretion, may issue press releases pertaining to this RFP, the EPE Workshops, or any related matters. Applicants shall agree not to issue any press releases related to this RFP, the selection of the Applicants, the EPE Workshops, or any related matters.

### **2.3.3 Promotional Listing or Recognition of Applicants**

Applicants shall agree that Mass Tech Collaborative can list and/or recognize Applicants in the Promotions. For instance, Applicants who contribute to an EPE Workshop may be listed or recognized in the Promotions for the EPE Workshop. When an Applicant is listed or recognized, the Applicant will get the opportunity to approve the text related to the Applicant. Such approval shall not be unreasonably withheld. If an Applicant fails to respond within 5 business days, Mass Tech Collaborative can proceed with the Promotions without the Applicant's approval, or can remove the Applicant from the Promotions, and can remove the Applicant from participating in the EPE Workshop.

On the registration page of an EPE Workshop, Mass Tech Collaborative will ask Participants who register to participate in the EPE Workshop whether they can be contacted by the Applicants who contribute to the EPE Workshop. After the EPE Workshop, Mass Tech Collaborative will provide the Applicants with contact information of Participants who consented to be contacted by the Applicants.

### **2.3.4 Promotional Products offered by Applicants**

To aid in the promotion of an EPE Workshop, Applicants who contribute to the EPE Workshop may, subject to the sole discretion and prior written approval of the Mass Tech Collaborative, offer free trial or courtesy products or services that will be available to the Participants ("Promotional Products"). To request such approval from the Mass Tech Collaborative, Applicants shall agree to clearly document:

- Description of the Promotional Product(s)
- Conditions and terms for the Participants to receive the Promotional Product(s)
- Support the Applicant will provide to Participants who want to use the Promotional Product(s)

Approval must be requested at least 10 business days prior to the date the Promotions of the EPE Workshop becomes public. Mass Tech Collaborative, in its sole discretion, may list the offer for such Promotional Product in the Promotions.

Applicants shall agree that Mass Tech Collaborative will not be a party to any agreement between the Applicants and Participants related to any Promotional Products. Applicants shall agree to take full responsibility for any support Participants may need to take advantage of the Promotional Products. For this purpose, Mass Tech Collaborative will forward all inquiries related to the Promotional Products to the Applicants, and Applicants shall agree to reasonably respond to these inquiries.

Applicants shall agree not to make any unapproved or undisclosed offers for Promotional Products during an EPE Workshop.

Prior to approval to offer a Promotional Product, Mass Tech Collaborative may require a signed Memorandum of Understanding to formalize and/or expand on the provisions of this section 2.3.

### **2.3.5 Promotional Collateral offered by Applicants during an EPE Workshop**

During an EPE Workshop, Applicants who contribute to the EPE Workshop may offer promotional collateral of nominal value, such as pens or other items with the Applicants' name, to the Participants ("Promotional Collateral"). Applicants can do so without prior approval, but Mass Tech Collaborative will require that the Applicants place Promotional Collateral in a designated area during the EPE Workshop. Applicants shall agree to this requirement, and may also place their business cards in this designated area.

### **2.3.6 Product and Service Promotions by Applicants during an EPE Workshop**

Applicants shall agree not to promote their products and services during EPE Workshop presentations, except to the extent necessary to relevantly support their educational EPE content. In all cases, such promotion must be minimized. Applications shall agree to refrain from product demonstrations in their presentations. For verification of these requirements, Applicants shall agree to send their EPE Workshop presentations to Mass Tech Collaborative for review and approval at least 10 business days prior to the EPE Workshop in which Applicants will make their presentations. Applicants shall agree to modify any content deemed to be too promotional by Mass Tech Collaborative.

### **2.3.7 Interaction between Applicants and Participants**

During an EPE Workshop, Applicants shall agree to professionally engage with the Participants. During the networking sessions of an EPE Workshop, Applicants can ask the Participants for business cards, offer their own business cards, and discuss their products, services, and other items with the Participants in a professional, low key, reasonable, and discrete manner, but Applicants shall agree to refrain from any and all overt sales discussions. Applicants can make arrangements and appointments with Participants for further discussions after the EPE Workshop. Applicants shall agree not to share the information on a business card, provided by a Participant at an EPE Workshop, with other Applicants without approval from the Participant.

### **2.3.8 Follow up after an EPE Workshop**

Mass Tech Collaborative cannot provide a list of all Participants to the Applicants. Mass Tech Collaborative shall only provide a list of Participants who agreed to be contacted by Applicants during EPE Workshop registration.

After an EPE Workshop, an Applicant can promote its products and services to Participants who either gave their business card to the Applicant and/or provided consent to be contacted by Applicants during registration. Applicants shall agree not to contact Participants that did not provide such a business card or consent, unless contact information of a Participant was obtained independently of the EPE Workshop.

### **2.3.9 No Claims of Endorsement**

In no way, shape, or form shall an Applicant claim that the Applicant, or its business, Promotional Products, products, services, or other business aspects are endorsed by Mass Tech Collaborative.

## **2.4 Recourse for Non-Compliance**

Applicants who do not adhere to the provisions imposed in this section 2, or act unprofessionally during an EPE Workshop, may be barred from contributing to future EPE Workshops by, and in the sole discretion of, Mass Tech Collaborative.

## **3 EVALUATION PROCESS AND CRITERIA**

### 3.1 Process

The Mass Tech Collaborative shall evaluate each Application that is properly submitted. As part of the selection process, Mass Tech Collaborative may invite finalists to answer questions regarding their Application in person or in writing. In its sole discretion, Mass Tech Collaborative may also choose to enter into a negotiation period with one or more finalist Applicant(s) and then ask the Applicant(s) to submit a best and final offer.

Submissions of all Applicants will be evaluated pursuant to the criteria set forth below. This RFP will remain open on a rolling basis. The Mass Tech Collaborative intends to complete the process of selecting and inviting an initial group of Applicants by March 29, 2019, for the purpose of organizing the first EPE Workshop. The target date for the first EPE Workshop is May 2019. Responses submitted after the initial deadline of March 11, 2019, will be reviewed on a periodic basis.

Engagement of selected Applicants to collaborate with MeHI in specific EPE Workshops will be arranged via "List Selection", invitation, and Applicant's availability and responsiveness at the time of the specific EPE Workshop.

### 3.2 Criteria

Selection of an Applicant to provide the services sought herein may be based on criteria that include but are not limited to:

- Agreement to perform the Activities listed in Section 3 at no charge to Mass Tech Collaborative or EPE Workshop participants
- Agreement to accept the conditions of Limited Promotions listed in Section 4
- Willingness to enter into an Agreement with Mass Tech Collaborative
- Quality of the proposal
- Relevance of proposed educational content if applicable
- Enthusiasm to present at and/or support the organization of EPE Workshops
- Qualifications and experience of the Respondent and the primary personnel, including SMEs, identified to perform the Activities in each applicable category
- Experience in engaging in similar Activities
- Demonstrated knowledge of the categories identified in Section 3 of the RFP for which the Respondent seeks selection

While agreement with the first three bullets is mandatory and non-negotiable, the order of the other factors does not generally denote relative importance. Mass Tech Collaborative reserves the right to consider such other relevant factors as it deems appropriate in order to obtain the "best quality" of the EPE Workshops to educate Massachusetts healthcare providers.

Lack of debarment status by either the state or federal government is also required.

## 4 APPLICATION PROCESS

### 4.1 Application and Submission Instructions

**Applications will now be accepted on a rolling basis.**

Applicants are cautioned to read this RFP carefully and to conform to its requirements. Failure to comply with the requirements of this RFP may serve as grounds for rejection of an Application.

- a. All Applications must be submitted in writing, in Microsoft Word format, on 8 ½ x 11 paper (including all Required Submissions, see below), with one (1) unbound original; and 0 bound copies (no three ring binders); and one electronic version thereof.
- b. Required Submissions- All submissions must include the items listed below:
  - Application Cover Sheet (Attachment A)
  - Application, which shall include:
    - A description of the firm responding to the RFP (including descriptions of proposed subcontractors, if any)
    - Qualifications in the areas of EPE Workshop Education Design and Presentation and/or EPE Workshop Organizational Support, as detailed in Section 2 (Services) above
    - If submitting a proposal for **EPE Workshop Education Design and Presentation**, please address the requirements set forth in Section 2.2.1 above. Applicants must also specify the following information:
      - The names and bios of the EPE SMEs who will present in the EPE Workshops
      - The relevant EPE experience of the SMEs in different healthcare settings, such as, but not limited to, primary care, behavioral health, and long-term post-acute care
      - The specific EPE educational content they aim to contribute to the EPE Workshops
      - Their experience in creating and presenting educational EPE content
      - Any other relevant information that may support their proposal
    - If submitting a proposal for **EPE Workshop Organizational Support**, please address the requirements set forth in Section 2.2.2 above. Applicants must also specify the following information:
      - The names and bios of the EPE SMEs who will provide the Organizational Support
      - The specific Organizational Support they offer to provide
      - The relevant experience of the SMEs in providing such Organizational Support
      - Their experience in reviewing educational EPE content
      - Their experience in negotiating with presenters to remediate presentation issues
      - Any other relevant information that may support their proposal
  - Authorized Application Signature and Acceptance Form (Attachment B). **By executing the Authorized Applicant's Signature and Acceptance Form and submitting a response to this RFP, Applicants certify that they (1) are in compliance with the terms, conditions and specifications contained in this RFP, (2) acknowledge and understand the procedures for handling materials submitted to the Mass Tech Collaborative as set forth in subsection d. below, (3) agree to be bound by those procedures, and (4) agree that the Mass Tech Collaborative shall not be liable under any circumstances for the disclosure of any materials submitted to the Mass Tech Collaborative pursuant to this RFP or upon the Applicant's selection.**

- Exceptions to the *Agreement*, located at <http://www.masstech.org/procurements>, if any.
- c. Applications **must** be delivered as follows:

**Hardcopy applications must be submitted to-**

RFP No. 2019-MeHI-01  
 Massachusetts Technology Collaborative  
 75 North Drive  
 Westborough, MA 01581

**With the electronic version submitted to-**

proposals@masstech.org (please include the RFP number in the subject heading).

- d. Any and all responses, Applications, data, materials, information and documentation submitted to Mass Tech Collaborative in response to this RFP shall become Mass Tech Collaborative's property and shall be subject to public disclosure. As a public entity, the Mass Tech Collaborative is subject to the Massachusetts Public Records Law (set forth at Massachusetts General Laws Chapter 66). There are very limited and narrow exceptions to disclosure under the Public Records Law. If an Applicant wishes to have the Mass Tech Collaborative treat certain information or documentation as confidential, the Applicant must submit a written request to the Mass Tech Collaborative's General Counsel's office no later than 5:00 p.m. fourteen (14) business days prior to the required date of Application submission set forth in Section 4.2 below. The request must precisely identify the information and/or documentation that is the subject of the request and provide a detailed explanation supporting the application of the statutory exemption(s) from the public records cited by the Applicant. The General Counsel will issue a written determination within ten (10) business days of receipt of the written request. If the General Counsel approves the request, the Applicant shall clearly label the relevant information and/or documentation as "**CONFIDENTIAL**" in the Application and **shall only include the confidential material in the hard copy of the Application**. Any statements in an Application reserving any confidentiality or privacy rights that is inconsistent with these requirements and procedures will be disregarded.

#### 4.2 Application Timeframe

The application process will proceed according to the following schedule. The target dates are subject to change. Therefore, Applicants are encouraged to check Mass Tech Collaborative's website frequently for updates to the schedule.

Task	Date
RFP Released	February 1, 2019
Questions Due	February 19, 2019 @ 5 PM EST
Question and Answer File Posted	February 25, 2019 @ 5 PM EST
Applications Due	Rolling

#### 4.3 Questions

Questions regarding this RFP must be submitted by electronic mail to [proposals@masstech.org](mailto:proposals@masstech.org) with the following Subject Line: "Questions – RFP No. 2019-MeHI-01". All questions must be received by 5:00 p.m.

EST on February 19, 2019. Responses to all questions received will be posted on or before 5:00 p.m. EST on February 25, 2019 to Mass Tech Collaborative and Comm-Buys website(s).

## 5.0 GENERAL CONDITIONS

### 5.1 General Information

- a) If an Application fails to meet any material terms, conditions, requirements or procedures, it may be deemed unresponsive and disqualified. The Mass Tech Collaborative reserves the right to waive omissions or irregularities that it determines to be not material.
- b) This RFP, as may be amended from time to time by Mass Tech Collaborative, does not commit Mass Tech Collaborative to select any firm(s), award any contracts for services pursuant to this RFP, or pay any costs incurred in responding to this RFP. Mass Tech Collaborative reserves the right, in its sole discretion, to withdraw the RFP, to engage in preliminary discussions with prospective Applicants, to accept or reject any or all Applications received, to request supplemental or clarifying information, to negotiate with any or all qualified Applicants, and to request modifications to Applications in accordance with negotiations, all to the same extent as if this were a Request for Information.
- c) On matters related solely to this RFP that arise prior to an award decision by the Mass Tech Collaborative, Applicants shall limit communications with the Mass Tech Collaborative to the Procurement Team Leader and such other individuals as the Mass Tech Collaborative may designate from time to time. No other Mass Tech Collaborative employee or representative is authorized to provide any information or respond to any questions or inquiries concerning this RFP. Applicants may contact the Procurement Team Leader for this RFP in the event this RFP is incomplete.
- d) The Mass Tech Collaborative may provide reasonable accommodations, including the provision of materials in an alternative format, for Applicants with disabilities or other hardships. Applicants requiring accommodations shall submit requests in writing, with supporting documentation justifying the accommodations, to the Procurement Team Leader. The Mass Tech Collaborative reserves the right to grant or reject any request for accommodations.
- e) Applicant's Application shall be treated by the Mass Tech Collaborative as an accurate statement of Applicant's capabilities and experience. Should any statement asserted by Applicant prove to be inaccurate or inconsistent with the foregoing, such inaccuracy or inconsistency shall constitute sufficient cause for Mass Tech Collaborative in its sole discretion to reject the Application and/or terminate of any resulting Agreement.
- f) Costs will not be compensated under any contract awarded pursuant to this RFP.
- g) Mass Tech Collaborative's prior approval is required for any subcontracted services under any Agreement entered into as a result of this RFP. The selected Applicant will take all appropriate steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used when possible. The selected Applicant is responsible for the satisfactory performance and adequate oversight of its subcontractors. Subcontractors are required to meet the same requirements and are held to the same reimbursable cost standards as the selected Applicant.
- h) Submitted responses must be valid in all respects for a minimum period of sixty (60) days after the deadline for submission.

### 5.2 Posting of Modifications/Addenda to RFP

This RFP has been distributed electronically using the Mass Tech Collaborative and COMMBUYS websites. If the Mass Tech Collaborative determines that it is necessary to revise any part of this RFP, or if additional data is necessary to clarify any of its provisions, an addendum will be posted to the websites. It is the responsibility of each potential Applicant to check the Mass Tech Collaborative, MBI and COMMBUYS websites for any addenda or modifications to the RFP. The Mass Tech Collaborative accepts no liability and will provide no accommodation to Applicants who submit a response based on an out-of-date RFP.

**Attachment A**  
**Application Cover Sheet**

Name of Respondent			
Mailing Address	City/Town	State	Zip Code
Telephone	Fax	Web Address	
Primary Contact for Clarification		Primary Contact E-mail Address	
Authorized Signatory		Authorized Signatory E-mail Address	
Legal Status/Jurisdiction (e.g., a Massachusetts Corporation, LLC, LLP, etc.)		Respondents DUNS No.	

**Attachment B**  
**Massachusetts Technology Collaborative**  
**Authorized Applicant's Signature and Acceptance Form**

The undersigned is a duly authorized representative of the Applicant listed below. The Applicant has read and understands the RFP requirements. The Applicant acknowledges that all of the terms and conditions of the RFP are mandatory, and that Applicant's response is compliant with such requirements. The Applicant specifically acknowledges the application of the procedures regarding disclosure of sensitive information as set forth in Section 4.1 (d) of the RFP, and specifically agrees that it shall be bound by those procedures.

The Applicant understands that, if selected by the Mass Tech Collaborative, the Applicant and the Mass Tech Collaborative will execute an Agreement specifying the mutual requirements of participation. The undersigned has either (*please check one*):

- specified exceptions and counter-proposals to the terms and conditions of the Agreement; or
- agrees to the terms and conditions set forth therein;

The undersigned acknowledges and agrees that the failure to submit exceptions and counter-proposals with this response shall be deemed a waiver, and the Agreement shall not be subject to further negotiation.

Applicant agrees that the entire bid response will remain valid for sixty (60) days from receipt by the Mass Tech Collaborative.

I certify that Applicant is in compliance with all corporate filing requirements and State tax laws.

I further certify that the statements made in this response to the RFP, including all attachments and exhibits, are true and correct to the best of my knowledge.

Applicant: \_\_\_\_\_  
(Printed Name of Applicant)

By: \_\_\_\_\_  
(Signature of Authorized Representative)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_