



**Grant Solicitation for Massachusetts Manufacturing
Accelerate Program ("MMAP") FY'24
Solicitation No. 2024-CAM-01**

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

Procurement Team Leader:	Austin Vella
Date Issued:	September 19, 2023
Informational Webinar:	September 27, 2023
Questions Due:	September 29, 2023
Answers to Questions Posted:	October 5, 2023
Responses Due:	November 3, 2023 By 5:00PM EST

1. INTRODUCTION

1.1 Overview

Massachusetts Technology Collaborative (“Mass Tech Collaborative” or “MassTech”), on behalf of the Center for Advanced Manufacturing (“CAM”) is issuing this Grant Solicitation for state cost share to support manufacturing projects (Solicitation No.2024-CAM-01) (the “Solicitation”) from qualified manufacturers (“Respondents”) located within the Commonwealth’s borders, as part of the state’s on-going commitment to the manufacturing industry. Respondents will be competing against each other for funds dedicated to manufacturing expansion grants to accelerate company growth. The submissions of all Respondents shall be compared and evaluated pursuant to the evaluation criteria set forth in this Solicitation.

Mass Tech Collaborative will be the contracting entity on behalf of CAM for the purposes of this Solicitation, and (except where the specific context warrants otherwise), CAM and Mass Tech Collaborative are collectively referred to as Mass Tech Collaborative or MassTech. Mass Tech Collaborative will enter into an **MMAP Grant Agreement and Statement of Work** with the non-profit partners selected by the Respondents containing certain standard provisions (the “Agreement”), located [HERE](#).

1.2 Mass Tech Collaborative and CAM

Mass Tech Collaborative is independent state public authority 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 five primary divisions: the Innovation Institute, the Massachusetts Broadband Institute, MassCyberCenter, Center for Advanced Manufacturing, 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.

The mission of CAM, a division of the Mass Tech Collaborative, is to foster the most complete, most connected, and fastest manufacturing ecosystem from innovation through production. CAM increases its impacts on the manufacturing sector by:

- Aligning investments in manufacturing to help scale businesses and commercialization of next generation technologies;
- Helping manufacturers connect to resources available to help them succeed;
- Developing, supporting and aligning workforce training programs to meet industry needs
- Supporting new initiatives from the Advanced Manufacturing Collaborative;
- Ensuring a deep pipeline for all programs; and
- Tracking outcomes and efficacy of all programs.

For more information about CAM and its programs and activities generally, please visit the website at <https://cam.masstech.org>.

1.3 Program Overview

The Massachusetts Manufacturing Accelerate Program (“MMAP”) provides capital cost share up to \$200,000 for projects located within the Commonwealth’s borders, as part of the state’s on-going

commitment to the manufacturing industry.

The program aims to help Massachusetts-based small to medium sized manufacturers prepare their businesses to meet the demands of Industry 4.0, such as the adoption of robotics and automation, additive manufacturing, cybersecurity, or sustainable manufacturing processes. In addition, the manufacturing of new technologies and innovations that align with key industries in the Commonwealth, including microelectronics, defense and aerospace, and electrification technologies are preferred. All industries are important, and all manufacturers in the Commonwealth of Massachusetts are encouraged to apply, however the above industries are prioritized.

The MMAP program:

- **Provides CAPITAL:** Through necessary capital equipment purchases, a manufacturer will have access to new supply chain connections, new opportunities, and growth.
- **Creates PARTNERSHIPS:** This program aims to make connections between manufacturers and non-profit partners to help build an ecosystem of support for our manufacturers to collaborate and rely on. These partnerships will provide assistance through technical support, workforce development support, business connections, or other means of assistance, depending on the partner, to help manufacturers drive efficiencies and scale their business.

It is a requirement that a company collaborate with a non-profit, institution of higher education (community college or above), or quasi-public entity legally organized in Massachusetts to receive funding. Non-profit partners include organizations such as MassMEP, MassHire Workforce Boards, Greater Boston Manufacturing Partnership, or the Berkshire Innovation Center. The manufacturer and the collaborating partner should work to define the responsibilities and tasks of the collaborating partner which should be outlined as part of the proposal. Any contractual obligations or administrative fees to be paid by the company for the collaboration should be discussed and agreed to by the company and collaborative partner organization prior to the submission of the application.

3. Guidelines

Application	Applications as specified in Section 4 below must be completed and submitted to MassTech in response to this Solicitation. Previous recipients of an MMAP grant are not eligible to apply to this Solicitation.
-------------	--

<p>Eligible Expenses</p>	<p>Grants are available for capital purchases only. Any capital expenditure to be funded by MassTech under this Solicitation must be one that will be accounted for by the recipient of the equipment in its financial records as a capital expenditure under Generally Accepted Accounting Principles (“GAAP”).</p> <p>Examples of such capital expenditures could include expenditures for the purchase of new or used equipment and the development of new technology platforms or systems. The acquisition of land and existing facilities, construction of new buildings, and the renovation of existing buildings are not allowable capital expenditures in this Solicitation. Salaries of individuals at the manufacturers, administrative fees to collaborating partners, as well as other operating costs including training, are not capital expenditures in this Solicitation.</p> <p>Work that has been completed or equipment purchased prior to the application submission date <i>is not</i> allowable for reimbursement with grant funds. Capital equipment may be ordered once the application has been submitted, however the manufacturer will assume all project costs if the application is not selected for an award. If a deposit on the equipment is a commitment to purchase, then it cannot be done prior to application submission.</p> <p>If an awardee’s original project scope changes, MassTech reserves the right to rescind funding upon review of requested changes. If funding is rescinded, any capital that has been spent from grant funds will be required to be returned.</p>
<p>Eligible Locations</p>	<p>Equipment must remain in the state for a minimum of three years after installation. If the manufacturer is acquired or moves out of state prior to the expiration of the three years, the equipment must either: (1) be sold and the proceeds returned to the state for a future award; or (2) it is the responsibility of the manufacturer to work with the state and ecosystem partner to determine to which academic or non-profit partner the capital equipment should be transferred.</p>

<p>Eligible Applicants</p>	<p>Manufacturers must apply directly for the grants, however applications must include a collaboration between a manufacturer and a non-profit, an institution of higher education (community college or above), or other public or quasi-public entity legally organized in Massachusetts.</p> <p>MassTech will contract with the institution of higher education, non-profit, or other public or quasi-public entity legally organized in Massachusetts. This entity will be the prime contractor and responsible for ensuring that all contractual requirements are met.</p> <p>The recipient of the equipment (the manufacturer) will own the equipment.</p> <p>Grants shall be awarded in a manner that promotes geographic, social, racial, and economic equity.</p>
<p>Duration of Contracts</p>	<p>All cost share funds should be drawn within twelve (12) months of notification of award. Agreements may span multiple fiscal years if the equipment purchased spans multiple fiscal years, but this should be specified in the Application. The fiscal year is from July 1 - June 30.</p> <p>Please indicate how much the proposed funds are expected to be incurred by June 30, 2024, and how much will be drawn in the following fiscal period.</p>
<p>Required Matching Contribution</p>	<p>A minimum of a 1:1 cost share is required. The match can be in the form of cash or in-kind contributions (i.e. contributed or donated labor, donated equipment, or materials) from the applicant, third parties, other private investments, or federal grants. Any fees required from the non-profit partner can be considered as part of the manufacturer’s cost share but cannot be an allowable grant funded cost. Cash and other match from other State sources, such as a state agency or state institution of higher education, cannot be used to satisfy matching requirements.</p> <p>The match should either specifically cover a portion of the actual costs of the grant-funded project or must be necessary and directly related to the accomplishments of the project objectives.</p> <p>The match should be recognized during the grant period, should be recorded and verifiable from the applicant’s records, and should not be included as</p>

	contributions to or match for any other federally and state funded project.
--	---

4 APPLICATION PROCESS

4.1 Application and Submission Instructions

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

- a. All Applications must be submitted here: <https://forms.gle/nEMCqMUakf14MgNZA>.
- b. Applications shall include:
 - A description of the entity responding to the Solicitation (including industry, products manufactured, and market(s) served)
 - Size of company (1-25, 26-50, 51-100, 101-250, 251-500, 501-1000, 1000+)
 - A description of the capital equipment purchase you will be making if you are to receive this award (500 words maximum).
 - A description of the application and the technological challenge you will overcome with the new equipment (500 words maximum).
 - A description, if applicable, of how this project demonstrates operational improvements, efficiencies, and progression to Industry 4.0 (i.e use of new equipment, technologies and/or processes to deliver efficient, high quality, operational excellence)
 - The exact dollar amount you are applying for.
 - A simple budget of the capital equipment being purchased, training and other capital requirements. It should also indicate the company's cost share by budget line item.
 - What industry(s) you will support with the capital investment.
 - If the capital is for a specific customer(s) need, please indicate customer(s), customer location and industry.
 - A description, if applicable, of the new market opportunity this capital equipment will enable.
 - The number of expected new hires, employees upskilled, and jobs retained because of the project
 - A detailed description of the workforce training program(s) offered and any career growth opportunities or pathways outlined for your workforce.
 - A description of if and how this grant will contribute to social, racial and economically equitable outcomes. (i.e. Are you hiring a diverse workforce? Is your company women or minority owned? Are you located in a HUB Zone or Gateway City?)
 - Partner identification. It is required that you partner with an institution of higher education, non-profit, or other public or quasi-public entity legally organized in Massachusetts to receive a grant. This partnership is to help establish new connections within the ecosystem that leads to

- growth. Please indicate your partner and how you expect to work with them to help your business.
- A video, not to exceed 5 minutes, introducing you and your company, the need for your new equipment, the application and why you believe the state should invest in your business. Mp4 is the preferred file format. Videos from cell phones are acceptable. Any material shared as part of the MMAP application, including the video, is considered a public record and therefore subject to disclosure if requested. We will not use any part of the application, including the video, for any other purpose beyond judging, without consent from the applicant.
 - Exceptions to the **MMAP Grant Agreement and Statement of Work**, if any, located [HERE](#). Should there be no exceptions Respondent shall indicate acceptance of the terms of the Agreement. Failure to provide exceptions in a response shall be deemed an acceptance of Mass Tech’s standard terms and further negotiation shall not be allowed.
- c. Any and all responses, Applications, data, materials, information and documentation submitted to Mass Tech Collaborative in response to this Solicitation shall become MassTech’s property and shall be subject to public disclosure. As a public entity, MassTech 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. Any statement in an Application reserving any confidentiality or privacy rights may be disregarded if Mass Tech Collaborative’s General Counsel determines that the information is contained in a document that is subject to disclosure under the Massachusetts Public Records Law.

4.2 Application Timeframe

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

Task	Date:
Solicitation Released	09/19/2023
Informational session	09/27/2023 @ 11 AM EST
Questions Due	09/29/2023 @ 5PM EST
Question and Answer File Posted	10/05/2023 @ 5 PM EST
Applications Due	11/03/2023 @ 5 PM EST

4.3 Questions

Questions regarding this Solicitation must be submitted by electronic mail to proposals@masstech.org with the following Subject Line: “Questions – Solicitation No. 2024-CAM-01“. Responses to all questions received will be posted here: <https://cam.masstech.org/mmap>

4.4 Informational Webinar

An informational webinar will be held on 09/27/2023 @ 11AM. All potential Respondents interested in participating in the informational session must register here: <https://cam.masstech.org/mmap>. Mass Tech Collaborative will post summary responses to procedural questions and issues addressed at the webinar [here](#) and the [Comm-Buys](#) websites.

5 EVALUATION PROCESS AND CRITERIA

5.1 Process

The Mass Tech Collaborative will evaluate each Application that is properly submitted and a subset of applications will be reviewed by an independent review board of industry experts. 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 Respondent(s) and then ask the Respondent(s) to submit an updated Application and budget.

5.2 Criteria

Selection of projects requesting state cost share must demonstrate clear benefit for the economy of the Commonwealth of Massachusetts.

The order of these factors does not generally denote relative importance. Mass Tech Collaborative reserves the right to consider such other relevant factors as it deems appropriate. Lack of debarment status by both the state and federal government is also required.

Mass Tech Collaborative reserves the right to consider such other relevant factors which will be evaluated based on combinations of criteria that includes but are not limited to:

- Number of new jobs created
- Scoring is weighted towards projects that will drive transformational business growth, demonstrate operational improvements, efficiencies and progression to Industry 4.0 (i.e. use of new equipment, technologies and/or processes to deliver efficient, high quality, operational excellence), and/or companies that invest in their employees through training and growth programs.
- Whether the project is focused in the priority areas of Microelectronics, Defense/Aerospace, Electrification technologies, Additive Manufacturing, Robotics, Automation, Cybersecurity and projects related to sustainable manufacturing. (Note: All industries are important, however, projects in these industries/areas are prioritized under this funding opportunity)
- Workforce training plans outlined that support employee growth and potential.
- New markets enabled by new capabilities.
- How the collaboration with a partner will help drive support, business connections and growth
- Contributions to geographic, social, racial and economically equitable outcomes

6.0 GENERAL CONDITIONS

6.1 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 Solicitation, as may be amended from time to time by Mass Tech Collaborative, does not commit Mass Tech Collaborative to select any organization(s), award any grant funds pursuant to this Solicitation, or pay any costs incurred in responding to this Solicitation. Mass Tech Collaborative reserves the right, in its sole discretion, to withdraw the Solicitation, to engage in preliminary discussions with prospective Respondents, to accept or reject any or all Applications received, to request supplemental or clarifying information, to negotiate with any or all qualified Respondents, 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 Solicitation that arise prior to an award decision by the Mass Tech Collaborative, Respondents 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 Solicitation. Respondents may contact the Procurement Team Leader for this Solicitation in the event this Solicitation is incomplete.
- d) The Mass Tech Collaborative may provide reasonable accommodations, including the provision of materials in an alternative format, for Respondents with disabilities or other hardships. Respondents requiring accommodation 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 accommodation.
- e) Respondent's Application shall be treated by the Mass Tech Collaborative as an accurate statement of Respondent's capabilities and experience. Should any statement asserted by Respondent 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 that are not specifically identified in the Respondent's response and/or not specifically accepted by Mass Tech Collaborative as part of the Agreement will not be compensated under any contract awarded pursuant to this Solicitation.
- g) Mass Tech Collaborative's prior approval is required for any subcontracted work under any Agreement entered into as a result of this Solicitation. The selected Respondent 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 Respondent 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 Respondent.
- h) Submitted responses must be valid in all respects for a minimum period of sixty (60) days after the deadline for submission.
- i) Mass Tech Collaborative reserves the right to amend the Agreement at any time prior to execution. Respondents 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.

6.2 Posting of Modifications/Addenda to Solicitation

This Solicitation 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 Solicitation, 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 Respondent to check the Mass Tech Collaborative, CAM and COMMBUYS websites for any addenda or modifications to the Solicitation. The Mass Tech Collaborative accepts no liability and will provide no accommodation to Respondents who submit a response based on an out-of-date Solicitation.