



## **Request for Proposals for GIS Support for Gap Networks Grant Program**

RFP No. 2024-MBI-02

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

**Procurement Team Leader: Cornell Robinson**

<b>RFP Issued:</b>	<b>11/16/2023</b>
<b>Bidders' Conference:</b>	<b>11/29/2023</b>
<b>Questions Due:</b>	<b>12/1/2023</b>
<b>Answers to Questions Posted:</b>	<b>12/6/2023</b>
<b>Responses Due:</b>	<b>12/20/2023</b>

## 1. INTRODUCTION

### 1.1 Overview

Massachusetts Technology Collaborative (“Mass Tech Collaborative” or “MassTech”), on behalf of the Massachusetts Broadband Institute (“MBI”) is issuing this Request for Proposals for GIS Support for Gap Networks Grant Program (RFP No.2024-MBI-02) (the “RFP” or “RFP”) to solicit responses from qualified contractors (“Respondents”) with experience in broadband data collection, analysis and mapping using GIS and other tools. Respondents will be competing against each other for selection to provide the services set forth herein (the “Services”). The submissions of all Respondents shall be compared and evaluated pursuant to the evaluation criteria set forth in this RFP, and a single Respondent may be selected.

Mass Tech Collaborative will be the contracting entity on behalf of MBI for the purposes of this RFP, and (except where the specific context warrants otherwise), MBI and Mass Tech Collaborative are collectively referred to as Mass Tech Collaborative or MassTech. Mass Tech Collaborative will enter into a **Federally Funded Services Agreement** with selected Respondents containing certain standard provisions (the “Agreement”), located [HERE](#).

### 1.2 Mass Tech Collaborative and MBI

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).

MBI is the central broadband program for the Commonwealth. The primary mission of MBI is to extend affordable, robust, high-speed Internet access to all homes, businesses, schools, libraries, medical facilities, government offices, and other public places across Massachusetts, with a focus on the hard-to-serve areas of western and central Massachusetts. For more information about MBI and its programs and activities generally, please visit the web site at [www.massbroadband.org](http://www.massbroadband.org).

### 1.3 Overview of Broadband Infrastructure Gap Networks Grant Program

MBI, on behalf of the Commonwealth’s Executive Office of Economic Development (“EOED”), recently launched a program to make \$145 million in American Rescue Plan Act (“ARPA”) Capital Projects Funds (“CPF”) available under the Broadband Infrastructure Gap Networks Grant Program (“Gap Networks Grant Program” or the “Program”), to address the critical connectivity needs of towns and cities, with a particular focus on communities with substantial low-income households and disadvantaged populations. The Program will fund the deployment of broadband infrastructure in areas that currently lack access to sufficient broadband internet service, defined as download speeds of at least 100 Mbps and upload speeds of at least 20 Mbps.

Applicants to the Gap Networks Grant Program are required to submit project service area maps, the route that the project’s infrastructure will take, and the locations of each individual home, business or institution to be served. MBI has existing lists of broadband serviceable locations in the Commonwealth with the current broadband availability status defined as a Served, Underserved and Unserved location. Eligible unserved and underserved locations are those that lack access to download speeds of at least

100 Mbps and upload speeds of at least 20 Mbps.

All Unserved and Underserved locations are eligible for funding from Gap Networks Grant Program, with the exception of those that have a state or federal funding commitment to building broadband infrastructure providing access to download speeds of at least 100 Mbps and upload speeds of at least 20 Mbps.

The deadline for submitting applications for Round 1 of the Gap Networks Grant Program is December 11, 2023. Round 1 grant award notifications are expected in January – February of 2024. The deadline for submitting applications for Round 2 is April 17, 2024. Round 2 grant award notifications are expected in May – June of 2024.

MassTech is aware of approximately 18,000 Un/Underserved Broadband Serviceable Locations within the Commonwealth of Massachusetts.

## **2. SERVICES REQUIRED**

### **2.1 Key Terms**

Broadband Serviceable Locations (“BSLs”) – are premises that include one or more residents, businesses, or community anchor institutions where fixed broadband internet access service is or could be installed.

Project Service Area (“PSA”) – is a specific geographical region in which the applicant proposes to provide broadband services, including both public and private lands. If the PSA covers more than one municipality, the municipalities must be geographically contiguous to each other, and it must include all unserved and underserved and underserved BSLs within each municipality.

Underserved Location – is a Broadband Serviceable Location without access to broadband internet speeds of at least 100 Mbps download and 20 Mbps upload.

Unserved Location – is a Broadband Serviceable Location without access to broadband internet speeds of at least 25 Mbps download and 3 Mbps upload.

Served Location – is a Broadband Serviceable Location with access to broadband internet speeds greater than or equal to 100 Mbps download and 20 Mbps upload.

The Broadband Equity, Access, and Deployment (BEAD) – provides \$42.45 billion to expand high-speed internet access by funding planning, infrastructure deployment and adoption programs in all 50 states, Washington D.C., Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

BEAD Challenge Process – is where each Eligible Entity (states, territories, and D.C.) will conduct a challenge process to confirm locations eligible for BEAD funding. The BEAD Challenge Process has an emphasis on reviewing and ensuring the accuracy of the statewide coverage data as to whether a particular location or community anchor institution is unserved or underserved and eligible for BEAD funds.

Federal Communications Commission (FCC) Broadband Data Collection (BDC) Data – is data collected during the BDC program that identifies Broadband Serviceable Locations (location structures) and gathers ISP’s internet coverage information across the U.S.

### **2.3 Scope of Services**

MBI is seeking GIS Support Services to support the Gap Networks Grant Program related to the review, processing, analysis, and mapping of spatial data to ensure there is an accurate database of locations being evaluated and awarded under MBI’s Program. This will include support during all phases of the Gap

Networks Grant Program such as 1) quarterly application review periods, 2) project status tracking, and 3) reporting.

There will be two rounds of grant applications for the Gap Networks Program. GIS support services will be needed from the deadline for submitting applications until the grant announcements are made for each round (see Section 1.3 for specific timeframes).

MBI will also require GIS services to support data coordination between the Gap Networks Grant Program and the forthcoming BEAD Challenge Process.

Details of these services are outlined in the following sections.

### **2.3.1 Gap Networks GIS Support Services Round 1**

Respondents to this RFP will support the Gap Networks Grant Program with GIS support services in **Round 1** by:

- Keeping the geospatial data for BSLs up-to-date by validating the eligibility of proposed BSLs, avoiding duplication, identifying BSLs that are proposed by multiple Applicants, and changing the status of BSLs that are awarded at the end of this round.
  - Intaking project location data from applicants and updating:
    - Project Service Area(s) (create project boundary layer for each applicant),
    - Project infrastructure (create fiber routes or wireless infrastructure data layers for each applicant), and
    - Served Locations (create point layer of served locations for each applicant).
  - Verifying the eligibility of each location listed within the application(s),
    - Eligible locations must meet the following criteria:
      - (i) are unserved or underserved, and
      - (ii) have not received a state or federal funding commitment.
  - Maintaining and updating BSL geospatial data and eligibility data,
  - Comparing applicant locations against locations from all other applications to identify any overlap in proposed service areas that MBI will need to resolve.
- Generating data summaries, maps and reports for MBI to review and use for making grant award decisions.
- Updating the geospatial dataset of eligible BSLs so that the new geospatial data can be provided to Program applicants at the start of Round 2 of the Gap Networks Grant Program by:
  - Updating unserved/underserved eligibility based on new versions of FCC BDC data and information MBI has collected directly from ISPs or other knowledgeable parties,
  - Using attributes to identify BSLs included in applications and denoting which BSLs have been awarded, and
  - Updating eligibility based on changes to federal funding commitments data from other programs, such as CAF II and RDOF funded locations.
- Attending biweekly meetings with MBI.
- Providing documentation that conforms to the following formats:
  - All spatial data created and maintained for this program must be compatible with MBI's ArcGIS software.
  - Other program reporting formats may include Excel tables, PowerPoint slides, static maps (in PDF, JPG and other image formats), and interactive online maps.
  - All data created as part of this project should be provided to MBI as a deliverable.

### **2.3.2 Gap Networks GIS Support Services Round 2**

Respondents to this RFP will support the Gap Networks Grant Program with GIS support services in **Round 2** by:

- Keeping the geospatial data for BSLs up-to-date by validating the eligibility of proposed BSLs, avoiding duplication, identifying BSLs that are proposed by multiple Applicants, and changing the status of BSLs that are awarded at the end of this round.
  - In-take of project location data from applicants and updating:
    - Project Service Area(s) (create project boundary layer for each applicant),
    - Project infrastructure (create fiber routes data layer for each applicant), and
    - Served Locations (create point layer of served locations for each applicant).
  - Verifying the eligibility of each location listed within the application(s),
    - Eligible locations must meet the following criteria:
      - (i) are unserved or underserved, and
      - (ii) have not received federal funding or a federal funding commitment.
  - Maintaining and updating BSL geospatial data and eligibility data,
  - Comparing applicant locations against locations from all other applications to identify any overlap in proposed service areas that MBI will need to resolve.
- Attending biweekly meetings with MBI.
- Making BSL and eligibility info available through the existing MBI broadband map or a new interactive online map.
- Generating data summaries, maps and reports for MBI to review and use for making grant award decisions.
- Providing documentation that conforms to the following formats:
  - All spatial data created and maintained for this program must be compatible with MBI's ArcGIS software.
  - Other program reporting formats may include Excel tables, PowerPoint slides, static maps (in PDF, JPG and other image formats), and interactive online maps.
  - All data created as part of this project should be provided to MBI as a deliverable.

### 2.3.3 Additional GIS Support Services

Respondents are being asked to provide **Additional Support** to MBI by:

- Providing data coordination between the Gap Networks Program and the BEAD Challenge Process:
  - Developing a process for aligning data from the Gap Networks Grant Program with FCC data that will be used during the BEAD challenge process.
  - Supporting MBI throughout the BEAD Challenge Process by keeping the list of eligible locations up-to-date whenever BSLs are awarded as part of the Gap Networks Program.
  - All data created as part of this project should be provided to MBI as a deliverable.

## 3 APPLICATION PROCESS

### 3.1 Application and Submission Instructions

Respondents 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 electronically.
- b. Required Submissions- All Applications 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) and the firm's qualifications to perform the Services.

- Staff Qualifications: All responses must include resumes or bios of each individual who will be providing the Services. All Respondents must identify the individual(s) who will have primary responsibility for contact and communications with the Mass Tech Collaborative and the person who is authorized to negotiate and contractually-bind Respondent.
  - The proposed approach to providing the Services. Additionally, Respondents are invited to propose alternative(s) which provide substantially better or more cost-effective performance than achievable under the stated RFP scope of services.
  - The proposed schedule for providing the Services.
  - Provide the total not-to-exceed costs for providing the Services based on projected hours, proposed hourly rates, as well as any other appropriate costs, in the Budget Template (Attachment C). List additional fees, overhead charges, or reimbursable expenses, if any. As a general policy, the Mass Tech Collaborative does not pay mark-ups on reimbursables or out-of-pocket expenses. The Mass Tech Collaborative also does not pay for word processing, overtime or meals. For travel costs, the Mass Tech Collaborative pays for reasonable costs in alignment with federal limits and guidelines. This work will be performed on a time and materials basis with a not to exceed cap for the work.
  - Provide details on the assumptions behind the anticipated costs for providing the Services in the Budget Template. Assumption details should include how many PSAs, BSLs, etc. you assume Gap Network Applicants will apply to serve and that you expect to process. For consistency, Applicants shall assume that they will need to process 18,000 BSLs across the two rounds of the Gap Networks Program and BEAD Challenge Process coordination.
  - A signed W9 form corresponding to the Respondent's firm, which will be used to process invoices, if selected.
  - Three references for work previously performed by the Respondent that is substantially similar to the Services. References should include a contact person, address and phone number.
- Authorized Application Signature and Acceptance Form (Attachment B). **By executing the Authorized Respondent's Signature and Acceptance Form and submitting a response to this RFP, Respondents 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 Respondent's selection.**
  - Exceptions to the **Federally Funded Services Agreement**, located [HERE](#), if any.
- c. Applications **must** be submitted to [proposals@masstech.org](mailto: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 a Respondent wishes to have the Mass Tech Collaborative treat certain information or documentation as confidential, the Respondent must submit a written request to the Mass Tech Collaborative’s General Counsel’s office no later than 5:00 p.m. ten (10) business days prior to the required date of Application submission set forth in Section 3.2 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 Respondent. The General Counsel will issue a written determination within five (5) business days of receipt of the written request. If the General Counsel approves the request, the Respondent shall clearly label the relevant information and/or documentation as “**CONFIDENTIAL**” in the Application. Any statements in an Application reserving any confidentiality or privacy rights that is inconsistent with these requirements and procedures will be disregarded.

**3.2 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 Collaborative’s website frequently for updates to the schedule.

<b>Task</b>	<b>Date:</b>
RFP Released	11/16/2023
Bidders’ Conference via Zoom	11/29/2023 @ 10:00 AM EST
Questions Due	12/1/2023 @ 5:00 PM EST
Question and Answer File Posted	12/6/2023 @ 5:00 PM EST
Applications Due	12/20/2023 @ 5:00 PM EST

**3.3 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. 2024-MBI-02”. All questions must be received by 5:00 p.m. EST on 12/1/2023. Responses to all questions received will be posted on or before 5:00 p.m. on 12/6/2023 to Mass Tech Collaborative and COMMBUYS website(s).

**3.4 Bidders’ Conference**

A webinar will be held on 11/29/2023 via Zoom at 10:00 AM. All potential Respondents interested in participating in the bidders’ teleconference must register using the following link: [https://us02web.zoom.us/webinar/register/WN\\_JmHZqjFQmiVNvkqwuw8EQ](https://us02web.zoom.us/webinar/register/WN_JmHZqjFQmiVNvkqwuw8EQ)

After registering, you will receive a confirmation email containing information about joining the webinar. Mass Tech Collaborative will transmit the conference call information to all registered bidders 24 hours in advance of the teleconference. Mass Tech Collaborative will post summary responses to procedural questions and issues addressed at the bidders’ teleconference on the Mass Tech Collaborative’s and the Comm-Buys websites.

**4 EVALUATION PROCESS AND CRITERIA**

**4.1 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 Respondent(s) and then ask the Respondent(s) to submit a best and final offer.

#### **4.2 Criteria**

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

- Demonstrated capacity, facilities and organizational structure to perform the Services sought in this RFP.
- Qualifications and experience of the Respondent and subcontractor(s) and the primary personnel identified to by the Respondent that will provide the Services.
- Record of experience in providing similar Services to other clients.
- Demonstrated understanding of the Services by the Respondent and the reasonableness of the Respondents approach to providing the Services.
- Knowledge, skills and experience to be evaluated include knowledge of and experience in the broadband industry, GIS skills and experience, broadband specific mapping skills and experience, skills and experience creating cloud-based interactive mapping tools and portals,
- Reasonableness of the proposed budget and hourly rate structure, including a stated willingness (and preferably a commitment) to offer hourly rate discounts and/or blended rates.
- Reasonableness of the proposed project schedule for providing the categories of Respondent's Proposed Services.
- Status of Respondent and/or subcontractor(s) as a minority business enterprise, women's business enterprise, disadvantaged business enterprise, veteran business enterprise, or a labor surplus area firm.
- Lack of debarment status by either the state or federal government is also required.

The order of these factors does not generally denote relative importance. The goal of this RFP is to select and enter into an Agreement with the Respondent that will provide the best value for the Services to achieve MassTech Collaborative's goals. Mass Tech Collaborative reserves the right to consider such other relevant factors as it deems appropriate in order to obtain the "best value".

### **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 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 RFP 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 RFP. Respondents 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 Respondents with disabilities or other hardships. Respondents 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) 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 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 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) MassTech Collaborative embraces a workplace where the values of diversity and inclusion support varying perspectives and backgrounds to produce a richer environment. MassTech expects Applicants as well as all our consultants, contractors and vendors, to demonstrate a similar commitment and, pursuant to 2 C.F.R. § 200.321(a), take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. The MassTech Collaborative's prior approval is required for any subcontracted services under any Agreement entered into as a result of this Program Application Guide. If Applicant will be subcontracting under this Program, affirmative steps must include at least the following six steps: 1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists; 2. Assuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources; 3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises; 4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; 5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and 6. Requiring all subcontractors to take the same affirmative steps as listed in numbers 1 through 5. 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.
- j) Applicant shall not discriminate against any qualified employee or Applicant for employment because of race, color, national origin, ancestry, age, sex, religion, physical or mental handicap, or sexual orientation. Applicants shall comply with all applicable Federal and State statutes, rules and

regulations prohibiting discrimination in employment including but not limited to: the Americans with Disabilities Act, as amended (42 U.S.C. §§ 12101 et seq.), Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. §§ 2000d et seq.), the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.), M.G.L. c. 151B, M.G.L. c. 272 §§ 92A, 98, and 98A, M.G.L. c. 111 § 199A, 42 U.S.C. 9918 (c) and 45 C.F.R. 80.

- k) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) – Applicants that are awarded an amount exceeding \$100,000 must certify that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each Applicant must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.
- l) Debarment and Suspension- (Executive Orders 12549 and 12689) – Applicants understand that a contract award may not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM).
- m) Applicants must be able to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- n) As appropriate and to the extent consistent with law, Applicants should, to the greatest extent practicable, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. The requirements of this section must be included in all contracts and sub awards awarded hereunder.
- o) Applicant understands and agrees that the Executive Office of Economic Development (“EOED”) staff and authorized representatives may evaluate any subcontractors with whom Mass Tech Collaborative executes a contract or other form of legal agreement in order to complete the activities funded under this Program, through ongoing monitoring. As deemed appropriate by EOED, EOED’s staff and authorized representatives may also conduct further reviews and site-visits during the contract term, which may include fiscal reviews. EOED staff shall use interviews, inspection of files, site visits and direct observation to identify program areas of concern so that contractors can improve their productivity, efficiency, quality, and management capacity.
- p) The awarded Applicant shall maintain and utilize systems and procedures to prevent, detect, and correct fraud, waste, and abuse in activities funded under this Program.
- q) Pursuant to 2 C.F.R. § 200.303, the awarded Applicant shall establish effective control over, and accountability for, all funds, property, and other assets funded under this Program and assure that they are used solely for authorized purposes.
- r) The awarded Applicant shall maintain an accounting system and supporting fiscal records adequate to audit and otherwise verify that assistance payments and administrative costs meet Federal and State requirements.
- s) An Awarded Applicant shall use its best efforts to ensure that it will not knowingly use contract funds to purchase, or enter into contracts to purchase, any equipment, services, or systems that use prohibited telecommunications equipment or services as a substantial or essential component of a system subject to 2 CFR § 200.216.

## **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 Respondent to check the Mass Tech Collaborative and COMMBUYS websites for any addenda or modifications to the RFP. The Mass Tech Collaborative accepts no liability and will provide no accommodation to Respondents 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 or UEI No.	

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

The undersigned is a duly authorized representative of the Respondent listed below. The Respondent has read and understands the RFP requirements. The Respondent acknowledges that all of the terms and conditions of the RFP are mandatory, and that Respondent's response is compliant with such requirements.

The Respondent understands that, if selected by the Mass Tech Collaborative, the Respondent 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 [Federally Funded Services 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.

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

I certify that Respondent 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.

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

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

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

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

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

**Attachment C**  
**Budget Template**

**SEE EXCEL SPREADSHEET**