



## **Request for Proposals for BEAD Final Proposal Consulting Services**

**RFP No. 2025-MBI-04**

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

**Procurement Team Leader: Karen Jenkins**

<b>RFP Issued:</b>	<b>11/22/2024</b>
<b>Questions Due:</b>	<b>12/9/2024</b>
<b>Answers to Questions Posted:</b>	<b>12/16/2024</b>
<b>Responses Due:</b>	<b>12/23/2024</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 **Broadband, Equity, Access, and Deployment (BEAD) Final Proposal Consulting Services** (RFP No.2025-MBI-04) (the “RFP” or “RFP”) to solicit responses from qualified consultants (“Respondents”) with experience in broadband program development and management, especially with National Telecommunications and Information Administration (NTIA) and/or other federal programs. Expertise in data management, broadband infrastructure, BEAD program requirements and compliance, and community engagement is essential. 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 Services Agreement (Federally Funded) with the selected Respondent 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 six primary divisions: the Innovation Institute, Massachusetts Broadband Institute, Massachusetts CyberCenter, Center for Advanced Manufacturing, NEMC Hub, 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 office 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. For more information about MBI and its programs and activities generally, please visit the web site at <https://broadband.masstech.org/>.

## 2. SERVICES REQUIRED

### 2.1 Overview

Public Law 117 – 58, the Infrastructure Investment and Jobs Act (known as the “Bipartisan Infrastructure Law”), invests \$65 billion to provide affordable, high-speed internet to every American, and of that total \$42.5 billion funds the BEAD Program. The Massachusetts BEAD allocation is \$147 million.

Before deploying the allocated BEAD funds, MBI must (1) administer a Subgrantee Selection Process, details of which can be found in [Massachusetts Initial Proposal Volume II](#); and (2) submit a Final Proposal to the NTIA for approval. The Final Proposal describes MBI’s progress in implementing the approved Initial Proposal, MBI’s compliance with the approved Initial Proposal to implement the BEAD program, and the

results of MBI's Subgrantee Selection Process. According to NTIA, the Final Proposal must demonstrate that MBI has adequately planned for and will implement a program that meets BEAD program objectives.

MBI plans to administer its Subgrantee Selection Process starting in winter of 2024 and into early 2025, following approval of MBI's Challenge Process results by NTIA. MBI must submit its Final Proposal to NTIA by **July 15, 2025**. Therefore, the selected Consultant must provide a final draft of the Final Proposal to MBI no later than **May 12, 2025**. Following its review, MBI will then release the Final Proposal for a 30-day public comment period.

Respondents should review and be familiar with the federal BEAD Notice of Funding Opportunity ("NOFO"), BEAD Final Proposal Guidance released by NTIA, other BEAD-related guidance issued by NTIA, and MBI's approved Initial Proposal Volume II (links below) before responding.

Per the BEAD NOFO, the MBI's Final Proposal must cover the following requirements:

- Subgrantee Selection Process Outcomes
- Timeline for Implementation
- Oversight and Accountability Processes
- Local Coordination
- Challenge Process Results
- Unserved and Underserved Locations
- Non-Deployment Uses and Non-Deployment Subgrantee Selection Outcomes <sup>1</sup>
- Participation of Non-Traditional Broadband Providers
- Implementation Status of Plans for Cost and Barrier Reduction, Labor and Workforce Activities, Utilization of Minority Businesses, Women-owned Business, and Labor Surplus Area Firms, Low-Cost Plans, and Climate Change and Resilience), and Middle-Class Affordability Plans
- Substantiation of Priority Broadband Projects
- Subgrantee Selection Certification
- Environmental and Historic Preservation Documentation
- Consent from Tribal Entities
- Report of Unsuccessful Applications due to Eligible Entity Regulations

Please refer to the following materials for more details:

- BEAD NOFO
- Final Proposal Guidance and Templates
- MBI Initial Proposal Volume II
- BEAD Resource Index
- 2 CFR Part 200

## **2.2 Scope of Services**

MBI is seeking a Consultant to perform a range of services to support the successful completion and submission of MBI's BEAD Final Proposal including all of the requirements listed above. The Consultant will be responsible for providing comprehensive project management for all the activities as described in the following sections.

MassTech will retain responsibility for key programmatic determinations. All deliverables submitted by the Consultant will be subject to review and approval by MBI senior management.

The required tasks of the Consultant include but are not limited to the following (the "Services"):

### **1. Project Management & Coordination:**

- Assist in the development of the timeline for completing the BEAD Final Proposal in compliance with the guidelines set by the NTIA and the BEAD NOFO.
- A final draft of the Final Proposal must be submitted to MBI no later than **May 12, 2025**. The selected consultant will be responsible for providing a preliminary draft for MBI's review and incorporating MBI's comments into the final draft.
- Support MBI's coordination with key stakeholders, ensuring alignment with the approved Initial Proposal.
- Facilitate regular progress updates and meetings with MBI to ensure deadlines and deliverables are met.
- Coordinate with MBI's Non-Deployment Consultant to incorporate non-deployment strategies into the Final Proposal as needed. MBI intends to release a separate RFP soliciting consulting services to support the development of non-deployment uses of BEAD funds. The consultant selected for this engagement will be eligible to apply under the BEAD Non-Deployment RFP.

**2. Compliance and Regulatory Assurance:**

- Ensure that the Final Proposal adheres to all requirements as outlined by NTIA, including updates to the Subgrantee Selection Process, public posting, and ensuring transparency in accordance with MBI's approved Initial Proposal.
- Work closely with MBI to develop and integrate into the Final Proposal oversight and accountability processes, including compliance tracking and subgrantee monitoring plans as required by BEAD program.

**3. Subgrantee Selection and Associated Documentation:**

- Assist in documenting the outcomes of the Subgrantee Selection Process, administered by MBI, ensuring compliance with all applicable NTIA requirements.
- Assist in the preparation of the required subgrantee and deployment project data in the NTIA-provided templates.
- Assist in developing a cost model for an appropriate Extremely High Cost Per Location Threshold (EHCPLH). This data will inform the selection process for subgrantees, maximizing end-to-end fiber deployment while ensuring sufficient funding for all remaining unserved and underserved locations and investing in economically reasonable projects.

**4. Stakeholder Engagement and Public Comment Period Management:**

- Support MBI's outreach and engagement efforts to units of local government, Tribal entities, and community-based organizations, ensuring all local coordination activities are well-documented and reflected in the Final Proposal.
- Assist MBI in managing the public comment process, ensuring that the Final Proposal is posted for public feedback for at least 30 days before submission of the Final Proposal to NTIA.
- Assist MBI in reviewing comments submitted during the public comment period and incorporating comments identified by MBI for inclusion in the Final Proposal.
- Provide strategies and best practices for community engagement during the 30-day public comment period.
- Summarize the results and impact of community engagement efforts, including any changes to the Final Proposal based on public feedback.

**5. Data Collection and Reporting:**

- Assist in documenting spatial analysis and reporting of Broadband Serviceable Location (BSL) data across Massachusetts, ensuring compliance with all NTIA guidelines.
- Develop supporting documentation, including project descriptions, deployment timelines, and cost estimates.

**6. Proposal Writing and Final Submission:**

- Work with MBI on a regular basis to draft all narrative sections of the Final Proposal, ensuring compliance with the specific format required by NTIA, including but not limited to:

- Subgrantee Selection Processes.
- Timeline for project implementation.
- Oversight and accountability plans.
- Prepare the following versions of the Final Proposal and all attachments (e.g., certifications, project plans, and data attachments) to MBI
  - Outline of Final Proposal
  - Initial draft
  - Updated draft for MBI to release for Public Comment – no later than May 12, 2024
  - Updated draft to incorporate public comments selected by MBI – no later than July 2, 2024
  - Final draft for submission to NTIA

MBI anticipates a total cost of \$600,000-\$800,000 for this work. MBI has established an \$800,000 cap for this engagement.

### **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.
    - 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.
    - Resumes or bios of key personnel that will be performing 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 the IRS rate per mile.
    - Three examples of work previously performed by the Respondent that are substantially similar to the Services. Applicant shall also provide references including a contact person, email and phone number.
    - W-9.

- 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 example *Services Agreement (Federally Funded)*, 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. 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 Respondent. 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 Respondent 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.

### 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	11/22/2024
Questions Due	12/9/2024 @ 5 PM EST
Question and Answer File Posted	12/16/2024 @ 5 PM EST
Applications Due	12/23/2024 @ 5 PM EST
Notification of Award	January 2025

### 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. 2025-MBI-04”. All questions must be received by 5:00

p.m. EST on 12/9/2024. Responses to all questions received will be posted on or before 5:00 p.m. EST on 12/16/2024 to Mass Tech Collaborative and Comm-Buys website(s).

## **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 present their approach, qualifications, and examples of previous work. Applicants must demonstrate familiarity with BEAD program requirements as well as the Massachusetts broadband landscape. In its sole discretion, Mass Tech Collaborative may 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 Consultant 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 the key personnel identified to provide the Services sought in this RFP.
- Reasonableness of proposed budget.
- Reasonableness of proposed schedule and ability to manage tight deadlines.
- Reasonableness of proposed approach to providing the Services.
- Demonstrated familiarity with BEAD program requirements and federal compliance.
- Demonstrated knowledge and expertise of broadband infrastructure issues nationally and in Massachusetts and their connection to achieving universal service.

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 accommodation shall submit requests in writing, with supporting documentation justifying the accommodation, 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 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) 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.
- j) 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 Mini-Bid. If Applicant will be subcontracting under this procurement, 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.

- k) 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 Massachusetts Technology Collaborative 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.
- l) 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.
- m) 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).
- n) 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).
- o) 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.
- p) 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 procurement, 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.
- q) The awarded Applicant shall maintain and utilize systems and procedures to prevent, detect, and correct fraud, waste, and abuse in activities funded under this procurement.

- 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, 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 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 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 [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 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.

I acknowledge and understand the procedures for handling confidential materials submitted to the Mass Tech Collaborative as set forth in Section 3.1(d); I agree to be bound by those procedures and 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.

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

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

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

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

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

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

**SEE EXCEL SPREADSHEET**