



## **Request for Proposals for BEAD Challenge Process Support Services**

**RFP No. 2024-MBI-04**

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

**Procurement Team Leader: Jody Jones**

<b>RFP Issued:</b>	<b>3/27/2024</b>
<b>Questions Due:</b>	<b>4/8/2024</b>
<b>Answers to Questions Posted:</b>	<b>4/12/2024</b>
<b>Responses Due:</b>	<b>4/17/2024</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 BEAD Challenge Process Support Services (RFP No.2024-MBI-04) (the “RFP”) to solicit responses from qualified organizations (“Respondents”) interested in receiving funding to provide services to support MBI’s implementation of the Broadband, Equity, Access and Deployment (“BEAD”) Challenge Process for the Commonwealth of Massachusetts. MBI will prioritize the selection of one or more qualified Respondents that have the capacity and resources to maximize their geographic coverage within the state in furtherance of MBI’s objective to have outreach, engagement and technical support services available to support residents and Eligible Entities in every region of the state. 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 multiple Respondents 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”), similar 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: Innovation Institute, Massachusetts Broadband Institute, Massachusetts CyberCenter, Center for Advanced Manufacturing, NEMC Hub, and 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. For more information about MBI and its programs and activities generally, please visit the web site at [www.massbroadband.org](http://www.massbroadband.org).

## 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.

Unserved Location – is a Broadband Serviceable Location without access to reliable broadband internet speeds of at least 25 Mbps download and 3 Mbps upload with a latency of less than or equal to 100 milliseconds.

Underserved Location – is a Broadband Serviceable Location without access to reliable broadband internet speeds of at least 100 Mbps download and 20 Mbps upload with a latency of less than or equal to 100 milliseconds.

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”) – a program funded through the Bipartisan Infrastructure Law that 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 state 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.

Community Anchor Institution (“CAI”) – defined by BEAD an entity such as a school, library, health clinic, health center, hospital or other medical provider, public safety entity, institution of higher education, public housing organization, or community support organization that facilitates greater use of broadband service by vulnerable populations, including, but not limited to, low-income individuals, unemployed individuals, children, the incarcerated, and aged individuals.

Eligible Entity – for the BEAD challenge process only a unit of local and tribal government, nonprofit organization, and internet service providers are eligible to submit challenges.

Federal Communications Commission (“FCC”) – regulates interstate and international communications by radio, television, wire, satellite and cable in all 50 states, the District of Columbia and U.S. territories. An independent U.S. government agency overseen by Congress, the commission is the United States' primary authority for communications law, regulation, and technological innovation.

National Telecommunications and Information Administration (“NTIA”) - located within the Department of Commerce, is the Executive Branch agency that is principally responsible by law for advising the President on telecommunications and information policy issues. NTIA's programs and policymaking focus largely on expanding broadband Internet access and adoption in America, expanding the use of spectrum by all users, and ensuring that the Internet remains an engine for continued innovation and economic growth.

## **2.2 Overview**

The Massachusetts BEAD allocation is \$147 million. Only locations that meet criteria for Unserved or Underserved Locations on the FCC broadband map will be eligible for BEAD funding. Based on the latest FCC broadband map, there are approximately 15,000 locations that meet the un/underserved criteria and are considered eligible for BEAD funding. This is out of 1.9 million BSLs in Massachusetts.

Before allocating BEAD grant funds through the subgrantee selection process, MBI will run a Challenge Process where local governments, tribal governments, non-profits, and internet service providers can file challenges on whether a location is properly classified on the latest version of the FCC maps that are available at the time the Challenge Process will commence. Residents cannot directly file a challenge with MBI. However, residents can file challenges through their unit of local government or a nonprofit via an online portal maintained by MBI (“challenge portal”). MBI intends to run the Challenge Process in the following stages:

Pre-Challenge: MBI will engage residents and Eligible Entities across the state and raise awareness of the upcoming BEAD Challenge Process.

Publication of Eligible Locations: MBI will publish a list of locations eligible for BEAD funding prior to the commencement of the Challenge Process period. This list will consist of the full universe of locations potentially eligible for BEAD funding minus those removed by MBI through a NTIA-approved process to modify certain location classifications. The status of these locations can be challenged.

Challenge: A representative of one of the Eligible Entities will submit a challenge to MBI using the online challenge portal. These challenges must be visible to the service provider whose service availability is being contested. The location will enter the "challenged" state. MBI will define a minimum level of evidence that must be presented before a challenge is recognized as being properly submitted and subject to rebuttal. The Challenge submission period will be open for 30 days.

Rebuttal: For challenges related to location eligibility, only the challenged internet service provider may rebut the reclassification of a location or area with evidence. If a provider claims gigabit service availability for a CAI or a unit of local government disputes the CAI status of a location, the CAI may rebut. All types of challengers may rebut planned service (P) and enforceable commitment (E) challenges. A rebuttal will cause the location or locations to enter the "disputed" state. If a challenge that meets the minimum level of evidence is not rebutted within the rebuttal period, the challenge is considered sustained. A provider may also agree with the challenge and thus transition the location to the "sustained" state. The Rebuttal period will be open for 30 days.

Final Determination: If the challenge for a location is in the "disputed" state, MBI will make the final determination of the classification of the location, either declaring the challenge "sustained" or "rejected." MBI will take up to 60 days to review all challenges before submitting a final list to NTIA.

This process has been approved by NTIA to ensure that the challenge process is transparent, evidence-based and fair.

### **2.3 Scope of Services**

MBI is seeking Support Services to assist in the execution of the BEAD Challenge Process. This will include support during all phases of BEAD Challenge Process, such as 1) Pre-Challenge outreach and engagement; 2) Technical assistance during the thirty-day challenge period; and 3) monitoring and evaluation of challenge submissions during the Challenge Process. The ideal applicant will have knowledge of Massachusetts and the state's broadband availability landscape.

Details of these services are as follows:

- Pre-Challenge
  - Provide outreach activities to build awareness and generate engagement in the BEAD Challenge Process.
  - Provide technical assistance to Eligible Entities to support their participation in the BEAD Challenge Process, which may include assistance in organizing participation of residents and collection and aggregation of speed test data and other evidence.
  - Become fully trained on the technical aspects of the Challenge Process as described in Volume 1 of Massachusetts' BEAD Initial Proposal (as approved by NTIA) and relevant NTIA guidance, including, but not limited to, the types of challenges and acceptable forms of evidence for challenges and rebuttals. The selected Respondent(s) shall receive training on challenge portal operations and the submission process.
  - Meet regularly with the MBI Team to develop strategies for outreach and engagement and the provision of technical assistance to Eligible Entities.
- Challenge Period (30 Days)
  - Assist MBI as a point of contact to receive and respond to questions from residents and

- Eligible Entities and provide technical assistance as needed.
- Provide administrative support to MBI to review challenges submitted by residents and Eligible Entities to confirm compliance with BEAD Challenge Process requirements. This task will be authorized separately by MBI, if such services are deemed necessary by MBI.
- Serve as an authorized challenger and submit resident challenges that pass the threshold review and are authorized for submission by the relevant Eligible Entity.
- Monitor all challenge submissions and coordinate with challengers if additional information is needed.
- Rebuttal & Final Determination (60 Days)
  - Meet with MBI regularly to determine any outreach needs or coordination with challengers.

### 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:
      - Summary overview of organization
      - Organization type
      - Geographic area(s) covered within Massachusetts
      - Size of entity (number of employees)
    - A detailed description the entity's approach to perform the Services including:
      - Approach for providing services during each phase of the BEAD Challenge Process. 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. However, Respondents proposing alternative(s) are still required to provide their approach to providing the Services as specified in this RFP.
      - Anticipated number of individuals and Eligible Entities that can be reached through outreach, awareness and engagement activities as well as the number of individuals and Eligible Entities that can be supported through technical assistance services.
    - Staff Qualifications: All Respondents must identify the individual(s) who will have primary responsibility for contact and communications with the Mass Tech Collaborative, the person who is authorized to negotiate and contractually-bind Respondent and key personnel that will be providing the Services. All responses must include resumes or bios of key personnel who will be providing the 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 the IRS rate per mile.
  - A signed W9 form corresponding to the Respondent's firm, which will be used to process invoices, if selected.
  - Provide at least three examples of Respondent's experience successfully performing work that is substantially similar to the Services. Respondents shall also provide at least three references for such work, which 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 and Statement of Work*, similar 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. seven (7) 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 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	3/27/2024
Questions Due	4/8/2024 @ 5 PM EST
Question and Answer File Posted	4/12/2024 @ 5 PM EST
Applications Due	4/17/2024 @ 5 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-04”. All questions must be received by 5:00 p.m. EST on 4/8/2024. Responses to all questions received will be posted on or before 5:00 p.m. on 4/12/2024 to Mass Tech Collaborative and CommBuys 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 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 the key personnel identified to provide the Services sought in this RFP.
- Reasonableness of budget.
- Reasonableness of proposed schedule for providing the categories of Respondent’s Proposed Services.
- The extent of the geographic areas that Respondent proposes to serve.
- Demonstrated familiarity with the status of broadband availability in Massachusetts and issues impacting broadband quality of 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 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) 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) The MassTech 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.
- k) The MassTech Collaborative embraces a workplace where the values of diversity and inclusion support varying perspectives and backgrounds to produce a richer environment. MassTech expects Respondents 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. If Respondent will be subcontracting under this RFP, 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.
- l) Respondent 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. Respondents 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.
- m) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) – Respondents that are awarded an amount exceeding \$100,000 must file the required certification. Each tier certifies to the tier above 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 tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.
- n) Debarment and Suspension- (Executive Orders 12549 and 12689) – Respondents understand that a contract award may not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM).

- o) Respondents 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).
- p) As appropriate and to the extent consistent with law, Respondents 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.
- q) Respondent 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 RFP, 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.
- r) The awarded Respondent shall maintain and utilize systems and procedures to prevent, detect, and correct fraud, waste, and abuse in activities funded under this RFP.
- s) Pursuant to 2 C.F.R. § 200.303, the awarded Respondent shall establish effective control over, and accountability for, all funds, property, and other assets funded under this RFP and assure that they are used solely for authorized purposes.
- t) The awarded Respondent 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.
- u) The Awarded Respondent 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 sample [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**