



**Request for Proposals for NEPA/Environmental and  
Historic Preservation Consulting Services for BEAD  
Program**

**RFP No. 2026-MBI-06**

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

<b>Procurement Team Leader:</b>	<b>Karen Jenkins</b>
<b>RFP Issued:</b>	<b>1/14/2026</b>
<b>Questions Due:</b>	<b>1/22/2026</b>
<b>Answers to Questions Posted:</b>	<b>1/30/2026</b>
<b>Responses Due:</b>	<b>2/13/2026</b>

## 1. INTRODUCTION

### 1.1 Overview

The Broadband Equity, Access and Deployment (“BEAD”) Program in Massachusetts aims to expand access to broadband service for all unserved and underserved broadband serviceable locations (“BSLs”), using reliable broadband technology at speeds of at least 100 Mbps / 20 Mbps. The Massachusetts Broadband Institute (“MBI”) is the central broadband office for the Commonwealth of Massachusetts and is administering BEAD Program funding.

Massachusetts Technology Collaborative (“Mass Tech Collaborative” or “MassTech”), on behalf of MBI is issuing this Request for Proposals to solicit responses from qualified consultants with demonstrated expertise in environmental compliance and monitoring under the [National Environmental Policy Act \(NEPA\)](#) and related Environmental and Historic Preservation (“EHP”) as required under the [BEAD Restructuring Policy Notice](#) issued by the [National Telecommunications and Information Administration](#) (“NTIA”) on June 6, 2025 (“Restructuring Policy Notice”) and all other applicable notices and guidance issued by NTIA. MBI is seeking external expertise to support MBI (acting on behalf of the Executive Office of Economic Development) to fulfill its role and responsibilities as Joint Lead Agency with NTIA to ensure that BEAD subgrantees satisfy all NEPA and EHP obligations and requirements for BEAD-funded deployment projects as well as support related activities undertaken by MBI to facilitate efficient and timely permitting of such projects.

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.

### 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 seven primary divisions: the Innovation Institute, Massachusetts Broadband Institute, Massachusetts CyberCenter, Center for Advanced Manufacturing, Massachusetts AI Hub, Northeast Microelectronics Commons 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/>

### 1.3 Overview of BEAD Awards in Massachusetts

NTIA has approved the BEAD Final Proposal for Massachusetts. MBI is awarding \$18.8 million to five providers to expand broadband access for 2,565 broadband serviceable locations (“BSLs”) and 1,243 community anchor institutions (“CAIs”). The regional project service area awards are summarized in the table below. Please refer to Attachment D for the full list of towns and cities that have BEAD-funded locations in each Regional Project Service Area.

Regional Project Service Area	# of BSLs	# of CAIs	# of Municipalities	Technology To Be Deployed
Berkshires	53	11	4	Fiber
Berkshires	288	0	21	LEO Satellite
Berkshires	75	0	3	Fiber
Cape & Islands	121	68	12	Fiber/Hybrid-Fiber Coax
Cape & Islands	6	22	1	Fiber
Cape & Islands	169	0	5	LEO Satellite
Cape & Islands	38	5	1	Fiber
Central	69	83	13	Fiber/Hybrid-Fiber Coax
Central	234	0	31	LEO Satellite
Central	7	5	1	Fiber
Greater Boston	253	414	40	Fiber/Hybrid-Fiber Coax
Greater Boston	20	0	6	LEO Satellite
Northeast	126	287	27	Fiber/Hybrid-Fiber Coax
Northeast	90	0	5	LEO Satellite
Pioneer Valley	59	63	19	Fiber/Hybrid-Fiber Coax
Pioneer Valley	360	0	35	LEO Satellite
Pioneer Valley	69	13	3	Fiber
Southeast	363	272	37	Fiber/Hybrid-Fiber Coax

Southeast	165	0	10	LEO Satellite
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#### 1.4 NEPA and EHP Overview

MBI is required to comply with the requirements of all applicable Federal, State, and local environmental laws, regulations, and standards and is required to ensure that BEAD subgrantees comply with all such requirements as well. MBI is also required to use the Environmental Screening and Permitting Tracking tool (“ESAPTT”) within the NTIA Grants Portal (NGP) to perform environmental screening and obtain NTIA NEPA approvals. NTIA implements NEPA requirements through its Environmental and Historic Preservation (EHP) review process, which ensures compliance with applicable statutes, including:

- National Historic Preservation Act (NHPA), Section 106
- Endangered Species Act (ESA), Section 7
- Clean Water Act (CWA)
- Clean Air Act (CAA)
- Coastal Zone Management Act (CZMA)

MBI is required to serve as a “Joint Lead Agency” in its capacity as the agency administering the BEAD program in accordance with 42 U.S.C. 4336a(a)(1)(B) and carry out the duties described in 42 U.S.C. 4336a(a)(2), consistent with NTIA’s Smart Start NEPA guidance for BEAD. NTIA resources related to BEAD NEPA obligations can be found at <https://broadbandusa.ntia.gov/nepa-resources-nepa-bead>. The Selected Consultant will assist MBI in fulfilling its role as Joint Lead Agency. BEAD subgrantees will be responsible for complying with all environmental and historic permitting requirements, including the development of all permitting documentation. MBI’s primary function will be to oversee and monitor BEAD subgrantee compliance activities, as described in more detail in Section 2 of this RFP.

## 2. SERVICES REQUIRED

### 2.1 Scope of Services Overview

The Selected Consultant will provide technical assistance to MBI as described below to support MBI, acting on behalf of EOED, in fulfilling all responsibilities and obligations as the state broadband office administering the BEAD Program in Massachusetts. This includes MBI’s role as Joint Lead Agency with NTIA for NEPA compliance and all other related obligations imposed through the BEAD General Terms and Conditions as may be updated from time to time by NTIA. MBI will retain responsibility for key programmatic determinations. All deliverables submitted by the Selected Consultant will be subject to review and approval by MBI senior management.

### 2.2 Scope of Services

#### 2.2.1 FirstNet PEIS

The Selected Consultants shall review the analysis in the Massachusetts BEAD Final Proposal of the relevant First Responder Network Authority (FirstNet) Regional Programmatic Environmental Impact Statement (PEIS) chapter as it applies to anticipated BEAD implementation activities to be undertaken in Massachusetts. The Selected Consultant shall advise MBI regarding the need for potential updates or revisions based on the sufficiency, applicability and accuracy of the PEIS chapter.

### **2.2.2 Subgrantee NEPA Project Milestone Schedules**

The Selected Consultant shall perform the following tasks:

- Review the template for the NEPA Project Milestone Schedule developed by NTIA and published in the NEPA for BEAD Smart Start Part II: How to Approach and Implement BEAD Subgrant Permitting Conditions. The Selected Consultant shall recommend to MBI any changes to the NTIA template and update the template to incorporate changes approved by MBI, if applicable.
- Review the NEPA Project Milestone Schedule submitted by each Subgrantee identifying environmental review and permitting activities, dependencies, and deadlines and describing how the Subgrantee proposes to meet timing requirements including, as required:
  - The completion of any statutorily required reviews and consultations including, but not limited to, Endangered Species Act Section 7 and National Historic Preservation Act Section 106;
  - The completion of NEPA, including the submission of Environmental Assessments (EAs) or Environmental Impact Statements (EISs) if anticipated; and
  - Anticipated dates for any necessary federal permit applications, including application acceptance and permit decisions
- Monitor NEPA Project Milestone Schedules to ensure timely completion of environmental reviews and alignment with project implementation timelines.

### **2.2.3 Monitoring of Pre-Implementation Activities**

The Selected Consultant shall assist MBI with monitoring activities to ensure that each Subgrantee does not commence project implementation activities (site preparation, demolition, construction, ground disturbance, or any other project implementation activities) prior to completion of the following:

- The completion of any review required under the National Environmental Policy Act of 1969 (42 U.S.C. 4321, et seq.) (NEPA), and issuance by NTIA and the Grantee, as required, of a Categorical Exclusion (Cat Ex) determination, Record of Environmental Consideration (REC), Finding of No Significant Impact (FONSI), or Record of Decision (ROD) (hereinafter “decision documents”) that meets the requirements of NEPA;
- The completion of reviews required under Section 106 of the National Historic Preservation Act of 1966 (54 U.S.C. 300101, et seq.) (NHPA), including any consultations required by Federal law, to include consultations with the State Historic Preservation Office (SHPO), and Federally recognized Native American tribes;
- The completion of consultations with the U.S. Fish and Wildlife Service (USFWS) or the National Marine Fisheries Service (NMFS), as applicable, under Section 7 of the Endangered Species Act (16 U.S.C. 1531, et seq.), and/or consultations with the U.S. Army Corps of Engineers (USACE) under Section 404 of the Clean Water Act (33 U.S.C. 1251, et seq.), as applicable; and
- Demonstration of compliance with all other applicable Federal, state, and local environmental laws and regulations.

### **2.2.4 Environmental Screening and Permitting Tracking Tool (“ESAPTT”)**

The Selected Consultant shall assist MBI with utilization of the ESAPTT to support paperless environmental reviews and expedite NEPA approvals for BEAD-funded projects. The Selected Consultant’s tasks shall include providing support with:

- Environmental Screening Process to Determine the Appropriate Level of NEPA Review
  - Uploading project maps and descriptions utilizing information provided by each subgrantee.
  - Completing tribal notification process, if applicable.

- o Completing Categorical Exclusion (“CE”) questionnaires. This will involve answering questions on each project’s scope to identify potentially applicable CEs; selecting the CE(s) that apply; and confirming that the project qualifies.
  - o Completing Extraordinary Circumstances (“EC”) questionnaires. This will involve identifying if environmentally sensitive resources (e.g., endangered species or historic properties) are present for each project; uploading documentation directly through ESAPTT; and indicating mitigation commitments to avoid potentially significant impacts.
- Permitting Tracking
  - o Utilizing the ESAPTT to track the permitting progress of each project.

## **2.2.5 General Environmental and Historic Preservation Compliance Support**

The Selected Consultants shall provide technical advice and assistance with permitting, environmental and historic preservation monitoring and compliance for BEAD-funded projects, including requirements under NEPA and all applicable federal, state, and local laws and regulations. Applicable federal statutes include:

- National Historic Preservation Act (NHPA), Section 106
- Endangered Species Act (ESA), Section 7
- Clean Water Act (CWA)
- Clean Air Act (CAA)
- Coastal Zone Management Act (CZMA)

The Selected Consultants tasks shall include:

- Conducting reviews of draft Environmental Assessment (EA), Environmental Impact Statement (EIS), and Categorical Exclusion (CatEx) documentation submitted by subgrantees for technical and legal sufficiency and to identify potential environmental impacts.
- Providing support for engagement and/or consultation with relevant federal and state agencies, Tribal Nations (if applicable) and municipal governmental bodies.
- Support MBI in identifying and escalating permitting challenges to NTIA, and coordinate with federal and state regulatory agencies as necessary to resolve issues.
- Reviewing project plans and designs submitted by subgrantees to identify potential resources of concern and environmental and cultural resources impacts and provide recommendations for minimizing or mitigating those impacts.

## **2.2.6 Permitting Streamlining Activities**

The Selected Consultant shall support MBI in fulfilling the following obligations mandated by NTIA to streamline permitting of BEAD-funded projects:

1. Advise MBI on procedures or best practices that would support broadband-related permit applications being promptly accepted, and requests are approved or denied in an expeditious manner. NTIA has established a goal of permitting requests being approved or denied within 90 days and has identified options that include:
  - d) Assisting state and local authorities in establishing a single, dedicated point of contact, which has knowledge of the application and review processes, for broadband-related permits.
  - d) Providing technical assistance to permitting agencies to ensure sufficient capacity (e.g., Master Agreement and Consultant Reimbursement Agreement templates, surge support for permit processing, etc.)
  - d) Providing deference to the construction techniques chosen by subgrantees (without seeking to influence those decisions), absent any identified safety concerns.

- d) Maximizing streamlined processing through permitting by rule; batch processing of substantially similar permit requests; and waiving or expediting duplicative or burdensome broadband permitting requirements where possible.
2. Advise MBI on state and local permitting-related costs for broadband deployments to ensure (1) permitting fees are a reasonable approximation of the state or local government's costs, (2) only objectively reasonable costs are factored into those fees, and (3) the fees are no higher than the fees charged to similarly situated competitors in similar situations.
3. Assist MBI in establishing and conducting Permitting Roundtables or working groups with relevant federal, state, local, and tribal authorities and representatives of impacted industries, including utility pole owners, railroads, communications providers and subgrantees. The Selected Consultant will assist with the development of agendas, meeting materials and meeting summaries. The Permitting Roundtables or working groups shall:
  - b) Meet regularly to identify and facilitate resolution of any delays or disputes related to deploying BEAD-funded facilities.
  - b) Collect complaints and supporting information from subgrantees that are not timely resolved through this process and escalate such complaints through the appropriate Permitting Roundtable or working group channels.

### **2.2.7 Project Management**

The Selected Consultant shall participate in weekly project meetings with MBI staff, including preparing meeting agendas and meeting materials that (1) track progress against a project plan and schedule approved by MBI; (2) address issues that require discussion and resolution; and (3) identify next steps.

### **2.2.8 Archeological Resource Monitoring**

Archaeological resources include burial sites, human remains, and funerary objects that are subject to the requirements of all applicable Federal, Tribal, State, and local laws and protocols, such as the Native American Graves Protection and Repatriation Act ("NAGPRA"), in addition to Section 106 of the NHPA.

The Selected Consultant shall assist MBI in fulfilling responsibilities that include:

- Notifying NTIA of inadvertent discoveries and potential impacts to archeological resources and identifying and following all applicable laws or protocols.
- Providing an archaeologist on the Selected Consultant's team who meets the Secretary of the Interior's Professional Qualification Standards.
- The archaeologist will monitor ground disturbance for BEAD-funded project activities proposed in the vicinity of the National Register of eligible archaeological sites and suspected or known burial sites.
- If any potential archeological resources or buried human remains are discovered during construction, MBI is required to direct subgrantees to immediately stop work in that area, secure that area, and keep information about the discovery confidential, except to notify NTIA and the interested State Historic Preservation Officer, Tribal Historic Preservation Officer, and potentially affected Tribes.

### **2.2.9 Construction Monitoring – Optional Additional Service**

The Selected Consultant shall propose an approach with and estimated level of effort and budget to provide support to MBI to monitor BEAD-funded projects for compliance with requirements and obligations imposed on subgrantees through environmental and historic preservation permits issued for such projects. The approach should propose a cost-effective approach that minimizes, to the extent feasible, the need for field work by the Selected Consultant's personnel.

The Selected Consultant's recommended approach shall include support for MBI in fulfilling the requirement imposed by NTIA to monitor construction activities to identify any changes to the approved scope of BEAD-funded activities proposed after the completion of environmental and historic preservation review that has the potential for altering the nature or extent of environmental or historic preservation impacts. Any such changes must be brought to the attention of NTIA by MBI and will be reevaluated for compliance with applicable requirements.

The Selected Consultant's recommended approach shall reflect tasks that are not otherwise covered under the Archeological Resource Monitoring tasks in Section 2.2.8.

### **3. PROJECT TIMELINE AND BUDGET FRAMEWORK**

The anticipated period of performance for the Services described in Sections 2.2.1 to 2.2.7 shall primarily be a twelve-month period commencing on or about April 1, 2026 (the "Base Period of Performance").

The anticipated period of performance for the Services described in Section 2.2.8 and the optional construction monitoring services in Section 2.2.9 shall be an additional twenty-four months corresponding to the expected timeframe for construction of BEAD-funded projects after acquisition of all necessary permits.

If Mass Tech Collaborative elects to contract for the optional Construction Monitoring Services in Section 2.2.9 with the Selected Consultant it may (1) include Construction Monitoring Services in Section 2.2.9 as a component of the initial Agreement with the Selected Consultant; or (2) execute a mutually agreeable amendment to the Agreement with the Selected Consultant during the term of the initial Agreement to augment the Scope of Services and Budget to include Construction Monitoring Services in Section 2.2.9.

### **4. APPLICATION PROCESS**

#### **4.1 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 Respondent (including descriptions of proposed subcontractors, if any), whether Respondents is a minority or women owned business, and Respondent's qualifications to perform the services.
    - The proposed approach, including a proposed project schedule, to providing the Services. The proposed approach shall be separated into



- two components: (1) the proposed approach to the Services in Sections 2.2.1 to 2.2.8; and (2) the proposed approach to the Services in Section 2.2.9. 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.
- o 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). The budget shall reflect the framework and timeframes described in Section 3. 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.
  - o 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.
  - o The Applicant's 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.**
- c. Applications **must** be delivered electronically 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. five (5) 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 three (3) 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 may be disregarded.

## 4.2 Application Timeframe

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

<b>Task</b>	<b>Date:</b>
RFP Released	1/14/2026
Questions Due	1/22/26 by 11:59PM EST
Question and Answer File Posted	1/30/2026 by 11:59 PM EST
Applications Due	2/13/2026 by 11:59PM EST
Notification of Award	March 2026

## 4.3 Questions

Questions regarding this RFP must be submitted by electronic mail to [proposals@masstech.org](mailto:proposals@masstech.org) with the following Subject Line: "Questions – RFP No. 2026-MBI-06". All questions must be received by 11:59 p.m. EST on January 22, 2026. Responses to all questions received will be posted on or before 11:59 p.m. on January 30, 2026, to Mass Tech Collaborative and Comm-Buys website(s). Pertinent information about this RFP may be included in the Question and Answer file – Respondents are responsible for reviewing that file for any relevant additional information about this RFP.

## 5.0 EVALUATION PROCESS AND CRITERIA

### 5.1 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. Presentations should also demonstrate familiarity with BEAD program requirements as well as the Massachusetts broadband landscape. 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.

### 5.2 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 to provide the Services sought in this RFP.
- Demonstrated expertise in NEPA and federal, state and local Environmental and Historic Preservation (EHP) permitting and compliance.

- Knowledge of applicable federal, state and local environmental and historic preservation laws and regulations applicable to BEAD-funded broadband infrastructure deployment projects that will be undertaken in Massachusetts.
- Experience across the NEPA lifecycle for Environmental Assessments (EAs) and Environmental Impact Statements (EISs), including preparation of Findings of No Significant Impact (FONSI) or Records of Decision (RODs) and monitoring of mitigation actions.
- Reasonableness and appropriateness of the proposed budget.
- Reasonableness of the proposed schedule and demonstrated ability to manage tight deadlines.
- Quality, feasibility, and thoroughness of the proposed approach and methodology.
- Demonstrated familiarity with BEAD program requirements and federal compliance.
- Knowledge and expertise regarding the implementation of broadband infrastructure projects in Massachusetts.

Lack of debarment status by both 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".

## **6.0 GENERAL CONDITIONS**

### **6.1 General Information**

- i. 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.
- ii. 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.
- iii. 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.
- iv. 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.
- v. 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.
- vi. 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.
  - vii. 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.
  - viii. Submitted responses must be valid in all respects for a minimum period of sixty (60) days after the deadline for submission.
  - ix. Mass Tech Collaborative reserves the right to amend the Agreement at any time prior to execution.

## **6.2 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.

## **6.3. Federal Terms**

- a) The Selected Consultant 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.
- b) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) – Selected Consultants 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.
- c) 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).
- d) 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).

- e) As appropriate and to the extent consistent with law, the Selected Consultant 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.
- f) 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 Selected Consultant shall maintain and utilize systems and procedures to prevent, detect, and correct fraud, waste, and abuse in activities funded under this procurement.
- h) The Selected Consultant 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.
- i) The Selected Consultant 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.

**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.)		Respondent's UEI No.	

Attach W-9 to Application Cover Sheet

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

Respondent has read and understands the provisions regarding the Public Records Law and process for submission of confidential information contained in Section 4.1(d) of the RFP.

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](#)**



**Attachment D**

**List of Municipalities in Regional Project Service Areas**

Regional Project Service Area	Town/City
Berkshires	Adams Alford Becket Cheshire Clarksburg Dalton Egremont Great Barrington Hancock Hinsdale Lanesborough Lee Lenox Monterey Mount Washington New Marlborough North Adams Otis Peru Pittsfield Sandisfield Stockbridge Tyringham Washington West Stockbridge Williamstown Windsor

Cape & Islands	Barnstable Bourne Chatham Dennis Eastham Falmouth Falmouth Gosnold Mashpee Nantucket Orleans Sandwich Truro Yarmouth
Central	Ashby Auburn Ayer Boylston Brookfield Charlton Clinton Douglas East Brookfield Fitchburg Gardner Grafton Groton Hardwick Harvard Holden Hubbardston Lancaster Leicester Leominster Mendon Milford Millbury New Braintree Northborough Oakham Oxford Paxton Pepperell Rutland Shirley Shrewsbury Spencer Sterling Sturbridge Sutton Templeton Upton Uxbridge Webster

	<p>West Boylston  West Brookfield  Westborough  Winchendon  Worcester</p>
Greater Boston	<p>Acton  Ashland  Bedford  Boston  Boxborough  Burlington  Cambridge  Canton  Carlisle  Chelsea  Concord  Dedham  Dover  Foxborough  Framingham  Franklin  Hopkinton  Hudson  Lexington  Lincoln  Littleton  Malden  Maynard  Medfield  Medford  Medway  Melrose  Millis  Natick  Newton  Norfolk  North Reading  Revere  Sharon  Sherborn  Southborough  Stow  Walpole  Waltham  Wayland  Wellesley</p>

	<p>Weston Wilmington Winchester Wrentham</p>
Northeast	<p>Beverly Boxford Chelmsford Essex Groveland Hamilton Haverhill Ipswich Lawrence Lowell Lynn Merrimac Middleton Nahant Newbury Newburyport North Andover Peabody Rockport Rowley Salem Salisbury Saugus Swampscott Tyngsborough Wenham West Newbury Westford</p>

Pioneer Valley	<p>                     Ashfield                      Athol                      Belchertown                      Blandford                      Brimfield                      Buckland                      Charlemont                      Chester                      Chesterfield                      Chicopee                      Colrain                      Conway                      Cummington                      East Longmeadow                      Easthampton                      Erving                      Gill                      Goshen                      Granville                      Greenfield                      Hadley                      Hampden                      Hatfield                      Heath                      Holland                      Huntington                      Leyden                      Ludlow                      Middlefield                      New Salem                      Northampton                      Orange                      Pelham                      Phillipston                      Rowe                      Shelburne                      Shutesbury                      Southampton                      Southwick                      Springfield                      Tolland                      Wales                      Warwick                      Wendell                      West Springfield                      Westfield                      Westhampton                      Whately                      Williamsburg                      Worthington                 </p>
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Southeast	Acushnet Avon Berkley Carver Cohasset Dighton Duxbury Easton Fairhaven Freetown Halifax Hanover Hanson Hingham Holbrook Hull Kingston Lakeville Mansfield Marion Mattapoisett Middleborough New Bedford North Attleborough Norwell Pembroke Plymouth Quincy Randolph Raynham Rehoboth Rochester Rockland Scituate Seekonk Somerset Stoughton Taunton Wareham West Bridgewater Westport Whitman
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