



**Grant Notice of Funding Opportunity (“NOFO”) for FY25
Mentorship Program- Sector Spark
NOFO No. 2025-JAII-02**

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

Procurement Team Leader:	Megan Marszalek
Date Issued:	August 12, 2024
Bidders’ Conference:	August 21, 2024
Questions Due:	August 26, 2024
Answers to Questions Posted:	August 30, 2024
Responses Due:	September 23, 2024 By 5:00PM EST

1. INTRODUCTION

1.1 Overview

The Innovation Institute, a division of the Massachusetts Technology Collaborative ("Mass Tech Collaborative" or "MassTech") is issuing this Grant Notice of Funding Opportunity for the FY25 Mentorship Program- Sector Spark (NOFO No.2025-JAll-02) (the "NOFO") to solicit responses from qualified Entrepreneur Support Organizations ("Respondents") interested in receiving grant funding to enhance their capacity to support tech-based startups operating in industries of regional importance (the "Project"). Respondents will be competing against each other for grant funding and the submissions of all Respondents shall be compared and evaluated pursuant to the evaluation criteria set forth in this NOFO; a single Respondent may be selected.

Entrepreneur Support Organizations (ESOs) are entities that provide a range of services to entrepreneurs to help them start, grow, and sustain their businesses. For the purpose of this solicitation, qualified ESOs can be nonprofit organizations or public agencies offering various forms of support including mentoring, training, funding, networking opportunities, and/or specialized resources for tech-based startups in Massachusetts. The types of organizations that may be considered qualified ESOs include, but are not limited to:

- Incubators
- Accelerators
- Innovation Centers
- Entrepreneur Networks / Associations
- Economic Development Organizations
- Educational Institutions

The solicitation is seeking to support ESOs whose programs address the unique needs of startups in specialized industries within the Massachusetts innovation economy. Priority industries of interest include, but are not limited to:

- Artificial Intelligence
- Robotics
- Cybersecurity
- Digital Health
- Quantum
- Marine Technology
- Manufacturing/Production Systems
- FinTech
- Defense & Aerospace
- Bioindustrial manufacturing

Mass Tech Collaborative will be the contracting entity on behalf of the Innovation Institute for the purposes of this NOFO, and (except where the specific context warrants otherwise), the Innovation Institute and Mass Tech Collaborative are collectively referred to as Mass Tech Collaborative or MassTech. Mass Tech Collaborative will enter into a **Combined Operating and Capital Funds Matching Grant Agreement** with selected Respondents containing certain standard provisions (the "Agreement"), located [HERE](#).

1.2 Mass Tech Collaborative and the Innovation Institute

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. For additional information about Mass Tech Collaborative and its programs and initiatives, please visit our website at www.masstech.org.

Established in 2004 as a division of Mass Tech Collaborative, the Innovation Institute works to support key industry clusters and to improve conditions for growth in the Commonwealth's Innovation Economy. The 'Innovation Economy' can be described as the economy that transforms knowledge into new ideas, ways or patterns of thinking, products, processes and services that fuel

economic growth, create employment and wealth, and generate significant improvements in the region's standard of living. The Innovation Institute provides targeted, expert services, often accompanied by investments, to support the growth and enhance the competitiveness of key industry clusters in the Commonwealth's knowledge economy. For more information about the Innovation Institute and its activities and investments, please visit the website at www.masstech.org/innovation-institute.

2. The Grant

2.1 Grant Overview

Tech-based entrepreneurs and startups are at the forefront of developing new technologies, products, and services that can create jobs, spur economic activity, and position Massachusetts as a leader in emerging industries. However, launching and growing a successful tech-based startup is a challenging endeavor that requires access to specialized resources, mentorship, and support networks. ESOs play a crucial role in nurturing and accelerating the growth of these startups by providing mentorship, business development assistance, and access to capital and resources.

This funding opportunity aims to provide ESOs with the resources they need to build or scale specialized mentorship, accelerator, or other startup support programs tailored to the unique needs of tech-based entrepreneurs within a targeted industry sector. Funded programs will help startups develop and commercialize innovative products and technologies, protect intellectual property, fundraise, and ultimately scale their teams and customer bases.

This solicitation provides an opportunity for Respondents to access operating funds to design and deliver high-quality entrepreneurial programming as well as an opportunity to access capital funds to build or procure new and novel infrastructure, equipment, or other capital resources that directly aid in the execution of proposed programming and acceleration of sector-specific startups. Respondents will identify which funding opportunity they are pursuing:

1. Programming Grants
 - Funding range: Up to \$200,000
 - Purpose: Operating funds to enhance existing or develop new startup program(s) that provide targeted support to tech-based entrepreneurs in key industry sectors.
2. Programming + Infrastructure Grants
 - Funding range: Up to \$200,000 for programming plus up to \$2,000,000 for critical infrastructure to allow Respondent to better support startups
 - Purpose: Operating funds to enhance existing or develop new startup program(s) plus capital funds to build or improve the infrastructure, equipment, or resources necessary to effectively support the programming and the sector-specific entrepreneurs served.

All Respondents are required to demonstrate a commitment of cash and in-kind contributions to the proposed project that equals or exceeds twenty-five percent (25%) of the total grant award requested. All awards that include a capital component are subject to the availability of bond funding from the Commonwealth as determined by the Executive Office of Economic Development ("EOED") and the Executive Office for Administration and Finance ("A&F"). Grants shall be awarded in a manner that promotes geographic, social, racial and economically equitable outcomes.

2.2 Grant Requirements and Guidance

To be eligible for a grant through this program, entrepreneur support organizations must be nonprofit entities, or public or private universities, located in Massachusetts.

Respondents are asked to submit a concept paper, no more than 7 pages in length, to communicate their proposed project and how it contributes to this goal.

Concept papers are due by Sunday September 22, 2024, by 5:00 p.m. EST. A MassTech review team will review concept papers and provide feedback to Respondents. Respondents may subsequently be invited to submit a full application that builds on the concept paper.

Concept Paper Structure

Concept papers should be no more than 7 pages in length and address the following:

1. Introduction

- Provide a brief description of the project for which you are seeking funding. Identify the targeted industry sector and whether you are pursuing a Programming Grant or a Programming + Infrastructure Grant. State the total amount of funding requested with a high-level description of how the funds will be utilized.

2. Articulation of Need

- Describe the specific challenges and resource gaps that currently exist for startups within the targeted industry sector. Communicate how the proposed project directly addresses these needs.
- Describe how the proposed programs or infrastructure align with current trends and future directions in the industry.

3. Program Structure & Implementation

- **Target Market:** Describe the target market for the proposed program. What are the qualities or qualifications of startups you aim to support?
- **Program Design:** Provide a comprehensive description of your program design and its objectives. Detail key components of your program such as structured curriculum, mentorship, networking, and any other relevant activities. Identify all partners and their roles in program implementation, if applicable.
- **Resources:** Describe any relevant wrap-around services, technology platforms, tools, or other resources that will be made available to startups as a part of the project being proposed.
- **Evaluation & Feedback:** Detail the methods for monitoring the progress of startups and soliciting feedback from participants, mentors, and stakeholders involved in the program.

4. Infrastructure Development Plan (if applicable)

This section is required only for Respondents pursuing capital resources as a part of their proposal.

- **Purpose of Infrastructure:** Describe the capital asset(s) that you seek to fund through this NOFO. Clearly define the purpose of this infrastructure and why it is needed.
- **Program Alignment:** Explain how the infrastructure will support specific activities or components of your proposed startup programming. Discuss how the capital asset(s) will be made accessible to program participants and how it will enhance their experience and outcomes.
- **Long-term Viability:** Discuss the sustainability of the infrastructure beyond the grant period.

5. Financial Overview & Timeline

- **Project Costs:** Specify the total amount requested for operating expenses and capital expenses (if applicable). Provide a breakdown of how these operating funds will be allocated across various program components such as personnel, administrative costs, subcontractors, and direct materials. Provide a breakdown of capital expenditures (if applicable) including

cost associated with the capital asset to be developed (i.e. equipment, facilities, etc.) and the labor costs directly related to the development and/or installation of the capital asset.

- Match Funds: Clearly state the source and amount of match funds equaling at least 25% of the total requested grant amount. Match funds can include cash, in-kind contributions, or other resources that are quantifiable. Describe how these resources will contribute to the project, ensuring that the total funding (requested funds plus match funds) covers the entire project cost. You may include Letters of Commitment from match sources as an appendix to your Concept Paper.
- Timeline: Provide a general timeline for the duration of the project. Identify specific milestones that are critical to the project's success.

6. Anticipated Impact

- Explain how the project will enhance the capabilities of the startups involved. What new skills, technologies, or resources will the startups gain access to?
- Identify the expected quantitative and qualitative outcomes from the implementation of the project. Provide expected/targeted metrics or indicators related to the following categories:
 - Startup Metrics: for example, # startups served, # of startups from underrepresented groups, jobs created, capital raised, revenue growth
 - Program Metrics: for example, # applications received, # mentors participating, # mentor hours or sessions, # workshops, usage of capital assets (if applicable)
 - Innovation Metrics: for example, # new products or services developed, # new IP assets (patents, trademarks) filed, # prototypes developed or tested
 - Ecosystem Metrics: for example, collaborations with industry, community engagement
- Discuss the long-term benefits of the project for the startup ecosystem in Massachusetts. How will the project contribute to sustained economic growth and competitiveness in the targeted sector?
- Discuss how the project promotes diversity and inclusivity within the startup community.

7. Evidence of Success

- Provide justification for why your organization is qualified to lead the proposed project. Identify key team members or ecosystem partners involved in the implementation of the project and describe their relevant industry experience.
- Provide evidence of successful startup program management. If the proposal seeks to scale or enhance an existing program, provide evidence of past success and learnings.

2.3 Evaluation Process and Criteria

MassTech aspires to identify and support the highest-value opportunities to strengthen the chances of success for tech startups in the Commonwealth's innovation sectors.

Selection of a Respondent to receive funding as set forth within this NOFO may be based on criteria that include but are not limited to:

1. Relevance and Alignment
 - Alignment with the grant's objectives to enhance the conditions for startup success with specialized support for tech-based startups within a specific industry sector in Massachusetts.

2. Articulation of Need
 - Clarity and depth in the identification of specific challenges and resource gaps impacting startups within the targeted industry.
 - Justification for the proposed project based on current market trends and industry demands.
3. Program Structure and Implementation
 - Coherence and feasibility of the program design and implementation plans.
 - Appropriateness of the target market and program components such as curriculum, workshops, mentorship, and networking opportunities.
 - Innovation and creativity in program design and delivery.
4. Infrastructure Development Plan (if applicable)
 - Clarity and justification for the proposed infrastructure development.
 - Alignment of the infrastructure with program goals and startup needs.
 - Long-term viability and sustainability of the proposed infrastructure.
5. Financial Overview and Timeline
 - Completeness and realism of the project's costs and requested budget.
 - Demonstrated cash or in-kind match commitments of at least 25% of the requested funding.
 - Clarity and practicality of the project timeline, including critical milestones.
6. Anticipated Impact
 - Potential for significant and measurable impact on the acceleration of startups and technology commercialization activities.
 - Expected outcomes and benefits to the industry sector and broader Massachusetts innovation economy.
7. Evidence of Success
 - Demonstrated track record and capabilities of key project leaders in managing and implementing similar projects or programs.

Lack of debarment status by both the state and federal government is also required.

The order of these factors does not generally denote relative importance. The goal of this NOFO is to select and enter into an Agreement with the Respondent that will most closely align with MassTech Collaborative's goals in the publication of this NOFO. Mass Tech Collaborative reserves the right to consider such other relevant factors as it deems appropriate.

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 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 additional information.

Concept Paper Evaluation Process

1. Initial Screening: All submissions will undergo an initial screening to ensure they meet basic eligibility requirements and adhere to the guidelines outlined in the solicitation.
2. Detailed Review: Eligible concept papers will be reviewed in detail by MassTech and external industry specialists, if necessary. The review team will assess each proposal based on the criteria outlined above.

3. Interviews: Mass Tech Collaborative reserves the right to contact Respondents to request supplemental or clarifying information as part of the formal review process. The staff may also request an interview with and/or presentation by select Respondents.
4. Selection for Full Application: Following review, selected Respondents will be invited to submit a full application, which will include a more detailed plan and budget. **(For details see Exhibit 1).**

3. APPLICATION PROCESS

3.1 Application and Submission Instructions

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

- a. All Applications must be submitted electronically to proposals@masstech.org. **Please include the NOFO number in the subject line.**
- b. Required Submissions- All Applications must include the items listed below:
 - Application Cover Sheet (**Attachment A**)
 - The Respondent's Concept Paper which shall align with the requirements outlined in Section 2.2 of this NOFO
 - A description of Respondent (including descriptions of proposed subcontractors, if any) and Respondent's qualifications to perform the Project.
 - The total not-to-exceed costs for the Project based on projected hours, proposed hourly rates, as well as any other appropriate costs, in the **Budget Spreadsheet (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. 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.
 - Authorized **Application Signature and Acceptance Form (Attachment B)**, which contains specified certifications by Respondent. Please read the certifications carefully before signing.
 - Respondent's W9
 - Exceptions to the **Combined Operating and Capital Funds Matching Grant Agreement**, located at [HERE](#).
- c. Any and all responses, Applications, data, materials, information and documentation submitted to Mass Tech Collaborative in response to this NOFO 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. 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. 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.

Task	Date:
NOFO Released	August 12, 2024
Webinar	Wednesday, August 21, 2024 @ 12:00 PM
Questions Due	August 26, 2024 @ 5 PM EST
Question and Answer File Posted	August 30, 2024 @ 5 PM EST
Concept Papers Due	September 23, 2024 @ 5 PM EST
Notification of Invites to Full Application	Estimated by October 20, 2024
Full Applications Due	November 25, 2024 @ 5 PM EST
Notification of Awards	Estimated by the end of January 2025

3.3 Questions

Questions regarding this NOFO must be submitted by electronic mail to proposals@masstech.org with the following Subject Line: “Questions – NOFO No. 2025-JAII-02”. All questions must be received by 5:00 p.m. EST August 26, 2024. Responses to all questions received will be posted on or before the above date to Mass Tech Collaborative and Commbuys website(s).

3.4 Informational Webinar

An informational webinar will be held on August 21, 2024, at 12:00 PM. To register, please sign up on this [registration page](#). Mass Tech Collaborative will post summary responses to procedural questions and issues addressed during the webinar on the Mass Tech Collaborative and the Commbuys websites.

3.5 Information Regarding Grant Funds

A. Disbursement of Funds

The Mass Tech Collaborative will disburse funds on a reimbursement basis in accordance with the budget, payment terms, schedules, and other terms and conditions established in the Grant Agreement and Statement of Work. A requirement for all awards will be additional, companion expenditures of awards by the Federal Government, universities, foundations, corporations and/or cash and in-kind contributions that amount to no less than twenty-five percent (25%) of the state investment through the Sector Spark grant program. Among other conditions, payment will be subject to: (i) execution of an agreement or contribution letter between or to the grantee and each entity providing matching funds; (ii) evidence of receipt of the matching funding; (iii) submission of agreed upon deliverables, valid invoices and supporting detail from the grantee evidencing the expenditures to be reimbursed, match funds recognized, and certifying to the capital nature of the expenditure (if applicable); and (iv) Mass Tech Collaborative’s access to sufficient bond funding from the Commonwealth.

B. Use of Proceeds

Infrastructure grant funds to be provided by Mass Tech Collaborative must be used for funding capital

projects that are an integral part of the overall project or initiative being undertaken by the Respondent. As part of their application, Respondents must submit the budget for their overall collaborative project, including operating expenses, capital expenses, and the portions of the project not funded by the Mass Tech Collaborative. In that overall budget, Respondents should specify which portions of the expenditures are proposed to be funded by the Mass Tech Collaborative. Any capital expenditure to be funded by the Mass Tech Collaborative under this program must be one that will be accounted for by the recipient in its financial records as a capital expenditure under Generally Accepted Accounting Principles (“GAAP”). Examples of such capital expenditures could include expenditures for the purchase of equipment and the development of new technology platforms or systems, the acquisition of land and existing facilities, construction of new buildings and the renovation of existing buildings. Such capital expenditures may in certain projects also include salaries of staff directly engaged in managing capital projects to the extent such expenditures are capitalizable under GAAP. Salaries of individuals engaged in operations, as well as other non-personnel operating costs, are not capital expenditures.

C. Mandatory Cost Sharing/Match Requirements

A requirement for all awards will be additional, companion expenditures of awards by the Federal Government, universities, nonprofits, foundations, or corporations that equal no less than twenty-five percent (25%) of the state investment through the Sector Spark grant program. All contributions, including cash and in-kind contributions, will be accepted as part of the grant recipient's cost sharing requirement provided that such contributions meet all of the following criteria: (i) are necessary to accomplish the objectives of the collaborative project; (ii) are included in the approved budget for the collaborative project; (iii) are allocated separately for the Sector Spark award; (iv) are verifiable from recipient's records; and (v) are not included as matching contributions for any other federal or state-supported project. To the extent the Respondent's application deviates from these expectations, the Respondent must clearly describe and justify the proposed alternative approach. The Mass Tech Collaborative will evaluate the composition of the project team's cost share within the context of the project team's demonstrated commitment to the project and financial capacity.

3.6 Grant Management and Minimum Deliverables

Within 30 days after the execution of a Combined Operating and Capital Funds Matching Grant Agreement, the awardee and Mass Tech Collaborative will mutually schedule a launch meeting to review the activities to be conducted under the Agreement, schedule, and reporting requirements.

All awardees will be required to provide the following minimum deliverables to the Mass Tech Collaborative:

- Quarterly project status reports;
- Quarterly invoices and supporting financial reports for costs incurred and match recognized;
- Annual reports detailing project status and outcomes, including the resulting economic activities and their related impacts.

All awardees will be required to report on the following metrics, as applicable. A final set of metrics will be more fully detailed in the Combined Operating and Capital Funds Matching Grant Agreement:

- Startup Metrics: for example, # startups served, # of startups from underrepresented groups, jobs created, capital raised, revenue growth
- Program Metrics: for example, # applications received, # mentors participating, # mentor hours or sessions, # workshops, usage of capital assets (if applicable)
- Innovation Metrics: for example, # new products or services developed, # new IP assets (patents, trademarks) filed, # prototypes developed or tested
- Diversity & Inclusion Metrics: for example, demographics of program participants, geographic diversity of participants

- Ecosystem Metrics: for example, events, collaborations with industry, community engagement, network expansion
- Sustainability Metrics: for example, start-up survival rate 1-year post-program, co-investment or additional funds raised by awardee

Mass Tech Collaborative will work with awardees to establish additional metrics in order to evaluate the success of the project. Awardees may occasionally be required to host project site visits by MassTech staff and contractors and participate in interviews by MassTech or its designees for purposes of monitoring and evaluation.

4.0 GENERAL CONDITIONS

4.1 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 NOFO, as may be amended from time to time by Mass Tech Collaborative, does not commit Mass Tech Collaborative to select any organization(s), award any grant funds pursuant to this NOFO, or pay any costs incurred in responding to this NOFO. Mass Tech Collaborative reserves the right, in its sole discretion, to withdraw the NOFO, 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.
- c) On matters related solely to this NOFO 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 NOFO. Respondents may contact the Procurement Team Leader for this NOFO in the event this NOFO 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 NOFO.
- g) Mass Tech Collaborative's prior approval is required for any subcontracted services under any Agreement entered into as a result of this NOFO. 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.

4.2 Posting of Modifications/Addenda to NOFO

This NOFO has been distributed electronically using the Mass Tech Collaborative and Commbuys websites. If Mass Tech Collaborative determines that it is necessary to revise any part of this NOFO, 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, the Innovation Institute and Commbuys websites for any addenda or modifications to the NOFO. The Mass Tech Collaborative accepts no liability and will provide no accommodation to Respondents who submit a response based on an out-of-date NOFO.

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 EIN or UEI No.	

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

The undersigned is a duly authorized representative of the Respondent listed below. The Respondent has read and understands the NOFO requirements. The Respondent acknowledges that all of the terms and conditions of the NOFO are mandatory. By executing this Authorized Respondent's Signature and Acceptance Form, Respondent certifies that they (1) are in compliance with the terms, conditions and specifications contained in this NOFO, (2) acknowledges and understands the procedures for handling materials submitted to the Mass Tech Collaborative as set forth above, (3) agrees to be bound by those procedures, and (4) agrees 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 NOFO or upon the Respondent's selection.

The Respondent understands that, if selected by the Mass Tech Collaborative, the Respondent and 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 [Combined Operating and Capital Funds Matching Grant 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 NOFO, 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 Spreadsheet

SEE EXCEL SPREADSHEET

Exhibit 1

Application Project Plan Narrative and Budget Guidelines (for full Application invitees

(PLEASE DO NOT COMPLETE THIS APPLICATION UNLESS INVITED TO DO SO)

Respondents invited to submit a full application must provide comprehensive details about their proposed project. The full application should be no more than 25 pages in length. Respondents may include Letters of Commitment from match sources or Letters of Support from interested parties in an appendix, which will not be counted toward the page limit. The following outline presents the required content for a full application:

1. Executive Summary (1-2 pages)

- Provide a brief overview of the proposed project, including key objectives, targeted industry sector, total funding requested, and a summary of the anticipated impact on the acceleration of sector-specific startups and the industry sector as a whole.

2. Detailed Project Context (3-4 pages)

- **Articulation of Need:** Further detail the challenges and resource gaps identified in the Concept Paper and how your project addresses these. Comprehensive data or stakeholder testimonials may be useful in demonstrating the need. Indicate if there are other organizations addressing these needs and how your proposed project differs.
- **Alignment with Industry Trends:** Provide details on market trends within the targeted industry. Describe how the project aligns with current trends and future directions within the targeted industry sector.

3. Comprehensive Program Structure & Implementation (4-5 pages)

- **Program Design:** Provide a comprehensive description of your program design and objectives, illustrating supporting programming and activities, alignment with founders and anticipated ability to impact the sector. Specify the technologies, tools, and other resources to be utilized in program design, delivery, and evaluation. Provide a detailed timeline for the project, including key milestones and deliverables.
- **Evaluation and Feedback Mechanisms:** Detail the methods for measuring success, monitoring the progress of startups, and soliciting feedback from participants, mentors, and stakeholders involved in the program.
- **Sustainability:** Detail plans for the long-term viability of the proposed program beyond the life of the grant period.

4. Infrastructure Development Plan (if applicable) (3-4 pages)

This section is required only for Respondents pursuing capital resources as a part of their proposal.

- **Purpose of Infrastructure:** Provide detailed description of the capital asset to be funded through this grant program. Explain how the asset will support program activities and enhance participant outcomes.
- **Costs & Timeline:** Provide details on the cost and expenses associated with the capital infrastructure requested through this grant. As appropriate, include a detailed timeline covering procurement, construction, and operational phases.
- **Sustainability:** Discuss plans for maintenance of the capital asset and plans to secure adequate future funding to ensure the long-term usefulness of the proposed asset beyond the life of the grant period.

5. Budget Narrative & Scope of Work (2 - 3 pages)

- Full Budget Breakdown: Complete the budget spreadsheet (Attachment C) and use this section to describe the detailed costs associated with each aspect of the project. Indicate whether the costs are related to capital expenses (if applicable) or operating expenses. Indicate whether budgeted costs will be reimbursed by Mass Tech Collaborative or funded via matching funds.
- Match Commitments: Describe the sources and amounts of matching funds or in-kind contributions.
- Scope of Work: Develop a robust timeline that outlines the scope of work to be performed during the grant period.

6. Impact Analysis (2-3 pages)

- Metrics and Indicators: Specify detailed metrics for evaluating success of the proposed project. Identify how you intend to track these metrics.
- Capability Enhancement & Long-term Benefits: Explain how the program will enhance startup capabilities within your targeted industry sector. Provide an analysis of the long-term economic and societal impacts you expect this project to have on your targeted industry sector, regional economy, and/or Massachusetts innovation economy.
- Diversity and Inclusion: Discuss how your proposed program will impact diversity and inclusion within your targeted industry sector.

7. Evidence of Organizational Capability (2-3 pages)

- Organizational Background: Provide a history and achievements of the lead applicant's organization. Describe why the organization is qualified to lead the proposed project. Include evidence of successful startup program management.
- Key Personnel: Identify key team members of ecosystem partners involved in the implementation of the project. Provide bios of key team members, emphasizing qualifications and relevant experiences.

Evaluation Criteria for Full Applications

Respondents can expect their full application to be evaluated on the following criteria:

1. Clarity and Comprehensiveness
 - The full application presents a clear and concise, yet comprehensive description of the proposed programming and infrastructure (if applicable)
2. Relevance and Alignment
 - Alignment with the grant's objectives to enhance conditions for tech-based startups within a specific industry sector in Massachusetts.
 - Clarity and depth in identifying specific challenges and resource gaps impacting startups within the targeted industry sector.
 - Justification for the proposed project based on thorough analysis of current market trends and industry demands.
3. Program Structure and Implementation

- Coherence and feasibility of the proposed program design, implementation, and evaluation plans.
 - Appropriateness of the programming components proposed to meet the needs of startups within the targeted industry sector.
 - Innovation and creativity in program design, delivery, evaluation, and sustainability plans.
4. Infrastructure Development Plan (if applicable)
 - Clarity and justification for the proposed infrastructure or capital asset to be developed and utilized that aligns with startup needs and programming goals.
 - Detailed and realistic assessment of capital costs and timelines for procurement, construction, and operational phases of the capital asset.
 - Long-term viability and sustainability of the proposed infrastructure.
 5. Budget Narrative
 - Completeness and reasonableness of the project's costs and requested budget.
 - Demonstrated cash or in-kind match commitments of at least 25% of the requested funding.
 - Clarity and practicality of the project timeline, including critical milestones.
 6. Anticipated Impact
 - Potential for significant and measurable impact on the acceleration of startups.
 - Expected outcomes and benefits to the industry sector and broader Massachusetts innovation economy, including on the ability of the proposed program to impact diversity and inclusivity within the industry sector.
 7. Evidence of Success
 - Demonstrated track record and capabilities of key project leaders in managing and implementing similar projects or programs.
 - Evidence of successful past performance and effective project management.