



Request for Proposals for AI Hub Data Commons Collaborative Consulting Services

RFP No. 2026-JAII-01

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

Procurement Team Leader:	Sabrina Mansur
RFP Issued:	8/21/2025
Questions Due:	9/2/2025
Answers to Questions Posted:	9/16/2025
Responses Due:	9/23/2025

1. INTRODUCTION

1.1 Overview

The Massachusetts Technology Collaborative ("MassTech"), on behalf of the Massachusetts AI Hub, is issuing this Request for Proposals ("RFP") for Consulting Services to support the design, development, and launch of the Data Commons Collaborative (DCC), a foundational initiative under the Massachusetts AI Hub. This engagement aims to centralize access to data for AI development, research, and innovation.

Qualified Respondents ("Respondents") will be evaluated based on their proposed architecture design, approach to metadata management, security and governance frameworks, ability to support synthetic data generation, and AI fairness capabilities.

Mass Tech Collaborative will be the contracting entity on behalf of the Massachusetts AI Hub for the purposes of this RFP, and (except where the specific context warrants otherwise), the Massachusetts AI Hub and Mass Tech Collaborative are collectively referred to as Mass Tech Collaborative or MassTech.

1.2 About the AI Hub and the DCC

The Massachusetts AI Hub is a state-wide initiative to accelerate AI development, commercial growth, and equitable access across the Commonwealth. The Data Commons Collaborative (DCC) aims to:

- Aggregate and host curated datasets
- Enable synthetic data generation
- Ensure ethical, fair, and secure AI development
- Provide an extensible platform for researchers, government, startups, and industry

Please refer to the attached "[DCC Requirements.docx](#)" for detailed requirements.

2. SERVICES REQUIRED

The selected Respondent will provide full-service project management and technical consulting services for the development and delivery of the DCC. The work includes, but is not limited to ("Services"):

1. Program Management & Coordination

- Develop and maintain an integrated project plan and timeline
- Conduct regular meetings and stakeholder updates
- Ensure milestones defined in the DCC project plan are met

2. Technical Architecture & Platform Development

- Design and build the data commons website and backend infrastructure

- Implement metadata management, cataloging, and discovery tools (e.g., CKAN, Dataverse)
- Develop role-based access and identity management system
- Develop a central ledger for tracking “Commons Credits”
- Enable API-based data access and usage analytics

3. Dataset Curation and Integration

- Assist in curating the initial set of datasets
- Ensure metadata completeness and FAIR data principles
- Support ingestion pipelines, version control, and provenance tagging

4. Synthetic Data Capability

- Integrate synthetic data tools (e.g., SDV, Synthea, CARLA)
- Support synthetic dataset generation and validation pipelines
- Ensure compliance with privacy and audit policies

5. AI Fairness and Bias Framework

- Implement bias detection, auditing, and mitigation tools (e.g., AIF360, Fairlearn)
- Establish bias impact documentation workflows and dashboards

6. Security, Governance & Compliance

- Define and implement RBAC, MFA, and dataset tiering
- Ensure logging, encryption, and audit trails
- Define terms of use and enforce ethical data handling

7. Testing, Rollout, and Adoption

- Conduct QA across platform functions
- Train end users and administrators
- Prepare documentation and support materials
- Support public launch

8. Deliverables

- Detailed Project Plan and Timeline
- Detailed Platform Architecture Documentation
- Initial Data Catalog and Metadata System
- Synthetic Data Tooling and Sample Outputs
- Fairness and Bias Reporting Dashboard
- Security and Governance Implementation
- Training and Launch Materials
- Sample Commons Credits ledger output
- Explanation of planned industry engagement

- Pilot user feedback

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:
 - o A description of the firm responding to the RFP (including descriptions of proposed subcontractors, if any) and the firm's qualifications to perform the Services.
 - o The proposed approach to providing the Services. Additionally, Respondents are invited to propose alternative(s) which provide substantially better or more cost-effective performance than achievable under the stated RFP scope of services.
 - o Resumes or bios of key personnel that will be performing the 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, by program phase 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 markups 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 examples of work previously performed by the Respondent that are substantially similar to the Services. Respondent shall also provide references including a contact person, email and phone number.
 - o Respondent's W-9.
 - o 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 submitted to proposals@masstech.org (please include the RFP number in the subject heading).
- d. Any and all responses, Applications, data, materials, information and documentation submitted to Mass Tech Collaborative in response to this RFP shall become Mass Tech Collaborative's property and shall be subject to public disclosure. As a public entity, the Mass Tech Collaborative is subject to the Massachusetts Public Records Law (set forth at Massachusetts General Laws Chapter 66). There are very limited and narrow exceptions to disclosure under the Public Records Law. If a Respondent wishes to have the Mass Tech Collaborative treat certain information or documentation as confidential, the Respondent must submit a written request to the Mass Tech Collaborative's General Counsel's office no later than 5:00 p.m. ten (10) business days prior to the required date of Application submission set forth in Section 3.2 below. The request must precisely identify the information and/or documentation that is the subject of the request and provide a detailed explanation supporting the application of the statutory exemption(s) from the public records cited by the Respondent. The General Counsel will issue a written determination within five (5) business days of receipt of the written request. If the General Counsel approves the request, the Respondent shall clearly label the relevant information and/or documentation as **"CONFIDENTIAL"** in the Application and **shall only include the confidential material in the hard copy of the Application**. Any statements in an Application reserving any confidentiality or privacy rights that is inconsistent with these requirements and procedures will be disregarded.

3.2 Application Timeline

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.

- RFP Released: August 21, 2025
- Questions Due: August 26, 2025 by 5pm EST
- Q&A Posted: September 9, 2025 by 5pm EST
- Proposals Due: September 23, 2025 by 5pm EST

3.3 Questions

All questions must be submitted to: proposals@masstech.org with subject: "Questions – RFP No. 2026-JAII-01"

4. EVALUATION CRITERIA

4.1 Process

The Mass Tech Collaborative shall evaluate each Application that is properly submitted. As part of the selection process, Mass Tech Collaborative may invite finalists to present their approach, qualifications, and examples of previous work. Respondents must demonstrate familiarity with the program requirements. In its sole discretion, Mass Tech Collaborative may

choose to enter into a negotiation period with one or more finalist Respondent(s) and then ask the Respondent(s) to submit a best and final offer.

4.2 Criteria

Applications will be evaluated based on:

- Demonstrated technical expertise and platform delivery experience
- Familiarity with metadata standards, synthetic data, and AI fairness tools
- Quality and clarity of proposed project plan and high-level architecture approach
- Feasibility of timeline to complete program scope
- Qualifications and availability of proposed team
- Budget realism, alignment with scope, and cost-effectiveness
- Strength and relevance of references and prior work

5. GENERAL CONDITIONS

1. General Information

- a. If an Application fails to meet any material terms, conditions, requirements or procedures, it may be deemed unresponsive and disqualified. The Mass Tech Collaborative reserves the right to waive omissions or irregularities that it determines to be not material.
- b. This RFP, as may be amended from time to time by Mass Tech Collaborative, does not commit Mass Tech Collaborative to select any firm(s), award any contracts for services pursuant to this RFP, or pay any costs incurred in responding to this RFP. Mass Tech Collaborative reserves the right, in its sole discretion, to withdraw the RFP, to engage in preliminary discussions with prospective Respondents, to accept or reject any or all Applications received, to request supplemental or clarifying information, to negotiate with any or all qualified Respondents, and to request modifications to Applications in accordance with negotiations, all to the same extent as if this were a Request for Information.
- c. On matters related solely to this RFP that arise prior to an award decision by the Mass Tech Collaborative, Respondents shall limit communications with the Mass Tech Collaborative to the Procurement Team Leader and such other individuals as the Mass Tech Collaborative may designate from time to time. No other Mass Tech Collaborative employee or representative is authorized to provide any information or respond to any questions or inquiries concerning this RFP. Respondents may contact the Procurement Team Leader for this RFP in the event this RFP is incomplete.
- d. The Mass Tech Collaborative may provide reasonable accommodations, including the provision of materials in an alternative format, for Respondents with disabilities or other hardships. Respondents requiring accommodation shall submit requests in

writing, with supporting documentation justifying the accommodation, to the Procurement Team Leader. The Mass Tech Collaborative reserves the right to grant or reject any request for accommodation.

- e. Respondent's Application shall be treated by the Mass Tech Collaborative as an accurate statement of Respondent's capabilities and experience. Should any statement asserted by Respondent prove to be inaccurate or inconsistent with the foregoing, such inaccuracy or inconsistency shall constitute sufficient cause for Mass Tech Collaborative in its sole discretion to reject the Application and/or terminate of any resulting Agreement.
- f. Costs that are not specifically identified in the Respondent's response and/or not specifically accepted by Mass Tech Collaborative as part of the Agreement will not be compensated under any contract awarded pursuant to this RFP.
- g. Mass Tech Collaborative's prior approval is required for any subcontracted services under any Agreement entered into as a result of this RFP. The selected Respondent will take all appropriate steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used when possible. The selected Respondent is responsible for the satisfactory performance and adequate oversight of its subcontractors. Subcontractors are required to meet the same requirements and are held to the same reimbursable cost standards as the selected Respondent.
- h. Submitted responses must be valid in all respects for a minimum period of sixty (60) days after the deadline for submission.

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 or that information will be contained within the Q&A document, as relevant. 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 and the Q&A document. 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 W-9 Respondents UEI No.	

Attachment B

Massachusetts Technology Collaborative
Authorized Respondent's Signature and Acceptance Form

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

The Respondent understands that, if selected by the Mass Tech Collaborative, the Respondent and the Mass Tech Collaborative will execute an Agreement specifying the mutual requirements of participation.

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

I certify that Respondent is in compliance with all corporate filing requirements and State tax laws.

I certify that the statements made in this response to the RFP, including all attachments and exhibits, are true and correct to the best of my knowledge.

I acknowledge and understand the procedures for handling confidential materials submitted to the Mass Tech Collaborative as set forth in Section 3.1(d); I agree to be bound by those procedures and agree that the Mass Tech Collaborative shall not be liable under any circumstances for the disclosure of any materials submitted to the Mass Tech Collaborative pursuant to this RFP or upon the Respondent's selection.

Respondent: _
(Printed Name of Respondent)

By: _
(Signature of Authorized Representative)

Name: _
Title: _
Date: _

Attachment C
Budget Template

SEE EXCEL SPREADSHEET