



Grant Solicitation for MMAP FY'23
Solicitation No. 2023-CAM-03

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

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| Procurement Team Leader: | Austin Vella |
| Solicitation Issued: | 02/01/2023 |
| Informational Webinar: | 02/08/2023 |
| Questions Due: | 02/10/2023 |
| Answers to Questions Posted: | 02/14/2023 |
| Responses Due: | 03/10/2023 by 3:00PM EST |

1. INTRODUCTION

1.1 Overview

Massachusetts Technology Collaborative (“Mass Tech Collaborative” or “MassTech”), on behalf of the Center for Advanced Manufacturing (“CAM”) is issuing this Request for Proposals for state cost share to support manufacturing projects (Solicitation No.2023-CAM-03) (the “Solicitation”) from qualified manufacturers (“Respondents”) located within the Commonwealth’s borders, as part of the state’s on-going commitment to the manufacturing industry. Respondents will be competing against each other for funds dedicated to manufacturing expansion grants to accelerate company growth. The submissions of all Respondents shall be compared and evaluated pursuant to the evaluation criteria set forth in this Solicitation.

Mass Tech Collaborative will be the contracting entity on behalf of CAM for the purposes of this Solicitation, and (except where the specific context warrants otherwise), CAM and Mass Tech Collaborative are collectively referred to as Mass Tech Collaborative or MassTech. Mass Tech Collaborative will enter into *an MMAP Matching Grant Agreement and Statement of Work* with the non-profit partners selected by the Respondents containing certain standard provisions (the “Agreement”), located [HERE](#).

1.2 Mass Tech Collaborative and CAM

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 five primary divisions: The Innovation Institute at the MassTech Collaborative, the Massachusetts Broadband Institute, Massachusetts CyberCenter, Center for Advanced Manufacturing 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.

The mission of CAM, a division of the Mass Tech Collaborative, is to foster the most complete, most connected, and fastest manufacturing ecosystem from innovation through production. CAM works in collaboration with the Advanced Manufacturing Collaborative (AMC) and increases its impacts on the manufacturing sector by:

- Aligning investments in manufacturing with the state’s vision;
- Leveraging existing programs for increased regional impact;
- Supporting new initiatives from the AMC;
- Ensuring a deep pipeline for all programs; and
- Tracking outcomes and efficacy of all programs.

For more information about CAM and its programs and activities generally, please visit the website at <https://cam.masstech.org>.

1.3 Program Overview

The Massachusetts Manufacturing Accelerate Program (“MMAP”) provides capital cost share up to \$250,000 for projects located within the Commonwealth’s borders, as part of the state’s on-going commitment to the manufacturing industry.

The program aims to help Massachusetts-based small to medium sized manufacturers prepare their businesses to meet the demands of Industry 4.0, such as the adoption of robotics and automation, additive manufacturing, cyber resiliency, or sustainable manufacturing processes. In addition, the manufacturing of new technologies and innovations that align with key industries in the Commonwealth, including microelectronics, defense and aerospace, and electrification technologies are preferred.

The MMAP program:

- **Provides CAPITAL:** Through necessary capital equipment purchases, a manufacturer will have access to new supply chain connections, new opportunities, and growth.
- **Creates PARTNERSHIPS:** This program aims to make connections between manufacturers and non-profit partners to help build an ecosystem of support for our manufacturers to collaborate and rely on. These partnerships will provide assistance through technical support, workforce development support, business connections, or other means of assistance, depending on the partner, to help manufacturers drive efficiencies and scale their business.

It is a requirement that a company collaborate with a non-profit, institution of higher education (community college or above), or quasi-public entity legally organized in Massachusetts to receive funding. Non-profit partners include organizations such as MassMEP, MassHire Workforce Boards, Greater Boston Manufacturing Partnership, MassRobotics, or other quasi state agencies. The manufacturer and the collaborating partner should work to define the responsibilities and tasks of the collaborating partner which should be outlined as part of the proposal. Any contractual obligations or administrative fees to be paid by the company for the collaboration should be discussed and agreed to by the company and collaborative partner organization prior to the submission of the application.

3. Guidelines

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| Application | <p>Applications as specified in Section 4 below must be completed and submitted to MassTech in response to this Solicitation.</p> <p>Previous recipients of an MMAP grant are not eligible to apply to this Solicitation.</p> |
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| <p>Eligible Expenses</p> | <p>Grants are available for capital purchases only. Any capital expenditure to be funded by MassTech under this Solicitation must be one that will be accounted for by the recipient of the equipment in its financial records as a capital expenditure under Generally Accepted Accounting Principles (“GAAP”).</p> <p>Examples of such capital expenditures could include expenditures for the purchase of new or used equipment and the development of new technology platforms or systems.</p> <p>The acquisition of land and existing facilities, construction of new buildings, and the renovation of existing buildings are not eligible capital expenditures for the purposes of this Solicitation.</p> <p>Manufacturer staff salaries are not a reimbursable capital expenditure for purposes of this Solicitation.</p> <p>Capital equipment must be ordered following notification of award to be considered as reimbursable under the grant. If a deposit on the equipment is a commitment to purchase, then it cannot be done prior to award notification.</p> <p>Work that has been completed prior to the grant notification date is not allowable cost share.</p> |
| <p>Eligible Locations</p> | <p>Equipment must remain in the state for a minimum of three years after install. If the manufacturer is acquired or moves out of state prior to the expiration of the three years, the equipment must either: (1) be sold and the proceeds returned to the state for use by a non-profit or academic ecosystem partner; or (2) it is the responsibility of the manufacturer to work with the state and ecosystem partner to determine to which academic or non-profit partner the capital equipment should be transferred.</p> |

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| <p>Eligible Applicants</p> | <p>Manufacturers must apply directly for the grants, however applications must include a collaboration between a manufacturer and a non-profit, institution of higher education (community college or above), or other public or quasi-public entity legally organized in Massachusetts.</p> <p>MassTech will contract with the institution of higher education, non-profit, or other public or quasi-public entity legally organized in Massachusetts. This entity will be the prime contractor and responsible for ensuring that all contractual requirements are met.</p> <p>The recipient of the equipment (the manufacturer) will own the equipment.</p> <p>Grants shall be awarded in a manner that promotes geographic, social, racial, and economic equity.</p> |
| <p>Duration of Contracts</p> | <p>All cost share funds must be drawn within the fiscal year(s) specified in the Agreement to be signed between MassTech and the institution of higher education, non-profit, or other public or quasi-public entity. Agreements may span multiple fiscal years if the equipment purchased spans multiple fiscal years, but this should be specified in the Application.</p> <p>The fiscal year is from July 1 - June 30.</p> <p>Please indicate how much the proposed funds are expected to be incurred by June 30, 2023 and how much will be drawn in the following fiscal period, if any.</p> |

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| Required Matching Contribution | <p>A minimum of a 1:1 cost share is required. The match can be in the form of cash or in-kind contributions (i.e. contributed or donated labor, donated equipment, or materials) from the applicant, third parties, other private investments, or federal grants. Any fees required from the non-profit partner can be considered as part of the manufacturer's cost share but would not be an allowable grant funded cost. Cash and other match from other State sources, such as a state agency or state institution of higher education, cannot be used to satisfy matching requirements.</p> <p>Contributions of in-kind or donated labor cannot exceed 25% of the required match amount.</p> <p>The match should either specifically cover a portion of the actual costs of the grant-funded project or must be necessary and directly related to the accomplishments of the project objectives. The match should be recognized during the grant period, should be recorded and verifiable from the applicant's records, and should not be included as contributions to or match for any other federally and state funded project.</p> |
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4 APPLICATION PROCESS

4.1 Application and Submission Instructions

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

- a. All Applications must be submitted here: <https://forms.gle/Lpiws6XNU1xW6P6K9>.
- b. Applications shall include:
 - A description of the entity responding to the Solicitation (including industry, products manufactured, and market(s) served)
 - Size of company (1-25, 26-50, 51-100, 101-250, 251-500, 501-1000, 1000+)
 - A description of the capital equipment purchase you will be making if you are to receive this award (500 words maximum).
 - A description of the application and the technological challenge you will overcome with the new equipment (500 words maximum).
 - A description, if applicable, of how this project demonstrates operational improvements, efficiencies and progression to Industry 4.0

- A simple budget of the capital equipment being purchased, training and other capital requirements using the **Budget Template** provided (**Attachment A**). It should also indicate the company's cost share.
 - What industry(s) you will support with the capital investment.
 - If the capital is for a specific customer(s) need, please indicate customer(s), customer location and industry.
 - A description, if applicable, of the new market opportunity this capital equipment will enable.
 - The number of anticipated new hires from the new capital equipment purchase in the following areas:
 - Assemblers
 - Entry level technicians
 - Skilled technicians
 - Supervisors
 - Engineers
 - Others
 - A detailed description of the workforce training program(s) offered and any career growth opportunities or pathways outlined for your workforce.
 - A description of if and how this grant will contribute to social, racial and economically equitable outcomes. (i.e. Are you hiring a diverse workforce? Is your company women or minority owned? Are you located in a HUB Zone or Gateway City?)
 - Partner identification. It is required that you partner with an institution of higher education, non-profit, or other public or quasi-public entity legally organized in Massachusetts to receive a grant. This partnership is to help establish new connections within the ecosystem that leads to growth. Please indicate your partner and how you expect to work with them to help your business, including specific agreed upon tasks.
 - A video, not to exceed 5 minutes, introducing you and your company, the need for your new equipment, the application and why you believe the state should invest in your business. Mp4 is the preferred file format. Videos from cell phones are acceptable. Any material shared as part of the MMAP application, including the video, is considered a public record and therefore subject to disclosure if requested. We will not use any part of the application, including the video, for any other purpose beyond judging, without consent from the applicant.
 - Exceptions to the MMAP Matching Grant Agreement and Statement of Work, if any, located [HERE](#). Should there be no exceptions Respondent shall indicate acceptance of the terms of the Agreement. Failure to provide exceptions in a response shall be deemed an acceptance of Mass Tech's standard terms and further negotiation shall not be allowed.
- c. Any and all responses, Applications, data, materials, information and documentation submitted to Mass Tech Collaborative in response to this Solicitation shall become MassTech's property and shall be subject to public disclosure. As a public entity, MassTech 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 MassTech treat certain information or documentation as confidential, the Respondent must submit a written request to MassTech's General Counsel's office no later than 5:00 p.m. fourteen (14) business days prior to the required date of Application submission set forth in Section 4.2 below. The request must precisely identify the information and/or documentation that is the subject of the request and provide a detailed explanation supporting the application of the statutory exemption(s) from the public records cited by the Respondent. The General Counsel will issue a written determination within ten (10) business days of receipt of the

written request. If the General Counsel approves the request, the Respondent shall clearly label the relevant information and/or documentation as “**CONFIDENTIAL**” in the Application. Any statement in an Application reserving any confidentiality or privacy rights that is inconsistent with these requirements and procedures will 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’s website frequently for updates to the schedule.

| Task | Date |
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| Solicitation Released | 2/01/2023 |
| Informational session | 2/08/2023 @ 11 AM EST |
| Questions Due | 2/10/2023 @ 5PM EST |
| Question and Answer File Posted | 2/14/2023 @ 5 PM EST |
| Applications Due | 3/10/2023 @ 3 PM EST |

4.3 Questions

Questions regarding this Solicitation must be submitted by electronic mail to proposals@masstech.org with the following Subject Line: “Questions – Solicitation No. 2023-CAM-03”. Responses to all questions received will be posted here: <https://cam.masstech.org/mmap>

4.4 Informational Webinar

An informational webinar will be held on 2/08/2023 @ 11AM. All potential Respondents interested in participating in the informational session must register here: <https://cam.masstech.org/mmap>. Mass Tech Collaborative will post summary responses to procedural questions and issues addressed at the webinar [here](#) and the [Comm-Buys](#) websites.

5 EVALUATION PROCESS AND CRITERIA

5.1 Process

The Mass Tech Collaborative will evaluate each Application that is properly submitted and a subset of applications will be reviewed by an independent review board of industry experts. As part of the selection process, Mass Tech Collaborative may invite finalists to answer questions regarding their Application in person or in writing. In its sole discretion, Mass Tech Collaborative may also choose to enter into a negotiation period with one or more finalist Respondent(s) and then ask the Respondent(s) to submit an updated Application and budget.

5.2 Criteria

Selection of projects requesting state cost share must demonstrate clear benefit for the economy of the Commonwealth of Massachusetts.

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 Solicitation is to select and enter into an Agreement with the Respondent that will provide the best value for the Services to achieve Mass Tech Collaborative's goals. Mass Tech Collaborative reserves the right to consider such other relevant factors which will be evaluated based on combinations of criteria that includes but are not limited to:

- Number of new jobs created
- New markets enabled by new capability
- Whether the project is focused in the priority areas of semiconductor, battery technologies, additive manufacturing, and the defense and aerospace industries
- Projects that demonstrate operational improvements, efficiencies and progression to Industry 4.0
- How the collaboration with a partner will help drive support, business connections and growth
- Contributions to geographic, social, racial and economically equitable outcomes
- Workforce training plan outlined in support of employee growth

The order of these factors does not generally denote relative importance. Mass Tech Collaborative reserves the right to consider such other relevant factors as it deems appropriate.

6.0 GENERAL CONDITIONS

6.1 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 Solicitation, 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 Solicitation, or pay any costs incurred in responding to this Solicitation. Mass Tech Collaborative reserves the right, in its sole discretion, to withdraw the Solicitation, 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 Solicitation 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 Solicitation. Respondents may contact the Procurement Team Leader for this Solicitation in the event this Solicitation 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 Solicitation.
- g) Mass Tech Collaborative's prior approval is required for any subcontracted services under any Agreement entered into as a result of this Solicitation. 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.

6.2 Posting of Modifications/Addenda to Solicitation

This Solicitation 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 Solicitation, 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, CAM and COMMBUYS websites for any addenda or modifications to the Solicitation. The Mass Tech Collaborative accepts no liability and will provide no accommodation to Respondents who submit a response based on an out-of-date Solicitation.