

July 28, 2026

SUBJECT: FY27 Request for Proposals “Small Business Technical Assistance Grant Program – Capacity Building”

Addendum and Amendment No. 2

To All Interested Parties:

Please be advised that the questions below have been received and are addressed as follows:

Questions	Responses
Can you provide the evaluation scoring rubric or indicate the relative weighting assigned to Strategic Alignment, Experience & Capacity, Program Design, and Financial Feasibility?	Evaluation criteria are described on page 7 of the RFP. Proposals will be evaluated on their overall merit, responsiveness to the RFP, and the extent to which the proposed approach advances the desired outcomes.
Does MassDevelopment encourage applicants to incorporate AI across all curriculum topics (e.g., financial readiness, marketing, coaching, operations), or is AI expected to be delivered as a standalone instructional module?	The incorporation of AI into the proposed curriculum is at the discretion of the applicant.
Would MassDevelopment welcome proposals that incorporate behavioral science, organizational culture, leadership development, and change management as foundational competencies that improve the effectiveness of technical assistance providers?	MassDevelopment welcomes proposals incorporating any of the mentioned components, coinciding with instruction in critical TA skill sets and competencies including, but not limited to, financial management and capital readiness, bookkeeping and accounting, marketing and customer growth, legal and regulatory compliance, and artificial intelligence.
Besides participant satisfaction, what outcomes are considered most important when evaluating program success?	Beyond participant satisfaction, it is important that proposals include clear, measurable outcomes that demonstrate how the proposed program will strengthen the expertise, competencies, and capacity of participating Business Support Organizations (BSOs). Applicants should identify the performance measures, metrics, and indicators they believe are most appropriate for assessing both progress and impact. Proposed metrics should reasonably demonstrate how the training curriculum and network facilitation activities improve participants’ knowledge, skills, and ability to deliver effective technical assistance; enhance the quality, consistency, coordination, and reach of services provided to small and microbusinesses; and ultimately support small and microbusinesses in starting, stabilizing, growing, accessing capital, increasing revenue, and creating or retaining jobs. Applicants are encouraged to propose outcomes and evaluation methods that are practical, measurable, and meaningful to enhance program implementation and meet state accountability requirements. The strength of the proposed methodology and framework for evaluating impact will be considered as part of the overall review of the proposal.

Is there an expected ratio of instructional time versus coaching or technical assistance?	No.
Will MassDevelopment recruit and enroll BSO participants, or is participant recruitment entirely the responsibility of the contractor?	MassDevelopment will assist insofar as sharing the contractor's advertisement of programs and services with active grantees and our network of BSOs, but the contractor is responsible for recruiting and enrolling participants.
Approximately how many different organizations currently participate in the SBTA and CDFI programs?	Participation can fluctuate from year-to-year depending on the availability of program funds. SBTA supported 54 grantees in FY26 and 73 in FY25. CDFI and MOS supported a combined 15 grantees in FY25 and 8 in FY24.
If in-person programming is proposed, are travel and facility costs considered allowable expenses within the grant budget?	They can be, but it's up to the applicant to demonstrate reasonability of budget and alignment with RFP priorities and proposed activities.
Will MassDevelopment provide meeting space for statewide convenings, or is the contractor expected to secure venues?	Applicants are responsible for planning and coordinating all convenings associated with their proposed project, whether conducted virtually or in person. This includes managing all logistics, scheduling, communications, technology needs, and any associated costs. While the agency may be able to assist in identifying or coordinating meeting space for statewide convenings, the availability of such space cannot be guaranteed and will be determined based on factors such as room availability, location, anticipated attendance, and agency operational needs. Applicants should not rely on agency-provided meeting space when developing their proposal and should include appropriate plans and resources to support convenings independently.
Are there minimum expectations regarding the number of training cohorts, workshops, coaching sessions, or networking events to be delivered?	There are no minimum expectations at this time. The applicant's proposal should encompass a curriculum that addresses the priorities detailed in the RFP and will meaningfully elevate the expertise, skills and competencies of BSOs, ultimately strengthening the supports necessary to help small businesses grow and thrive.
What is the anticipated number of Business Support Organizations (BSOs) and total participants that the selected contractor will serve during FY27?	This is unknown at this time. FY27 SBTA applications were due June 26, 2026 and are being reviewed. Award notifications are anticipated in September 2026. In FY26, 54 BSOs received awards.
Does the completed Appendix A Scope of Work count toward the five-page proposal limit, or is it considered a separate attachment?	The Scope of work (Appendix A) counts toward the five-page proposal limit.
Does MassDevelopment have a target number of participating Business Support Organizations, individual participants, or cohorts beyond the stated minimum of 10 participants or registrants per cohort?	While we have established a minimum threshold of 10 registrants per cohort, we do not have a predefined target number of participants or cohorts beyond that requirement. Instead, we encourage the applicant to maximize participation and support for our SBTA and CDFI network to the greatest extent feasible.

Is there a downloadable or alternate version of the MassDevelopment and MassINC Polling Group Small Business Survey presentation referenced in the RFP?	The survey presentation is being provided solely as background information to help inform program design, ensure alignment with RFP requirements and objectives, and address needs, gaps and priorities within the small business ecosystem. The presentation is available for view-only purposes and should not be reproduced, distributed, or incorporated into other materials. Its inclusion is intended to provide context for proposal development and program planning rather than serve as a deliverable or source document for reuse.
Are there specific expectations related to in-person, virtual, or hybrid delivery that respondents should consider when designing the program?	Applicants should respond with the delivery model(s) they consider most advantageous to advancing the goals, outcomes and impact described in the RFP and which most effectively reach and deliver quality instruction to Business Support Organizations across the Commonwealth.
Should applicants include anticipated costs for translation, interpretation, accessibility accommodations, or geographically distributed delivery within the proposed \$65,000 budget?	Applicants must submit a reasonable and comprehensive budget that includes all anticipated costs, expenses, and professional fees associated with the proposed scope of work, including, but not limited to those you have outlined. MassDevelopment's contribution will not exceed \$65,000, as described on page 7 of the RFP.
Does MassDevelopment have preferred performance measures or participant outcomes that applicants should incorporate into their evaluation plans, beyond those described in the RFP?	Pages 5 - 6 of the RFP requests that applicants describe the methodology they will use for evaluating the impact of their proposed FY27 Capacity Building efforts, including collecting, tracking and measuring participant progress and outcomes. Additionally, applicants must agree to collaborate with MassDevelopment to refine performance metrics and terms and format of the final report prior to executing an agreement with MassDevelopment. Applicants should identify the performance measures, metrics, and indicators they believe are most appropriate for assessing both progress and impact. Proposed metrics should reasonably demonstrate how the training curriculum and network facilitation activities improve participants' knowledge, skills, and ability to deliver effective technical assistance; enhance the quality, consistency, coordination, and reach of services provided to small and microbusinesses; and ultimately support small and microbusinesses in starting, stabilizing, growing, accessing capital, increasing revenue, and creating or retaining jobs.