ADVANCED MANUFACTURING FUTURES PROGRAM
REQUEST FOR PROPOSALS
Massachusetts Development Finance Agency
99 High Street, 11th Floor, Boston, MA 02110
www.massdevelopment.com

RFP Issued: September 25, 2013
Responses Due: Rolling Submission
The Advanced Manufacturing Futures Program (the “Program”) of the Massachusetts Development Finance Agency is pleased to issue this Request for Proposals (“RFP”) for funding from the Program.

**Summary of Program Goals and Eligibility**

The Advanced Manufacturing Futures Program (the “Program”) was created pursuant to M.G.L. Chapter 23G §45 to support the Commonwealth’s manufacturing sector and will be administered in a manner that takes into account the needs of manufacturers in all regions of the Commonwealth. Grants made under the Program are intended to further the following goals: (i) improving access to technical assistance for small and mid-sized manufacturers, including launching pilot demonstrations of best practices in delivering innovation-based technical assistance; (ii) encouraging the adoption of new technologies and advanced manufacturing capabilities into existing companies to improve manufacturing processes and operations; (iii) educating individuals about opportunities for career advancement within high tech and advanced manufacturing through middle school and high school education to support the future manufacturing worker pipeline; (iv) education and skills training through individualized career pathways programs that develop skills and certifications for career growth and opportunities for available jobs or job openings that are anticipated in manufacturing, including internships and on-the-job training which result in an employer or industry recognized credentials and ultimate job placement; (v) fostering academic and industry collaboration, including encouraging technology transfer and commercialization efforts between not-for-profit research institutions, research universities, colleges, and laboratories and advanced and high-tech manufacturers; and (vi) supporting and partnering with existing systems within the Commonwealth, including the Massachusetts Manufacturing Extension Partnership, Inc., the Massachusetts Technology Park Corporation doing business as the Massachusetts Technology
Collaborative, the Massachusetts Technology Transfer Center, the state workforce investment board, regional employment boards, vocational schools, community colleges and other higher education institutions.

This RFP is intended to solicit creative ideas from Massachusetts-based nonprofit and for-profit entities for projects that will accomplish one or more of the Program goals and capture the growth possibilities that advanced manufacturing can bring to the Commonwealth.

MassDevelopment will accept proposals under this RFP beginning on the date of publication through June 30, 2018. Proposals will be reviewed by MassDevelopment on a rolling basis.

Entities may submit joint applications subject to the following: (1) both entities must be Massachusetts-based entities and (2) one entity must be identified as the funding recipient. Joint submittals that do not satisfy both conditions will not be considered eligible for a grant under this RFP.

**Application Process**

There will be a two-step process for applying for a grant award.

**Step One**

All interested parties must begin the application process by submitting a Concept Paper (as described below) to the Program. MassDevelopment will review any proposals submitted on a rolling basis and reserves the right to select as many qualified submittals to continue in the selection process as it deems appropriate to further the goals of the Program. Applicants that submit Concept Papers that satisfy initial review criteria, as determined by MassDevelopment in its sole discretion, will be notified in writing and invited to submit a Grant Proposal (as described below). Applicants that submit Concept Papers that do not meet initial review criteria will be notified in writing within ninety days of receipt of a complete application by MassDevelopment.
**Step Two**

Applicants that submit a Concept Paper that satisfies the criteria as determined by MassDevelopment under the process described in Step One, above, will then submit a Grant Proposal to MassDevelopment within ninety days of the date of written notification by MassDevelopment. MassDevelopment will form a review panel (the “Review Panel”) to perform a full review and due diligence on each complete Grant Proposal received. The Review Panel will include members of MassDevelopment staff and may also include consultants and/or individuals associated with the Advanced Manufacturing Collaborative. Applicants may be invited to present their Grant Proposals, in person, to the Review Panel. MassDevelopment will notify the Applicant in writing of its determination to award a grant to the Applicant under the Program. Applicants selected for an award will be invited to enter into a grant agreement with MassDevelopment, in the form attached as **Exhibit A**. Applicants that do not agree to enter into a grant agreement will not be permitted to continue in the process and will not be eligible for receipt of funds under the Program.

Awards in the amount of $100,000, or greater, must be approved by the MassDevelopment Board of Directors.

**Regional Impact**

The Program is intended to benefit the manufacturing sector in all regions of the Commonwealth. Applicants are invited to define the region which the project described in their Grant Proposal will benefit and should identify any benefits to the region’s manufacturing sector as part of their proposal. The Program does not prescribe the definition applicants should use to describe a region in their proposals, and MassDevelopment will look favorably upon broad definitions of region.
**Elements of the Concept Paper**

The Concept Paper must include each of the following elements: (i) a narrative description of the project; (ii) the parties involved in the project, including the professional expertise and qualifications of each of the principals; (iii) a description of the scope of work that shall be undertaken by each party involved in the project; (iv) a statement of the project objective, including specific information on how the project will benefit the manufacturing sector and create or preserve jobs; (v) a description of the expected significance of the project, including which region(s) the project is intended to benefit, the estimated number of manufacturers or workers served and the estimated number of jobs that could be created, retained or filled as a result of the project.

**Concept Paper Evaluation Criteria**

MassDevelopment will review the Concept Paper using the following criteria: (i) the level of expertise of principals, (ii) the benefit to a particular region(s), (iii) the number of jobs that may be created, (iv) the degree to which the project will stimulate manufacturing in a region, (v) the chances that the effort can be sustained beyond the duration of the grant, and (vi) the applicant’s readiness to move toward a full Grant Proposal. Applicants that submit Concept Papers that meet the initial review criteria, as determined, solely by MassDevelopment, will be invited to submit a Grant Proposal. Applicants that submit Concept Papers that do not meet initial review criteria will be notified in writing within ninety days of receipt of the Concept Paper by MassDevelopment.

**Elements of the Full Proposal**

The Full Proposal must include: (i) the parties involved in the project, including the professional expertise and qualifications of each of the principals; (ii) a description of the scope of work that shall be undertaken by each party involved in the project; (iii) the proposed budget, including verification of funding from other sources; (iv) a statement of the project objective, including
specific information on how the project shall benefit the manufacturing sector and create or preserve jobs; (v) a statement that sets forth the plan of procedure, the facilities and resources available or needed for the project, and the proposed commencement and termination dates of the project; and (vi) a description of the expected significance of the project, including: identification of the region(s) expected to be benefited by the project; the estimated number of manufacturers or workers expected to be served by the project; and the estimated number of jobs that could be created or retained as a result of the project.

**Grant Proposal Evaluation Criteria**

The Grant Proposal will be reviewed by the Review Panel to determine the extent to which it meets the criteria outlined below: (i) the level of expertise of principals, (ii) the benefit to a particular region and/or sector, (iii) the likelihood that the project will succeed, (iv) the number of jobs that may be created, (v) the degree to which the project will stimulate manufacturing in a region(s), (vi) whether the plan for the project details milestones and can produce measureable outcomes in a given timeframe, (vii) the plans to monitor the project’s progress; (viii) the extent to which the project has matching funds from other entities, (ix) the nature of the match and the match’s impact on the project, and (x) the likelihood that the effort can be sustained beyond the duration of the grant.

**Terms of the Grant**

Grant recipients must specifically state the proposed use of grant funds in the budget submitted with their Grant Proposal. A budget approved by MassDevelopment and the grantee will be included in the grant agreement. The amount of a grant award and length of time grant funding would be made available will be project specific. MassDevelopment reserves the right to impose specific terms and conditions for each award. Each grant agreement will include performance measures and indicators that shall be used to evaluate the performance of the grantee in carrying out the activities described in the grantee’s application or any other indicators that would help to evaluate the performance of the grantee. MassDevelopment will
require each grantee to submit periodic reports, in a format prescribed by MassDevelopment, over the duration of the project, program or partnership funded by the grant.

Grant recipients will be required to acknowledge that MassDevelopment is subject to the Massachusetts Public Records Law and must agree that MassDevelopment shall have the unlimited right to make use of and disseminate all periodic reports, case studies and any other deliverables and work products produced as a result of its administration of the Program.

Grant recipients may also be required to host project site visits by MassDevelopment staff and participate in interviews by MassDevelopment or its designees for purposes of monitoring and evaluation.

Provision of a grant does not obligate MassDevelopment to provide additional funding of any type to the grantee for the proposed project.

MassDevelopment encourages applicants from all segments of the Commonwealth’s communities in order to encourage diversity in the Commonwealth. In accordance with Commonwealth law, applicants may not discriminate in their programs or staff and board memberships on the basis of race, gender, religion, creed, color, national origin, disability, sexual orientation, or age.

Grant recipients will be required to credit MassDevelopment in print, audio, video, internet, and other publicity materials that reference the program.

**Details of Submission**

Concept Papers and Full Proposals must contain the below Certification and be submitted in hard copy [one copy for Concept Papers, five copies for Grant Proposals] and by email to:

Larissa Matzek  
Massachusetts Development Finance Agency  
99 High Street
Boston, MA 02110
Imatzek@massdevelopment.com

Questions about this RFP must be submitted by e-mail to the official contact listed above.

**Additional Terms of the RFP**

MassDevelopment reserves the right to reject all proposals, waive any informalities, minor deviations, insignificant mistakes, and matters of form rather than substance and to seek clarification of the grant proposals, which can be waived or corrected without prejudice to other respondents, potential respondents, or MassDevelopment.

This RFP has been distributed electronically using MassDevelopment’s website. It is the responsibility of Applicants to check the website for any addenda or modifications to this RFP.

**Certification**

I certify that I am authorized to submit this application, and that the statements made herein, including any attachments and exhibits, are true and correct to the best of my knowledge.

Applicant Signature

Applicant Name: __________________________

By: _____________________________________

Name: _____________________________

Title: _____________________________

Date: _____________________________
EXHIBIT A

FORM GRANT AGREEMENT
ADVANCED MANUFACTURING FUTURES PROGRAM
GRANT AGREEMENT

This Grant Agreement is made as of _______________, 201[ ] between Massachusetts Development Finance Agency ("MassDevelopment"), a Massachusetts body politic and corporate established and existing under Chapter 23G of the Massachusetts General Laws, and ______________________________, a Massachusetts ________________ with a principal place of business at ____________________ (the "Grantee").

Recitals

Pursuant to Massachusetts General Laws Chapter 23G Section 44 (the “Act”), the Commonwealth of Massachusetts has created the Commonwealth Advanced Manufacturing Futures Program (the “Program”) for the purpose of facilitating growth and competitiveness in the field of manufacturing. MassDevelopment published a Request for Proposals on September 25, 2013 soliciting proposals for grants from the Program (the “RFP”).

The Grantee submitted a Concept Paper to MassDevelopment on _________ and a Grant Proposal to MassDevelopment on __________ (together the “Proposal”) for ___________________________, all as further described in the Proposal, (the “Project”). It is estimated that the total cost of the Project is approximately ____________________ ($_________ ) (the “Total Cost”).

[The Grantee has represented it has matching funding for the Project in the amount of __________ (the “Required Amount”).]

In consideration of the mutual promises and covenants set forth herein, the parties agree as follows:

Agreement

[MassDevelopment herein awards a Grant in the amount of ____________________ ($_________) (the “Grant Amount”) to the Grantee for the Project. The Grant Amount (less a ten percent (10%) holdback) shall be disbursed upon execution of this Agreement either by check or (if applicable) to the wire instructions provided by Grantee on Exhibit B hereto. The Grant Amount shall be used only for costs described in the budget attached as Exhibit C hereto.] OR

[MassDevelopment herein awards a Grant in the amount of ________________ ($_________) (the “Grant Amount”) to the Grantee for the Project. The Grant Amount (less a ten percent (10%) holdback) shall be disbursed upon execution of the Agreement either by
check or (if applicable) to the wire instructions provided by Grantee on Exhibit B hereto. The Grant Amount shall be disbursed only upon completion of certain deliverables as further described in the Progress Schedule attached as Exhibit D hereto. The Grant Amount shall be used only for costs described in the budget attached as Exhibit C hereto.

Section 1  **Timing.** Grantee will complete the Project as evidenced by the production of reports, presentations or other outputs of the Project no later than [_______________] (the “Completion Date”). Following the Completion Date, the Grantee shall submit to MassDevelopment the certificate attached as Exhibit A hereto which shall include evidence of completion of the Project in the form of a summary of the Project and a description of the Grantee’s recommendations in light of the Project results (the “Final Certificate”). Upon receipt of the Final Certificate, MassDevelopment shall disburse the final ten percent (10%) of the Grant Amount to Grantee.

Section 2  **Representations and Warranties.** The Grantee makes the following representations and warranties:

(a) [Except as set forth on Exhibit E hereto], All statements or information provided in Grantee’s Proposal were and continue to be accurate in all material respects. [Grantee has received matching funds for the Project in the amount of _______ ($__)]

(b) The Grantee has the legal power and authority to enter into and perform this Agreement and any related documents in which it is named as a party, to fulfill its obligations set forth herein and therein and to carry out the transactions contemplated hereby and thereby. This Agreement and any other documents delivered to MassDevelopment by the Grantee pursuant hereto are the legal, valid and binding obligations of the Grantee, enforceable against the Grantee in accordance with their respective terms. There are no actions, suits, proceedings, adverse findings or investigations pending or, to the knowledge of the Grantee, threatened, anticipated or contemplated (nor, to the knowledge of the Grantee, is there any basis therefor) against or affecting the Grantee before any court or governmental department, commission, board, bureau, agency or instrumentality, domestic or foreign, that call into question the validity of this Agreement or any action taken or to be taken in connection with the transactions contemplated hereby.

Each of the representations and warranties of this section shall survive the advance of the Grant Amount pursuant to this Agreement and the termination of this Agreement and the Grantee shall indemnify and hold harmless MassDevelopment, the Program or the Commonwealth, and any members, officers, employees, or directors thereof (the “Indemnitees”) from and against all loss, expense or liability directly or indirectly resulting from the breach thereof, including, without limitation, the cost of defending or settling any claim arising therefrom against the Indemnitees.

Section 3  **Affirmative Covenants.** Without limiting any other covenants and provisions hereof or of any of the related documents, the Grantee covenants and agrees that for so long as this Agreement is in effect:
(a) The Grantee will perform and comply with all of the requirements of the RFP, the Act and this Agreement.

(b) The Grantee will preserve and maintain its corporate existence, rights, franchises and privileges and remain in good standing in The Commonwealth of Massachusetts.

(c) Grantee will inform MassDevelopment of any significant changes in its programs, services or personnel.

(d) Grantee will continuously comply with all statutes, ordinances, laws, rules, regulations, orders or notices (collectively, the “Laws”), of any governmental authority, including without limitation, any political subdivision, department division, commission, agency or branch thereof, having jurisdiction over the Cultural Facility.

(e) Grantee agrees that MassDevelopment has the unlimited right to make use of and disseminate all periodic, reports, case studies and any other deliverables and work products produced as part of the Project.

(f) At the request of MassDevelopment, Grantee will host Project site visits by MassDevelopment or its designees for purposes of monitoring and evaluating the Project.

(g) MassDevelopment may choose to require additional project specific covenants.

Section 4 Records. During the term of this Agreement and for seven (7) years thereafter, the Grantee shall keep and maintain, and shall give access to MassDevelopment and its representatives at all reasonable times upon reasonable advance notice to inspect, copy, audit and examine accurate books, records, accounts and other documents relating to the Project, including without limitation those relating to the receipt and disbursement of the Grant Amount.

Relationship between Parties. The Grantee agrees to cooperate with MassDevelopment on the Project and the resolution of any issues, questions or concerns which MassDevelopment may have concerning the Project.

Section 5 Publicity. The Grantee agrees that any public announcement or similar publicity with respect to this Agreement during the term of this Agreement and for seven (7) years thereafter will be issued only with the advance approval of MassDevelopment. Grantee further agrees to credit MassDevelopment and the Advanced Manufacturing Futures Program in all print, audio, video and internet materials, and all publicity materials (such as press releases,
brochures, posters, advertisements and web sites). Such credit shall indicate that funding for the Grantee “has been provided by the Advanced Manufacturing Futures Program administered by MassDevelopment”.

Section 6  Reports. In addition to the Final Report, the Grantee agrees to provide information periodically about the Project and the Grantee as requested by MassDevelopment in order to assess the impact of the Program grants, as well as any information MassDevelopment may require for the Program’s annual report to the Legislature. This reporting shall be required through the end of the calendar year following the Project Completion Date. The Grantee shall be required to submit an annual report which shall include the following information: [requirements will be tailored to particular proposal].

Section 7  Failure to Comply. In the event the Grantee fails to comply with the terms and conditions of this Agreement, MassDevelopment, in its discretion, may require that all or part of the moneys granted hereunder be repaid to the Agency, regardless of the extent to which the Grant monies have already been expended or exercise any other right or remedy available to MassDevelopment under any other instrument or at law, or in equity. Any failure to comply with any provision of this Agreement may further result in the Grantee becoming ineligible to receive any future award of any grant offered by MassDevelopment.

Section 8  Severability. If any provisions hereof shall be deemed invalid or unenforceable by any court of competent jurisdiction, the remaining provisions of this Agreement, shall not be affected thereby, and said provisions shall be valid and enforceable to the fullest extent permitted by law.

Section 9  Notices. All notices, demands, requests, consents, approvals and other communications required or permitted to be given pursuant to the terms of this Agreement shall be in writing and addressed as follows:

(a) with respect to MassDevelopment: Massachusetts Development Finance Agency 99 High Street Boston, MA 02110 Attn: Executive Vice President for Finance Programs

with additional copies sent to: Massachusetts Development Finance Agency 99 High Street Boston, MA 02110 Attn: General Counsel

(b) with respect to the Grantee: ________________________________________________________________

Attn: _____________________________________________
with additional copy sent to: ___________________________________

___________________________________

___________________________________

Attn: ______________________

Notices shall be deemed to have been given when hand delivered or sent by U.S. registered or certified mail postage prepaid. The parties designated above shall each have the right form time to time to specify as their respective addresses for purposes of this Agreement any other address in the Commonwealth of Massachusetts upon the giving of fifteen (15) days’ written notice thereof, as provided herein, to all the other parties listed above.

Section 10   Execution in Counterparts; Facsimiles. This Agreement may be executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument. Photocopy, facsimiles, electronic or other copies of this Agreement shall have the same effect for all purposes as a signed original.

Section 11   Governing Law; Jurisdiction. This Agreement shall be governed and construed in accordance with the laws of the Commonwealth of Massachusetts and the courts of the Commonwealth of Massachusetts shall have exclusive jurisdiction over any dispute or claims arising out of this Agreement and hereby submit to such jurisdiction.

Section 12   Public Records Law. Grantee acknowledges that MassDevelopment is subject to the Public Records Law, M.G.L. c. 66.

Section 13   Amendment. This Agreement may not be amended, modified, altered or changed in any respect, except by formal agreement in writing, fully executed by all parties.

Section 14   Entire Agreement. This Agreement contains the entire understanding among the parties hereto with respect to the subject matter hereof, and supersedes all prior and contemporaneous agreements and understandings, express or implied, oral or written, except as herein contained.
IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be signed, sealed and delivered by their respective duly authorized representatives, as of the date first written above.

MASSACHUSETTS DEVELOPMENT
FINANCE AGENCY

By: ___________________________________
    Name: ______________________________
    Title: ______________________________

GRANTEE

By: ___________________________________
    Name: ______________________________
    Title: ______________________________
EXHIBIT A

FINAL CERTIFICATION

I certify that I have reason to know of the status of completion of the work for the Project described in the Grant Agreement dated as of ______________, 201[] between ____________ (“Grantee”) and Massachusetts Development Finance Agency (the “Grant Agreement”) and certify that the Project identified in the Grant Agreement has been substantially completed.

I further certify that the Grant Amount of $___________ has been spent on the Project pursuant to the budget for the Project set forth on Exhibit C of the Grant Agreement. I further certify that the required match of $___________ in either cash or in-kind services was contributed to the Project.

A copy of the Final Report required by the Grant Agreement is attached as Schedule A hereto.

Dated: _________________________

Grantee: _________________________

Signature: _________________________
Name:
Its: Executive Director
SCHEDULE A

FINAL REPORT
EXHIBIT B

WIRE TRANSFER INSTRUCTIONS

(If Applicable)
EXHIBIT D

PROGRESS SCHEDULE