executive office of housing and economic development

Massachusetts Office of Business Development

136 Blackstone Street, 5th floor, Boston, MA 02109

Request for Response (RFR)

Document Title: Employee Involvement and Ownership Grant

Agency Document Number: MOBD11192021

# **COMMBUYS Bid#: BD-22-1100-SEA01-SEA01-68712**

# **Issued: November 19, 2021**

**Responses Due: December 8, 2021 by 4:00 p.m. EST**

**Request for Response**

Employee Involvement and Ownership Grant

1. **Overview**

The Massachusetts Office of Business Development (MOBD) helps businesses relocating to Massachusetts as well as businesses wishing to expand their operations here. Our staff operates in regions across the Commonwealth, with offices in Boston, Quincy, Fall River, Lawrence, Salem, Worcester, and Springfield. We are able to provide companies with on-the-ground knowledge and viable connections. We work closely with the private and public sectors to coordinate a whole range of resources at their disposal. MOBD is an office within the Executive Office of Housing & Economic Development (HED).

As a part of our mission to contribute to economic vibrancy in Massachusetts, we anticipate distributing one grant not to exceed One Hundred Fifty Thousand Dollars ($150,000) to a contractor or organization to a) to provide technical assistance services to existing businesses with an employee ownership model, and b) to reach out and inform new and/or existing businesses about employee involvement and ownership, as authorized by line item 7007-0300 of St. 2021, c. 24 (FY22 Budget). The successful bidder will offer services that increase the availability of information and resources for businesses that wish to pursue employee ownership and involvement. These services should create outcomes that increase business competitiveness and further the financial well-being of employees.

1. **Eligible Bidders**

To be eligible for the grant award, bidders must be non-public entities.

1. **Scope of Work and Deliverables**

Employee ownership and involvement programs can offer a route to shared appreciation and financial well-being for employers and employees. Encouraging employee participation in a business may result in improved productivity, additional exit options for retiring small business owners (including preventing closing and layoffs), a stabilized workforce, stronger retirement or other financial opportunities for employees, and/or other benefits. This grant opportunity will expand access to these benefits, where appropriate, for employers and employees.

To promote employee involvement and employee ownership throughout the state, the grantee will provide services listed in M.G.L. c. 23D, sec. 17, including:

* Collaborate with state agencies to learn how existing governmental programs can assist with expanding and enhancing employee involvement and ownership;
* Develop and provide trainings and seminars to businesses on employee ownership and involvement;
* Host events or conferences with industry, state agencies and partners to promote and discuss employee involvement and ownership in the commonwealth;
* Work with existing businesses to explore the feasibility of establishing employee involvement programs; and
* Research and conduct a survey of employee participation and management practices in the public and private sector.

1. **Grant Contract Duration**

The grant contract term shall be from the date the grant contract is fully executed through June 30, 2022. All services must be performed by June 30, 2022, and all deliverables must be submitted no later than June 30, 2022 and in accordance with the schedule set forth in this RFR Section V.

1. **Reporting and Survey Deliverables**

The grantee shall provide to MOBD:

* Regular updates and reports on the employee ownership and involvement services provided throughout the term of the grant contract;
* Detailed progress reports on the services provided midway through the grant contract;
* A final detailed report on the services provided under the grant contract, on or by July 15, 2022; and
* A survey of employee participation and management practices in the public and private sector on or by July 15, 2022.

1. **RFR Response**

The bidder’s response to this RFR shall set forth the bidder’s qualifications/experience, as well as the bidder’s grant proposal, and contain the following information:

* Bidder’s Qualifications/Experience
  + Background;
  + Information about key personnel;
  + Examples of previous similar projects that describe bidder’s experience providing technical assistance services to businesses with an employee ownership model;
  + Examples of previous outreach to new and/or existing businesses throughout the state about employee involvement and ownership; and
* Bidder’s Grant Proposal
  + How the bidder would implement the scope of work and deliverables;
  + Demonstrate how the outreach would be carried out and/or how the bidder’s existing structure supports businesses to be served;
  + A clear distinction between the work that would be included in the scope as described in this RFR, and any additional components that would be an additional benefit;
  + A proposed timeline for performance of the scope of work, ending no later than June 30, 2022; and
  + An itemized cost estimate of the services and deliverables to be performed based on the amount of time required to complete them.

1. **Response Submission Deadline and Process**

Responses to this RFR must be emailed to [nhat.le@mass.gov](mailto:nhat.le@mass.gov) by **December 8, 2021 at 4:00 pm EST**. Responses received after that date and time will not be considered. It is MOBD’s intention to award the grant as soon as possible following the deadline. MOBD reserves the right to conduct in-person or phone interviews as needed.

MOBD may stop, revoke, amend, correct or otherwise modify this document or this RFR process at any time. MOBD reserves the right to accept, reject or negotiate further any response received from any bidder. Neither this RFR nor any communication from MOBD concerning any successful bidder shall constitute any contractual obligation of MOBD until such time as a legally enforceable contract on the Commonwealth of Massachusetts Standard Contract Form is executed by both MOBD and any selected bidder.

1. **Evaluation Criteria**

Responses to this RFR will be evaluated based on the following criteria:

* Quality of the bidder’s planned approach for meeting the scope of work and deliverables;
* Staffing plan and timeline, showing all services and deliverables to be completed on or by June 30, 2022;
* Qualifications of individuals proposed to perform services and deliverables under this scope of work, including proven track record, with weight given to bidders that have:
  + Provided technical assistance to businesses on the verge of closing, being acquired, or changing their business structure;
  + Demonstrated the ability to reach businesses throughout the state, the capability to deliver comprehensive reports in a timely manner, and the ability to provide satisfactory assistance to customers and state/local clients, including incorporating feedback received; and
  + Experience working with businesses and any strategic partners.

Preference shall be given to responses whose scope of services includes the services as described in this RFR, as well as any supplementary components that would be an additional benefit.

1. **Grant Contract Scope of Work, Budget and Use of Funds**

If the grant is awarded, the grant proposal narrative shall become the basis for MOBD’s contract negotiations with the bidder to determine the precise scope of work, budget, and use of funds. All documents deemed necessary by MOBD will be revised from the grant proposal and incorporated into the contract as attachments, including a scope of work submitted by the bidder and approved by MOBD.

1. **Grant Contract Payment Process**

The grantee shall submit invoices on a form provided/approved by the project manager, as well as any additional documentation required by the project manager, for cost reimbursement or periodic scheduled payments on a quarterly basis.

**All payments are contingent on the obligation of all grant funds by June 30, 2022, as well as grantee’s timely submission of all reports, as well as the survey, identified in RFR Section V**.

1. **Questions**

Questions may be submitted to Nhat Le via email at [nhat.le@mass.gov](mailto:nhat.le@mass.gov), or by telephone at (617) 571-7432.

1. **Forms Required to be Executed by Successful Bidder**

* Commonwealth of Massachusetts Standard Contract Form

<https://www.macomptroller.org/wp-content/uploads/form_standard-contract.docx>

* Commonwealth Terms and Conditions (unless a potential grantee is registered in MMARS as having this form already executed and on file)

<https://www.macomptroller.org/wp-content/uploads/form_commonwealth-terms-and-conditions.pdf>

* An IRS W-9 Form for new grantees that have not previously received grant or contract payments from the Commonwealth

[form\_w-9.pdf (macomptroller.org)](https://www.macomptroller.org/wp-content/uploads/form_w-9.pdf)

* A listing of authorized signatories who will be authorized to legally bind the grantee; and including the designation of a Contract Manager who will be responsible for management of grant performance.

[CONTRACTOR AUTHORIZED SIGNATORY LISTING (macomptroller.org)](https://www.macomptroller.org/wp-content/uploads/form_contractor-authorized-signatory-listing.pdf)

1. **Acceptable Forms of Signature**

Effective June 15, 2021, for all 1) Comptroller (CTR) forms, including the Standard Contract Form, W-9s, Electronic Funds Transfer (EFT) forms, ISAs, and other CTR-issued documents and forms, or 2) documents related to state finance and within the statutory area of authority or control of CTR (i.e. contracts, payrolls, and related supporting documentation), CTR will accept signatures executed by an authorized signatory in any of the following ways: 1. Traditional “wet signature” (ink on paper); 2. Electronic signature that is either: a. Hand drawn using a mouse or finger if working from a touch screen device; or Page 2 b. An uploaded picture of the signatory’s hand drawn signature 3. Electronic signatures affixed using a digital tool such as Adobe Sign or DocuSign. If using an electronic signature, the signature must be visible, include the signatory’s name and title, and must be accompanied by a signature date. Please be advised that typed text of a name not generated by a digital tool such as Adobe Sign or DocuSign, even in computer-generated cursive script, or an electronic symbol, are not acceptable forms of electronic signature.