

DRAFT FOR Issuance

Request for Proposals

North Suffolk Early Childhood Hub (NSECH): Program Design and Regional Coordination Support

The Metropolitan Area Planning Council (MAPC) is seeking proposals from qualified consultants to assist North Suffolk Public Health Collaborative (NSPHC) with the piloting of a home visiting program, a landscape analysis of support groups, regional convening and cross-municipal coordination, and funder/field engagement for a proposed North Suffolk Early Childhood Hub (NSECH), an initiative of the North Suffolk Public Health Collaborative (NSPHC) serving the cities of Chelsea and Revere and the town of Winthrop, Massachusetts.

Section 1. Legal Notice for Request for Proposals

The Metropolitan Area Planning Council (“MAPC”), as fiduciary and host agency for the North Suffolk Public Health Collaborative (“NSPHC”), and pursuant to M.G.L. c. 30B, is seeking proposals from qualified Proposers to assist NSPHC with the piloting of a home visiting program, a landscape analysis of support groups, regional convening and cross-municipal coordination, and funder/field engagement the North Suffolk Early Childhood Hub (“NSECH”). MAPC will be the awarding authority. Proposals will be evaluated against the quality requirements and evaluation criteria set out in this Request for Proposals (“RFP”), and by considering the prices offered. Proposers identified as being responsible and responsive and offering the most advantageous proposal will be awarded a contract.

The RFP may be obtained by contacting MAPC at bkeppard@mapc.org.

Proposals are due by 3:00 p.m. Eastern Time (ET) on October 21, 2026, via electronic submission to nsfsc@mapc.org. Price proposals and technical proposals must be submitted in separate documents and clearly marked. Late proposals will not be accepted. MAPC may invite all or none of the responsive and responsible Proposers meeting the minimum requirements for interviews.

Section 2. General Information and Requirements

This is a Request for Proposals (“RFP”) for a consultant to assist MAPC and the North Suffolk Public Health Collaborative (NSPHC) with designing and piloting a home visiting program, conducting a landscape scan of early childhood support groups, supporting regional convening and coordination among the Chelsea, Revere, and Winthrop public health directors, and supporting funder and field engagement for the North Suffolk Early Childhood Hub (NSECH).

2.1 Project Timeline and Contact Details

Milestone	Dates / Detail
Proposals Due	October 21, 2026, 4:00 p.m. ET
Issue Date	September 30, 2026
Award Date	Est. October 2026
RFP Title	Request for Proposals: North Suffolk Early Childhood Hub (NSECH) Program Design and Regional Coordination Support
RFP Access	RFP will be posted/distributed CommBUYS (https://www.commbuys.com/bsa/) and by email by request.
Questions Due	October 7, 2026, 2:00 p.m. ET to bkeppard@mapc.org
Responses to Questions	October 12, 2026, 12:00 p.m. ET, distributed to all Proposers by bkeppard@mapc.org
Proposal Submissions	Electronic submission received by nsfsc@mapc.org
Potential Interviews	MAPC reserves the ability to interviews to all responsive and responsible Proposers on or after October 21, 2026

2.2 General Submission Requirements

Competitive sealed proposals for the services specified will be received by MAPC at the location cited in Section 2.1. Submissions not sent to nsfsc@mapc.org will not be reviewed. Proposals must be submitted on or prior to the exact time and date indicated above. Late proposals will not be considered.

Field Code Changed

Proposers must submit all materials requested in accordance with the requirements of this RFP and in the order and format requested to be considered complete and responsive. Only proposals that are complete and meet the Minimum Quality Requirements in Section 5.3 will be reviewed. Meeting the Minimum Quality Requirements does not guarantee selection.

- One original Price Proposal submitted to nsfsc@mapc.org as a PDF.
- One original Technical Proposal submitted to nsfsc@mapc.org as a PDF.
- Proposals must include the signed forms provided in this RFP. Electronic signatures are acceptable.
- Proposers seeking any exceptions or modifications to the standard contract must include a Letter of Exceptions clearly identifying the specific provisions and proposed alternative language. Material changes may be deemed a conditional proposal and result in disqualification.

Section 3. Introduction

3.1 Client Information — NSPHC and MAPC

The North Suffolk Public Health Collaborative (NSPHC) is a public health collaboration between the cities of Chelsea and Revere and the town of Winthrop. The Collaborative provides a mechanism for each local public health department to coordinate and implement shared efforts, host regional staff (e.g., coordinator, nurse, epidemiologist), and respond to opportunities and risks to community health across the three municipalities.

MAPC is the regional planning agency (RPA) serving the 101 cities and towns of Metropolitan Boston. Established in 1963, MAPC is a public entity created under Massachusetts General Laws Chapter 40B, Sections 24–29. MAPC hosts NSPHC and, for purposes of this solicitation, serves as the fiduciary and awarding authority, administering the financial, legal, and human-resource aspects of the resulting contract on NSPHC's behalf.

This solicitation results from NSPHC's initiative to explore the development of a North Suffolk Early Childhood Hub (NSECH).

3.2 Project Background

NSECH will integrate municipal, community, and institutional efforts to support families and caregivers of children from the prenatal period through age five across Chelsea, Revere, and Winthrop.

NSECH is exploring four main components, reflecting the early childhood domains identified through work to date of the collaborative:

- Systems to facilitate referrals and cross-sector linkages.
- Mother home visiting services (Welcome Home Visiting Program).
- Open-access early childhood support groups.
- Enhancement of related public health infrastructure and services.

This work also reflects the Foundational Public Health Services (FPHS) framework being adopted by the Massachusetts Department of Public Health's Office of Local and Regional Health, particularly the Maternal,

Child, & Family Health Foundational Area and the Community Partnership Development, Assessment & Surveillance, and Policy Development & Support Foundational Capabilities.

Within the planning year, NSPHC aims to: enhance and test the design of the NSECH model; explore and test referral systems that can serve across Chelsea, Revere, and Winthrop; pilot and assess a mother home visiting program; conduct a landscape analysis of currently available support groups; and convene and facilitate early childhood quarterly meetings at a regional scale.

This RFP covers a defined subset of that planning-year work: assisting in the home visiting program pilot, conducting the support-group landscape analysis, supporting regional convening and coordination among the three public health directors, and supporting funder and field engagement. NSPHC and MAPC staff are separately leading the overall NSECH model design and the expansion of the IRIS referral system.

This engagement is funded through a philanthropic grant to MAPC on behalf of the NSPHC.

Section 4. Project Goals and Scope of Work

4.1 Project Tasks

Task 1: Project Management

The Consultant will help coordinate project activities, including meetings with NSPHC staff, the MAPC program lead, and the health directors, nurses, and other stakeholders of Chelsea, Revere, and Winthrop. The Consultant will manage project activities and maintain a shared project timeline.

Deliverables will include:

- Meeting notes, invoices, and progress reports shared with MAPC on a schedule agreed upon at project start.
- A brief written update after each project milestone suitable for sharing with shared services team, Public Health Directors and staff, and the philanthropic funder to document progress.

Task 2: Home Visiting Program Pilot

The Consultant will support the piloting of a mother home visiting program in North Suffolk, the *Welcome Home Visiting Program*. The program pilot will provide an opportunity for public health directors, as well as shared and local public health staff, to learn what might work in each municipality and regionally before the potential full rollout of the program. This task includes a short-term, small-scale pilot or test design (e.g., in one or two municipalities or with a limited caseload) with clear learning questions, rather than only a long-range plan.

Deliverables will include:

- A design document (staffing model, referral sources, visit content, materials) for the Welcome Home Visiting Program in coordination with the public health directors and shared staff.
- A short-term pilot/test plan with defined learning questions, timeline, and a simple way to track what is and is not working as part of the planned Welcome Home Visiting Program. Pilot/test is planned to take place between January – June 2027.
- A brief plan for engaging new mothers and caregivers directly, developed with input from the public health directors and public health nurses.

Task 3: Landscape Analysis of Open-Access Early Childhood Support Groups

The Consultant will conduct a landscape analysis of currently available early childhood support groups across Chelsea, Revere, and Winthrop, identifying gaps and opportunities to enhance and expand access, including connection to an early childhood expert and existing community coalitions.

Deliverables will include:

- A landscape analysis report identifying current groups, gaps, and recommended next steps.
- A working version of a regional monthly calendar of relevant support groups.

Task 4: Regional Convening, Capability-Building, and Coordination Among Health Directors

The Consultant will support NSPHC's convening and facilitation early childhood quarterly meetings, following on previous ongoing Revere- and Chelsea-based meetings to a regional meeting involving all three municipalities. The consultant will help build the capabilities and competencies of the three municipalities' public health directors and staff to support early childhood development work, an area that is new for each of them. This task also includes facilitating ongoing coordination among the three health directors so that NSECH planning activities and decisions (Task 2) are aligned across municipalities.

Deliverables will include:

- Logistical and facilitation support for at least three (3) regional quarterly meetings.
- A short capability-building plan or set of learning sessions for health directors and staff, tailored to each municipality's current capacity.
- A regular (e.g., monthly) directors' coordination check-in structure, with brief notes on decisions and open issues.

Task 5: Funder Engagement, Field Connections, and Progress Documentation

The Consultant will help connect the North Suffolk effort to other early childhood initiatives and funders in the field and will help NSPHC document and communicate signs of progress to its philanthropic funder and other prospective funders (e.g., in support of forthcoming applications such as the Commonwealth Children's Fund, the Massachusetts Department of Mental Health Office of Behavioral Health Promotion and Prevention opportunity, and State Excellence in Public Health funding).

Deliverables will include:

- A brief mapping of relevant peer initiatives and potential connections in the field.
- A short progress narrative and/or set of simple metrics suitable for funder updates and future grant applications.

4.2 Budget and Payment

The contract amount will not exceed \$75,000, funded through a philanthropic grant to MAPC. The project shall be completed, and all deliverables will be received by June 30, 2027.

4.3 Anticipated Schedule

The contract term is expected to run from execution (anticipated mid-September 2026) through June 30, 2027. MAPC reserves the right to extend the contract for one additional state fiscal year (through June 30, 2028) if necessary, at its sole discretion, subject to continued funding availability.

Section 5. Selection Process and Evaluation Criteria

5.1 Use of RFP Process and Proposal Selection Process

MAPC's Chief Procurement Officer (or designee) has determined that selecting the most advantageous offer for the solicited services requires comparative evaluation of substantive factors in addition to cost, including but not limited to experience related to the work, level of knowledge and expertise, quality of previous work, and prior client satisfaction.

A Selection Committee will determine a composite rating of Highly Advantageous, Advantageous, Not Advantageous, or Unacceptable for each proposal reviewed, and will recommend award to the Proposer determined to have provided the most highly advantageous proposal.

MAPC intends to award a contract in October 2026, approximately two weeks after the proposal's due date. All proposals shall remain valid and acceptable for 90 days from the proposal's due date, or if this RFP is amended, from any amended proposal due date.

5.2 Review of Responses

MAPC reserves the right to reject any proposal determined to be non-responsive or submitted by a Proposer deemed non-responsive, to waive minor informalities, and to cancel this RFP at any time before or after proposals are received.

5.3 Minimum Quality Requirements

A Proposer must meet the following Minimum Quality Requirements before being evaluated further:

- Proposer possesses and presents documented evidence of experience designing, implementing, or evaluating early childhood systems, home visiting programs, or maternal, child, and family health initiatives within the last five (5) years.
- Proposer demonstrates experience working with Massachusetts local or regional public health systems, including, ideally, familiarity with the Foundational Public Health Services (FPHS) framework and/or multi-municipal public health collaboratives.
- Proposer affirms sufficient staffing capacity to complete the tasks outlined in the proposed Scope of Work within the designated timeframe.
- Proposer commits to having key team members available for monthly meetings, ad-hoc meetings by video conference, and in-person engagement with Chelsea, Revere, and Winthrop stakeholders as needed.
- Proposer submits a proposal containing all required documentation as outlined in Section 6 of this RFP.

Proposals that do not meet these Minimum Quality Requirements will not be eligible for further consideration.

5.4 Comparative Evaluation Criteria

Proposals that meet the Minimum Quality Requirements above will be evaluated according to the following comparative evaluation criteria.

1. Qualifications and experience of the Proposer.

A rating of highly advantageous will be given to a Proposer who has led projects or programs that involved all of the following elements: early childhood referral systems, early childhood intervention programs, facilitation of coalition/collaborative meetings, and maternal/child health program implementation within the last five (5) years, with demonstrated leadership advancing innovative, community-focused approaches.

A rating of advantageous will be given to a Proposer who has implemented 2 or more such elements or programs within the last five (5) years, demonstrating solid expertise and a track record with projects of comparable size and scope.

A rating of not advantageous will be given to a Proposer who has implemented 1 relevant identified element within the last five (5) years and may possess solid general competence but limited specific experience in early childhood systems or home visiting design.

A rating of unacceptable will be given to a Proposer who has implemented 0 relevant projects and fails to provide sufficient information to determine years of experience.

2. Proposer's understanding and approach/methodology.

A rating of highly advantageous will be given to a Proposer who provides a well-detailed response demonstrating superior comprehension of home visiting programs, offers a strategic vision for designing short-term, learnable pilots (responsive to health directors' interest in testing what works), a concrete engagement approach (responsive to public health nurses' priorities), a practical approach to cross-municipal director coordination, and a plan for documenting key deliverables and progress for funders.

A rating of advantageous will be given to a Proposer who provides a sufficiently detailed response demonstrating adequate comprehension of the project and tasks, with a reasonable approach to piloting, resident engagement, and progress documentation.

A rating of not advantageous will be given to a Proposer who provides a limited response demonstrating limited comprehension of the project and tasks, with a general but underdeveloped plan.

A rating of unacceptable will be given to a Proposer who provides an inadequately detailed response demonstrating little comprehension of the project and tasks.

3. Quality of Proposer's approach to budget and cost-effectiveness.

A rating of highly advantageous will be given to a Proposer who provides a well-detailed budget demonstrating excellent cost-effectiveness while clearly aligning with the scope of work, without compromising quality or timelines.

A rating of advantageous will be given to a Proposer who provides a sufficient budget demonstrating reasonable cost-effectiveness, with minor areas of concern regarding alignment with the scope of work.

A rating of not advantageous will be given to a Proposer who provides a budget demonstrating limited cost-effectiveness, with concerns regarding the ability to achieve project goals within the allocated funds.

A rating of unacceptable will be given to a Proposer who fails to provide a clear and detailed budget.

4. Satisfaction of previous clients.

A rating of highly advantageous will be given to a Proposer who has references indicating they were very satisfied with the Proposer's work and that projects were completed on time and within budget.

A rating of advantageous will be given to a Proposer who has references indicating they were generally satisfied and that projects were completed on time and within budget.

A rating of not advantageous will be given to a Proposer who has one reference indicating dissatisfaction with the Proposer's work.

A rating of unacceptable will be given to a Proposer who has more than one reference indicating dissatisfaction or failed to provide required references.

5.5 Rule of Award and Selection Process

A contract will be awarded to the Proposer deemed responsible and responsive, determined by evaluating Proposers against the quality requirements and evaluation criteria above, and by considering the prices offered. In selecting a proposal that is not the lowest in cost, MAPC will explain in writing in its procurement file why the added benefits of the selected proposal justify the higher price. MAPC retains the right to interpret all language in this RFP.

Section 6. Proposal Preparation and Submittal

Proposers are reminded that all information and statements provided will be considered true, accurate, and binding representations of the Proposer's intentions and commitments.

6.1 Proposal Preparation General Requirements

- Proposals must be received by the date and time listed in Section 2, or as may be amended.
- Price Proposals and Technical Proposals must be submitted in separate, clearly labeled files.
- Proposers must submit all required documents, forms, and materials in the order and format specified to be considered responsive.
- All proposals must contain all originally completed and signed (electronic signatures acceptable) forms provided in this RFP.
- Proposals must be signed by a duly authorized officer(s) eligible to sign contract documents for the firm, with proof of such authorization included.
- The proposal must indicate the responsible entity, which must also be the signatory on all documents.

6.2 Technical (Non-Price) Proposal

Technical Proposals must not exceed ten (10) pages and must be divided into the following sections:

- A proposal signature page, signed by the principal of the firm who would oversee the project (Section 8).
- A cover letter acknowledging understanding of and interest in this RFP, including a statement demonstrating how the firm meets the Minimum Quality Requirements in Section 5.3.
- A detailed project narrative describing how the consultant would approach each task in Section 4.1, including its proposed approach to short-term piloting, resident engagement, and progress documentation.
- A proposed project schedule by task.
- A description of the project team, highlighting team member qualifications and experience on similar projects, with resumes for key personnel.
- Experience and qualifications of the project team: a list of similar project program work, including employer of client names, dates of engagement, size and cost of projects, and type of services provided.
- At least two (2) written employer, client, or funder references from similar projects or programs within the last five years, using the Reference Form in Section 8.
- Required forms, signed (Section 8). Failure to provide the signed Certificate of Non-Collusion or Certificate of Tax Compliance will result in automatic disqualification.
- A Letter of Exceptions, if the Proposer seeks any exceptions or modifications to the standard contract in Section 9.

6.3 Price Proposal

Please provide a PDF document listing tasks, hours, hourly rate, estimated cost, and percent of project hours that each staff person will allocate to each project deliverable. A reference price proposal form can be found in Section 10. The Price Proposal must be signed by an authorized signatory for the Proposer.

6.4 Submittal

Do not make reference to price in the Technical Proposal. Failure to adhere to this requirement may result in disqualification. Submit both the Technical and Price Proposals via the method noted in Section 2 of this RFP, with file names indicating "Technical Proposal" or "Price Proposal" followed by "for NSECH Program Design and Regional Coordination Support" and the Proposer's name.

6.5 Questions & Addenda

Failure of any Proposers to read and become familiar with any portion of this RFP will not relieve them from any of the obligations described herein, whether they may be required during review of the proposals, or performance required under a contract. MAPC will not provide, authorize or honor any alleged oral responses.

Proposers are asked to notify MAPC promptly of any ambiguities, inconsistencies or errors they discover upon examination of the RFP.

Questions and inquiries must be received in writing as described in Section 2. Responses affecting all Proposers, and any corrections or changes to the RFP, will be issued as Addenda. All Addenda will be posted on CommBUYS.

6.6 Corrections, Modifications & Withdrawal of Proposals

Proposals must be unconditional. A Proposer may correct, modify, or withdraw a proposal by written notice received prior to the proposal due date. Modifications must be submitted separately, clearly labeled "Modification No. __," and must reference the original RFP.

6.7 Disclosure of Information

A register of the names of Proposers who submitted proposals will be open for public inspection following the opening of technical proposals. Proposals will be confidential until completion of the evaluation or the time for acceptance specified in the RFP, whichever is earlier. All submissions are public records under the Massachusetts Public Records Law, M.G.L. c. 66, § 10, despite any confidentiality or trademark labeling. Do not submit confidential materials.

Section 7. Terms and Conditions

7.1 Terms and Conditions

MAPC will use its standard contract for this project, a sample of which appears in Section 9. Proposers seeking exceptions or modifications must submit a Letter of Exceptions with their proposal; submission does not obligate MAPC to accept any requested changes.

7.2 Payment and Services Rendered

MAPC and the successful Proposer will mutually agree on a scope and budget for the contract document. Payments will be made in accordance with the agreed deliverables schedule; in no event shall payment be made in advance of services provided.

7.3 Expenses

All work shall be completed using the Proposer's own resources.

7.4 Acceptance

A schedule of proposed deliverables associated with each task must be included and, upon agreement, will become part of the controlling contract.

7.5 Indemnification

The Consultant shall indemnify, hold harmless, and defend MAPC and NSPHC, and their officers, agents, and employees, from all liability arising from the Consultant's errors, omissions, or negligent or wrongful acts in performance of this contract.

7.6 Insurance

The selected Proposer/Consultant shall maintain insurance coverage adequate to meet its obligations under the contract and shall provide certification of such if requested.

7.7 Publicity and News Releases

Selected Proposers shall not make any public pronouncements or news releases pertaining to this solicitation, the award of a contract, or interim and final work products without prior approval from MAPC.

7.8 False Representations

Pursuant to M.G.L. c. 266 § 67A, anyone in any matter relative to the procurement of services who intentionally makes a material false statement or uses any misleading device will be subject to sanction under Massachusetts law.

7.9 Ownership and Confidentiality of Work Product

Upon completion of this project, work products become the property of MAPC, which may use, reproduce, and share them, including with NSPHC, the Chelsea, Revere, and Winthrop public health departments, and MAPC's philanthropic funder, for purposes consistent with this project.

7.10 Accountability

The selected Proposer will work under the direct supervision and direction of MAPC, as Shared Service Coordinator of the NSPHC, identified in advance of an executed contract.

7.11 Miscellaneous

Where a conflict in requirements is apparent between the Terms and Conditions and any Specifications, the Specifications shall control.

7.12 Federal Terms and Assurances

Not applicable. This contract is funded through a philanthropic grant to MAPC rather than federal funds; accordingly, no federal terms, assurances, or contract rider apply at this time.

Section 8. Required Forms

The following pages contain forms that must be included with your submission (these reflect standard Massachusetts public-procurement requirements and generally apply regardless of funding source):

- Proposal Signature Page
- Certificate of Non-Collusion Page
- Certificate of Tax Compliance Page
- Reference Form (2 pages)

Proposal Signature Page

Complete this page and return as a cover sheet for the completed Technical Proposal.

Company Name: _____ Contact Person: _____

Street: _____ Phone: _____

City, State, Zip: _____ Email: _____

Submits the attached proposal for this Request for Proposals to MAPC, on the authority of the undersigned and as dated below, and confirms and pledges to abide by and be held to the requirements of this RFP, all Addenda, and its resulting contract.

Authorized Agent of the Proposer:

Signature: _____ Date: _____

Printed Name: _____ Title: _____

Certificate of Non-Collusion

As required under Chapters 233 and 701 of the Massachusetts Acts and Resolves of 1983 and under M.G.L. c. 30B, the undersigned certifies under penalties of perjury that this proposal has been made and submitted in good faith and without collusion or fraud with any other person.

Signature: _____ Name (as used for tax filing): _____

Printed Name: _____ SS# or Federal ID#: _____

Title: _____ Date: _____

Certificate of Tax Compliance

Pursuant to M.G.L. c. 62C, § 49A, I certify under penalties of perjury that to my best knowledge and belief the undersigned has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Signature: _____ Name (as used for tax filing): _____

Printed Name: _____ SS# or Federal ID#: _____

Title: _____ Date: _____

Reference Form

Reference for (Proposer Name): _____

Proposers must provide at least two (2) written references for work performed within the last five years.

- a. Please describe the project(s) or program(s) you worked on with the Proposer. How would you rate the quality and robustness of their work product?
- b. How would you describe their approach to advancing early childhood or public health practice? Did they bring new approaches?
- c. How would you describe communication and workflow with the Proposer, including reliability on time and within cost?
- d. Overall, how would you rate the Proposer's performance?

Reference Signature: _____ Reference Printed Name: _____

Reference Company: _____ Reference Title: _____

Section 9. Contract

The following pages contain a sample contract that MAPC will enter into with the selected Proposer. This sample is general Massachusetts public-entity professional-services contract terms; it should be reviewed by MAPC's legal/procurement staff before issuance.

Contract for Professional Services

This Agreement is made and entered into by and between MAPC and _____ ("Service Provider").

Article I — Description and Scope of the Work

Service Provider will provide professional services to undertake and perform all appropriate tasks to produce the NSECH planning and program design deliverables described in the Proposal dated _____ (the "Proposal"), attached as Exhibit A and incorporated herein.

Article II — Time of Performance

Service Provider shall commence work immediately upon execution of this Agreement and shall complete performance no later than June 30, 2027. Time shall be of the essence. Reasonable extensions shall be granted at the written request of Service Provider, provided the justifying circumstances are beyond Service Provider's reasonable control.

Article III — Revisions in the Work to be Performed

If MAPC requires revisions or other changes to the scope of work, it will promptly notify Service Provider, who shall notify MAPC of associated costs in writing and shall make changes only upon receipt of a written acceptance of costs and a written request.

Article IV — Payment for Services

MAPC's total payment to Service Provider shall not exceed \$75,000 unless otherwise authorized in writing. Payment shall be made on the schedule and based on the milestones and deliverables set forth in the Proposal.

Article V — Ownership and Confidentiality of Material, Work Products

Service Provider shall afford MAPC unlimited access to any work product prepared, produced, or collected under this Agreement. Upon completion, work products become the property of MAPC, consistent with Section 7.9 of this RFP.

Article VI — Indemnification

Service Provider shall indemnify, defend, and hold harmless MAPC and NSPHC and their officers, agents, and employees from all claims arising from Service Provider's errors, omissions, or negligent or wrongful acts.

Article VII — Insurance

Service Provider shall secure and maintain insurance adequate to meet its obligations under this Agreement and shall provide certification of such if requested.

Article VIII — Assignment

The parties shall not assign or transfer their respective interests in this Agreement without the prior written consent of the other.

Article IX — Severability

If any provision of this Agreement is found unlawful or invalid, the remainder shall remain in full force and effect.

Article X — Termination of Agreement

In the event of a failure to materially perform by Service Provider, MAPC shall provide notice and a cure period of at least 60 days before terminating. Either party may terminate without cause at any time, effective ten days beyond the termination date stated in written notice, with Service Provider compensated for approved work performed prior to that date.

Article XI — Compliance with Conflict of Interest Laws

Service Provider warrants that no officer or employee who participated in preparing or negotiating this Agreement has a financial interest in it except as permitted under M.G.L. c. 268A. Service Provider is responsible for determining its obligations under the Massachusetts Ethics Law and completing the Commonwealth's Ethics Examination where applicable.

Article XII — Governing Law and Jurisdiction

This Agreement shall be governed by the laws of the Commonwealth of Massachusetts, with jurisdiction and venue in the state and federal courts of Massachusetts.

Article XIII — Complete Agreement

This Agreement and its Exhibits constitute the total agreement of the parties and may not be changed except in writing signed by both parties.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized officers on the date written below.

For: MAPC

Name: _____ Date: _____

Title: _____

For [Service Provider name]

Name: _____ Date: _____

Title: _____

No Federal Funds Contract Rider is attached, as this engagement is funded by a philanthropic grant to MAPC rather than federal funds.

Section 10. Reference Forms

The following pages contain example forms that may be used for your submission.

Price Proposal Page

Complete these pages and submit with any attachments in a separate file from the Technical Proposal.

The undersigned proposes to provide services to MAPC in accordance with the response to its Request for Proposals (RFP). This price includes all services and out-of-pocket expenses per the terms and specifications stated in the Technical Proposal.

Part A: Major Tasks and Costs/Budget

Task	Hours	Average hourly rate	Estimated task cost

Total Price: \$ _____

Part B: Staff Hourly Rates

Organization (if team)	Name	Title	Loaded hourly rate

Signature: _____ Printed Name: _____

Title: _____ Date: _____

Company Name: _____ Email: _____

Street: _____ Phone: _____

City, State, Zip: _____

