



## **Mini-Bid – Residential Retrofit Field Inspection Services**

Mini-Bid No. 2026-MBI-07

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

**Procurement Team Leader: Josh Eichen**

**Mini Bid Issued: 3/10/2026**

**Responses Due: 4/2/2026**

## **GENERAL INFORMATION**

Project Name: Residential Retrofit Field Inspection Services

Mini-Bid No.: 2026-MBI-07

Responses are due to Mass Tech Collaborative by: 4/2/2026

Submit electronic proposal to: [proposals@masstech.org](mailto:proposals@masstech.org)

## **BACKGROUND**

The Massachusetts Broadband Institute (“MBI”), a division of the Massachusetts Technology Collaborative (“Mass Tech”), under the direction of the Executive Office of Economic Development (“EOED”) of the Commonwealth of Massachusetts launched the Residential Retrofit Program in May of 2022 with the goal of improving broadband quality of service within public and affordable housing developments across the state. To date, the Retrofit Program has awarded over \$75M to qualified Internet Service Providers/Managed Service Providers (the “Awardees”) to support the installation of new fiber or CAT6 cabling in over 35,000 units of public and affordable housing.

As the Awardees complete projects and seek reimbursement of funds from MBI, MBI seeks to contract with a qualified vendor for field inspection services of outside plant and inside plant wiring/cabling upgrades of projects funded by the Residential Retrofit Program. These field inspection services will be used to validate the completeness and quality of work done by the awarded providers to ensure the long-term efficacy and utility of the federally funded projects.

MBI may select to work with one or more vendors under this procurement. Selected vendors will conduct site visits, produce site survey reports, and submit recommendations to MBI as to whether additional remedial work is required by the Retrofit awardees.

Applicants can find a detailed listing of Retrofit funded locations via [this link](#) (add link) and a map of locations via [MBI’s Broadband Infrastructure Dashboard](#).

## **SCOPE OF WORK**

### Overview

MBI seeks qualified vendors to conduct field inspections of broadband infrastructure installed under the Residential Retrofit Program. Inspections will verify that funded work has been completed in accordance with program requirements, industry standards, and accepted engineering practices, and that installed infrastructure is capable of delivering reliable long-term broadband service to residents.

MBI anticipates issuing task orders for approximately 30–35 total site inspections, with the possibility of additional inspections as needed.

Selected vendors must maintain sufficient staffing, technical expertise, and geographic capacity to conduct inspections throughout all counties of Massachusetts, including Cape Cod and the Islands.

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## Objectives

The primary objectives of field inspections are to:

1. Confirm completeness of Awardees' installations
  2. Verify compliance with applicable technical standards
  3. Validate workmanship quality
  4. Identify deficiencies or risks affecting performance or durability
  5. Determine whether remediation is required
  6. Provide defensible documentation supporting inspection findings
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## Inspection Scope

Selected vendors shall inspect, evaluate, and document installed infrastructure across the full network path from building entry point to residential unit. Inspection components shall include, at minimum:

### Outside Plant / Entry Infrastructure

- Fiber entry and demarcation point installation
- Conduit, pathway, and protection systems
- Grounding and bonding compliance
- Environmental sealing and strain relief

### Distribution Infrastructure

- Main Distribution Frame (MDF)
- Intermediate Distribution Frames (IDFs), where applicable
- Rack installation and cable management
- Labeling and identification systems

### In-Building Cabling

- Cable routing, concealment, and pathway integrity
- Bend radius compliance
- Fire stopping and penetration sealing
- Physical protection and support
- Building code

## Unit-Level Infrastructure

- In-unit terminations
  - Wall plates and connectors
  - Customer Premises Equipment placement
  - Signal delivery readiness
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## Inspection Standards

All inspections must be conducted using recognized telecommunications and electrical infrastructure standards. Respondents must specify which standards they apply (BICSI, TIA, ETC), which may include but are not limited to:

- Structured cabling standards
- Fiber optic installation standards
- Electrical grounding and bonding requirements
- Manufacturer installation specifications
- Applicable safety and accessibility codes

Vendors must apply consistent technical criteria across all inspections.

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## Testing and Verification Requirements

Inspectors must use appropriate professional-grade testing equipment sufficient to validate installation quality and performance. Testing may include, as applicable:

- Fiber/CAT6 cable signal testing
- Continuity verification
- Cable certification testing
- Physical integrity verification
- Labeling validation

Respondents must identify proposed testing tools and methodologies in their proposal.

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## Inspection Deliverables

For each inspection, the selected vendor(s) must provide a standardized report containing:

- Property and project identification information
- Date and duration of inspection
- Names and credentials of inspectors
- Completed inspection checklist
- Photo documentation of key infrastructure components

- Description of any deficiencies or non-compliant conditions
- Classification of findings by severity level
- Determination of installation status:
  - Acceptable
  - Acceptable with corrective actions
  - Not acceptable
- Recommended remediation actions (if applicable)
- Professional certification statement signed by lead inspector

MBI reserves the right to require revisions if reports are incomplete or unclear.

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### Scheduling and Performance Requirements

Selected Vendor(s) must:

- Schedule inspections within a timeframe specified by MBI after request
- Coordinate directly with property representatives, service providers, or other stakeholders designated by MBI
- Deliver draft inspection reports within a specified number of business days after each site visit
- Complete follow-up or re-inspections within timelines established by MBI

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### Staffing Requirements

Respondents must demonstrate access to personnel with appropriate technical expertise to evaluate broadband infrastructure installations. Proposals must:

- Identify all team members and roles
- Describe technical qualifications
- Indicate use of subcontractors, if any
- Describe quality control procedures

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### Vendor Responsibilities

Selected vendors shall be responsible for:

- Conducting objective, independent inspections
- Maintaining consistent evaluation methodology
- Ensuring accuracy of findings
- Maintaining inspection documentation
- Protecting sensitive site information
- Complying with all applicable safety requirements

- Timely communication and advance coordination of site visits with Housing Operators or Property Managers and MBI.
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### MBI Responsibilities

MBI will:

- Provide inspection assignments
  - Facilitate introductions to property or provider contacts
  - Supply relevant project documentation when available
  - Review submitted reports and issue determinations
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### Optional Add-On Services (If Requested)

MBI may request additional services including:

- Re-inspections following remediation
- Technical consultations
- Supplemental documentation reviews
- Expert technical opinions

These services will be requested at MBI's discretion and compensated according to the approved rate schedule.

### **PROPOSAL GUIDELINES**

Respondents must submit a complete proposal package containing the following materials:

1. **Coversheet and Certification (Attachment A):** Include a completed and signed Coversheet and Certification form confirming compliance with all proposal conditions.
2. **Narrative Approach:** Provide a narrative description of the respondent's approach to providing the services outlined in the above Scope of Work section, not to exceed 3 pages in length. In the narrative approach, respondents must indicate whether they plan to work with subcontractors and for which specific elements of scope.
3. **Field Inspection Review Itinerary:** Provide a sample itinerary for conducting a field inspection of a Residential Retrofit project as illustrative of a typical project scope. The itinerary should include:
  - a. Description of field technicians on site review activities and process
  - b. Evaluation matrix or checklist that technicians will use to evaluate installed cabling work- including reference to any standards or industry certifications
  - c. Description and/or example of photo documentation and delivery procedures
  - d. Structure for delivering recommendations to MBI for any required remedial activity.

- 4. **Organizational References:** Provide at least one and not more than three references for projects of similar scope. Please provide not more than 1 page description of the project, not including any illustrative accompanying documents such as deliverables/reports/etc. For each reference, please provide a contact name, title, e-mail, and phone number. MBI will view respondents with more than one relevant reference favorably.
- 5. **Staff Roles/Responsibilities and Bio's / Resumes:** Provide name, title and role/responsibility on this project along with bio/resume for each team member that would be involved, including those of subcontractors.
- 6. **Rate Sheet:** Using the provided template, provide an hourly rate and estimated number of hours to work for each team member and subcontractor that would participate in the scope of work. MBI expects to reimburse the awarded applicant on a per deliverable basis – deliverable being a completed site survey report as described in the previous section.

**SUBMISSION SCHEDULE**

The Mini-Bid process will proceed according to the following anticipated schedule:

Milestone	Date
Issue Date	03/10/26
Questions Due	5pm EST 3/20/26
Responses to Questions Sent to Respondents	3/25/26
Responses Due	4/2/26 5:00 p.m. EST
Interviews (as deemed necessary by MBI)	4/13/26 – 4/17/26

Please submit questions via this online form:

<https://airtable.com/appZJiQZsQwUddiE7/pagbNuuF2QIJcsQwM/form>

Please submit complete electronic proposals to: **proposals@masstech.org**

Responses received after the submission deadline may be considered non-conforming and may be returned unopened. MBI assumes no responsibility or liability for late receipt or technical issues related to submission.

MBI may choose to conduct follow-up interviews with applicants to further discuss proposed responses.

**EVALUATION CRITERIA**

MBI will evaluate proposals using the following core criteria:

- Demonstrated capacity, facilities, and organizational structure to perform the Services sought in this RFP

- Qualifications and experience of the Respondent to provide the Services sought in this RFP
- Reasonableness and appropriateness of the proposed budget.
- Demonstrated ability to manage tight deadlines.
- Quality, feasibility, and thoroughness of the proposed approach and methodology.
- Knowledge and expertise regarding the implementation of broadband infrastructure projects in Massachusetts.

While the order of these factors does not generally denote relative importance, Mass Tech Collaborative acknowledges that selecting “best value” providers primarily requires a balanced combination of (1) reasonable rates for the scope of work, and (2) strong experience and demonstrated expertise in providing the services requested herein.

Mass Tech Collaborative reserves the right to consider such other relevant factors as it deems appropriate in order to hire the “best value” provider of the services. Mass Tech Collaborative may or may not seek additional information from respondents prior to making a selection.

#### RESPONDENTS PLEASE NOTE

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- i. This Mini-bid does not commit Mass Tech Collaborative to select any firm, award any work order, pay any costs incurred in preparing a response, or procure or contract for any services or supplies. Mass Tech Collaborative reserves the right to accept or reject any or all submittals received, cancel or modify the Mini-bid in part or in its entirety, change the Mini-bid guidelines, engage in preliminary discussions with prospective respondents, request supplemental or clarifying information, negotiate with any or all qualified respondents, and to request resubmissions or modifications to applications when it is in the best interests of Mass Tech Collaborative to do so.
- ii. Respondents to the Mini-bid who are currently providing services to Mass Tech Collaborative grantees under the Retrofit Program must affirmatively indicate this in its application.
- iii. Any and all responses, Applications, data, materials, information and documentation submitted to Mass Tech Collaborative in response to this Mini Bid shall become Mass Tech Collaborative’s property and shall be subject to public disclosure. As a public entity, the Mass Tech Collaborative 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 the Mass Tech Collaborative treat certain information or documentation as confidential, the Respondent must submit a written request to the Mass Tech Collaborative’s General Counsel’s office no later than 5:00 p.m. five (5) business days prior to the required date of Application submission set forth in this Mini-Bid. 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 three (3) 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 and shall only include the confidential material in the hard copy of the Application. Any statements in an Application reserving any confidentiality or privacy rights that is inconsistent with these requirements and procedures may be disregarded.
- iv. On matters related solely to this mini-bid that arise prior to an award decision by MassTech, Respondents shall limit communications with MassTech to the Procurement Team Leader and such other individuals as MassTech may designate from time to time. No other MassTech employee or representative is authorized to provide any information or respond to any questions or inquiries concerning this mini-bid. Respondents may contact the Procurement Team Leader for this mini-bid in the event this mini-bid is incomplete.
  - v. MassTech may provide reasonable accommodation, including the provision of materials in an alternative format, for Respondents with disabilities or other hardships. Respondents requiring accommodation shall submit requests in writing, with supporting documentation justifying the accommodation, to the Procurement Team Leader. MassTech reserves the right to grant or reject any request for accommodation.
  - vi. Respondent's proposal shall be treated by MassTech 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 MassTech in its sole discretion to reject the proposal and/or terminate of any resulting Agreement.
  - vii. Costs that are not specifically identified in the respondent's response and/or not specifically accepted by MassTech as part of the Agreement will not be compensated under any contract awarded pursuant to this mini-bid.
  - viii. MassTech's prior approval is required for any subcontracted services under any Agreement entered into as a result of this mini-bid. 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.
  - ix. Submitted responses must be valid in all respects for a minimum period of sixty (60) days after the deadline for submission.

## CONTRACT TERMS UNDER FEDERAL AWARDS

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- a. MassTech Collaborative expects Applicants to comply with 2 C.F.R. § 200.321(a).
- b. Applicants shall comply with all applicable Federal and State statutes, rules and regulations prohibiting discrimination in employment including but not limited to: the Americans with Disabilities Act, as amended (42 U.S.C. §§ 12101 et seq.), Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. §§ 2000d et seq.), the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.), M.G.L. c. 151B, M.G.L. c. 272 §§ 92A, 98, and 98A, M.G.L. c. 111 § 199A, 42

U.S.C. 9918 (c) and 45 C.F.R. 80.

- c. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) – Applicants that are awarded an amount exceeding \$100,000 must certify that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each Applicant must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.
- d. Debarment and Suspension- (Executive Orders 12549 and 12689) – Applicants understand that a contract award may not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM).
- e. Applicants must be able to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- f. As appropriate and to the extent consistent with law, Applicants should, to the greatest extent practicable, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. The requirements of this section must be included in all contracts and sub awards awarded hereunder.
- g. Applicant understands and agrees that the Executive Office of Economic Development (“EOED”) staff and authorized representatives may evaluate any subcontractors with whom Mass Tech Collaborative executes a contract or other form of legal agreement in order to complete the activities funded under this Program, through ongoing monitoring. As deemed appropriate by EOED, EOED’s staff and authorized representatives may also conduct further reviews and site-visits during the contract term, which may include fiscal reviews. EOED staff shall use interviews, inspection of files, site visits and direct observation to identify program areas of concern so that contractors can improve their productivity, efficiency, quality, and management capacity.
- h. The awarded Applicant shall maintain and utilize systems and procedures to prevent, detect, and correct fraud, waste, and abuse in activities funded under this Program.
- i. Pursuant to 2 C.F.R. § 200.303, the awarded Applicant shall establish effective control over, and accountability for, all funds, property, and other assets funded under this Program and assure that they are used solely for authorized purposes.
- j. The awarded Applicant shall maintain an accounting system and supporting fiscal records adequate to audit and otherwise verify that assistance payments and administrative costs meet Federal and State requirements.
- k. An Awarded Applicant shall use its best efforts to ensure that it will not knowingly use contract funds to purchase, or enter into contracts to purchase, any equipment, services, or systems that use prohibited telecommunications equipment or services as a substantial or essential component of a system subject to 2 CFR § 200.216.
- l. When applicable, the awarded Applicant may be subject to performance and payment bonding requirements pursuant to 2CFR 200.326. The bonds shall be obtained from

companies holding certificates of authority as acceptable sureties pursuant to 31 CFR part 22 and shall be licensed to do business in Massachusetts. The form of bonds shall be subject to any additional requirements designated by the Mass Tech Collaborative.