

TOWN OF YARMOUTH, MASSACHUSETTS

1146 Route 28
South Yarmouth, MA 02664
(508) 398-2231



REQUEST FOR PROPOSALS

FOR

**Development of Affordable Housing
June 8, 2026**

1. INTRODUCTION AND BACKGROUND

1.1 Legal Notice

The Town of Yarmouth, acting through its Town Administrator, hereby requests the submittal of proposals from qualified developers, professional firms, and/or project proponents for the following activity:

Development of Affordable Housing

in accordance with the specifications set forth within the Request for Proposals (RFP) documents. Funds have been budgeted for these services in the amount not to exceed \$500,000 per award. The Town may award funds to more than one proposer and each award shall not be more than \$500,000. Funds may only be used for the acquisition of real property for development of new affordable housing.

This solicitation is being conducted in accordance with the provisions of Massachusetts General Law, Chapter 30B, Uniform Procurement Act, and all contracts must be strictly awarded in accordance with the requirements of this Act. The Town has no discretion under the law to consider proposals that fail to comply with those requirements, except for minor informalities as permitted by MGL Chapter 30B Section 5(f). If it becomes necessary to revise any part of this RFP or otherwise provide additional information, an addendum will be issued to all prospective proposers who received copies of the original request.

The Request for Proposals (RFP) documents may be obtained after 8:30 AM beginning June 8, 2026 at the Affordable Housing/CDBG Office, Yarmouth Town Hall, 1146 Route 28, South Yarmouth, MA 02664, or by contacting mwaygan@yarmouth.ma.us or 508-398-2231 x1275.

A response to the RFP requires a separate Technical Proposal and a separate Price Proposal, both submitted in separate, sealed envelopes. Please follow the submission requirements and instructions contained within this RFP; failure to do so may result in the response being considered nonresponsive.

Proposals should be submitted in the required format(s) and received at the Affordable Housing/CDBG Office, Yarmouth Town Hall, 1146 Route 28, South Yarmouth, MA 02664, by 2:00 p.m. Eastern Time on July 15, 2026.

The Town of Yarmouth reserves the right to cancel this RFP or reject in whole or in part any and all proposals when cancellation or rejection serves the best interests of the Town.

Issued by:
Robert L. Whritenour, Jr.
Town Administrator
Town of Yarmouth
1146 Route 28
South Yarmouth, MA 02664

1.2 Decision to Use RFP Process

Since the Town's primary goal is to partner with a qualified and experienced firm(s) committed to completing affordable housing activities in a reliable, accurate, and timely manner, the Town has elected to use a Request for Proposal (RFP) process. Under the RFP process, a proposer's response to the RFP consists of two parts: everything responsive to the RFP other than price, called the Technical Proposal, and a separate Price Proposal.

In this process, under the direction of the Chief Procurement Officer (CPO), Technical Proposals are opened, evaluated, and ranked prior to opening Price Proposals. Price Proposals are then subsequently opened and considered prior to the CPO making a recommendation as to the most advantageous proposal, taking into consideration both the Technical and Price Proposals.

The Town will not be bound by the CPO's recommendation. The Town Administrator reserves the right to award a contract, if at all, to the proposer determined to best fulfill the goals and objectives of the Town.

1.3 Background Information

A priority goal of the Town of Yarmouth is the creation of safe and decent affordable housing for its residents such that at least 10% of its year-round housing stock is affordable. To meet this goal, the Town has an active Affordable Housing Program, Community Housing Committee, and Affordable Housing Trust (Trust) which works in a coordinated fashion within the Dept. of Community Development to implement its housing action plan laid out in its Housing Production Plan and the Town's village center vision. Both the Housing Production Plan and the Town's village center vision have been approved by the Town's Select Board.

To assist in the creation of new affordable housing, the Town relies on several local initiatives. For example, the Town has adopted local zoning bylaws which allow for by-right, mixed-use, multi-family housing with an affordable housing component. The Town also provides affordable housing developers with technical assistance and direct subsidies. The technical assistance include the Ready Renter Lottery Services, and the direct subsidies include the acquisition funds offered through this RFP and the Town's Greyfield Redevelopment Fund. The Town trusts that this effort will not only provide safe and decent housing for its residents, but will also provide economic development and support the town's village center vision.

The RFP is funded with Community Preservation Funds awarded to the Affordable Housing Trust by Town Meeting.

2. SUMMARY INFORMATION AND CALENDAR

Procurement Contact	Mary Waygan, Affordable Housing/CDBG Program Administrator mwaygan@yarmouth.ma.us 508.398.2231 ext. 1275	
EVENT	DATE	DESCRIPTION
Advertisement	On or before June 8, 2026	Advertisements will be posted with the Town Clerk, on the Town’s Website, in the Cape Cod Times (the newspaper of local circulation), in the Massachusetts COMMBUYS online procurement platform, and in the Massachusetts <i>Goods and Services</i> .
Request for Proposal Available	June 8, 2026 at 8:30 AM	RFP documents containing information and details of bidding requirements may be obtained by contacting the Town of Yarmouth, Affordable Housing/CDBG Office, 1146 Route 28, South Yarmouth, MA 02664, mwaygan@yarmouth.ma.us or 508-398-2231 x1275.
Pre-Proposal Conference	Not applicable	Not applicable
Deadline to Submit Questions	7 days prior to the RFP due date, no later than 1:00 p.m.	Questions regarding this RFP must be submitted in writing Via email to: mwaygan@yarmouth.ma.us with a email subject line of QUESTION – DEV of AFF HOUSING RFP
Official Answers for RFP Questions, Publication of Addenda (Estimated)	May be issued up to 7 days prior to the due date of responses.	Answers to questions submitted regarding this RFP will be sent to all parties who have requested the RFP. If any changes are made to this RFP, an addendum will be issued, posted on the Town’s Website, and sent to all parties who have requested the RFP. All proposers are required to acknowledge all addenda in their response.
When and Where Proposals are Due, RFP Opening	On or before the date and time stated in the "Legal Notice."	Proposals must be received by the due date and time at: Affordable Housing/CDBG Office, Yarmouth Town Hall, 1146 Route 28, South Yarmouth, MA 02664. For hand deliveries, please note the office is located in the lower level of Town Hall. Late submissions will not be considered. No faxed or emailed submissions will be accepted. Technical proposals will not be opened publicly; a list of Proposers will be made available after the submission deadline.

2. SUMMARY INFORMATION AND CALENDAR (continued)

Anticipated Award	Within 90 days of due date.	Work is not authorized to begin until a final contract is negotiated and executed between the Proposer and the Town.
Contract executed	Within 90 days of the due date	The Town will negotiate a contract with the Proposer for whom the procurement was awarded. If negotiations are not successful, the Town may move to the next highest-ranked Proposer.
Prior to Contract Execution		
Insurance and Security	Refer to contract terms	Certificate of insurance and any required security will need to be provided upon execution of the Contract.

3. SCOPE OF SERVICES AND SPECIFICATIONS

3.1 Purchase Description/Scope of Services/Eligible Use of Funds

The Town of Yarmouth, acting through its Town Administrator, hereby requests the submittal of proposals from developers, professional firms, and/or project proponents for the **Development of Affordable Housing** in accordance with the specifications set forth within the Request for Proposals (RFP) documents. Specific requirements are included in this RFP and in the documents listed in **Exhibit 1**. The Trust may award funds to more than one project in this round. Funds may only be used for the acquisition of previously developed or disturbed real property to be redeveloped into new affordable housing units.

Specification and Eligible Uses of Funds

Funding is immediately available, and the Town wishes to start this work upon proposer selection. The successful proposer is required to work cooperatively and in a timely manner with the Town of Yarmouth's Affordable Housing Trust, the Department of Community Development, and the Massachusetts Executive Office of Housing and Livable Communities (EOHLC) to comply with the affordable programs of the Town and the Commonwealth of Massachusetts.

ELIGIBLE USE OF FUNDING:

Eligible uses of funding include:

- Acquisition of previously developed or disturbed real property to be redeveloped into new affordable housing units. Acquisition cannot be made through a foreclosure auction unless approved by the Trust. Only simple fee units are allowed unless otherwise approved by the Trust.

OBLIGATIONS OF THE GRANTEE:

Developers and project proponents awarded funds (the Grantee) will be required to:

- Upon award of funds, enter into any agreement with the Town regarding these and other obligations set forth by the Affordable Trust; and
- Acquire real property, which has been previously developed or disturbed, for the creation of new affordable housing units, which will qualify for inclusion on the EOHLC Ch 40B Subsidized Housing Inventory (SHI) in compliance with the state's Guidelines for G.L. C.40B Comprehensive Permit Projects (May 2014) and the Town of Yarmouth Affordable Housing Standards; and
- All affordable units must serve household earning no more than 80% of the Barnstable County Area Median Income. Affordable sale prices shall be set to be affordable to 70% AMI income households. Affordable rents shall be set to be affordable to 65% AMI income households; and
- At closing restrict the property affordable in perpetuity with a restriction which survives foreclosure and which is approved by the Town of Yarmouth and EOHLC. This is typically accomplished with a combination of an agreement in principle, a contract, a first-place mortgage for the amount of the funding award, and a three-party regulatory agreement between the property owner, state and the Town; and
- For conversions projects, rehabilitate and preserve the property, remove any health and safety code violations, remove any lead paint or lead hazards, repair any failed structural or mechanical systems, and address emergency repair items identified by a property inspection report, the Building Department and/or the Health Department. The Trust reserves the right to inspect the property prior to release of funds and to require additional improvements, rehabilitation or repair; and
- If real property was built prior to 1978, arrange for the property to be inspected for lead paint and leaded materials by a lead inspector licensed by the state, and to remove all lead-based hazards detected; and
- At closing purchase title insurance for the property; and
- If the property is in a flood zone, at closing purchase flood insurance for the property and to renew the flood insurance on an annual basis; and
- Prepare and submit a EOHLC Local Initiative Program (LIP) LIP Application for the units to the Town and EOHLC for review and approval; and
- Permit the project using local zoning or a LIP CH 40B Comprehensive Permit which is preapproved by the Town; and
- Select affordable tenants by lottery in compliance with the state's Affirmative Fair Marketing and Resident Selection Plan Guidelines (updated May 2013) and by a lottery plan approved by the Trust and EOHLC; and
- Register all rental units with the Board of Health on an annual basis; and
- Complete the project within 5 years of the award of funds or return the funds.

4. INFORMATION & INSTRUCTIONS TO PROPOSERS

4.1 Definitions

In addition to the definitions found in M.G.L. Chapter 30B, which apply to all procurements for goods and services, the definitions found below apply to this Request for Proposals.

- (a) Whenever the term RFP is used, the reference is to this Request for Proposals or portions thereof, together with any exhibits, attachments, or addenda it may contain.

- (b) Addenda are written or graphic instruments issued prior to the execution of the contract which modify or interpret the RFP. The addenda will become part of the Contract.
- (c) Contract - A legally enforceable agreement between a Contractor and the Town of Yarmouth. The Town of Yarmouth issues a Standard Contract Form and other forms or documentation that Town uses to document the Procurement of Commodities or Services, or both. A watermarked version of the Standard Contract Form is attached for reference. Do not submit these forms until instructed to do so.
- (d) Unless the context suggests otherwise, the terms Company, Proposer, Bidder, Submitter, or Vendor as used in this RFP (whether capitalized or not) shall refer to the same legal entity that submits a proposal and is responsible for responding to this Request for Proposal.
- (e) Contractor - An individual or organization which enters into a Contract with the Town of Yarmouth to provide Commodities or Services, or both.
- (f) Signature or "signed" means the discrete, verifiable symbol of an individual that, when affixed to a writing with the knowledge and consent of the individual, indicates a present intention to authenticate the writing. This includes electronic symbols attached to or logically associated with the RFP documents and executed or adopted by a person with the intent to sign the documents.

4.2 Pre-Proposal Conference

Not applicable for this RFP – There is no pre-proposal conference.

4.3 Questions and Clarifications

Questions rising from these documents, including the Contract Documents, must be submitted in writing to mwaygan@yarmouth.ma.us at least 7 days prior to the due date in order to afford the Town adequate time to respond with a correction or additional information prior to the deadline for submission of responses. After that day, no requests or questions will be accepted. Questions should be through a single point of contact coordinating the questions over the Proposer's team and not through multiple contacts. Answers to questions shall be published on the Town's website and forwarded to all parties who have requested the RFP.

Should it be found necessary, a written addendum will be incorporated into the RFP and will become part of the Contract. Those who have received a copy of the RFP from the Town will be notified of such changes. Only questions answered by Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

4.4 Changes to the RFP (Addenda)

No interpretation of the meaning of the specifications or other RFP documents will be made to any proposer orally and, if provided orally, shall not be relied upon by proposers unless confirmed in a written addendum.

Any questions by prospective Proposer concerning the interpretation of the Contract Documents must be submitted in writing to **mwaygan@yarmouth.ma.us** at least seven working days before the date set for the receipt of the proposals.

Any and all such interpretations and any supplemental instructions will be in the form of written addenda to the specifications.

Failure of a Proposer to receive or acknowledge any addendum shall not release the Proposer from the obligations under their response.

4.5 Responsive Proposal

A responsive proposal is one that has been properly and timely submitted, contains all required attachments, and consists of a separately sealed Technical Proposal and separately sealed Price Proposal following the form of submission outlined in Section 5 of this RFP.

4.5.1 Submission Requirements

M.G.L. c. 30B § 6(b) requires the separate submission of price. Price Proposals and Technical Proposals must be submitted in separate envelopes.

The responses to the RFP shall be submitted on or before the date and time stated in the Legal Notice.

Two sealed opaque envelopes, marked with the project title and name and address of the Proposer and accompanied by all required documents:

- Envelope #1 should contain one (1) original copy of non-price Technical Proposal and five (5) copies of the Technical Proposal.
- Envelope #2 should contain one (1) original Price Proposal and five (5) copies of the Price Proposal.

The inclusion of a Price Proposal or other pricing information in the same envelope as a Technical Proposal may result in the immediate disqualification of the RFP response.

The Technical Proposal must be placed in its own, separately sealed envelope, which is marked:

<p style="text-align: center;">TECHNICAL PROPOSAL Development of Affordable Housing June 2026 Submitted by: (Name of Proposer/Proposer)</p>

The Price Proposal must be placed in its own, separately sealed envelope, which is marked:

<p style="text-align: center;">PRICE PROPOSAL Development of Affordable Housing June 2026 Submitted by: (Name of Proposer/Proposer)</p>

Proposals shall be delivered or mailed to the following address:

Affordable Housing/CDBG Office
Town of Yarmouth Town Hall
1146 Route 28
South Yarmouth, MA 02664
Attn: Mary Waygan

For hand deliveries, please note the Affordable Housing/CDBG Office is located in the lower level of Town Hall.

- Technical or Price Proposals or any parts that are delivered after the time and date stated in the Legal Notice will be rejected as nonresponsive to the RFP submission requirements. Delivery of proposals to any office or location other than the location specified above will not constitute receipt by the Town.
- It is the sole responsibility of the Proposer to ensure that Technical and Price Proposals are received at the proper location prior to the stated deadline. Proposers should plan accordingly for a timely delivery. Faxed or emailed proposals will not be accepted.

4.5.2 Technical Proposal Specifications

- Technical Proposals must follow the specifications and requirements outlined in **Section 5** of this RFP. Technical proposals must not contain any reference to price. The inclusion of pricing data in the Technical Proposal may result in the immediate disqualification of the Proposer's Proposal.
- Proposers must submit all required documents, forms, and materials as outlined in this RFP, following the specified order and format. Additionally, they must meet the Minimum Requirements to be considered responsive. Proposals from those who comply will be evaluated; however, this does not guarantee a contract.
- Proposers should ensure their Technical Proposal addresses and provides the information necessary for the Town to evaluate the Evaluation Criteria set forth in **Section 7** of this RFP.
- Proposers should ensure their Technical Proposal acknowledges all addendum(s) have been received and includes all required attachments as indicated in **Section 5** of this RFP.
- All forms must be signed by the same authorized person for the Proposer who will be signing the contract

4.5.3 Price Proposal Specifications

- Price Proposals must follow the specifications and requirements outlined in **Section 5** of this RFP.
- Price Proposals must be submitted in a sealed envelope separate from the Technical Proposal.

4.6 Proposal Acceptance and Rejection

Notice of the acceptance of the Proposal will be provided to the successful proposer via an award letter from the Town, which shall include the agreed-upon Contract between the Town of Yarmouth and the

Proposer. The Proposer shall deliver the Agreement, duly signed and properly executed, within ten (10) calendar days of receipt of the notice of acceptance. If the successful proposer fails to execute the Agreement within such a period, the Town may accept another proposal and exercise its right under the bid bond, if any. The failure of any proposer to examine the agreement documents shall not relieve it from the obligations it will incur if its Proposal is accepted.

The Town reserves the right to reject any or all proposals, or any part(s) thereof, if the Town deems it is in the best interest of either to do so. The Town reserves the right to amend any contract to the extent permitted by law and as the Town deems to be in their best interest. The Town reserves the right to waive any mistakes or informalities in the proposals received and may request supplementary information from any particular proposer if it is determined that the granting of such waiver or the receipt of such additional information is in the best interest of the Town.

Each "Out-of-State" Proposer shall furnish with its Proposal a certification from the Office of the Secretary of State verifying that it is legally authorized to do business in the Commonwealth of Massachusetts.

Any proposal which fails to include any material information or documentation specified in the proposal submission requirements is nonresponsive and will be rejected.

4.7 Execution of Contract

The Contract Documents The following documents form the contract:

- The Request for Proposals,
- All documents incorporated by reference in the RFP,
- Amendments, addenda or any modifications to the RFP,
- Proposer's Technical and Price Proposals,
- Documentation of any plan negotiations with Proposer,
- The awarded contract and all amendments, addenda, modifications, extensions, and exercises of options, as well as the written explanation of any increases or decreases in scope, price, or quantity.
- Agreement in Principle, first placed mortgage, loan agreement and promissory note.

The intention of the Contract Documents is to include all labor, materials, equipment and other items necessary for the proper execution and completion of the Work and the terms and conditions ,of payment therefore, and also to include all Work which may be reasonably inferable from the Contract Documents as being necessary to produce the intended results.

4.7.1. This Agreement may be executed by and through electronic signature technology which is in compliance with Massachusetts law governing electronic signatures, including but not limited to, DocuSign®. Electronic signatures shall be considered as valid and binding as original, wet signatures.

4.7.2. The Contract Document represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations, or agreements, either written or oral. The Contract may be amended or modified only by a Change Order.

4.8 Expenses

Expenses for developing the proposals are entirely the responsibility of the Proposer and shall not be chargeable in any manner to the Town. All costs of meeting the requirements of this RFP and any resulting contracts, including those for insurance, security or bonds, professional services, or licensure, shall likewise be the exclusive responsibility of the Proposer and not the Town.

4.9 Term of Validity of Proposal

All proposals shall remain valid for a minimum period of 90 days from the due date, and the Proposer shall specifically reference said provision within their proposals. Negligence on the part of the Proposer in preparing the Proposal confers no rights for the withdrawal of the proposal after it has been opened.

4.10 Acceptance of RFP Terms and Conditions

Submission of a Proposal shall be conclusive evidence that the Proposer has examined this RFP and is familiar with the terms of this RFP and all provisions of the Contract included with this RFP and accepts all terms and conditions of both. Upon finding any omissions or discrepancies in this RFP, each Proposer shall notify the Town immediately so that any necessary addenda may be issued. Failure of a Proposer to investigate this RFP and/or to be thoroughly familiar with this RFP shall in no way relieve the Proposer from any obligation with regard to their proposals.

4.11 Proposal Modification and Withdrawals

Proposers may correct, modify or withdraw the original submittals on or before the date and time as stated in the Legal Notice. Corrections or modifications shall be in sealed envelopes, clearly marked to indicate the contents, with the name and address of the proposer. Any late correction or modification to the submittal will not be accepted. A proposer who wishes to withdraw a submittal must make a request in writing.

After the opening, an applicant may not change any provision of their response in a manner prejudicial to the interests of the Town or fair competition. Minor informalities may be waived by the Town.

4.12 Unexpected Closure or Delays

If, at the time of the scheduled Proposals submission deadline, the designated location for delivery of the Proposals is closed due to uncontrolled events such as fire, snow, ice, wind, building evacuation or other the deadline will be postponed until 11:00 a.m. on the next normal business day (Monday through Friday, excluding Holidays). Proposals will be accepted at the same location until that date and time.

4.13 Late Submissions

Proposal responses must be received in full by the RFP due date and time shown in the Legal Notice. Any proposal received after the deadline will be ineligible for consideration and deemed nonresponsive.

4.14 Evaluation Process

The evaluation of Technical Proposals will be conducted by the Chief Procurement Officer (CPO) or an Evaluation Committee so appointed by the CPO. The judgment of the evaluators will be based upon the evaluation criteria set forth in this RFP and shall be final.

The CPO has appointed the Trust as the Evaluation Committee for this RFP.

In evaluating the qualifications of bidders, the Town will consider past performance with the Town and outside references. Negative or poor references or poor performance on past work/projects for the Town shall constitute a reason to consider the bid non-responsible.

Technical Proposals will be opened by the CPO or their designee and the name of the Proposer will be recorded. The contents of all Technical Proposals will be opened privately and not be disclosed to the public or competing proposers until the evaluation process is completed. A register of proposals will be completed indicating the name of the proposer. This register may be viewed upon request. The names of the witnesses will also be recorded. Price Proposals will be opened after the evaluation has been completed.

4.15 Interviews of Proposers

After review of the Consultant's Technical Proposal, the CPO or the Evaluation Committee may interview the qualified, responsive and responsible proposers. Proposers whose submittals are determined to be not advantageous or that did not meet the minimum requirements will be eliminated for further consideration and will not be interviewed.

In accordance with those interviews, the RFP Evaluation Committee will then rank those finalists and make a recommendation of award to the Town Administrator as the awarding authority on this project, subject to the satisfactory negotiations of the plan of services and fee.

Reimbursement for expenses incurred for this interview will not be forthcoming to either the awarded Consultant or any other candidate asked to be interviewed. The Town reserves the right to change the interview period or to extend the dates during which interviews may be undertaken.

4.16 Rule for Award

Any contract resulting from this RFP shall be awarded to the *responsive and responsible* proposer deemed to be most advantageous determined by the Town, taking into consideration both the Technical and Price Proposals, the evaluation thereof, and prices therein. Any proposals which submit a price that is abnormally low or high, as determined by the Town, may be rejected as not responsible. As used herein, the terms "responsive" and "responsible" shall have the meanings given to such terms in M.G.L. c. 30B, §2.

The evaluator(s) will be the sole judge in determining whether a vendor's Proposal satisfies the requirements of this RFP and whether or not the Proposal will prove advantageous to the Town.

If the Town awards a contract to a Proposer that did not submit the lowest cost proposal, the Town may explain the basis for the award in writing, specifying in reasonable detail the Town's decision.

4.17 Execution of Contract

Upon receiving a Notice of Award, the Successful Proposer will be responsible for executing and signing all contract documents. Any contractor whose Proposal shall be accepted will be required to execute the Contract within ten (10) days, Saturdays, Sundays and legal holidays excluded after the notice that the Contract has been awarded to them.

4.18 Taxes

Purchases made by the Town are exempt from the payment of Federal excise tax, and the payment of Commonwealth of Massachusetts sales tax and any such taxes must not be included in the price(s) offered. If requested, the Town will provide the awarded Proposer with a copy of the Town's Certificate of Exemption.

4.19 Insurance

Insurance coverages and limits are included as part of the Town of Yarmouth Contract terms and conditions. Review all contract documents in the Exhibits to this RFP to ensure compliance with these requirements.

4.20 Licenses and Permits

The proposer is responsible for attaining and holding in good standing all relevant permits, licenses and certificates associated with the completion of these services, as applicable. Evidence of these requirements is to be made part of the Proposal. If a permit is not currently held or the application process is pending, the proposer should indicate such. The Town of Yarmouth reserves the sole right to decide if the Contract may be awarded to the successful proposer despite the failure to produce the actual permits or copies thereof. Licenses and permits must be held in force throughout the terms of the services as contracted. See Section 6, for additional information.

4.21 Prohibitions

Proposers are prohibited from communicating directly with any employee of the procuring department regarding this RFP except as specified in this RFP, and no other individual Town employee or representative is authorized to provide any information or respond to any question or inquiry concerning this RFP. Proposers may contact the contact person using the contact information provided in Section 2 in the event that this RFP is incomplete or the information is missing.

4.22 Public Records Law

All quotes and information submitted in response to this RFP are subject to the Massachusetts Public Records Law, M.G.L., Chapter 66, Section 10, and Chapter 4, Section 7, Subsection 26. Any statements in submitted responses that are inconsistent with these statutes shall be disregarded.

5. INSTRUCTIONS FOR SUBMISSION OF PROPOSALS

Follow the instructions below for the format to be used in responding to this RFP. Submission of these proposals should follow the requirements outlined in **Section 4** of this RFP.

5.1 Technical Proposal

Technical Proposals should follow the general specifications identified in **Section 4** of this RFP. Technical Proposals must not contain any reference to price. **The inclusion of pricing data in the Technical Proposal may result in the disqualification of the Proposer's Proposal.** Proposers should ensure their Technical Proposal contains the information necessary to ascertain meeting of Minimum Criteria as well as the information necessary to evaluate the Evaluation Criteria. Technical Proposals should conform to the following format, each included as a separate section of the Technical Proposal.

The Proposer's Technical Proposal must include the following:

- 5.1.1. Cover Letter** – Submit a Cover Letter of no more than two pages indicating your interest and ability to complete the scope of services indicated in this RFP in accordance with any and all requirements and timelines noted within the RFP. The cover letter should be signed by a duly authorized representative of the proposer.

5.1.2. Technical Proposal Response Form – Complete and submit the Technical Proposal Response Form found in **Attachment A** along with any requested materials listed in the **Technical Proposal Response Form** including the Cover Letter, a completed Minimum Requirements Form, proof that property taxes and water bills are paid, proof of insurance, and any additional pages or information to show proposal meet the requirements and evaluation criteria set forth in this RFP (for example, project plans).

5.1.3. Certifications and Attachments – Complete, sign and submit the Certifications Required by Law Form found in **Attachment C**.

5.2 Price Proposal

Price Proposals must be submitted in a properly identified separately sealed envelope and should follow the general specifications identified in Section 4 of this RFP. It is not necessary for the Price Proposal to include the information contained in the Technical Proposal.

Price request can be in the form of a grant or repayable loan, or a combination of a grant and a repayable loan.

The Proposer's Price Proposal must include the following:

5.2.1 Price Proposals Response Form - Complete and submit the Price Proposal Response Form found in **Attachment B**.

6. MINIMUM REQUIREMENTS

Proposers submitting a proposal for this RFP must satisfy all of the Minimum Criteria listed below. Proposers should ensure that Technical Proposals clearly identify meeting these criteria so that it is easily noted and determined to be met by the evaluator(s). **Proposals that do not demonstrate compliance with the Minimum Criteria will not be further considered or undergo an evaluation of its response to the Evaluative Criteria.**

6.1 Minimum Requirements

MINIMUM REQUIREMENTS: For further consideration, proposals must meet the following minimum requirements:

Minimum Requirements	Yes	No
The proposal meets the submission requirements set forth in this RFP.		
The proposed project is located in the Town of Yarmouth, Massachusetts within the Route 28 Economic Corridor. Project must be on a disturbed site which is underutilized or blighted.		
The proposal creates affordable, year-round dwelling units.		
The project density is no more than 16 dwelling units/acre of upland on the site.		
At least 25% of all rental units in the proposed project are affordable. 100% of all homeownership units in the project are fee-simple and affordable.		
The proposed affordable units comply with the Town's Affordable Housing Standards, which include minimum unit sizes, shall be deed-restricted affordable in perpetuity with a legally binding instrument which survives foreclosure, and will serve households earning less than 80% of the Barnstable Area Median Income with an affordable sale price or affordable rent.		
All affordable units must either serve household earning no more than 80% of the Barnstable County Area Median Income with an affordable sale price set to be affordable to 70% AMI income households <u>or</u> affordable rents set to be affordable to 65% AMI income households.		
The proposed affordable units will be eligible for inclusion in the Massachusetts EOHLC Ch. 40B Subsidized Housing Inventory (SHI).		
The affordable tenants will be selected by a marketing, lottery, and tenant selection plan approved by the Town and the state, and complies with the state's Affirmative Fair Marketing and Resident Selection Plan Guidelines (updated May 2013). The lottery and tenant selection plan will have local preference and veteran preference to the maximum amount allowed by law.		
The proposed property will have flood insurance if located in any special flood hazard zone.		
Funds must be used to acquire real property within 12 months of the award of funds.		
The proposed project will be completed within five (5) years of the closing on the property.		
The proposed project is a redevelopment of a disturbed or previously developed property.		

The proposed property has good and clear title, with no current or anticipated litigation related to the property (including bankruptcy filings), is NOT pledged as security for any loan or other financial obligation other than for the land/parcel proposed for sale, and is NOT subject to any restrictions or easement which would limit the development of affordable housing upon the property.		
The property tax and water bill on the property is current		
The proposed project will be insured.		
The proposed project will be permitted using local zoning or a Local Initiative Program (LIP) "Friendly" Ch 40B Comprehensive Permit.		
The proposed project will meet the Town's architectural and site design standards.		
The proposed project will meet the Town's village center vision for development in the areas in which the project is located.		
The proposer has a minimum of three years' experience providing similar services sought by this RFP.		
The proposer has read and understands all sections and provisions of this RFP..		
At a minimum, the proposer will invest equity into the project in an amount equal to 10% of the total project cost.		
DISCUSS THIS IN THE PRICE PROPOSAL ONLY.		

6.2 Staffing Requirements

The Proposer must detail the staffing to be utilized on this project and provide the name and Project Responsibilities for each staff member. The Proposer shall notify the Town of any staff changes.

7. EVALUATION CRITERIA

Proposals that meet or exceed the minimum criteria and are determined to be both responsive and responsible will be further reviewed using the comparative criteria outlined in this Section. To the extent that a criterion is based on the evaluation of a Proposer's plan, the Proposer shall provide a plan that will allow for a meaningful evaluation of the Proposal. The Town reserves the right to ask any Proposer to provide additional supporting documentation in order to verify its response.

Ratings of Highly Advantageous (HA); Advantageous (A); Not Advantageous (NA); or Unacceptable (U) will be given to each of the following criteria for each proposer, if applicable. A composite rating will then be determined. A composite rating of Highly Advantageous or Advantageous may be assigned only if a proposal has received at least one such rating among the criteria listed below.

An "Unacceptable" rating in any of the criteria may eliminate the Proposal from being further considered.

To the extent that an Evaluation Criterion requires the certification of fact and this RFP does not require otherwise, a Proposer's certification as to that fact shall be an adequate response provided; however, upon request, the proposer shall provide evidence to the Town to support that fact.

The following criteria will be used in the evaluation of responses:

SELECTION CRITERIA FOR THE TECHNICAL PROPOSAL

Overall Experience of the Proposer

Highly Advantageous	Proposer has more than 10 years of experience in providing similar services sought by this RFP.
Advantageous	Proposer has between 5 and 10 years of experience in providing similar services sought by this RFP
Not Advantageous	Proposer has between 3 and 5 years of experience in providing similar services sought by this RFP
Unacceptable	Proposer has more less than 3 years of experience in providing similar services sought by this RFP

Proposer's Understanding of Construction and Development

Highly Advantageous	The Proposer shows a superior understanding of Construction and Development.
Advantageous	The Proposer shows an adequate understanding of Construction and Development.
Not Advantageous	The Proposer shows a poor understanding of Construction and Development .
Unacceptable	The Proposer shows no understanding of Construction and Development

Proposer's Understanding of Affordable Housing

Highly Advantageous	The Proposer shows a superior understanding of Affordable Housing.
Advantageous	The Proposer shows an adequate understanding of Affordable Housing.
Not Advantageous	The Proposer shows a poor understanding of Affordable Housing.
Unacceptable	The Proposer shows no understanding of Affordable Housing.

Proposer's Experience and Success in securing Affordable Housing Subsidies

Highly Advantageous	The proposer has in the past been awarded at least one subsidy from Barnstable County, the Commonwealth of Massachusetts or the Federal Government for the development of Affordable Housing and completed at least one development using the subsidy.
Advantageous	The proposer has in the past been awarded at least one subsidy (federal, state, county, or town) for the development of Affordable Housing.
Not Advantageous	The proposer has in the past applied for but was not awarded a subsidy for the development of Affordable Housing but is familiar with the process.
Unacceptable	The proposer has no familiarity or experience applying for a subsidy to develop Affordable Housing.

Proposer's Entity

Highly Advantageous	Proposer is a non-profit entity, charitable organization, or a public agency with the mission of creating and preserving Affordable Housing.
Advantageous	Proposer is an entity which creates and/or preserves Affordable Housing.
Not Advantageous	Proposer is an entity which does not normally create and preserve Affordable Housing.

Proposer's References

Highly Advantageous	The proposer receives positive references in all three cases.
Advantageous	The proposer receives positive references in two cases.
Not Advantageous	The proposer receives positive references in less than two cases.
Not Acceptable	The proposer received no positive references.

Capacity and Resources to Undertake a Project of this Magnitude.

Highly Advantageous	The proposer is an organization which shows a superior capacity to complete the project proposed in their response. The staffing information and team organization provided will exceed the needs set forth by the Town and shows the proposer's commitment to putting their best and most experienced staff and resources into this project. Project roles and responsibilities are clearly defined.
Advantageous	The proposer is an organization which shows an adequate capacity to complete the project proposed in their response. The staffing information and team organization plan provided will meet the needs of the Town and includes a staffing plan that will meet the Town's needs with adequately qualified professionals with defined roles.
Not Advantageous	The proposer is an organization which shows a poor capacity to complete the project proposed in their response. The staffing information provided may meet the Town's needs, but the organization plan provided is not clear enough to make a determination of roles and responsibilities.
Unacceptable	The proposer is an organization which shows no capacity to complete the project proposed in their response.

Project Approach I: Number of Units

Highly Advantageous	The proposal provides a systematic approach to create 14 or more new Affordable Rental Housing units in Yarmouth <u>or</u> six or more new Affordable Homeownership Units in Yarmouth.
Advantageous	The proposal provides a systematic approach to create 5 - 13 new Affordable Rental Housing units in Yarmouth <u>or</u> 2-5 new Affordable Homeownership Units in Yarmouth.
Not Advantageous	The proposal provides a systematic approach to create fewer than 5 new Affordable Rental Housing units in Yarmouth <u>or</u> fewer than 2 new Affordable Homeownership Units in Yarmouth.
Unacceptable	The proposal does not provide an approach to create new Affordable Housing units in Yarmouth.

Project Approach II: Development Quality

Highly Advantageous	The proposal would redevelop a property by razing and removing all existing buildings and structures and replace with all new construction.
Advantageous	The proposal would redevelop a property by razing and removing most but not all existing buildings and structures. Razed buildings and structures would be replaced with new construction, and all existing buildings and structures remaining would be completely rehabilitated to like-new condition.
Not Advantageous	The proposal would redevelop a property by completely rehabilitating all buildings and structures to like-new condition.
Unacceptable	The proposal would redevelop a property without rehabilitation to like-new condition.

Project Approach III: Village Center/Mixed Used Quality

Highly Advantageous	The proposal strongly matches the Town's vision for mixed-use village center developments, and meets the Town's architectural and site design standards.
Advantageous	The proposal substantially meets the Town's architectural and site design standards.
Not Advantageous	The proposal slightly matches the Town's vision for mixed-use village center developments and slightly matches the Town's architectural and site design standards.
Unacceptable	The proposal does not match the Town's vision for mixed-use village center developments and does not meet the Town's architectural and site design standards.

Project Approach IV: Mixed-Use Quality

Highly Advantageous	The commercial component of the proposal is significant and is located on the first floor and in the front of the building.
Advantageous	The commercial component of the proposal is on the first floor of the building.
Not Advantageous	There is a commercial component to the proposal but it is not located on the first floor of the building, or there is no commercial component to the proposal.

Project Approach V: Affordable Housing Percentage - For Rental Developments Only. Homeownership must be 100% Affordable.

Highly Advantageous	Between 25% and 50% of all rental dwelling units are deed restricted affordable in perpetuity.
Advantageous	25% of all rental dwelling units are restricted affordable in perpetuity.
Not Advantageous	More than 50% of all rental dwelling units are deed restricted affordable in perpetuity.
Unacceptable	Less than 25% of all rental dwelling units are restricted affordable in perpetuity.

Project Approach VI: Workforce Housing Percentage - For Rental Developments Only.

Highly Advantageous	Efforts shall be made so at least 25% of all market rate dwelling units (non-deed restricted) shall have a preference for households which work in Yarmouth.
Advantageous	Efforts shall be made so at least 10% of all market rate dwelling units (non-deed restricted) shall have a preference for households which work in Yarmouth.
Not Advantageous	Efforts shall be made so that some of the market rate dwelling units (non-deed restricted) shall have a preference for households which work in Yarmouth.
Unacceptable	No effort shall be made to house households who work in Yarmouth.

Project Approach VII: Energy Efficiency

Highly Advantageous	Proposed project is designed to be Passive House certified and to produce at least as much energy as use on-site in a year. Development will offer electric car charging station(s).
Advantageous	Proposed project is designed to be LEED Certified. Development will offer electric car charging station(s).
Not Advantageous	The proposed development will meet, but not exceed, the Yarmouth Stretch Code
Unacceptable	The proposed development will not meet the Yarmouth Stretch Code

Proposed Permitting

Highly Advantageous	The proposed development uses local zoning, without request for variances or request for substantial waivers.
Advantageous	The proposed development uses a LIP CH40B Comprehensive Permit.
Not Advantageous	The proposed development uses local zoning with requests for variances or significant waivers.
Unacceptable	Proposed development uses a CH40B Comprehensive Permit which is not a LIP CH40B.

Approach and Work Plan and Time for Completion

Highly Advantageous	The Proposer proposes a thorough, detailed approach and work plan to complete the project within three (3) years of the award of funds.
Advantageous	The Proposer proposes a thorough, detailed approach and work plan to complete the project within five (5) years of the award of funds.
Not Advantageous	Not applicable
Unacceptable	The Proposer does not provide a reasonable approach or work plan.

General Impression of Proposal.

Highly Advantageous	The submission clearly meets or surpasses all RFP requirements and shows a greater capacity than needed.
Advantageous	The submission is clear and informative, meeting the responsiveness criteria effectively. The reviewer believes that the proposal demonstrates the proposer's capability to perform in a manner acceptable to the Town. Additionally, it reflects the proposer's commitment to both the Town and the project.
Not Advantageous	The submission does not fulfill most of the RFP criteria.

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SELECTION CRITERIA FOR THE PRICE PROPOSAL

DO NOT MENTION THIS INFORMATION IN TECHNICAL PROPOSAL

Selection shall be based on information provided in the PRICE PROPOSAL and the following criteria:

Proposer's Entity

Highly Advantageous	The proposal requests funding of less than \$35,000 per affordable rental unit <u>or</u> less than \$85,000 per affordable homeownership unit.
Advantageous	The proposal requests funding of \$35,000 - \$70,000 per affordable rental unit <u>or</u> \$85,000 - \$125,000 per affordable homeownership unit
Not Advantageous	The proposal requests funding more than \$70,000 per affordable rental unit <u>or</u> more than \$125,000 per affordable homeownership unit.
Unacceptable	The proposal requests funding more than \$100,000 per affordable rental unit <u>or</u> more than \$150,000 per affordable homeownership unit.

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APPENDIX 1 – RFP EXHIBITS

Exhibits are included within the RFP documents to provide additional information relating to the real property to be disposed of through this RFP and to disclose contractual terms and conditions. Exhibits are intended to assist Proposers in formulating their proposals and in determining the price. Questions or clarifications relating to this information should be sought following the instructions included in Section 4 of the RFP. The following Exhibits are included in this RFP:

Exhibit 1

Town of Yarmouth Vision Plan 2021

<https://www.yarmouth.ma.us/DocumentCenter/View/15717/Yarmouth-Vision-Plan---December-2021>

Town of Yarmouth Affordable Housing Standards

<https://www.yarmouth.ma.us/DocumentCenter/View/17060/Yarmouth-Affordable-Housing-Standards-2014-FINAL>

Massachusetts Guidelines for G.L. C.40B Comprehensive Permit Projects (May 2014)

<https://www.mass.gov/doc/guidelines-gl-c40b-comprehensive-permit-projects-and-subsidized-housing-inventory/download>

Massachusetts Affirmative Fair Marketing and Resident Selection Plan Guidelines (May 2013)

Town of Yarmouth Sample Contract

<https://www.mass.gov/doc/ma-fair-housing-marketing-and-resident-selection-plan-guidelines-1/download>

APPENDIX 2- RFP ATTACHMENTS

The following attachments hereto are incorporated by the following references as part of the RFP Documents. All attachments should be completed and signed and included in your response.

Attachment A	Technical Proposal Form
Attachment B	Price Proposal Form
Attachment C	Certifications Required by Law

Attachment A
Technical Proposal Form

TOWN OF YARMOUTH
DEVELOPMENT OF AFFORDABLE RENTAL HOUSING JUNE 8, 2026 RFP
TECHNICAL PROPOSAL FORM
Complete and Submit with Technical Proposal
Do Not List Any Price or Budget Figures in the Technical Proposal

IMPORTANT: Submit with this form the following:

1. Cover letter
2. Completed Minimum Requirements Form
3. Proof of paid taxes and water bill
4. Proof of insurance
5. Any additional pages or information to show proposal meet the requirements and evaluation criteria set forth in this RFP. For example, project plans.

Date:	
Address of Proposed Project:	
Company/Agency/Firm Name	
Physical Address	
Mailing Address	
Contact Name	
Email	
Office Phone Number	
Cell Phone Number	

PROPOSER and PROJECT INFORMATION – Please complete the following.

Describe your company, its leadership team and employees.

Describe major projects or developments accomplished within the last ten years, and indicate which included an affordable housing component. Describe the affordable housing component in more detail.

Briefly describe you and your team's experience in creating new housing, property management and tenant management. Describe your experience in creating new affordable housing, securing and managing affordable housing subsidies and grants, and in working with the state and local municipalities to create new affordable housing. Include examples and your years of experience.

Describe the administrative and financial capacity of your company to perform the work called for in this RFP. Include a list of your staff and team members, experience in year, licenses and certifications, responsibilities and their role in performing the work called for in this RFP.

Describe the proposed project including address, existing conditions and proposed conditions:

Existing conditions should describe the current permitted use, current occupancy or vacancy, the current condition of any structure, infrastructure, landscaping, parking and entrance ways, and photos and plans of existing conditions.

Proposed conditions should describe the proposed redevelopment including residential and commercial components, including the number of residential and commercial units, residential and commercial floor space in square footage, proposed infrastructure, parking spaces, site plan and architectural design (even if conceptual in nature). Proposed conditions should describe the number and type of affordable rental units, what percentage of units will be affordable, and how the project will be permitted (ie. using local zoning bylaws or a Ch 40B Comprehensive Permit).

Provide a brief work plan with timeline and to accomplish the work called for in this RFP.

List up to three (3) projects or programs that involve work similar to the proposed project and were completed within the last 10 years.

List up to three business references that involve work similar to the proposed project.

TOWN OF YARMOUTH
DEVELOPMENT OF AFFORDABLE RENTAL HOUSING JUNE 8, 2026 RFP
MINIMUM REQUIREMENTS FORM

Indicate, if these following Minimum Requirements are met by checking Yes or No
and submit as part of the Technical Proposal

Date:	
Company/Agency/Firm	
Address of Proposed Project	

Minimum Requirements	Yes	No
The proposal meets the submission requirements set forth in this RFP.		
The proposed project is located in the Town of Yarmouth, Massachusetts within the Route 28 Economic Corridor. Project must be on a disturbed site which is underutilized or blighted.		
The proposal creates affordable, year-round dwelling units.		
The project density is no more than 16 dwelling units/acre of upland on the site.		
At least 25% of all rental units in the proposed project are affordable. 100% of all homeownership units in the project are fee-simple and affordable.		
The proposed affordable units comply with the Town's Affordable Housing Standards, which include minimum unit sizes, shall be deed-restricted affordable in perpetuity with a legally binding instrument which survives foreclosure, and will serve households earning less than 80% of the Barnstable Area Median Income with an affordable sale price or affordable rent.		
All affordable units must either serve household earning no more than 80% of the Barnstable County Area Median Income with an affordable sale price set to be affordable to 70% AMI income households <u>or</u> affordable rents set to be affordable to 65% AMI income households.		
The proposed affordable units will be eligible for inclusion in the Massachusetts EOHLC Ch. 40B Subsidized Housing Inventory (SHI).		
The affordable tenants will be selected by a marketing, lottery, and tenant selection plan approved by the Town and the state, and complies with the state's Affirmative Fair Marketing and Resident Selection Plan Guidelines (updated May 2013). The lottery and tenant selection plan will have local preference and veteran preference to the maximum amount allowed by law.		
The proposed property will have flood insurance if located in any special flood hazard zone.		
Funds must be used to acquire real property within 12 months of the award of funds.		
The proposed project will be completed within five (5) years of the closing on the property.		
The proposed project is a redevelopment of a disturbed or previously developed property.		
The proposed property has good and clear title, with no current or anticipated litigation related to the property (including bankruptcy filings), is NOT pledged as security for any loan or other financial obligation other than for the land/parcel		

proposed for sale, and is NOT subject to any restrictions or easement which would limit the development of affordable housing upon the property.		
The property tax and water bill on the property is current		
The proposed project will be insured.		
The proposed project will be permitted using local zoning or a Local Initiative Program (LIP) “Friendly” Ch 40B Comprehensive Permit.		
The proposed project will meet the Town’s architectural and site design standards.		
The proposed project will meet the Town’s village center vision for development in the areas in which the project is located.		
The proposer has a minimum of three years’ experience providing similar services sought by this RFP.		
The proposer has read and understands all sections and provisions of this RFP..		
At a minimum, the proposer will invest equity into the project in an amount equal to 10% of the total project cost.		
DISCUSS THIS IN THE PRICE PROPOSAL ONLY.		

Attachment B
Price Proposal Form

TOWN OF YARMOUTH
DEVELOPMENT OF AFFORDABLE RENTAL HOUSING June 8, 2026 RFP
PRICE PROPOSAL FORM
Complete and Submit Separately

Date:	
Company/Agency/Firm Name	
Address of Proposed Project	
Total Amount Requested	\$ _____
Number of Proposed Affordable Units	
Amount Requested per Affordable Unit	\$ _____

PROJECT BUDGET:

Costs	Amount (\$)
Acquisition Costs	
Soft Costs (such as site testing and inspections, engineering, architectural fees, legal fees, permitting fees, etc.)	
Construction/Rehabilitation Costs (labor and materials of sitework, parking, paving, utilities, landscaping, construction, management and oversight)	
Tenant Selection/Lottery Costs	
Legal Fees	
Accounting and Administration Costs	
Property Management Costs (for year one)	
Insurance Costs (title, flood, general liability, etc.)	
Other Costs:	
Other Costs:	
Other Costs:	
Total	

RFP PRICE PROPOSAL FORM**ADDRESS OF PROPOSED PROJECT:** _____**PAGE 2**

Sources	Amount (\$)
Affordable Housing Trust: Interest Payable Loan*	
Affordable Housing Trust: 0% Interest Payable Loan*	
Affordable Housing Trust: Grant	
Other Public or Private Funds (list source):	
Other:	
Other:	
Other:	
Other:	
Equity Contribution:	
Total	

*Describe terms of any proposed loan, including proposed interest rate, timeline of repayment.

To meet the minimum requirements of this RFP, the proposer will invest at a minimum 10% in equity of the total project cost into the project. Describe the proposer's equity investment and how it meets this requirement:

Note: Proposal may be subject to additional underwriting.

By signing here I certify that I am duly authorized to submit this RFP proposal on behalf of _____ (company name) and that to the best of my knowledge and belief all of the information submitted in this RFP proposal, including the Technical Proposal and the Price Proposal, is true and accurate.

Signature _____ Date _____

Printed Name: _____

Attachment C
Certifications Required by Law

Corporate Authority Signature Forms
COMPLETE AND SUBMIT IN TECHNICAL PROPOSAL

CERTIFICATIONS REQUIRED BY LAW

CERTIFICATION OF GOOD FAITH

The undersigned certifies under pains and penalties of perjury that this contract has been obtained in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Authorized Person's Signature

Date

Print Name & Title of Signatory

Name of Proposer/Respondent

CERTIFICATE OF STATE TAX COMPLIANCE

Pursuant to Massachusetts General Laws, Chapter 62C, Section 49A

_____, authorized signatory for
name of signatory

_____, whose principal place of business is
name of contractor, proposer or respondent

at _____,

does hereby certify under the pains and penalties of perjury that _____

name of contractor

has paid all Massachusetts taxes and has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Signature

Date

Name

Federal Tax ID # or Social Security #

BOTH CERTIFICATIONS ON THIS PAGE MUST BE EXECUTED

