

## **2022-Cyber-01 Answers to Questions**

### **Q: What is the budget for this engagement?**

A: MassTech does not have a set budget for this work. Please submit a detailed cost estimate which will include labor and other related expenses required to complete the scope of services along with assumptions that these estimates are based and considerations that may impact the proposed budget. Proposals will be evaluated competitively on the overall budgeted cost estimate, the level of detail and assumptions provided, as well as the overall scope to be performed within the proposed budget.

### **Q: Could you advise me on billing for transportation and travel expenses? Should the bid include them in expenses, mark them out as separate, or not at all?**

A: Transportation and travel expenses should be included in the budget under Travel category with appropriate description and explanation of the projected costs. Mileage costs are reimbursed at a rate up to the IRS rate and all other projected travel and transportation costs should be incurred in a prudent manner. Proposals will be evaluated competitively on the overall budgeted cost estimates and the level of detail and assumptions provided.

### **Q: Is residency outside of Massachusetts an impediment to respond to this proposal?**

A: No – residents outside of Massachusetts may respond the proposal. However, the respondents will be evaluated on their experience creating and managing the startup of a non-profit or other organizations in Massachusetts and familiarity with the cybersecurity services industry in Massachusetts.

### **Q: Will this project require legal work of a member of the Massachusetts bar?**

A: You do not need to be an attorney to establish a non-profit organization. It is up to each bidder as to what sort of legal support they will need to establish a Massachusetts-based non-profit, and to understand the bylaws and articles of organization for that non-profit.