COMMONWEALTH CORPORATION



REQUEST FOR QUALIFICATIONS 2026

RELEASED IN SEPTEMBER

FAST-AI

Focused AI Skills Training

FAST-AI

Focused AI Skills Training



UPLOAD RESPONSE

Click here to upload your electronic response. This is the second step of the application process.

PRIMARY CONTACT

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QUESTIONS

Questions about this RFQ will be accepted in writing through October 2, 2026. Consolidated answers will be posted on the CommCorp website no later than October 13, 2026.
Submit questions to:
fastai@commcorp.org

WEBSITE

www.commcorp.org

REQUEST FOR PROPOSALS

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APPLICATION MATERIALS

All application materials can be found in the SharePoint folder here: FAST AI RFQ Materials (Public)

This folder includes the Program Narrative and Course Details Form template and Budget Form template that need to be completed and submitted with your application as required attachments. Please note that a signed Form W-9, a Certificate of Good Standing from the Massachusetts Department of Revenue dated within the past 6 months, instructor resumes/CVs, and at least three (3) letters of reference from employers are also required with your application.

Note: Please download and save a copy of each template from SharePoint to begin editing each file. Please follow the instructions listed on each of the templates and be mindful of page limits.

SECTION 1: EXECUTIVE SUMMARY

Section 1.1 Program Overview and Purpose

The Focused AI Skills Training program (FAST AI) is a pilot workforce initiative designed to give eligible Massachusetts employers immediate access to no-cost, high-quality, applied AI training for their incumbent and newly hired workers. FAST AI is funded through the Workforce Investment Trust Fund and administered by Commonwealth Corporation (CommCorp), a quasi-public entity within the Massachusetts Executive Office of Labor and Workforce Development, through the Workforce Investment Trust Fund in partnership with the Executive Office of Economic Development.

AI is reshaping how work gets done across nearly every Massachusetts industry, yet many employers, particularly small and medium-sized enterprises (SMEs), lack the time, capital, or in-house expertise to train workers in the applied, job-specific use of AI tools. SMEs represent 99.5% of Massachusetts businesses and employ over half the state's workforce. FAST AI will address this gap by building on existing Workforce Training Fund Program (WTFP) infrastructure to procure and deliver vetted AI training at no cost to employers.

Through this Request for Qualifications (RFQ), CommCorp is establishing a statewide pool of qualified training providers and a directory of approved AI courses. Training providers approved via a competitive procurement will deliver approved AI courses to employees of eligible Massachusetts employers. Eligible employers will complete a short online FAST AI Employer Registration Form provided by CommCorp to affirm eligibility before enrolling their workers directly with approved training providers, with minimal paperwork and no cost to the employee or employer. CommCorp will pay approved training providers directly when workers complete an approved course. Employer enrollment is anticipated to open January 2027 with training beginning February 2027.

Purpose of Procurement

- Establish a statewide pool of qualified training providers and approved AI training courses.
    - Support incumbent-worker adoption of AI across Massachusetts industries, occupations, regions, and private employers of all sizes.
    - Develop an initial catalog of 67+ approved courses from 10+ providers (with more coming online as additional funding is approved).
- Provide Massachusetts employers with free-to-them, high-quality AI training to help incumbent workers build new skills and adapt to rapidly evolving technologies.

Training will be pre-procured in bulk, making participation simple and accessible for employers and workers

Section 1.2 Training Priorities

FAST AI prioritizes applied, instructor-led AI training that is contextualized to Massachusetts industries, occupations, and employer needs, and for which Applicants can demonstrate employer demand. Foundational AI literacy may be included but should not be the only focus. Full training priorities, provider standards, and course standards are set out in Sections 3.1 and 3.2.

Section 1.3 Definitions

For purposes of this RFQ, the following terms are defined as follows:

- *Applicant(s):* Training providers applying to receive funds to train the incumbent workforce in Massachusetts. Providers shall be responsible for complying with grant terms and responsible for managing training course scheduling, marketing, and submitting documentation to receive funds via reimbursement of completed training slots from eligible employers.
- *Grant Program:* The proposed courses/services offered by the Applicant.
- *Trainees:* eligible employees of an eligible employer enrolling in training slots funded through FAST AI.
- *Primary Contact:* For Applicant. Serves as the main day-to-day contact and will be copied on all communications.
- *Authorized Signatory:* For Applicant. Authorized to sign contracts and related documents on behalf of the organization and empowered to commit the organization legally.
- *Training Slot:* One seat in one approved FAST AI course for one trainee. The training slot is the unit of measure for enrollment, per-employer caps, and reimbursement. Each slot is tied to a single trainee, a single employer FEIN, and a single approved course, and may not be transferred or split between individuals.
- *Cohort:* A single scheduled offering of an approved Course, delivered to a defined group of enrolled trainees with a stated start and end date. Each seat in a Cohort is one Training Slot. A Cohort may enroll trainees from a single approved employer or from multiple approved employers.

Section 1.4 Desired Outcomes

Through this procurement, CommCorp aims to build an AI course catalog that:

- Spans a wide variety of industries, occupations, worker populations, and AI competencies.
- Emphasizes applied, immediately usable skills over general AI literacy alone (literacy may be an included component in courses but should not be the only focus).
- Achieves statewide geographic reach and serves employers of all sizes, with priority on SMEs.
- Is refreshed over time to keep pace with evolving AI tools and use cases.
- Utilizes searchable metadata and other features to promote positive SME user experience (UX).

Applicants approved in this round may have the opportunity to add or refresh course offerings on a rolling basis in subsequent periods.

Section 1.5 Funding Availability

Up to $1,615,000 is available in FY27 to fund training, procured directly from approved Applicants. The maximum grant award size will be $400,000. Grants will be awarded for a maximum two-year contract period. Amendments or extensions within that period may be issued at CommCorp's discretion, subject to funding availability and satisfactory performance.

Approved Applicants will be reimbursed on a per-trainee-slot basis for eligible workers who attend approved courses, at the per-slot rates established through this RFQ. There is no guaranteed volume of enrollments for any approved Applicant. Actual reimbursement depends on employer demand for an approved Applicant's courses.

Key funding parameters:

- No employer or Applicant match is required.
- Employers incur no up-front or out-of-pocket costs; CommCorp procures seats directly from approved Applicants.
- Reimbursement is issued via secure Electronic Funds Transfer (EFT) following verified attendance and course completion.
- A cap of 100 slots per employer, per approved Applicant, over the contract term, applies to keep funds reaching a broad base of Massachusetts employers.
- The per-slot price may not exceed $300 per instructional hour or $3,000 per person per course, whichever is less.

SECTION 2: ELIGIBLE APPLICANTS

Section 2.1 Eligible Training Provider Applicants

To apply, Applicants must meet the baseline eligibility requirements as outlined below:

1. **[Corrected 9-23-26]** Eligible training providers include:
    a. Non-profit community-based organization
    b. For-profit training organization
    c. Public or private higher education institutions, including community colleges, universities, and university systems
2. Sole proprietorships or single-member LLCs are **not** eligible.
   ~~Be a non-profit/community-based organization, for-profit, or public higher education institution, including community colleges, state universities, and university systems. Note: sole proprietorships are not eligible.~~
3. Be based within the United States, and easily able to offer ongoing training courses to Massachusetts-based employers either in-person or virtually.
    a. Note: while Applicants across the country can apply, additional consideration will be given to applications submitted by Massachusetts-based Applicants. FAST AI defines “Massachusetts-based Applicants” as organizations with work being performed in Massachusetts that have an office, factory, warehouse, or other physical location in Massachusetts owned or leased by the Applicant.
4. Have a Federal Employer Identification Number (FEIN) provided on a Form W-9 to verify business information. The W-9 must have been signed within the last 12 months.
5. Be able to provide a valid Certificate of Good Standing (COGS) from the Massachusetts Department of Revenue (DOR) dated within six months of application submission.
    a. Note: **public** higher education institutions, including community colleges, state universities, and university systems, do not have to provide a COGS.
6. Applicants debarred from doing business with the Commonwealth are not eligible to apply to this RFQ.
7. Have been in operation for at least 2 years as a training provider offering training services, either in AI or in other related topics.
8. Accept reimbursement payments in the form of secure Electronic Funds Transfers (EFTs).

In addition to meeting baseline eligibility requirements, Applicants should expect to provide the following within their submission:

- Performance metrics of courses offered within the past year.
- Details about their training background, including, but not limited to, the number of years in business, core training topics covered, current AI courses offered, and capacity to offer proposed training courses. Viable Applicants will demonstrate established institutional capacity and organizational depth sufficient for high demand circumstances.
- Resumes or CVs of all instructors for courses submitted.
- At least three letters of reference from past or current employer clients.

Section 2.2 Eligible Employers and Trainees

Employers must complete a one-time FAST AI Employer Registration Form before enrolling employees in any of the pre-approved AI training courses published in the FAST AI directory. Once employer registration is complete, eligible employers will receive a FAST AI Employer Certificate of Registration via email. They may then provide this certificate to any approved training providers to directly enroll employees in available courses.

Participating employers and trainees must meet the following guidelines:

- Employees taking the training courses must be W-2 payroll employees of the private employer. Independent contractors are not eligible to participate.
- Massachusetts private employers of any size, with emphasis on SMEs. Employers must have W-2 employee(s) for which they are contributing payroll taxes to the Commonwealth of Massachusetts, are eligible to participate in FAST AI training. (**Note**: Unlike Workforce Training Fund Program requirements, private employers may be eligible for FAST AI regardless of whether they contribute to Unemployment Insurance via "Contributory Method" or "Reimbursable Method".)
- FAST AI defines an eligible "Massachusetts private employer" as a company with work being performed in Massachusetts that has an office, factory, warehouse, or other physical location in Massachusetts owned or leased by the company. Employee home addresses and P.O. boxes do not count as physical locations, though locations owned or leased by company ownership do count.
- Employees must be paid regular wages during training hours.

- Employers are approved via a FAST AI Employer Registration Form, through which they agree to program terms and conditions.
- To complete the FAST AI Employer Registration Form, employers will be required to provide the following compliance forms:
    - a signed Form W-9; and
    - a Certificate of Good Standing from the Massachusetts Department of Revenue dated within six months of application submission; and
    - a valid Certificate of Compliance from the Department of Unemployment Assistance (DUA).
- Employers debarred from doing business with the Commonwealth are not eligible to participate.
- Following employer registration, confirmation of employer eligibility will be issued via a FAST AI Employer Certificate of Registration, provided by CommCorp to the registered employer. Approved training providers will receive payment after successful completion of training by employees of firms with a valid FAST AI Employer Certificate of Registration, until training slots are exhausted. Other limits may apply.
- Slot cost may not exceed $300 per instructional hour or $3,000 per person per course. Employers are limited to 100 training slots per approved Applicant provider over the term of their contract. These caps must be tracked by the approved Applicant. CommCorp will not cover costs of training in excess of the approved cap; in the event that an Applicant does not adhere strictly to this approved cap, it will be responsible for costs of training in excess of the Employer cap.

SECTION 3: ELIGIBLE AI TRAINING COURSES

Section 3.1 Training Priorities

The FAST AI Program seeks submissions of courses from eligible Applicants (*as outlined in Section 2*) that meet the following training priorities:

- Applied AI workforce training is the primary focus.
- Foundational AI literacy may also be included.
- Training resulting in industry-recognized credentials is highly valued.
- Training should be relevant to specific occupations, industries, and sectors of scale in Massachusetts; Applicants must demonstrate demand for proposed training.

Section 3.2 Training Course Guidelines Overview

The FAST AI Program will review courses submitted in the RFQ according to the below:

In-Scope Training Topics ***Course offerings can meet one or many of the following topics. Other AI-related topics will be considered as needed.***	• AI literacy and awareness. • Generative AI. • Prompt engineering. • AI productivity applications. • Data science and machine learning • Occupation-specific AI applications. • Industry-specific AI applications. • Workflow improvement and business process applications. • AI for managers and leaders. • AI governance, risk, ethics, and responsible use. • AI-assisted analytics and business intelligence. • Training resulting in industry-recognized credentials.
Out-of-Scope Training/Services	• Consulting services. • AI model development. • AI research. • Software implementation projects.
Delivery Requirements	• Training must be instructor-led by qualified and experienced personnel.

	• Virtual, in-person, and hybrid formats are permitted. • Live virtual delivery is expected to comprise many offerings. • Asynchronous/self-paced content may only be a limited, supplemental component. • Courses must include meaningful interaction with the instructor and guided practice.
Minimum Course Qualifications ***All courses approved as part of the FAST AI program will meet these baseline requirements.***	• Instructor-led, applied skills training, contextualized in a manner in which can apply learning to their own tools, roles, and operations upon completion. • Above baseline AI literacy. AI literacy can be included but should not be the only focus. (FAST AI uses the definition of "AI Literacy" from the DOL AI Literacy Framework.) • Training includes active, structured participation, applied practice, exercises, simulation, and/or cohort interaction, not limited to passive viewing. • Verified participation and completion, evidenced by attendance.
Preferred Course Characteristic*s* ***Additional consideration will be given to courses with the following preferred characteristics***	• Applied workplace relevance. • Occupation-specific use cases. • Industry-specific use cases. • Hands-on exercises and guided practice. • Employer customization capability. • Immediate applicability to workplace tasks.
Pricing of Course ***Training will be reimbursed on a per-trainee-slot basis, based on the number of eligible trainees that complete each course.***	• The per-slot price may not exceed $300 per instructional hour or $3,000 per person per course, whichever is lower. • Additional consideration will be given to those Applicants with competitive pricing on a per-slot basis.

Section 3.3 Course Submission Requirements

Applicants will be expected to provide the following details in their application about each course they wish to have included as an offering with the FAST AI Program. If awarded, Applicants may be expected to provide additional course details to include in the Course Directory. FAST AI Program staff reserves the right to request edits/adjustments to any courses submitted for consideration. If awarded, grantees may have the opportunity to update course offerings within the scope of their originally awarded grant, depending on the success of courses originally accepted.

Course Submission Requirements	
Course Basics	• Course Name • Course Number (1-20) • In-Scope Topic Area(s) (See Section 3.2) • Course Description (no more than 250 words) • Learning Objectives/Skills to be Acquired • Hands-on Learning Activities • AI Tools Covered • Target Occupations • Target Industries Served • Trainee Prerequisites/Prior Knowledge Required • How Learner Outcomes Are Measured • Workplace Tasks Addressed • Industry-Recognized Credentials Earned (if any)
Delivery of Course	• Delivery Format (e.g. in-person, virtual, or hybrid format) • Course Duration and Instructional Hours (e.g. 48 total hours of instruction; 6 hours/week over 8 weeks) • Max number of training slots per offering of course • Languages course is offered in other than English (if any)
Pricing	• Course cost listed as a per-slot amount
Number of Courses	• The limit for the number of courses accepted in this RFQ is 20. Courses submitted in excess of this threshold will not be considered.

SECTION 4: ADMINISTRATIVE REQUIREMENTS

The requirements below describe the administrative obligations selected Applicants will take on. Specific formats, schedules, and system procedures will be finalized with selected Applicants during contracting and onboarding.

Section 4.1 Enrollment, Attendance, and Completion Reporting

- Selected Applicants manage recruitment, enrollment, and scheduling for their own courses using their own systems. CommCorp does not enroll workers or coordinate training on a selected Applicant's behalf.
- Selected Applicants report enrollment, attendance, and completion data to CommCorp on a recurring basis. The reporting schedule, required data fields, and submission method will be established at contracting.
- Each reported training slot must be traceable to an employer (identified by FEIN), an individual trainee, and an approved course. Verified attendance and completion are the basis for reimbursement.
- Selected Applicants should have the internal capacity to track and report this information accurately and on time.
- Slot cost may not exceed $300 per instructional hour or $3,000 per person per course. Employers are limited to 100 training slots per selected Applicant over the term of that provider's contract. The Applicant will be responsible for tracking these caps. CommCorp will only pay for course completions and will not reimburse for partial completion. Selected Applicants may not bill employers, trainees, or any third party for any portion of a FAST AI training slot, including slots that are not completed. Employers incur no cost for training accessed through FAST AI.

Section 4.2 Selected Applicants' Employer Eligibility Verifications

- Before enrolling any worker, selected Applicants must confirm that the employer holds a current Eligibility Confirmation Memo issued by CommCorp, carrying the employer's FEIN and an expiration date.
- Selected Applicants are responsible for retaining a copy of the memo or other verification record and producing it on request.
- Selected Applicants track slot usage per employer against the per-employer cap described in Section 1.5. Slots delivered to ineligible employers, or in excess of the cap, are not reimbursable, and the selected Applicant carries that risk.

- CommCorp will provide guidance during onboarding on verifying memos and tracking usage.

Section 4.3 Post-Award Onboarding and Directory Publication

- Selected Applicants participate in an onboarding and orientation process before their courses become available to employers.
- Awarded courses are not published to the directory on the basis of the RFQ response alone. CommCorp will provide access to a training provider portal allowing selected Applicants to submit course details for each approved course through the process CommCorp designates, and CommCorp reviews those details before publication.
- CommCorp may request edits or clarifications to course details before a course is published and may decline to publish a course that does not meet program guidelines.
- Selected Applicants should plan for a period between award notification and directory publication to complete contracting, onboarding, and course detail submission.

Section 4.4 Course Directory Management

- Approved courses appear in a business-facing FAST AI course directory. Directory entries are expected to include course details and training provider contact information. Over time, the course listings may display participant satisfaction ratings.
- Selected Applicants are responsible for keeping their course and contact information current and for notifying CommCorp of any changes to a course, including changes to price, hours, format, or availability.
- Selected Applicants confirm scheduling, availability, and enrollment logistics directly with employers.
- CommCorp reserves the right to remove or suspend a course listing at will.

Section 4.5 Trainee and Employer Feedback

- CommCorp expects to collect feedback from trainees on course quality and from employers on training impact.
- Selected Applicants are expected to support this by facilitating access to trainees and employers, which may include distributing surveys or sharing contact information consistent with applicable privacy requirements.

- Instruments, timing, and selected Applicant responsibilities will be defined at contracting.

Section 4.6 Payment and Reimbursement

- CommCorp commits funding through an executed grant contract and pays selected Applicants on a reimbursement basis. There is no advance payment, no fixed award amount, and no guaranteed enrollment volume.
- Reimbursement is calculated on a per-training-slot basis for eligible workers who attend and complete an approved course, at the per-slot price for that course as set in the executed contract, and may not exceed the pricing limits in Section 3.2.
- Selected Applicants submit reimbursement requests on the schedule and in the format established at contracting, and maintain supporting documentation, including attendance and completion records, available to CommCorp on request.
- Payment is issued by secure Electronic Funds Transfer following CommCorp verification. Selected Applicants must be able to accept EFT.

Section 4.7 Mid-Contract Course Modifications and Grant Reductions

- Selected Applicants may request permission from CommCorp to revise an approved course or add a related alternative course(s) during the contract period. Changes must be consistent with the spirit, scope, value, and objective of the original award.
- Changes of this kind are handled as a contract modification or change request and require written CommCorp approval before the revised or added course is offered or published.
- Approval is not automatic. CommCorp will consider program need, directory composition, and available funds before finalizing a modification.
- CommCorp reserves the right to reduce the scale of a project or cancel the remainder of a contract, at the discretion of program administrators, due to underperformance including but not limited to low enrollment, lack of timely delivery of training, lack of quality, efficacy, retention, or failure to comply with contractual obligations. It is the intention of CommCorp to redistribute funds during the performance period if grantee performance is not sufficient to substantially meet planned outcomes.

Section 4.8 Program and Fiscal Monitoring

- CommCorp monitors selected Applicants against the course standards in Section 3.2 and the performance and reporting expectations established at contracting, drawing on reported enrollment, attendance, and completion data and on participant and employer feedback.
- Monitoring will include observation of training sessions, desk review of submitted documentation, requests for supporting records, and discussion with the selected Applicants' CommCorp points of contact.
- Where performance or compliance concerns arise, CommCorp may request a corrective action plan, suspend course listings, withhold reimbursement for affected slots, or terminate the contract.

Section 4.9 Records, Data, and Privacy

- Selected Applicants must maintain program records, including enrollment, attendance, completion, and financial documentation, for the retention period specified in the executed contract, and make them available to CommCorp on request.
- Selected Applicants must handle trainee and employer information in accordance with applicable federal and state privacy and data security requirements, including but not limited to G.L. c. 93H, and to use information obtained through FAST AI only for program purposes.
- Selected Applicants report any suspected breach of trainee or employer data to CommCorp promptly. Specific notification expectations will be set at contracting.

Section 4.10 Marketing and Program Attribution

- Selected Applicants are expected to market their FAST AI courses to Massachusetts employers and to support CommCorp outreach efforts.
- FAST AI is funded through the Workforce Investment Trust Fund. Selected Applicant materials referencing FAST AI should identify the program and its funding source consistent with branding guidance CommCorp will supply after award.
- CommCorp may request review of selected Applicants' materials that reference FAST AI before use.

Section 4.11 Technical Assistance and Contract Terms

- Each approved Applicant is assigned to a CommCorp point of contact and receives orientation and ongoing support, including support for any systems selected Applicants are asked to use.
- Selected Applicants are subject to CommCorp's standard contract terms and conditions. A final statement of work, including approved courses, per-slot pricing, slot volumes, and reporting requirements, is negotiated at contracting.
- Submission of a response to this RFQ does not create any obligation on the part of CommCorp, and no selected Applicant is authorized to deliver FAST AI-funded training before a contract is fully executed.

SECTION 5: APPLICATION INSTRUCTIONS

Activity	Dates
Request for Qualifications Released	**September 17, 2026**
Deadline to Submit Written Questions	**October 2, 2026**
All Answers to Written Questions Posted on Website	**October 13, 2026**
Applications Due	**November 6, 2026**
Awards Determined / Applicants Notified	**December 14, 2026**
Contracting	**December 14, 2026- January 15, 2027**
Contract Start Date	**February 1, 2027**
Contract End Date	**January 31, 2029**

Section 5.1: Application Materials

All application materials can be found in the SharePoint folder here: FAST AI RFQ Materials (Public)

This folder includes the Program Narrative and Course Details Form template and Budget Form template that need to be completed and submitted with your application as required attachments. Please note that a signed Form W-9, a Certificate of Good Standing from the Massachusetts Department of Revenue dated within the past 6 months, instructor resumes/CVs, and at least three (3) letters of reference from employers are also required with your application.

Note: Please download and save a copy of each template from SharePoint to begin editing each file. Please follow the instructions listed on each of the templates and be mindful of page limits.

Section 5.2: Clarification Period

Questions about this RFQ will be accepted in writing through **October 2, 2026**. Questions must be submitted by email to fastai@commcorp.org with "FAST AI" in the subject line.

CommCorp will post a single consolidated set of all questions and responses on the CommCorp website no later than **October 13, 2026**. Responses will address all questions received by the deadline and will be published without identifying the submitting organization.

CommCorp will not provide individual written or verbal responses to questions outside of the posted responses. Any information conveyed outside of the posted responses is not binding on CommCorp, excluding technical support with application tools. CommCorp reserves the right to modify, consolidate, or decline to answer any question.

All potential Applicants are advised to check the CommCorp website periodically for additional information and updates until submissions are due. CommCorp may publish additional guidance, corrections, or amendments to this RFQ at any time prior to the submission deadline. It is the Applicant's responsibility to review any such postings before submitting.

Section 5.3: Application Submission Instructions

Applications and required attachments must be submitted through CommCorp's online application at: https://commcorp.formtitan.com/ftproject/fastai-registration-form. Applications submitted by email, mail, or any other method will not be accepted. Applications must be submitted by **November 6, 2026, 11:59 PM ET** to be considered for this round of funding. Late submissions will not be reviewed.

Before you begin. Applicants are strongly encouraged to review all required application materials, including this RFQ, the Program Narrative and Course Details Form, and the Budget Form, and to prepare all required upload documents before starting.

Application sections. The application is organized into six sections:

- **Introduction:** program overview and links to required materials.
- **Organizational Profile:** legal name, FEIN, organization type, addresses, and organizational detail. Enter your FEIN in the search field to pre-populate existing organization information; review all pre-populated fields carefully, as any edits will update the record in our system.
- **Contact Information:** at minimum a Primary Contact, an Authorized Signatory, and a Fiscal Contact. One individual may serve in multiple roles but must be entered separately for each role.
- **Proposal Summary:** total funds requested, proposed number of training slots, proposed number of courses, and a 250-word proposal summary. If awarded, this summary may be used in public announcements.
- **Supporting Documents:** all required uploads listed below.

- **Final Acknowledgment and Certifications:** required certifications and electronic signature by the Authorized Signatory.

Required uploads. An application is not complete unless all of the following are uploaded:

- Program Narrative and Course Details Form (one consolidated PDF file)
- Budget Form (Excel)
- Form W-9, signed within the last 12 months (PDF)
- Massachusetts Department of Revenue Certificate of Good Standing, issued within six months of the submission date (PDF)
- Instructor resumes (one consolidated PDF)
- Letters of reference from employers (three letters in one consolidated PDF)

Use only the file formats specified for each upload. Documents must be complete, current, and legible, and must be consistent with the information entered in the application.

Closely follow instructions in the online form to submit your application.

Sample Application. Click here to see **a sample PDF of the application in our public folder:** FAST AI RFQ Materials (Public)

Assistance. For technical assistance or submission issues, contact Abby Talmage, Senior Program Manager, at fastai@commcorp.org.

Section 5.4: Application Submission Package Components

The following documents make up the required components of the Application Submission Package. Failure to follow the technical instructions below and/or provide any of the documents or materials listed below prior to the due date may result in the disqualification of the application. It is the sole responsibility of the Applicant to ensure that responses are received at the proper location, prior to the stated deadline.	
Attachment 1: Program Narrative and Course Details Form	Respond to all questions on the **Program Narrative**. We ask that you limit responses only to what is necessary to answer each question sufficiently. There is a 10-page limit for the Program Narrative Form (this limit does not include the Course Details component nor any other required attachment uploaded as part of the

	application package). You may adjust the spacing in this section to accommodate your answers. Do not delete any questions, and font size should not be less than 11-point font. For the **Course Details** component, answer all questions for each course you are submitting for consideration. You will need to duplicate the section for each course you are submitting. Please limit the course description/overview section to only what is necessary to adequately describe your course. You will have the opportunity to submit final course descriptions for inclusion in the approved AI directory if awarded funds.
Attachment 2: Budget Form	Please list each course that you are submitting for consideration (should reflect the **Course Numbers** and **Course Names** listed in **Chart A** of your Program Narrative). If you plan to offer a course more than once, please list it once and include the cumulative planned number of training slots over the grant period. You will also be asked to provide the number of training hours (per offering) and the cost per training slot. The Excel file will auto-calculate the cumulative request amount for you. The cumulative request amount should equal the total amount you plan on requesting this RFQ.
Attachment 3: Certificate of Good Standing from MA Department of Revenue	All Applicants must submit a Certificate of Good Standing from the Massachusetts Department of Revenue dated no more than six months from the date of application submission. This should be uploaded in your Application submission in the Compliance section. NOTE: community colleges and public universities serving as the Applicant do not need to submit a Certificate of Good Standing.
Attachment 4: Form W-9	All Applicants must submit a completed Form W-9 signed within the last 12 months as part of the application process. The W-9 should reflect your organization as it is registered with the IRS and should represent the entity with

	Which the contract will be made. This should be uploaded in your Application submission in the Compliance section.
Attachment 5: Instructor Resumes	Please provide a resume or CV for each instructor that will be teaching your courses.
Attachment 6: Employer Letters of Reference	All Applicants must submit at least three (3) letters of reference from employers. The letters should be from an employer who has sent employees to courses offered by the Applicant, and should attest to: 1) the Applicant's positive performance, subject matter expertise, 2) an expression of interest in sending employees to one or more of the AI courses submitted in this RFQ, and 3) any other relevant information regarding demand, quality, and efficacy of training provided by the Applicant. The letters should be on company letterhead, be no longer than one page in length, and list contact information of an authorized company representative. CommCorp may contact this person during application review.
Click Here to Download the RFQ Program Narrative/Required Templates	

SECTION 6: PROPOSAL EVALUATION PROCESS AND CRITERIA

Section 6.1: Proposal Evaluation Process

Applicants and courses are vetted by CommCorp. CommCorp scores qualifying responses and selects Applicants and courses based on quality, directory fit, and available funds. CommCorp may approve, approve with conditions, or decline any submission. The first RFQ seeds the directory for the January 2027 launch, with rolling competitive intake reopening during FY27.

Step 1: **Threshold Criteria Screening**	Submissions will be screened for completeness, conformity to program requirements, and timeliness of response. Submissions that are incomplete, non-conforming, or late may not be considered.
Step 2: **Baseline Applicant Eligibility and Compliance Screening**	Applicants will be screened for baseline eligibility requirements as outlined in **Section 2.1**. Any Applicant that doesn't meet baseline eligibility requirements will not move on to Step 3.
Step 3: **Review Committee**	A review committee will read, review, and score all submissions that pass Step 2. Review results will be documented. CommCorp reserves the right to request additional information from any Applicant, including information to ensure that the review committee has a complete understanding of their submitted qualifications.
Step 4: **Award Notification**	All Applicants will be notified of their award status by email.

Section 6.2: Scoring Criteria

Category	Max Point Value
Applicant demonstrates the **organizational background and capacity** to deliver the proposed courses and slot volume, including qualified staff, clearly defined roles, and systems for managing enrollment, attendance and completion tracking, and reporting to CommCorp.	**20**

Applicant provides **credible evidence of employer demand** for the proposed courses in Massachusetts sectors and occupations of scale and demonstrates a track record delivering those courses or the prior work from which they are built.	**20**
Applicant proposes **high-quality, contextualized training content** that is instructor-led, applied to workers' own tools, roles, and operations, and goes above baseline AI literacy, with clear learning objectives, hands-on practice, and measurable outcomes.	**20**
Applicant identifies **qualified trainers** with demonstrated AI subject matter expertise, relevant workplace application experience, and experience delivering instructor-led training to incumbent workers or employers.	**20**
Applicant submits **reasonable, well-supported per-slot pricing** that is competitive relative to course length, delivery format, class size, and value, and complies with the pricing limits in Section 3.2.	**10**
Applicant presents a **clear, realistic marketing and outreach plan** to reach eligible Massachusetts employers, particularly SMEs, supported by established employer networks and relevant outreach experience.	**10**
Applicant is a **Massachusetts-based training provider**.	**5**
Maximum Score	**105**

Note: the Massachusetts-based consideration is additive. The maximum achievable score is 105 for Massachusetts-based Applicants and 100 for Applicants based outside of Massachusetts.

Section 6.3: Additional Evaluation Notes

CommCorp may consider only those applications that are complete, responsive, compliant, and include all required components. In addition to the evaluative criteria, CommCorp, the Executive Office of Labor and Workforce Development, and the Executive Office of Economic Development may apply other considerations when making competitive awards among similarly qualified Applicants. CommCorp reserves the right to accept or reject any or all proposals, in whole or in part, if it is in the best interest of the Commonwealth.

This RFQ does not obligate CommCorp to make any awards. All submissions become the property of CommCorp, and CommCorp is not responsible for applications that are not received electronically through its designated application form.

FAST-AI

Focused AI Skills Training