



REQUEST FOR PROPOSALS 2026

MAP-IT

RELEASED IN JULY 2026

Massachusetts Advancing Pathways for International Talent



MAP-IT

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UPLOAD PROPOSAL

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PRIMARY CONTACT

Tommy Heavren, Associate Director of
Skilled Immigrant Pathways
Commonwealth Corporation
33 Harrison Avenue, 3rd Floor
Boston, MA 02111
theavren@commcorp.org
617-717-6906



QUESTIONS

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**Massachusetts Advancing Pathways for International Talent
(MAP-IT)
REQUEST FOR PROPOSALS**

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APPLICATION MATERIALS

All application materials can be found in the SharePoint folder here: [MAP-IT Application Documents \(July 2026\)](#)

This folder includes the program Narrative and Budget Form templates that need to be completed, as well as a Sample MOA and guidance documents for obtaining compliance documentation. Please note that a W-9 is also required with your application.

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

SECTION 1: EXECUTIVE SUMMARY

Section 1.1 Overview and Purpose

Program Background

The Massachusetts Advancing Pathways for International Talent (MAP-IT) Initiative is a grant program designed to help internationally trained professionals (ITPs) who are authorized to work in the United States secure employment aligned with their prior education and professional experience. The initiative is funded through the Workforce Investment Trust Fund and administered by Commonwealth Corporation (CommCorp), a quasi-public agency within the Executive Office of Labor & Workforce Development, on behalf of the Executive Office of Economic Development and the Workforce Skills Cabinet.

Massachusetts has a significant population of ITPs who have obtained postsecondary education, training, or professional credentials outside the United States. Despite strong labor market demand, many of these individuals remain unemployed or underemployed due to barriers such as credential recognition, licensing complexity, limited professional networks, language competencies, and misalignment between employer hiring practices and international experience. MAP-IT seeks to address these barriers in a structured, employer-informed, and measurable way.

Purpose of Procurement

This initiative aims to allocate up to \$1.75M in funding to experienced immigrant-serving organizations to deliver coordinated career navigation, credentialing support, employer engagement, and partnership-driven services for ITPs across Massachusetts, with an emphasis on geographic diversity and responsiveness to regional labor market needs. The goal is to enable at least 175 ITPs to transition to their fields of training or closely related professional occupations.

This program seeks to:

- Address employers' ongoing staffing shortages and drive workforce systems change by expanding access to qualified international talent while improving recognition of international credentials and experience;
- Develop and document scalable service models that strengthen coordination among employers, immigrant-serving organizations, and workforce partners and inform future state workforce policies and investments.

Priority Sector Focus

Programs are encouraged to prioritize ITPs with prior training in the following high-need Massachusetts sectors:

- Healthcare and social assistance (NAICS 62)
- Educational services (NAICS 61)
- Professional, scientific, and technical services (NAICS 54)

To remain inclusive and responsive to the Commonwealth's regional labor market needs, applicants may also propose serving additional occupations or sectors where there is demonstrated employer demand and strong alignment with participants' prior training and experience. Applicants are encouraged to consult the Massachusetts Department of Economic Research's [Regional Occupation Alignment Dashboard](#) (ROAD) in their planning.

Section 1.2 Program Scope

Career Navigators

Grantees must hire or repurpose staff to serve as Career Navigators who work directly with participants and employers, focusing mainly on employer engagement and job placement, participant recruitment and career support, tracking outcomes, and attending statewide program meetings. Please see [Section 2.1](#) for a detailed scope of services.

Required Services, Definitions, and Key Performance Indicators

All lead applicants must demonstrate the capacity to deliver the required services listed below, either directly or through formal partnerships, and are strongly encouraged to deliver additional wraparound support services and resource development services.

Required Services	Detailed Definition	Key Performance Indicators
Participant Outreach, Recruitment, Intake Assessment, and Selection	Recruit and select qualified candidates by screening for work authorization, documenting prior education and experience, and assessing English language proficiency.	• # of participants recruited • # of participants enrolled
Individualized Career Planning & Navigation	Create individualized career plans with each participant, provide one-on-one coaching to help them complete career plan milestones toward placement in their field, and connect them to additional services as needed.	• % of participants creating career plans; • % of participants advancing at least one pathway milestone
Vocational English & Skill Development	Deliver vocational ESOL and career readiness training and provide education or training to address skill gaps required for employment.	• # of participants enrolled in ESOL; • % of participants achieving measurable gains in English proficiency; • # of participants enrolled in training
Credential Evaluation, Translation, & Re-Credentialing	Offer financial assistance for credential evaluation, translation, and recredentialing costs aligned with a participant's career plan.	• # of credentials evaluated; • # of credentials translated; • # of participants initiating licensing steps; • % completing at least one recredentialing step; • # of new credentials earned
Job Placement & Post-Placement Support	Place participants in field-aligned employment and follow up with participants and employers at 30 and 90 days to support retention.	• # of retained placements; • % retained at 30 and 90 days; • % in field-aligned employment; • pre/post-employment status and wage changes
Employer Engagement & Partnership Coordination	Regularly convene employers to hire participants, advise on and co-design program services, and track industry needs for placement; and identify and	• # of employers engaged; • # of employer advisory board meetings; • # of executed partner agreements

	formalize additional workforce partner roles and coordination.	
Data Tracking & Reporting	Collect and report on participant-level and aggregate outcomes.	• Timely and complete reporting; • Data quality checks
Additional Optional Services	Detailed Definition	Key Performance Indicators
Wraparound Support Services	Offer support services to address barriers to employment, such as transportation, childcare, and utility assistance.	• # of participants receiving wraparound support services
Resource Development	Develop and share career pathway resources - such as licensing guides, career pathway maps, skills assessment tools, handbooks, and policy change recommendations- for broader field use.	• # of new resources developed • # of policy change recommendations

Section 1.3 Funding and Grant Structure

This is a 12-month grant, structured as:

Months 1–6: Ramp-Up Period focused on establishing staffing, data systems, partnerships, and service delivery infrastructure. Applicants will be expected to demonstrate:

- Executed agreements with workforce partners and employer partners
- Career Navigator hiring and onboarding completed
- Operational intake, assessment, and career planning tools
- Operational data tracking systems established with CommCorp
- Initial employer advisory board engagement

Months 7–12: Active Implementation Period focused on participant enrollment, service delivery, career plan milestone progress, and early employment and credential outcomes. Applicants will be expected to demonstrate:

- Participant enrollment and sustained engagement
- Progress toward career plan milestones for credentialing and employment
- Employment placements or alternative pathway entry
- Employer validation of pathway alignment

There is potential to extend beyond the original contract timeframe. CommCorp expects additional funding to be available to support continued implementation of successful programs. Future funding will be contingent on performance, readiness, and documented impact.

Key structural elements of the grant include:

- **Total Funding Available:** Up to \$1.75 million statewide
- **Anticipated Award Size:** Up to \$500,000
- **Anticipated Number of Awards:** Approximately 4–7
- **Match Contributions:** Preference will be given to applicants that leverage matching cash or in-kind contributions for service delivery.
- **Partial Awards:** CommCorp reserves the right to make partial awards.

- **Key Performance Indicators (KPI):** Applicants should propose numeric benchmarks that are scaled to their program size and align with the KPI framework outlined above.

Section 1.4 Eligible Applicants and Participants

Eligible Applicants

CommCorp invites applications from organizations with operations in Massachusetts that have existing programs serving internationally trained professionals. Applicants must demonstrate experience, success, and capacity to expand existing services to prepare and place ITPs in occupations aligned with their fields of training or closely related professions.

Eligible applicants may include:

- Not-for-profit organizations
- Adult basic education providers
- Institutions of higher education
- MassHire Workforce Boards or Career Centers

All applicants must be in good standing with the Commonwealth of Massachusetts and be capable of fulfilling all responsibilities of the lead contractor. Further guidance is outlined in [Section 3.1](#).

Eligible Participants

Program participants must:

- Reside in Massachusetts;
- Be authorized to work in the United States;
- Have obtained postsecondary education or credentials outside the United States;
- Have prior professional experience outside the United States; and
- Be seeking employment aligned with their prior field of study or experience.

This program is designed to support roles that correspond with previous education, professional licenses and certifications, and professional experience. This program **does not support** career changes unrelated to prior education or professional experience.

Section 1.5 Reporting and Application Components

Reporting Requirements

Funded programs must:

- Submit quarterly narrative reports;
- Submit monthly fiscal reimbursement reports;
- Maintain participant-level intake, service, milestone, and outcome data;
- Participate in statewide communities of practice;
- Convene an employer advisory board on a regular basis.

Application Components

Application components are detailed in [Section 7.3](#) and will include:

- Application summary, based on template provided in the [CommCorp portal](#);
- Program narrative, not to exceed 10 pages in length;

- Grant budget and match budget narratives;
- Partnership agreements submitted as MOAs or letters of commitment;
- Required [compliance documentation](#).

SECTION 2: PROGRAM DESIGN & REQUIRED SERVICES

Section 2.1: Career Navigation and Individualized Career Planning

Grantees must hire or repurpose qualified staff to serve as Career Navigators, who will provide individualized, high-touch career services to internationally trained professionals while engaging directly with employers to facilitate job placement and advancement outcomes. Career Navigators play a central role in program delivery and are responsible for participant recruitment, career coaching, employer engagement, job placement, outcomes tracking, and attending statewide program meetings.

Core Functions

1. Participant Recruitment, Screening, and Enrollment

Identify, recruit, screen, and enroll eligible participants. Screening must include reviewing prior education and professional experience obtained, verification of work authorization, and assessing English language proficiency. Navigators will collect and maintain documentation related to participants' educational and employment backgrounds, including coordinating translation or credential evaluation services as needed to determine transferability to the Massachusetts labor market.

2. Individualized Career Coaching and Planning

Provide ongoing, individualized career coaching to each participant. Coaching must focus on the development, implementation, and regular refinement of an individualized career development plan that outlines employment goals, required credentials, and actionable steps toward qualifying for and obtaining field-aligned employment. Expectations include:

- Scheduling regular one-on-one coaching sessions to monitor progress and update plans;
- Ensuring participants are consistently progressing toward employment goals;
- Providing guidance on education, training, licensing, and certification pathways;
- Supporting participants in overcoming barriers to employment, including cultural, linguistic, or systemic challenges.

Coaching must be substantive and proactive, going beyond basic check-ins to include targeted guidance, accountability, and advancement strategies. A career development plan framework is outlined in [Appendix A](#).

3. Job Readiness and Career Development Support

Prepare participants for employment by delivering or coordinating services such as:

- Resume and cover letter development tailored to the Massachusetts labor market;
- Interview preparation, including mock interviews;
- Job search strategies and networking techniques;
- Orientation to workplace norms, expectations, and professional culture;
- Guidance on career pathways within local and regional industries.

Navigators may also connect participants with external resources as needed – including education and training providers, credentialing bodies, English language programs, and professional mentors – to support career readiness, credentialing, and placement.

4. Employer Engagement and Job Placement

Develop and maintain strong relationships with employers and industry partners. Expectations include:

- Regularly convening an employer advisory board to co-design program services, inform participant readiness and placement strategies, and create direct hiring pipelines for participants while continuously tracking industry needs and skill gaps;
- Conducting outreach to employers and industry partners to identify in-demand job opportunities, core competencies, and hiring criteria;
- Matching qualified participants to employment opportunities and facilitating placements aligned with their skills, competencies, experience, and relevant credentials.

5. Job Retention and Advancement Support

Provide ongoing post-placement support to both participants and employers to promote job retention and career advancement. This includes:

- Post-placement follow-up with participants after 30 and 90 days of employment;
- Maintaining communication with employers to ensure successful integration and satisfaction.
- Addressing workplace challenges and providing coaching as needed;
- Monitoring employment stability and identifying opportunities for advancement.

6. Data Tracking and Reporting

Maintain accurate, up-to-date records for all participants and services. This includes:

- Documenting participant demographics, services delivered, and progress toward career goals;
- Tracking key outcomes such as job placements, retention, credential attainment, and career advancement;
- Recording employer and partnership engagement activities;
- Reporting data and outcomes in accordance with program requirements.

7. Partner Collaboration and Coordination

Actively collaborate and formalize partnerships with workforce development entities, education and training providers, and industry stakeholders to ensure coordinated service delivery, clear referral pathways, and alignment between participant skills and employer demand. This includes:

- Coordinating any services delivered by entities other than the lead grantee, which may include English language learning, career development and readiness, credential evaluation and translation, wraparound support service delivery, and education and training programs;
- Participating in local, regional, and statewide workforce networks to support alignment of services, strengthen referral pathways, and promote cross-sector collaboration;
- Engaging in regular partnership communication, resource sharing, and coordinated planning activities to strengthen service delivery, address participant needs, and align programming with employer demand.

8. Participation in Program Meetings and Continuous Improvement

Participate in required statewide program meetings, trainings, and convenings. These forums are intended to support alignment, share best practices, and improve program performance. Navigators are expected to contribute insights about labor market trends, participant needs, service delivery, participant outcomes, and identify opportunities for policy changes.

Minimum Qualifications

Career Navigators should demonstrate:

- Experience working with immigrant populations;
- Knowledge of workforce development systems, effective adult English language learning principles, and regional labor markets;
- Experience in employer outreach, job placement, and partnership development;
- Strong coaching, mentoring, and case management skills;
- Ability to build collaborative relationships with employers and industry partners, immigrant-serving organizations, and workforce development providers.

Section 2.2: Program Services, Definitions, and Key Performance Indicators

Required Services:

All lead applicants must have the capacity to deliver and track the services listed below, either directly or through formal partnerships:

Vocational ESOL and Skills Training

- Vocational English language learning preparing participants for industry-specific terminology, communication skills, and language competencies required by target employers;
- Career readiness skills training including resume and cover letter writing, searching and applying for jobs, career-focused networking, interviewing preparation, and workplace cultural competencies and norms;
- Bridge trainings that close gaps in credentials or competencies to meet licensure or industry requirements for employment. This may include targeted, occupation-specific coursework or certifications to address gaps in prior education, technical knowledge, or U.S.-recognized certification or academic credit; exam prep directly tied to re-licensure or employment; and supervised U.S. work experience to help fulfill licensure or hiring competencies.

Credential Evaluation, Translation, and Re-Credentialing

- Evaluating foreign-earned academic and professional credentials through industry-recognized credential evaluation agencies, based on field of study, available documentation, and the regulatory requirements;
- Translating foreign-earned academic and professional documents, including transcripts and credentials, into English to support evaluation and licensure processes;
- Registering and completing required licensing examinations.

Job Placement and Retention

- Placing participants into unsubsidized **field-aligned employment**, defined as employment in the same or a closely related occupation leveraging an individual's prior education,

professional training, and transferable skills, including roles that may serve as entry points or career pathway steps toward full practice of their original profession.

Additional, Optional Services:

All lead applicants are strongly encouraged to deliver additional wraparound and resource development services, which may include:

Wraparound Support Services

- Participant-centered supports to reduce barriers to participation and employment retention, including but not limited to childcare related to program activities and emergency assistance (*e.g.*, vehicle repair or other urgent needs) directly tied to program. Further details about reimbursable supportive services are outlined in [Appendix B](#).

Resource Development

- Develop and share career pathway resources – such as licensing guides, career pathway maps, skills assessment tools, and handbooks – for broader field use.

Section 2.3: Outcome Benchmark Expectations

Applicants should propose numeric benchmarks that are scaled to their program size and aligned with the KPI framework outlined above in [Section 1.2](#). Individual KPIs will be rolled up to ultimately achieve the following cumulative program outcomes for this initiative statewide:

- At least 175 participants enrolled;
- 85% of enrolled participants create an individualized career plan;
- 50% of enrolled participants complete at least one step toward recredentialing;
- 25% of enrolled participants retain unsubsidized, field-aligned employment within 12 months;
- 50% of enrolled participants retain unsubsidized, field-aligned employment within 24 months;
- Collectively engage at least 25 employers statewide in advisory and hiring capacities.

SECTION 3: APPLICANT ELIGIBILITY & PARTNERSHIP EXPECTATIONS

Section 3.1: Eligible Applicants

Eligible applicants may include:

- Community-based organizations
- Adult basic education providers
- Institutions of higher education
- MassHire Workforce Boards or Career Centers

Organizations may serve as a partner on multiple proposals; however, each organization may serve as the lead applicant on only one proposal per RFP round. Applicants are encouraged to contact the [Associate Director of Skilled Immigrant Pathways](#) to determine eligibility prior to submission.

All applicants must be in good standing with the Commonwealth of Massachusetts and be capable of fulfilling any state and/or federal regulatory requirements related to any component of

the proposed program. Good standing will be determined by CommCorp by reviewing Compliance Documentation outlined in [Section 7.3](#). Applicants' capability to deliver the proposed program and fulfill state and/or federal regulatory requirements will be evaluated through CommCorp's application review process using our scoring rubrics and any necessary follow-up communications to clarify questions about the applicant's submission.

Section 3.2: Partnership Expectations

While a specific partnership structure is not required, applicants are expected to demonstrate robust, strategic partnerships that support the delivery of all required program services outlined in [Section 2](#). Competitive applications will present a coordinated partnership model that addresses the unique barriers experienced by ITPs, including unemployment and underemployment, credential recognition and licensing barriers, language competencies, limited professional networks, and access to field-aligned work experience in the United States. Strong proposals will clearly describe how partners contribute to program design, implementation, and outcomes attainment across key service areas, including:

- **Employer and industry partnerships** that actively inform program design; validate training and curriculum relevance; identify occupational skill needs; support work-based learning such as clinicals, internships, job shadowing, mentorship, or other work-based learning opportunities; and facilitate employment placement, retention, and advancement opportunities for participants;
- **Workforce system and educational partnerships** that connect participants to field-aligned education and training pathways; licensing and credentialing navigation, credential evaluation, and document translation; English language learning where appropriate; digital literacy; and career readiness and employment placement services;
- **Community-based partnerships**, particularly with immigrant-serving and culturally specific organizations, that support trusted outreach, recruitment, referral, participant engagement, and culturally and linguistically responsive support services;
- **Clear coordination across partners**, including defined roles, referral processes, communication protocols, participant tracking, and case management responsibilities, to ensure a seamless participant experience and minimize service gaps or duplication;
- **Regional collaboration and alignment of resources** among workforce, education, employer, and community-based partners to maximize participant access, reduce duplication of services, strengthen regional workforce pipelines, and address occupational demand across labor market regions. Applications that demonstrate coordinated regional strategies among multiple service providers are strongly encouraged.
- **Shared accountability** across partners for participant outcomes, including enrollment, credential attainment, employment placement, retention, wage progression, and data collection/reporting responsibilities.

Applicants are encouraged to leverage both existing relationships and new or expanded partnerships that respond to regional labor market needs and occupational demand. Proposals that demonstrate prior experience successfully working with these types of partners, or that present strong, feasible plans to build and sustain these partnerships, will be more compelling. Competitive proposals will demonstrate how partnerships will be maintained and strengthened beyond the grant period to support long-term regional workforce capacity and sustained participant outcomes.

Recommended partners include:

- Adult basic education providers
- MassHire Workforce Boards
- MassHire Career Centers
- Immigrant-serving organizations
- Employers and industry partners
- Professional associations
- Chambers of commerce
- Education and training providers
- Credential evaluation, licensing, and translation entities

All partners with a defined role in program design, participant service delivery, training, credentialing support, work-based learning, or employment placement activities must submit Memoranda of Agreement (MOAs) or Letters of Commitment (LOC) clearly outlining their roles, responsibilities, and contributions to the proposed program model. Employers comprising an Employer Advisory Board will be required to submit MOAs or LOCs outlining their commitments. Any subcontractors receiving grant funds must also provide their full legal business name and address under the [“Partnerships”](#) section of the application form.

SECTION 4: COST PER PARTICIPANT & MATCH CONTRIBUTIONS

Section 4.1: Cost per Participant

Each proposal will be evaluated on its cost per participant served, calculated by dividing the total grant request by the number of participants expected to be enrolled. Applicants should propose realistic budgets that maximize public dollars. The cost per outcome includes all grant-funded expenses but does not include any leveraged match contributions. Applications should propose benchmarks that yield a **maximum \$10,000 cost per participant served**; lower costs per participant served are strongly encouraged and will be considered more compelling.

Section 4.2: Match Contributions

Match contributions are not required; however, preference will be given to applicants that leverage cash or in-kind contributions to support service delivery. Given the limited funding available for this initiative and the comprehensive scope of services, applicants are encouraged to use additional resources to enhance program capacity and participant outcomes.

Examples of match contributions may include:

- Cash contributions from partner organizations, employers, or philanthropic sources;
- In-kind contributions, such as staff time, facilities, training resources, or supportive services;
- Employer-supported activities, including paid internships, on-the-job training, or tuition assistance;
- Partner-provided services, such as credential evaluation, licensing support, career coaching, or case management.

Applicants should clearly describe any proposed match contributions, including the source, type (cash or in-kind), estimated value, and intended use in the Match Budget Narrative.

Proposals that demonstrate the ability to leverage additional resources to deliver a more robust, comprehensive service model will be viewed more favorably, particularly where such contributions strengthen partnerships, improve participant outcomes, or increase the sustainability of program activities.

SECTION 5: ADMINISTRATIVE REQUIREMENTS

Section 5.1: Participant Level Data Reporting Requirements

Grantees will be required to collect and provide the following types of participant data:

- **Upon enrollment:** Basic personal information, demographic and origin information, current employment status, language proficiency and employment readiness;
- **Throughout the program:** Services provided and participant progression through their individualized career plans, including credentials translated and evaluated, new credentials earned, trainings completed, and English proficiency improvement;
- **Upon employment:** Employment retention information including employer details, job title, and compensation information.

[Appendix C](#) lists the participant information grantees will be required to collect.

Grantees will be required to collect enrollment data using a participant registration form provided by CommCorp and to enter data on participants and program services in a participant-level database to be provided by CommCorp.

CommCorp will not provide any party with the names of any participants or any other information that may be used to identify a participant unless the participant has provided prior permission.

Section 5.2: Program Progress Reporting Requirements

Grantees will be required to submit the following narrative reports using templates supplied by CommCorp:

1. Quarterly Reporting

Reports will be due quarterly and will include:

- Employer engagement activities
- Partnership engagement activities
- Progress in meeting key performance indicators

The format for this report will be provided upon contract execution. Reporting will be reviewed with grantees during quarterly meetings with the assigned CommCorp Program Manager.

2. Final Report

This report will be submitted at the end of the contract period and will document the activities and services achieved through the investment of these funds, inform future funding opportunities, and provide information that could be used more generally among organizations doing similar work. The format for this report will be provided prior to the contract end date.

CommCorp must submit an annual report to the Executive Office of Economic Development (EOED) providing results of the grants made through the Workforce Investment Trust Fund. CommCorp will provide EOED and the Workforce Skills Cabinet with grantee-specific information and will use data from the participant-level database and information from the narrative reports as a primary source.

Section 5.3: Participant Eligibility and Documentation

Grantees must implement a screening and intake process to identify eligible participants for this program. The lead grantee and its partners will be required to collect and maintain the following documentation for each participant:

- Documentation of the participant's authorization to work in the United States;
- Documentation of the participant's residency in Massachusetts;
- Documentation of the participant's country of origin;
- Documentation of the participant's prior education and credentials gained abroad;
- Documentation of the participant's employment status at the time of enrollment;
- Participant registration form, using the template provided by CommCorp;
- Career plan developed with the Career Navigator;
- Documentation of all training services received;
- Case management and coaching notes;
- Documentation of new employment, wage level, hours worked per week, and employment retention.

Grantees must retain all records and files related to the program for a minimum retention period of six years beginning on the first day after the final payment has been made under an awarded contract.

Section 5.4: Program and Fiscal Monitoring

CommCorp is responsible for ensuring that organizations receiving grant funds:

- Have the fiscal and program systems needed to meet all relevant federal and state requirements;
- Meet the terms of the grant award outlined in the contract with CommCorp;
- Provide quality services to program participants;
- Expend grant funds only for allowable activities.

To fulfill this responsibility, awardees will be required to complete a fiscal capacity survey prior to the first distribution of funds. Additionally, CommCorp will periodically request and review documentation related to the grantee organization and grant expenses and activities. CommCorp may conduct at least one in-person fiscal review over the grant period. Additional information will be provided at the time of contract award.

Section 5.5: Indirect and Fringe Rate Guidance

Indirect costs are limited to 15% in alignment with [2 CFR 200.414](#). Fringe benefit rates must be reasonable and clearly itemized. Applicants must identify their proposed indirect and fringe rates in the budget narrative.

Indirect costs represent an organization's shared overhead that can include accounting, human resources, facilities, insurance, and organizational leadership that supports all operations but cannot be tied to a specific program. Administrative costs, by contract, refer to program-specific administrative activities charged directly to the grant (i.e., program coordination, data entry, fiscal reporting). Administrative costs are budgeted as direct expenses, while indirect costs are calculated as a percentage applied to eligible direct cost categories.

Guidance will be provided in the budget templates and fiscal training materials upon award.

Section 5.6: Best Value Purchasing and Procurement Policy

To ensure consistency, transparency, and fiscal responsibility in the use of MAP-IT funds, this policy establishes guidance regarding best value purchasing and procurement of goods and services. Recognizing that certain program activities may require specialized expertise in serving skilled immigrant populations – including expertise related to credential evaluation, licensing navigation, ITP workforce integration, culturally and linguistically responsive service delivery, and occupation-specific recredentialing pathways – applicants may propose rates that reflect the specialized nature and market availability of these services.

Applicants should strive to obtain the best value for every purchasing transaction, determined by evaluating multiple factors including but not limited to price, delivery capabilities, quality and/or depth of expertise, past performance, training, financial stability, service capabilities, ease of ordering, and payment. Applicants should select vendors that offer the best combination of these factors.

Section 5.7: Payment

Funds will be disbursed on a cost reimbursement basis. Grantees will be required to submit invoices monthly using a Fiscal Status Report (FSR) or another similar tool provided by CommCorp. Grantees will only be reimbursed for expenses incurred during the project period. The fiscal process is subject to change in 2026 as new software programs and schedules are to be incorporated into regular operation. Grantees are required to maintain and submit, upon request, back-up documentation for expenses and match contributions. Please note that the first two submitted FSRs will require back-up documentation that will be reviewed prior to the distribution of funds.

SECTION 6: GRANTEE SUPPORT, TERMS, AND CONDITIONS

Section 6.1: Technical Assistance

Each grantee will be assigned a CommCorp Program Manager and must assign a main contact at their organization accountable for the grant. The CommCorp Program Manager will be available to support grantees through the grant's duration, answering questions about operational issues and providing technical assistance to support grantees in meeting their performance outcomes.

CommCorp, through the Workforce Competitiveness Trust Fund, hosts a [Resource Library](#) including tools and guides for program design and application development. Applicants are encouraged to consult the library for helpful resources and information when designing program proposals.

Section 6.2: Project Terms and Conditions

Grantees will be required to abide by CommCorp's [Standard Contract Terms and Conditions](#), which will be provided during contract negotiations. In addition, all final contracts are subject to negotiation of a final statement of work.

Section 6.3: Equipment

It is anticipated that partnerships will utilize existing capacity to deliver program services, including existing equipment that can be used to provide hands-on training to participants. If equipment required to continue or increase seat capacity is unavailable in a region, applicants may make a case to use grant funds for this purpose. A good case would include a summary of an inventory of current capacity and an analysis of the gap between current capacity and the capacity needed to meet projected enrollments.

SECTION 7: APPLICATION INSTRUCTIONS & TIMELINE

Section 7.1: Pre-Application Technical Assistance

Official review of applications will not commence until the application deadline. Letters of intent are not required to apply; however, we encourage interested applicants to attend the scheduled [bidders' webinars](#) and [drop-in sessions](#) to learn more about grant requirements and clarify questions in a live format. Questions about this RFP will be accepted in writing [through this link](#), where applicants may also sign up to receive written responses to all submitted questions. All prospective applicants are advised to periodically visit the [Available Funding](#) page on CommCorp's website for additional information and updates.

Section 7.2: Anticipated Timeline

Submission Schedule	
Activity	Date
Request for Proposals released	July 1, 2026
Pre-application bidders' webinars	July 9, 2026, and July 16, 2026
Question & Answer drop-in sessions	July 22, 2026, and August 5, 2026
Application submission deadline	August 14, 2026
Applicants notified of award decisions	Varies by award
Earliest anticipated contract start date	November 15, 2026
Anticipated contract end date	12 months after contract start date

Section 7.3: Application Components and Submission Instructions

Application Components

The following parts comprise the required components of the grant application package. Failure to provide any of the documents or materials listed below may result in the application's disqualification. All application materials may be accessed [via this SharePoint folder](#). Applicants must **download each of the application materials** from the SharePoint folder to edit each file.

Application Summary Form: Lead applicant will be required to complete all fields on the application submission portal, including 1) **Legal name** of the lead applicant organization, 2) lead applicant's **Federal Employer ID Number**, 3) lead applicant's **Department of Unemployment Assistance ID Number**, 4) lead applicant's **key contacts**, 5) **total funds requested**, 6) proposed **number of participants served**, 7) application **executive summary** (400 words or fewer), 8) **cities and towns** to be served, and 9) **grant partners'** information.

Application Narrative: This form provides a list of questions requiring written response. Please answer all questions clearly and in detail. Narrative form submissions **may not exceed 10 pages**.

Grant and Match Budget: Applicants must submit a detailed budget using the provided template, which should reflect the full lifecycle of the grant and will serve as the basis for any award and reimbursement payments. CommCorp reserves the right to modify budgets during contracting.

Memoranda of Agreement/Letters of Commitment: Each grant partner's commitments, roles, and anticipated activities must be provided either through a jointly signed Memorandum of Agreement (MOA) among partners or through the submission of separate letters of commitment (LOC). Applicants may use their own format or choose to edit and make additions to the [sample MOA](#) as appropriate to indicate specific partner roles and responsibilities.

Form W-9: All lead applicants must submit a W-9 signed within the past 12 months.

Required Compliance Documentation:

- [Certificate of Compliance from Massachusetts Department of Unemployment Assistance:](#) Please note that certificates are only valid until the expiration date listed on the document. If your most recent certificate has expired before submitting your application, please request a new certificate to include with your submission.
- [Certificate of Good Standing from the Secretary of the Commonwealth:](#) Certificates must be less than six months old.
- [Certificate of Good Standing from the Massachusetts Department of Revenue*](#): Certificates must be less than six months old. Applicants are strongly encouraged to log in or register with [MassTaxConnect](#) to request a CoGS for quickest processing time. Paper applications can take four to six weeks to process.

**MassHire Workforce Boards and Career Centers and public state universities and community colleges are exempt from submitting a CoGS from the Dept. of Revenue.*

Application Submission Instructions

Applications may be submitted anytime while the RFP is posted up to the deadline on **August 14, 2026 at 11:59 p.m.** Only complete applications received by the submission deadline will be reviewed. Please upload your submission electronically to the [application submission portal](#).

Applicants should review all components before submitting to ensure all materials are complete and include all required information. Uploaded components should align with the following formatting guidelines:

- Application narrative forms must be submitted in the MS Word file format provided;
- Budget forms must be submitted in the MS Excel file format provided;
- Signed MOAs/LOCs must be scanned and submitted as a single PDF file;
- W-9 must be submitted as a single PDF file;
- DUA Certificate of Compliance must be submitted as a single PDF file;
- Secretary of the Commonwealth CoGS must be submitted as a single PDF file;
- Massachusetts Department of Revenue CoGS must be submitted as a single PDF file.

CommCorp uses FormTitan for online application submissions. Applicants are advised to budget at least 60 minutes to complete all stages on the application submission portal. Applicants may begin a portal submission and save progress to return to the form later. Applicants will receive email confirmation upon successful submission.

SECTION 8: PROPOSAL EVALUATION PROCESS & CRITERIA

Proposals submitted in response to this RFP will be reviewed by CommCorp. Representatives from the Executive Office of Economic Development and other state agency partners may participate in this process. The review process will include:

Threshold Criteria Screening

Submissions will be screened for completeness, conformity to the program requirements, timeliness of response, and compliance with state law. Submissions that are incomplete, non-conforming, late, or that fail the state compliance screening may not be considered.

Review Committee

A review committee will evaluate and score all eligible submissions based on the criteria below. CommCorp may request additional information to fully understand a proposal.

Evaluative Criteria	Max Point Value = 100
Applicant proposes clear, realistic performance benchmarks aligned with the RFP's key performance indicator guidance.	20
Applicant presents a clear and effective employer engagement strategy , including identifying employers willing to hire ITPs and engaging employers in advising on program design and hiring pathways.	20
Applicant submits a detailed, reasonable budget with allowable, allocable, and necessary costs that directly support program operations and services.	20
Applicant demonstrates a strong track record of screening, preparing, and placing ITPs in field-aligned or closely related employment.	10
Applicant demonstrates the organizational capacity to operate and expand program services and to deliver all required services outlined in this RFP.	10
Applicant leverages existing partnerships to deliver coordinated, comprehensive services that prepare ITPs for employment.	10
Applicant proposes program strategies that promote equity, accessibility, and cultural responsiveness for participants.	10

Applicants whose proposals meet the funding criteria and priorities for a given cycle will be prioritized for funding. Applications whose proposals are not selected for funding may request feedback from CommCorp.

Please note: CommCorp reserves the right to factor applicants' past grant performance into funding decisions.

Grant Award Notification

CommCorp will notify all applicants of award status by email. All awardees must complete a fiscal capacity survey before receiving grant funds.

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 RFP 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 portal. CommCorp may use funding sources other than the MAP-IT FY'27 appropriation to support selected proposals and may consult with external funders to ensure alignment and determine if a proposal is better aligned with their programs or priorities. CommCorp may also extend award amounts and periods of performance consistent with funding source requirements.

APPENDIX A: CAREER PLAN FRAMEWORK

Individualized career plans must outline a clear and realistic path for qualifying for and obtaining field-aligned employment. Plans should include the following, as applicable:

- Description of the participant's target field of employment
- The competencies, skills, experience, and education and training requirements for re-entry into the target field of employment
- Whether the target field of employment is regulated and requires a professional license or certification, and if so:
 - Identify the professional license or certification
 - Identify the entity overseeing professional licensure and evaluation
- The competencies, skills, experience, education and training, and credentials possessed by the participant
- Barriers to entering the field and strategies to mitigate these barriers. Such barriers may include:
 - Limited English proficiency;
 - Lack of familiarity with workplace standards;
 - Credentials that are not translated or recognized in the United States;
 - Gaps in training or certification;
 - Insufficient U.S.-based work experience in the target field of employment.
- Services the participant will receive to facilitate re-entry into the target field of employment, which may include:
 - Translating foreign-earned academic and professional documents into English;
 - Evaluating foreign-earned academic and professional credentials;
 - Registering and completing required licensing exams;
 - Contextualized English language learning;
 - Career readiness skills training;
 - Bridge trainings;
 - Employment placement and retention services.

Plans may be updated throughout the grant period. Each plan should include a mutually signed service agreement between the participant and Career Navigator outlining the roles, responsibilities, and expectations for both parties. Awardees must also develop a policy for addressing any participant grievances.

APPENDIX B: ALLOWABLE COSTS

MAP-IT funds may be used for costs that directly support the program services outlined in this RFP. All costs must be necessary, reasonable, allocable, and compliant with applicable state and federal requirements. Allowable uses should be clearly itemized and justified in the budget narrative and may include:

- Staff salaries and fringe benefits for personnel directly delivering program services, coordinating partnerships and employer engagement, fulfilling grant reporting requirements (including data entry and fiscal management), and supervisory staff time proportionate to program support.
- Other program costs directly supporting program delivery, such as staff travel within Massachusetts; prorated facility rental; communication services; leased or purchased equipment and technology; printing, postage, and office supplies; and outreach and recruitment activities;
- Incentives and work-based learning supports, such as payments tied to program milestones and outcomes, stipends or wage subsidies for internships, on-the-job training, and other work-based learning activities;
- Education, training, and employment-related costs such as tuition, fees, licensing and certification expenses; along with required training materials, tools, uniforms, or other supplies necessary for participation in program activities and entry into the target field;
- Barrier reduction supports such as transportation assistance and other participant-centered services—such as childcare or emergency assistance—needed to enable program participation, completion, and employment retention;
- Payments to subcontractors or consultants to support program implementation, such as delivering education and training (including vocational ESOL and skills instruction); developing or enhancing resources for broader field use; and providing services such as outreach, job development and placement, credentialing support, case management, employer engagement, supportive services, and workforce system coordination;
- Shared organizational expenses that cannot be directly attributable to a single program activity, capped at the federal 15% *de minimis* rate in alignment with [2 CFR 200.414](#).

APPENDIX C: PARTICIPANT INFORMATION TO BE COLLECTED

Grantees will be required to collect and provide the following types of participant data:

- Basic personal information
- Current employment status
- Current employment details, as applicable
- Demographic information
- Immigration background
- International education and professional background
- Public benefits and economic circumstances
- English proficiency level
- Target field of employment
- Target credential (as applicable)
- Required competencies, skills, experience, education and training, and credential required for the target field of employment
- Participant's current competencies, skills, experience, education and training, and credentials relative to target field of employment
- Barriers to entering the target field of employment
- Planned services and supports participant will pursue, such as:
 - Document translation
 - Credential evaluation
 - Licensing exam registration/completion
 - English language learning
 - Career readiness training
 - Bridge training
 - Employment placement
- Services and supports participants will complete, such as:
 - Documents translated
 - Credentials evaluated
 - Credentials earned
 - English language proficiency post-intervention
 - Career readiness training completion
 - Bridge training completion
- Employment placement and retention information, such as:
 - Employment start date
 - Basic employer information
 - Job title
 - Hourly wage
 - Average hours worked per week
 - Fringe benefits offered



Massachusetts Advancing Pathways for International Talent