



Request for Qualifications Partners to Boston and Metro North Application for Massachusetts Gaming Commission Community Mitigation Funds

Overview:

Through this Request for Qualifications, the MassHire Metro North Workforce Board and the Mayor's Office of Workforce Development/Economic Development Industrial Corporation (OWD/EDIC) seek partners to develop a proposal for the Community Mitigation Fund (CMF) awarded by the Massachusetts Gaming Commission (MGC). Since 2015, the MGC has offered this grant to help advance the workforce development needs of communities in the vicinity of Encore Boston Harbor. For more information, please visit <https://massgaming.com/about/community-mitigation-fund/>.

Our agencies anticipate jointly developing an application for funding along with selected partners to support hospitality-focused skills training programming. There is no guarantee of funding availability or award.

We are looking for partners who will provide services to residents of our region¹ to advance the following goals:

- Deliver education and career training programs that can be completed in one year or less and prepare participants for employment in high-wage, high-skill occupations related to hospitality and casino careers.
- Help adults with barriers to employment earn occupational credentials, obtain well-paying jobs, and sustain rewarding careers in hospitality sectors.
- Align and accelerate ABE, GED/HiSET, and ESOL programs to support nontraditional students in completing postsecondary credentials of value in the regional labor market.
- To mitigate a strain in existing resources and a potential impact to the regional labor market.
- To identify and alleviate gaps and/or challenges regarding equitable access to casino or industry-related jobs.
- To increase access to quality jobs for residents from historically underserved communities.

Examples of eligible activities:

- Hospitality-focused training programs (e.g., culinary skills, hotel operations, event management, customer service in hospitality).
- Integrated Education & Training leading to industry-recognized hospitality credentials.

¹ Specifically the following cities and towns: Boston, Cambridge, Somerville, Watertown, Belmont, Arlington, Medford, Everett, Chelsea, Winthrop, Revere, Malden, Melrose, Stoneham, Wakefield, Winchester, Woburn, Burlington, Wilmington, North Reading, and Reading.

- Adult Basic Education (ABE) and vocationally based ESOL training programs with contextualized learning for hospitality careers.

Eligibility:

Eligible programs must hold 501(c)(3) status under the Internal Revenue Code, be in the process of receiving such status, or have an identified fiscal sponsor holding 501(c)(3) status. Non-profit, private or public institutions of higher education are also eligible to propose services.

Availability of Funds:

Up to \$277,500 is expected to be available to support a small number of high-impact projects. Funding is limited; proposals should demonstrate cost-effectiveness. All funding is contingent upon the successful submission of a grant proposal to the Massachusetts Gaming Commission.

Timeline:

RFQ Issued	December 1, 2025
Deadline for Questions	December 19, 2025
Proposals Due	January 9, 2026
Notification of Application Status	January 23, 2026
Anticipated Contract Award (Contingent on successful application to and executed contract with the Mass Gaming Commission)	July 1, 2026
Contract Completion Date	June 30, 2027

Narrative Questions:

Please answer the following questions. Limit your responses to no more than 3 type-written pages. Responses should be based on a one-year program, with a tentative anticipated start date of July 1, 2026.

1. **Identify the name of your organization and the name of the proposed program (5 points).** Include contact information for the program (staff person name, title, email and phone numbers). Identify the cities and towns where you intend to provide services.
2. **Identify the activities you are targeting (5 points).** Include a description of the individuals you intend to serve, the location of any training program, and your key partners if any.
3. **Describe your program design (10 points).** Distinguish between what components exist and/or are currently funded, and how new funding would be used.

4. **Describe the career pathway (15 points).** Describe how education and training programming is available to participants to move them along that pathway. Describe any programs in your career pathway that lead to an industry-recognized certificate. Describe how your proposed program is related to the gaming industry.
5. **Provide a comprehensive budget using Attachment A for your proposed one-year program (5 points).** Proposals should demonstrate cost-effectiveness, transparency, and a realistic budget aligned with your program design described above. Your response must include:
 - Total program costs (including instruction, tuition, mandatory fees, testing or certification fees, staffing, and wraparound supports)
 - Cost per participant, based on your projected enrollment
 - A detailed description of all other funding sources that support this program or related activities.
 - Identify each current or committed source of funding
 - Include name of funder, funding amounts, grant periods and end dates.
 - Describe how Community Mitigation Funds would supplement existing resources, and how the proposed funding will enhance, expand, or sustain the current program model.
6. **Past Performance & Experience (20 points):** This section is designed to offer the review committee a comprehensive understanding of your program's effectiveness, quality, and overall impact.

For organizations that have **previously received** Community Mitigation funds:

- Summarize your past performance under the grant, focusing on key outcomes such as the number of participants enrolled, the number of participants who completed the program, and the number of job placements achieved compared to stated goals.
- Highlight how your organization met program goals and addressed challenges.
- Report whether your organization fully expended the funds awarded in previous Community Mitigation grant cycles. If funds were not fully expended, describe the circumstances and any steps taken to improve fiscal management and ensure full utilization in future awards.
- Share what changes or improvements your organization would implement if selected to receive Community Mitigation funds again.

For organizations that have **NOT previously** received Community Mitigation funds:

- Describe your organization's experience delivering adult training programs, emphasizing key outcomes such as enrollment numbers, completion rates, and placements in employment or internships.
- Provide supporting performance data that demonstrates your organization's success and ability to deliver results.
- Describe your organization's experience managing public funds or other grant funding. Include information about your fiscal management practices, your history of fully expending awarded funds, and your organization's ability to meet reporting and compliance requirements.

- If applicable, identify any challenges encountered in managing past grants and the steps taken to strengthen financial or programmatic oversight.

For all applicants:

- Explain your organization’s approach to meeting deadlines and addressing any past compliance challenges, if applicable.
 - Detail the steps your organization has taken to enhance program efficiency, ensure compliance, and support continuous improvement.
7. If selected for inclusion, will your organization make available a staff member who can collaborate with our agencies during the week of Jan 15 -21, 2026 to finalize our application? Please provide contact information for this individual.

Submission Instructions

Please submit responses with narratives no longer than 3 pages. Please submit narratives in one-inch margin, 12-point fonts, and single spaced. Attachment A Budget Template must be utilized for the submission. Attachment A does not count toward the 3-page narrative limit. Responses are due by email no later than 5:00 PM on **Friday, January 9, 2026**.

Please email responses to: rfp@masshiremetronorth.org with “RFQ: Mass Gaming Commission” in the subject line - any questions regarding this RFQ can also be directed to the same email address. There will be no bidder’s conference.

Guidance on Generative Artificial Intelligence (Gen AI)

Gen AI models can be useful in some cases but may produce errors or result in text that is overly generic and inauthentic; these could put your application at a disadvantage during review.

If you choose to use Gen AI tools, we strongly encourage you to review the text to ensure that the application reflects your local context, is specific about your proposed project activities, and is feasible for the budget and period of performance.