Addendum No. 1 to BID #22-57

CITY OF SOMERVILLE, MASSACHUSETTS
Department of Procurement and Contracting Services
KAJANA BALLANTYNE
MAYOR

To:    All Parties on Record with the City of Somerville as Holding BID #22-57
       Small Business Economic Recovery Management Services

From:  Jordan T. Remy

Date:  4/29/2022

Re:    Questions and Answers

Please acknowledge receipt of this Addendum by signing below and including this form in
your proposal package. Failure to do so may subject the proposer to disqualification.

NAME OF COMPANY / INDIVIDUAL: _________________________________________

ADDRESS: __________________________________________________________________

CITY/STATE/ZIP: ______________________________________________________________

TELEPHONE/FAX/EMAIL: ______________________________________________________

SIGNATURE OF AUTHORIZED INDIVIDUAL: ________________________________

ACKNOWLEDGEMENT OF ADDENDA:

Addendum #1 _______ #2 __________ #3 __________ #4 _______
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Questions and Answers

**Question 1:** What is the estimated budget range for the total campaign?

**Answer:** Funds have been allocated to cover the anticipated costs of this contract, which includes the Fourth and Fifth (optional) Rounds of Assistance.

**Question 2:** What is the current system for online application processing? Does the City of Somerville have a different preferred system?

**Answer:** The City does not have a current system for online application processing. The proposer should state what system they propose to use, and include examples of what has been used previously for similar assignments.

**Question 3:** What is the current system for record-keeping? Does the City have a different preferred system?

**Answer:** The City currently keeps records and applications digitally. Physical records are scanned into .pdf documents.

**Question 4:** What is the current system for data collection and analysis? Does the City have a different preferred system?

**Answer:** The City does not currently have a data collection and analysis system for this purpose. The use of Microsoft Excel or Google Sheets is acceptable.