

Addendum No. 1 to BID #22-57



CITY OF SOMERVILLE, MASSACHUSETTS
Department of Procurement and Contracting Services
KATJANA 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

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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.