

**Addendum No. 1 to RFP #19-86**



**CITY OF SOMERVILLE, MASSACHUSETTS**  
**Department of Purchasing**  
**JOSEPH A. CURTATONE**  
**MAYOR**

To: All Parties on Record with the City of Somerville as Holding RFP #19-86  
**Housing Search and Stabilization Services**

From: Thupten Chukhatsang

Date: 5/20/2019

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** \_\_\_\_\_

## **Addendum No. 1 to RFP #19-86**

### **Questions & Answers:**

**Question # 1:** Price Form: If this is a "Unit Price" proposal, then does the "Year 1-Hourly Fee Schedule" price cover all of the following costs: delivery, the cost of fuel, the cost of labor, and all other charges? In other words, does the 'hourly fee', since there is no budget form, not only cover the costs of related personnel, but any other related charges?

**Answer:** *Yes, the hourly rate is to cover and include all additional costs and charges.*

**Question # 2:** Under "Qualifications and Experience", what does "the number of employees focused on this engagement" mean? Does it mean the number of employees proposed to be administering this grant? Can you define "This engagement"?

**Answer:** *This engagement refers to RFP 19-86 Housing Search and Stabilization Services. The number of employees "focused on this engagement" refers to the number of employees expected to perform the housing search and stabilization work required by the agency pursuant to the RFP. If the number is unknown, (i.e. will it be one, two or three persons) you can provide a range and explain why the exact number is unknown.*

**Question # 3:** Under "References", can you explain "A description of the work performed under each contract" and "the amount of the contract". Can you explain what "each contract" means? And, "amount" of what contract is it referring to?

**Answer:** *To the extent that the Offerer has previously received grant or contract funding to provide housing search and/or related services on behalf of homeless persons and/or persons who are at risk of homelessness, the Offerer may, but is not required to, submit the name of the entity that administered or awarded that grant or contract as a reference that we may contact. The Offerer shall provide the following information pertaining to each such reference:*

- *The name, address, telephone number, and email address of each entity that contracted for or provided grant-funding for the services.*
- *A description of the work performed under each such contract or grant.*
- *The amount of the contract or grant.*
- *A description of the nature of the relationship between SHC and the customer (i.e., the entity funding the grant or contract).*
- *The dates of performance.*
- *The volume of the work performed.*