

**Addendum No. 1 to RFP #20-39**



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

To: All Parties on Record with the City of Somerville as Holding RFP #20-39  
**Administration of Flex Fund and Section 8 Incentive Fund**

From: Thupten Chukhatsang

Date: 11/21/2019

Re: Addition  
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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### **Addition:**

Under Section 2.0, Background, the last paragraph states, “Decisions regarding SEIP Fund and FHSAP Fund awards shall be made by a team consisting of the OHS, the Community Action Agency of Somerville (CAAS), the Somerville Community Corporation (SCC) and the Somerville Homeless Coalition (SHC) collectively known as the “Panel”.”

“**Cambridge and Somerville Legal Services (CASLS)**” is added to the “Panel “ list above via this addendum.

### **Questions & Answers:**

- 1. The text says 15% for admin, but the footnote amounts are less than 15%. Is 15% correct? And if we were to only apply for one piece of the grant, say the FHSAP, is the admin amount 15% of the \$50,000?**

The footnote on page 1 of the Scope of Services the footnote clarifies that the Administrative Fee paid is 15% of the fees administered and the TOTAL amount of funds available for both administration and the provision of grants is \$100,000. The admin fee is based on a percentage of funds awarded ONLY. Thus if \$86,956.50 is awarded under the two programs, 15% of that amount or \$13,043 is available for the costs of administration.

- 2. Also says that admin fees have to be used to do outreach. Can you please explain this and how much of the Admin fee is expected to go to outreach?**

It is not anticipated that a proposer will apply to administer only one of the two funds. We are looking for proposers that are interested in administering both funds. Our expectation is that if one fund is utilized at a significantly higher rate than the other, we might opt to move monies from the less-depleted fund to the more highly utilized fund. If we don't have an acceptable bid from an—entity that applies to administer both funds, we will have to rethink this.

- 3. The RFP confuses methodologies applicable to FHSAP and SEIP (under Scope of Work). Please clarify this.**

The criteria under Scope of Work (1) through (6) generally apply to both the FHSAP and SEIP. However, there are some instances in which some provisions may not be directly applicable to both programs. For example, in item #2, the SOW requires verification of an applicant household's “financial and other eligibility.” In the SEIP the “financial eligibility” will consist of the participant being a participant in the Section 8 program. More specific criteria are set out in Appendix B and C.

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**4. Period of performance is only six months; do all the funds need to be expended in that time frame?**

It is intended that the funds be spent within six months since we are in the middle of our fiscal year. We are hopeful that the funding will be renewed for the next twelve month period, although we cannot guarantee this.

**5. Please explain what you are looking for with a Work Product or Work Plan for these grants.**

We are unclear what is meant by “Please explain what you are looking for with a Work Product or Work Plan” for these grants. To the extent that the questioner is referring to the “proposer’s Plan” in the Factor 1 analysis, the word “Plan” refers to the Proposal in Answer to the RFP. More generally the “planning” involved would be planning around outreach for the SEIP in collaboration with the OHS. We anticipate OHS taking the lead on the Outreach responsibility and figuring out a way to jointly move this forward that does not require excessive staff time from the proposer agency.