

Addendum No. 1 to RFP 20-69



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

To: All Parties on Record with the City of Somerville as Holding
RFP 20-69 Adult Education and Industry Specific Training

From: Thupten Chukhatsang

Date: 4/30/2020

Re: Changes to Sealed Proposal Submission Requirements
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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Changes to Sealed Proposal Submission Requirements:

Contents of Sealed Proposal Package	Marked As
Envelope 1 Non-Price Technical Proposal: Shall Include (1) original and one (1) electronic copy. [Electronic copies are to be submitted on CD-ROM or thumb drives and are to be saved in Adobe Acrobat format. ("Read only" files are acceptable.)]	To Be Marked: Non-Price Proposal RFP # 20-69 Adult Education and Industry Specific Training
Envelope 2 Price Proposal: Shall Include one (1) original and one (1) electronic copy.	To Be Marked: Price Proposal RFP # 20-69 Adult Education and Industry Specific Training
Please send the complete sealed package to the attention of :	Thupten Chukhatsang Procurement Analyst Purchasing Department Somerville City Hall 93 Highland Avenue Somerville, MA 02143

Note: A single electronic thumb drive may be used/submitted for both the Non-Price Technical Proposal and Price Proposal.

Questions & Answers:

1. Does this grant require all people served under the grant to be Somerville residents, or would a minimum number of Somerville residents served also be acceptable?

The grant will only pay for Somerville residents. A program may have non-Somerville residents participating as many adult education and training programs draw from the region, but those students will not be funded through the JCRT grant.

2. We noticed that the "Place of Performance" section requires that services be delivered in Somerville or another designated location -- would a site located in Cambridge be acceptable as a location for delivery of services?

A training delivery site should be reasonably accessible to Somerville residents. Cambridge fits that qualification.

3. As another option, would remote delivery of services (through remote learning) to Somerville residents be acceptable?

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Yes, the JCRT would strongly suggest having remote learning options given the uncertainty around the length of social distancing. Remote learning doesn't need to be the primary delivery method but having a plan for how to pivot to virtual if needed is encouraged.

4. The RFP states programs should target participants who do not have postsecondary education credentials -- does this include PSE credentials from other countries?

No, it does not necessarily include PSE credentials from other countries. Many of those people may be struggling to transfer those credentials to the US labor market.

5. From the RFP also: "Funded programs are expected to place at least 70% of enrollees in a job with an average wage of \$15.00 per hour" -- are these jobs strictly in-field, or does any new job with a wage higher than \$15.00 could count as a placement outcome?

Any new job with a wage at \$15 and hour or higher would be eligible, although we want to focus on the specific industry as much as possible.

6. In regards to wraparound services, we just want to clarify we would provide referrals for these, not necessarily provide them ourselves.

Yes, that is acceptable.

7. Our partnership has many ideas about potential career tracks and growth industries that we believe are relevant in Somerville and that we might include in our program. Does the City have concrete information about any career tracks or growth industries that it believes need to be included in the program?

You can find info on the largest and fastest growing industries locally and in the region as well as wage information:

https://drive.google.com/file/d/1cjLVnnsPeq_eQZPZRyPFmJ_G-ZWeW4Lg/view and here: [https://www.mass.gov/files/documents/2018/06/19/Greater Boston Workforce Planning Blueprint Final - 053118_clean.pdf](https://www.mass.gov/files/documents/2018/06/19/Greater_Boston_Workforce_Planning_Blueprint_Final_-_053118_clean.pdf)

While we generally focus on the largest and fastest growing industries and occupations, if you can make an argument for why a different industry or occupation is important to focus on that will be considered as well.

8. Is any pre-registration (e.g., as a vendor or bidder) required prior to submission of a response to this RFP?

Pre-registration is not required in order to submit a response.

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9. The combined total funding described for Programs A&B is \$550,000. Is this intended as funding for the first year, with subsequent renewals of a similar amount in each of years 2 and 3 (i.e., total funding over the three year period of \$1,650,000)?

Yes, this contract is intended for the first year or round (a round may take over a year) with the potential for the contract to be renewed in subsequent years, if funding allows, at those same or similar amounts.

10. What are the requirements around the building/space/locations for the training? Are locations provided or would vendor need to provide location(s) for training?

The space for training is not provided. If the vendor has a space identified that would likely make the application more compelling, but the City could also help find a space if needed after the vendor selection has been made.

11. In regards to Adult Education, can groups from different origins/languages be taught together or are they required to be taught/trained in groups specific to their language of origin?

They can be taught together.

12. How and when will funds be distributed to the lead organization? Will there be an initial disbursement of funds followed by a quarterly distribution?

The details of this will be worked out between the contractor and the City following the award. Typically, there is often a small disbursement of funds following an early deliverable such as planning work followed by a quarterly distribution based on agreed upon deliverables or outcomes.

13. During the awards process, will priority be given to minority-owned organizations?

It will be a consideration but not a priority.

14. Can applications be submitted electronically given the current pandemic?

An option to submit proposals electronically for this RFP is being considered via an online bidding platform called BidExpress. BidExpress.com is an online bidding platform where bidders can submit all required documents. The fee to use this service is approximately \$35.00 per bid unless your company has a subscription with BidExpress. If the above option is made available then it will be presented via another addendum.

For now, the City has the following options for submission of bids:

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1) Deposit your sealed bid package in the black mail drop box located by the School Street entrance to City Hall, located near the corner of School Street and 93 Highland Avenue. This mailbox is large enough to accept parcels up to 16" X 11" X 8".

2) Sealed bids can be sent to City Hall through the US Postal Service or other delivery services (e.g. FedEx, UPS).

15. Will preference be given to one vendor that offers both Adult Education and Industry Specific Training or will the committee make multiple awards?

The awards will be given based on the merits of each proposed program, regardless if it is one vendor applying for both programs or separate organizations applying for each program separately. The City may choose to award one, two or multiple contracts.

16. Is it the intention of City of Somerville to award vendor/s who address a specific high-demand industry in the application or can multiple industry specific training be offered to the participants?

An organization can submit multiple program proposal options under both Program A (Adult Ed) and Program B (Industry Specific Training). If an organization is submitting multiple proposal options under a single bid, each option must include a separate project narrative, program design, proposed schedule, budget template, key personnel and staffing plan, and letters of support. In the price proposal section (section 4), each proposal must be split up into separate unit prices so each option can be evaluated separately. As an example:

Program B: Industry Specific Training

Option 1: Certified Nursing Assistant

Price Per Client served \$5,000

Total Price for Option 1 \$100,000

Option 2: Dental Assistant

Price Per Client served \$4,000

Total Price for Option 2 \$80,000

We are requiring this clear proposal option separation in case the JCRT decides to fund one of multiple options.

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17. I see specified that applicants can apply for one or both of the two programs (adult education and/or industry training). Can applicants submit multiple proposals for the same program, for example multiple proposals for adult education or multiple proposals for industry training? This could be as the primary applicant for more than one proposal, or could be as the primary applicant for one proposal and a partner/supporting organization for additional proposals.

Applicants can submit multiple proposals or be partners on multiple proposals either as the primary or supporting organization.

See the answer for question 16 for more details on how to submit a bid with multiple proposal options. This would apply only for proposals from primary applicants, not supporting organizations.

18. Do program activities need to be physical held within the city of Somerville (eg. utilizing a training site in a different place if comparable site is not available in Somerville)

Program activities do not need to be held within the city of Somerville as long as job-seekers are able to access the location easily.

19. Do you anticipate funding levels to be comparable to year 1, if contract renewals occur in year 2 and 3?

Yes. We aim to have the funding levels be consistent year to year if we choose to renew the contract. Future renewals and funding is contingent on jobs linkage payments from commercial developers.

20. Would the city consider funding a proposal that combines both adult ed and industry training programs into one proposal?

Yes, we would consider funding a proposal that combines both Program A and Program B. The applicant must submit the required program documents and budgets for each separate program, see the answer related to multiple proposals in question #16 above.