

Addendum No. 1 to RFP 22-17



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

To: All Parties on Record with the City of Somerville as Holding
RFP 22-17 Assistant Web Editor

From: Thupten Chukhatsang

Date: 11/23/2021

Re: Clarification & 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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Clarification:

As noted in the RFP Quality Requirements, the Vendor will be performing work on an individual basis, and is prohibited from employing other subcontractors or personnel to carry out assignments or duties. To further clarify this point, the City expects that one person will be responsible for all work completed as part of this contract. The City sees it as highly advantageous to have a single point of contact for all work and billing requests, and to only need to train one individual in the City's website technology and content guidelines.

Questions & Answers:

1. Whether companies from Outside USA can apply for this? (like, from India or Canada)

While there are no specific restrictions for vendors outside the USA, it is up to the proposer to evaluate the practicality of making a proposal based on the requirements and needs of the RFP. If a proposal by a vendor outside of the USA is to be made, the proposer should indicate how logistical concerns related to time zones, content language, potential need for in-person meetings/training etc. would be addressed

2. Whether we need to come over there for meetings?

Please refer to the RFP's scope of services and the minimum quality requirements.

3. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

While there are no specific restrictions for vendors outside the USA, it is up to the proposer to evaluate the practicality of making a proposal based on the requirements and needs of the RFP. If a proposal by a vendor outside of the USA is to be made, the proposer should indicate how logistical concerns related to time zones, content language, potential need for in-person meetings/training etc. would be addressed.

4. Can we submit the proposals via email?

No. This is an official sealed RFP process and emails are not acceptable. The RFP contains the various methods of submission