

Addendum No. 1 to RFP 22-29



CITY OF SOMERVILLE, MASSACHUSETTS
Department of Purchasing
KATJANA BALLANTYNE
MAYOR

To: All Parties on Record with the City of Somerville as Holding
RFP 22-29 Childcare Access and Affordability Program

From: Thupten Chukhatsang

Date: 1/24/2022

Re: Clarifications
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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Clarifications:

Rachel Wilensky from the Commonwealth Children's Fund is volunteering her time to help applicants/ proposers put their RFP submission together. She is not employed by the City of Somerville and is simply a resource for applicants.

Rachel can be contacted via email at wilenskysomerville@gmail.com

All questions/communications about the RFP should be sent in writing to the Procurement Manager, Thupten Chukhatsang, via email at tchukhatsang@somervillema.gov

Questions & Answers:

1. Can you share the slides used during the Pre-proposal Meeting?

Link to slides:

<https://docs.google.com/presentation/d/1gTmYdQ45cp4S8iErh7E28xpNHLcdRhu-bNdjX2dx3MM/edit?usp=sharing>

2. If we submit through BidExpress will we need to also submit a hard copy?

No. If you submit your proposal through BidExpress, you will not have to submit a hard copy.

3. Will the City allow for a renegotiation or proportional increase in slot prices in Years 2 and 3 if the expected State funding support is reduced in the two future years?

The City will allow for renegotiation in slot prices in the following circumstances:

1. The development of a parent fee schedule.
2. The development of a community rate for child care.
3. Changes in state or federal supports for programs that rely on state or federal funding.

4. Price Submission – For our program we have a different tuition rate for our Preschool Summer Camp Program than the tuition of the Academic Year. The tuition for the Summer Program is nominally higher because we allow Preschool families the flexibility to opt out of programming for any amount of the summer (for vacations...), and they are able to choose the weeks that they opt into the summer program. The increase is to try to offset some of those losses to keep the program viable.

Please provide the total cost for the slot, with a breakdown of the summer vs. school year cost.

5. Can we submit two different rates for each year, summer plus academic year?

Yes, rates may be broken down but should be totaled for request purposes.

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- 6. I want to verify that the requirement to add the City of Somerville as a Certificate Holder on our Insurance can be done after the decision has been made for awarding the contract.**

Yes. This is only required after a contract is awarded.

- 7. Will families awarded spots in our program be expected to follow the established calendar of the school, observing the holidays/breaks that are established by the school?**

Upon contract award, centers will be required to provide their calendars as part of the information gathering process. It is expected that families will have access to all coverage provided by the center. This includes any vacation week/summer programming.

- 8. I Chair a Commission for the City of Medford and have already taken the Conflict of Interest Exam recently. Do I need to redo that exam?**

The City does not require proposers to take the Conflict of Interest Exam as part of the proposal submission phase. However, we cannot advise you as to your obligations under the Massachusetts Conflict of Interest laws. You should contact the State Ethics Commission if you have any questions as to your obligations under State law.

- 9. In the monthly reporting requirements the number and demographic information to be submitted are for the families referred to our program by The City (this contract), or data for all students at the school? I think it is the former, but just checking.**

This would only be required for children placed in City funded slots.

- 10. Does belonging to the Joint Somerville and Cambridge Director's Group qualify as being a SPYC Partner? Or do you mean if I have connection with SPYC for direct services or resources?**

No, this is specifically referring to Centers with partnership contracts with Somerville Partnership for Young Children.

- 11. What do I do if I do not collect data on family income presently? I would not have accurate data for this proposal, but in the future I can add that data survey to the application process.**

If you do not currently collect family income data, please indicate so in the proposal response. This will not negatively impact your proposal.