

Addendum No. 2 to RFP #19-85



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

To: All Parties on Record with the City of Somerville as Holding RFP #19-85
Legal Assistance Services

From: Thupten Chukhatsang

Date: 5/31/2019

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** _____

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Questions & Answers:

Question 1: The RFP states that OHS will provide or identify a suitable Somerville location where agency staff can meet with referred clients for intake and/or other purposes. Does this include OHS covering the cost of leasing space? If yes, will this amount be in addition to the maximum total of \$80,000 or should this overhead be included in the proposed hourly attorney rate?

Answer: In our RFP, we state that ***“OHS will endeavor to provide or identify a suitable location*** where agency staff can meet with referred clients for intake and/or other purposes. ***If such space is made available to the agency***, the agency shall agree to provide intake or other services to referred clients in the suitable location on at least a bi-weekly basis. ***At this point in time, however, the OHS is unable to commit to providing such a location***; therefore, the agency should include in its proposal information about where it will provide such services until such time as the OHS can make available a Somerville location for client services....”

The Offerer may use their own space, whether or not it is in Somerville, to provide some or all of the non-court-based legal services funded under this contract. If the City is able to make available space in Somerville, the Offerer will be expected to provide intake or other services to referred clients in that location on at least a bi-weekly basis. If the City is unable to make available such space and the Offerer is able to lease space in Somerville from some other entity where such intakes can be provided, that cost will be reimbursable under the contract, provided that the total cost of the legal assistance, including the costs associated with the space, do not exceed the total amount of the contract. The City of Somerville reserves the right to weigh the relative benefits of paying for space which will allow an agency to provide intakes in Somerville against the additional hours of legal assistance that might be provided if the entire contract amount were allocated to the cost of personnel providing the legal assistance.

Question 2: Is “bi-weekly basis” defined as occurring every two weeks or twice each week?

Answer: The intended meaning of the phrase ***“at least bi-weekly basis”*** is at least every other week. Clearly, some services will need to be provided in court, while other services can be provided by phone or email. The Offerer must be prepared to meet in person with prospective clients to perform intakes and to meet with ongoing clients, as needed, in the identified location.