

Addendum No. 2 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: 5/20/2020

Re: Important Clarifications

Addendum No. 2 to RFP 20-69

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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Important Clarifications:

1. Page 3 of the RFP indicates that there should be no reference to pricing in the non-price technical proposal, however page 14 indicates that the project narrative portion of the non-price technical proposal should include program cost, including the cost per participant, costs covered by grant funds, etc. Can you please clarify how we should include the requested program cost in the narrative while ensuring we abide by the rules to not reference pricing in this portion of the proposal?

All reference to price and costs should appear in the Price Proposal only. For the question about costs that appears in the project narrative section, please answer this answer in the Price Proposal only, alongside the budget. If you wish, you can include language in the project narrative that refers reviewers to the Price Proposal for the response to this question.

2. Would you be able to clarify if the budget should be included in the non-price technical proposal or the price proposal? Page 11 leads me to believe that the budget should be included in the technical proposal, however page 41 (Section 4.0 Pricing), along with the guidelines to not include pricing in the non-price technical proposal, would lead me to believe that it should be part of the price proposal instead.

The budget should be included in the Price Proposal and will be reviewed and evaluated only after the Price Proposal has been opened.

3. Is the “qualifications and experience of the proposer” section (20 points) just the reference form or a separate section? If it is a separate section, how long can it be? It’s not clear from the RFP. Also, should this section include the experience of the lead applicant and its partners?

The "Qualifications and experience of the proposer" score in the Comparative Evaluation Criteria section (section iv) encompasses both the Key Personnel and Staffing Plan and the Performance History with References documents described in the Required Proposal Contents section (section iii). The Key Personnel and Staffing Plan should include all partners, but the reference document should just contain references for the lead applicant.

4. I see the "black mail drop box" delivery option noted in the question responses in the addendum. We can drop off into this box at City Hall by hand, correct? Does it have to

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be delivered by USPS or other courier and postmarked? Is this box checked at a certain time, like will we need to drop off into the box the day prior to meet the 2pm deadline?

The black drop box mentioned in addendum#1 is intended for hand delivery of bids and proposals as City Hall is closed to the public. You may also deliver the sealed proposals by USPS, UPS, FedEx or via other couriers but are not required to. As long as your sealed proposal is in the black drop box or delivered to the designated location by USPS, UPS, FedEx or some other courier before the cutoff time, your bid will be accepted. Please be sure to properly mark your packages so that it gets sorted correctly to the Purchasing Department and is recognized as a bid or proposal.