

Addendum No. 1 to RFP 19-07



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

To: All Parties on Record with the City of Somerville as Holding
RFP 19-07 E-Rate Consultant

From: Thupten Chukhatsang, Procurement Analyst

Date: August 28, 2018

Re: Revised Section 2.0 - Preferred Experience
Revised Comparative Evaluation Criteria - Factor 4
Questions & Answers

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Please acknowledge receipt of any and all Addenda (if applicable) 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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A. Revised Section 2.0 – Preferred Experience:

Preferred Experience

The following experience and skills are desirable for this position. Please provide supporting documentation and information demonstrating the following skills and experience:

- Significant experience coordinating and monitoring administrative systems, WAN, VoIP, video conferencing, infrastructure design, and wireless systems
- Experience in technology staff development and K-12 assessment
- Extensive experience writing and implementing school technology plans
- Member of E-rate Management Professional Association

B. Revised Comparative Evaluation Criteria - Factor 4:

Factor 4: Experience and Qualifications	
Highly Advantageous	Meets and exceeds experience and qualifications listed above under Preferred Experience.
Advantageous	Demonstrates most of the qualifications and experience listed above under Preferred Experience.
Not Advantageous	Does not demonstrate adequate experience and qualifications as specified in the Preferred Experience section listed above.

C. Question & Answers:

Question 1: Evaluation Factor 4, seems to include factors that are designed to only be met by Somerville's current consultant and are not relevant to the E-Rate filing process and creates an unbalanced competitive bid process; specifically: Certified Public School Teacher, Certificate in Administration and Supervision, MS in Education. Will these factors be adjusted? What weight is Evaluation Factor 4 given over the other Factors?

The Preferred Experience section and Factor 4 of the Comparative Evaluation Criteria have been revised to exclude: Certified Public School Teacher, Certificate in Administration and Supervision, MS in Education. The non-price proposal is evaluated as a whole and the comparative evaluative factors are not weighted against each other.

Question 2: The RFP makes it sound like the Libraries are currently receiving E-Rate discounts, the last application with EN 1865 East Branch and EN 1858 West Branch were on the FY 2015 146168 Minuteman Library Network Consortium application. What entity numbers are the Libraries receiving services under? The Somerville Libraries Entity Numbers have not been listed on any recent 471's. What services are the Libraries expecting to seek?

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The Library Department has never opted to take part in the e-rate activities. However, with a new Director of Library being sought that could change.

Question 3: Are the schools expecting to receive any new services, or continue with similar services they are receiving?

The schools are open to any and all possibilities.

Question 4: Should the Non-Price Technical Proposal and Price Proposal be sent on different media, or are two files on one media acceptable?

Including electronic copies of both the Non-Price Technical Proposal and Price Proposal on a single media is acceptable.