

**Addendum No. 1 to RFP 19-20**



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

To: All Parties on Record with the City of Somerville as Holding  
**RFP 19-20 Somerville Jobs Board**

From: Thupten Chukhatsang, Procurement Analyst

Date: September 26, 2018

Re: Question & Answers  
Attachment: Revised Quality Requirements Form

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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** \_\_\_\_\_

## Addendum No. 1 to RFP 19-20

### Questions & Answers:

- 1. Per the Talent Equity Playbook, the City is expecting new jobs in both high-skilled positions (computer technology, business and finance operations, and management) and low- to middle-skilled positions (office and administrative support, food preparation and serving, and retail sales). Will the job board target the full range of high-skilled and low- to middle-skilled jobs summarized here, or does the City envision the job board focusing on a particular segment, industry, or size of business?**

This job board must be able to target the full range of industries, job types, and business size. Target jobs may narrow in the future but that will be based on the initial program year.

- 2. Will the job board facilitate skill-based hiring for all job types, i.e., full-time, part-time, temporary, contract?**

The job board will be primarily aimed at full-time and part-time jobs. It is not intended for temporary or contract work though that may change depending on the needs of the business community.

- 3. Does the City have a deadline/milestone by which the job board should be fully functional and begin publishing jobs?**

Contract initiation is based on the approval of funds from the Job Creation and Retention Trust, a decision expected to be made early in calendar year 2019. Following contracting, the City goal for jobs to be posted in the Spring of 2019 before the end of the fiscal year on June 30th.

- 4. What involvement does the City envision its staff to have in the implementation of the job board? Will the City have a designated sponsor or project owner to guide the configuration or customization of the software being provided?**

The City will designate a project manager to manage the creation and implementation of the project with the cooperation of the vendor and input from appropriate stakeholders. This role will be housed in the economic development division of the Office of Strategic Planning and Community Development.

- 5. Will proposals from bidders be distributed outside of City staff or published publicly?**

While proposals are not actively distributed outside of City staff, they do become public documents that can be requested by any person once the evaluation process is complete and a contract awarded.

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### Revised Quality Requirements

*Note: To be used instead of the Quality Requirements form in the original RFP package*

Quality requirements, or basic business requirements, are the minimum set of standards that an entity must meet and certify to be considered responsible and responsive. **Please complete the Quality Requirements form, below, and submit it with your completed proposal.** The City of Somerville will disqualify any response that does not meet the minimum quality requirements. A "No" response to items 1, 2, or 3, or a failure to respond to any of the following minimum standards, will result in disqualification of your proposal.

QUALITY REQUIREMENTS		YES	NO
1.	Proposer is an incorporated firm.		
2.	Proposer has at least three (3) completed or existing projects.		
3.	Proposer has at least three (3) references.		
4.	Optional: Are you a Mass. Supplier Diversity Office MBE/WBE certified minority or woman owned business? Additional minority designations may be submitted by attaching supporting documentation.		

In order to provide verification of affirmative responses to items 1, 2, and 3 under the quality requirements listed in the Quality Requirements Form, Offeror must submit written information that details the general background, experience, and qualifications of the organization. Subcontractors, if applicable, must be also included.