

Addendum No. 1 to RFP #22-21



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

To: All Parties on Record with the City of Somerville as Holding **RFP #22-21**
On-Call Disaster Recovery Administrative Services

From: Thupten Chukhatsang, Senior Procurement Manager

Date: 12/21/2021

Re: Questions & Answers

Addendum No. 1 to RFP #22-21

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:

- 1) Section 2.0: Is this specific to the COVID-19 disaster cost recovery or other/future declared disasters? If this is to support COVID-19, does this also include all federal funding sources such as CvRF, FEMA Public Assistance, ARPA, etc.?**

This does include the COVID-19 disaster, though work on other natural or physical disasters or emergencies may be included in the future.

- 2) Page 13-14 of RFP; Section 2.0: The RFP asks for a Project Approach (Section 1.3 of Qualifications of the Firm) and a Technical Approach. Can Somerville expand on what is required for these two sections?**

The reviewing staff would like to know how you handle oversight and administration of these types of client projects, and how you handle the project oversight within the realm of your FEMA or other federal guidance knowledge base.

- 3) Page 19 of RFP; SECTION 3.0 PRICING: If travel is needed, will the amount be proposed at the Task Order level (and billed separately) or should this be included in the hourly rates?**

We do not anticipate any travel being required for this contract.

- 4) Non-Price (Technical) Proposal Format: The RFP states the proposal "...shall be in a legible font size (12)." Is size 12 font a required minimum or is a smaller font size such as (10) acceptable if it is legible?**

Yes, 10 point font is acceptable as long as it is legible.

- 5) Page 19 of RFP; SECTION 3.0 PRICING: May additional lines be added to this form to accommodate for more than 5 staff members, if necessary?**

Yes.

- 6) Page 20 of RFP; SECTION 4.0: If the proposer is submitting via Bid Express where the Proposal checklist must be filled out to submit, must the Proposers checklist also be included in the proposal package?**

Yes, if submitting via Bid Express, it is still recommended that you include the proposer checklist as part of your proposal package.

- 7) Must signed copies of the Addendum be attached with the proposal Package or is only a note stating acknowledgement acceptable?**

A note stating acknowledgement of the Addendum is acceptable as well.