

Addendum No. 1 to RFP 21-19



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

To: Prospective Applicants RFP 21-19, On-Call Emergency Management and Response Consulting Services

From: Angela M. Allen, Director of Purchasing

Date: October 23, 2020

Re: Responses to Questions Received from Prospective Consultants

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Addendum No. 1 is issued as a component of the above referenced RFP.

****ACKNOWLEDGE THIS ADDENDUM****

Please sign below and include this form in your application package.

X

Name of Authorized Signatory
Title of Authorized Signatory

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Please find below questions for the RFP # 21-19, On-Call Consultant for Emergency Management and Response Services.

Reference text from RFP

Scope of Work:

The consultant(s) will provide on-call services to the City of Somerville Coronavirus Emergency Response Team which could include:

1. Provide guidance to the ERT leadership as requested to inform their response to the ongoing coronavirus pandemic.

Question: Will the services be on-site or virtual or a combination of?

Answer: We anticipate that the services will be provided virtually. If the selected vender is located in the Somerville area and the need merits it, there would be a possibility of providing on-site services.

Reference text from RFP

Quality Requirements:

1. Consultant is familiar with emergency management operations in New England and has managed or extensively supported at least one (1) similar project in New England, with experience in Massachusetts strongly preferred.
4. Consultant is familiar with emergency management operations in New England and has managed or extensively supported at least one (1) similar project in New England, with experience in Massachusetts strongly preferred.

Question: Is the intent of this RFP to solicit and/or qualify a vender that is resident to the City or will venders with specific and broad experience and qualification that are not resident to the City be considered?

Answer: The vender does not need to be a resident of Somerville.

Reference text from RFP

Factor 2: Key Personnel Highly Advantageous

All of the personnel identified by the proposer are proven to possess a very high level of experience in management of pandemic conditions that are relevant to Somerville. Resumes are included in the proposal for all proposed personnel. All proposed personnel are currently performing functions similar to those proposed clearly show an adequate level of relevant experience to successfully perform the scope outlined herein.

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Question: Can you please indicate or articulate what constituted “relevant to Somerville”?

Answer: Relevant to Somerville could include other communities with a similar demographic profile, such as being dense, urban and diverse, as well as other communities in the Boston metro area or Massachusetts.

Question: RE Section 3.0 Pricing (p. 16) It is noted that Offerors’ proposed hourly rates should be inclusive of all expenses. Without a specific defined Scope of Work determining an appropriate travel factor to add to the proposed hourly rate would not be feasible. Will the City allow Offerors to submit rates that only include labor (& associated labor cost), with all approved Other Direct Cost be proposed at the Task Order level and billed to the City separately?

Answer: Yes, please include all labor costs in the price proposal. All other expenses will be approved at the task order level.

Additional Questions

Question: Will there be a selection committee/group that will grade and/or rank the applicant proposals? If so, will the City make available the above results of the grade and/or ranking of the applicant proposals and selection?

Answer: Yes, refer to section 1.6 of the RFP for information about the evaluation methodology and process. The ratings of each applicant become public record once the evaluation is complete. The City will accept requests for public records of the evaluation ratings once the selection process is complete. Information about how to request public records on the City’s website and the requests can be mailed to: publicrecords@somervillema.gov.

Question: What is the annual budgeted amount for this RFP?

Answer: Not to exceed \$30,000.

Question: Are City resources available to translate communications into Haitian Creole, Nepali, Portuguese, and Spanish, if needed?

Answer: Yes.

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Question: RE: Vendor Conduct (p. 15) “Vendors may be required to take the Conflict of Interest exam.” Under what circumstances would a vendor or its employee(s) be required to take said exam?

Answer: This is an online exam that is also given to all employees. Any consultant providing services to a public agency in Massachusetts must be familiar with conflict of interest laws and take this exam.

Question: RE the Certificate of signature authority (p. 22) May this certificate be substituted with an existing resolution by the Offeror’s Board of Directors?

Answer: You may submit a certificate that officially states the person or people in your company or agency who is/are authorized to bind the company in a contract. You do not have to use the form furnished in the RFP, but the person who signs the proposal and the contract (if awarded) must be legally authorized to do so by your company or agency.