

**Addendum #1 – RFP 16-64**



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

To: All Parties on Record with the City of Somerville as Holding RFP 16-64, Fire Chief Assessment Center

From: Michael Richards, Procurement Analyst

Date: 2/24/2016

Re: Answer questions and Extend Deadline to Submit

**Addendum No. 1 to RFP 16-64**

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**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.**

The deadline to submit proposals for this RFP has been extended. The new deadline to submit is **11:00am ET on Wednesday March 2<sup>nd</sup>, 2016.**

**NAME OF COMPANY / INDIVIDUAL:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY/STATE/ZIP:** \_\_\_\_\_

**TELEPHONE/FAX/EMAIL:** \_\_\_\_\_

**SIGNATURE OF AUTHORIZED INDIVIDUAL:** \_\_\_\_\_

**ACKNOWLEDGEMENT OF ADDENDA:**

**Addendum #1** \_\_\_\_\_ **#2** \_\_\_\_\_ **#3** \_\_\_\_\_ **#4** \_\_\_\_\_

## **Addendum #1 – RFP 16-64**

### **Questions and Answers**

Q. In order to be considered, should the answers be addressed in the form presented in the RFP, e.g., have a section that says “2.3 Specifications/Requirements, Public Information and Community Engagement” and then addresses all the issues contained in that section? Or can we tell our story be told in a more narrative form that touches on the all the requirements throughout the document but not necessarily in the sequential manner laid out in the RFP?

A. You may address the specifications and requirements in a narrative format but please ensure that all information is presented in a clear manner that allows the evaluation team to easily review your qualifications and proposal.

Q. Section 2.0 seems to have the following requirements: A written proposal outlining qualifications, prior related work experience, and a plan of action for the project, references, evidence that the vendor can meet the timeline, completion of the Quality Requirements section. Are there other requirements for the proposal contained in Section 2.0?

A. The requirements outlined above will satisfy the requirements of the RFP.

Q. References. Does the City wish to have three references or five references? Conflicting information appears in different places in the RFP. For example, the Reference Form which appears about halfway through the RFP provides space only for three references. Similarly, the RFP at Section 1.2, Submission Instructions, states: "The Proposer shall list at least three relevant references." However, Section 2.2, Scope of Work, states: "Provide names and contact information for five (5) municipal or local government clients for which relevant consulting services have been provided within the past five (5) years." Please clarify.

A. Between 3-5 references will suffice for this project.

Q. Budget. What is the City's budget for this engagement? We understand that this may be viewed as a sensitive question. However, this provides important guidance to the consulting community and is public information.

A. At this time no budget has been set.

Q. Written Booklet. What does the City intend by the reference in Section 2.2, Scope of Work, to "...provide written booklet for the city's review and approval."? What is the City's expectation regarding the specific information which would be included in this written booklet?

A. The written booklet or document is meant to be an outline of how the Assessment Center will be constructed and detail the exercises to be used in the implementation of the Assessment Center. This will use information obtained through the interviews discussed in Section 2.2 and build on the technical proposal the offeror submits in response to this RFP

Q. Membership of the evaluation committee. Who, by position classification only, are the members of the City's evaluation committee as referenced in Section 2.4, Comparative Evaluation Criteria?

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A. Personnel Director; Chief of Staff to the Mayor; Chief Labor Counsel; Aide to the Mayor; Director of Somerstat

Q. Outside consultant. Who is the outside consultant whom the City references in Section 2.4, Comparative Evaluation Criteria? Is the City guaranteeing that this outside consultant has no possible conflict of interest with any of the prospective consultants for this engagement?

A. The language citing the City's right to involve an outside consultant in the selection process allows the City to better contact an expert to understand technical details outside of the expertise of City staff, if necessary. If an outside consultant is required for this selection process, no possible conflict of interest will arise with any of the responding vendors.