

**Addendum No. 1 to RFP 17-21**



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

To: All Parties on Record with the City of Somerville as Holding RFP 17-21 Business Technical Assistance

From: Michael Richards, Assistant Purchasing Director

Date: September 28, 2016

Re: Answer Questions

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**Please acknowledge receipt of any and all Addendums (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 17-21

### Questions and Answers

- Q. Much of the technical assistance we provide is pre-loan, preparing small business owners to borrow (an average of 2.5 hours per applicant pre-loan, and about 6 hours total technical assistance for each loan recipient). Does this fall within the scope of this program, or is the City looking for more intensive technical assistance?
- A. This would fall into the scope of this program. The goal of this RFP is to work with a consultant that will be able to work intensively with local businesses in order to help them expand, increase sales, and otherwise better take advantage of the great things happening in the City of Somerville. The method of how a consultant gets to this point with a business will most likely vary depending on each consultant's process and method.
- If a consultant believes that their process is not robust enough to fit within the scope of this program, the consultant is also welcome to propose an expanded process whereby the City of Somerville leads certain aspects of the work.
- Q. From what I read, the City can be the one to follow up with TA recipients on evaluation, is this accurate? (we would be the ones to determine the metrics, and do already measure indicators like jobs created) And at what point would this evaluation take place?
- A. Yes, the City can be the one to follow up with TA recipients on evaluation. The types of evaluation metrics, when the evaluation takes place, and who should lead the evaluation should be proposed within the proposal.
- Q. Is the amount of \$25,000 for the entire program or per business serviced?
- A. \$25,000 is for the entire program.
- Q. Is there a maximum level of fees that the city is planning to allocate to this project in total? It is the total program budget.
- A. However, there may be opportunities, depending on the type of expenses, that the city could subsidize pieces of a business owner's expenses, including any facade renovations as part of the city's storefront program or through the city's I-Fund, if they were interested in financing.
- Q. Do commitments by business owners deduct from the City's commitment? For instance, if a project is scoped at \$30,000 and a business has the ability to pay \$25,000 of that, will the City support the additional \$5,000?
- A. There is a possibility that the City could support an additional amount depending on the type of expense. For example, the TA program could connect with the city's existing storefront improvement program and cover some façade improvement fees.
- Q. What is the desired "mix" of financial commitment by the city and business participants?
- A. Ideally, a business would be motivated to cover all implementation costs on their own.
- Q. Is the vendor required to work with each business participant throughout the entire year? Or just for the duration of the proposed scope of work?
- A. The vendor is only required to work with each business during the duration of the proposed scope of work.
- Q. How many businesses does the city anticipate participating over the course of the year?

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A. It is likely the scope would be under 10 businesses. However, the City is looking to the vendor to propose a range of businesses that they could work with based on their proposed scope of work.

Q. Is there a budget for project management for the entire contract, beyond individual work with businesses? For instance, to cover the costs of managing the application and screening process?

A. These costs should be built into the entire scope of the program. These costs would likely result in less businesses serviced, or the vendor could propose the City handle this aspect of a process.

Q. Is business selection completely under the Vendor's discretion? Are there parameters around applicants that MUST be served by the Vendor if they meet certain guidelines (i.e. industry, revenue, FTE)?

A. If the Vendor is comfortable choosing participating businesses entirely on their own, the City is open to having business selection be entirely up to the Vendor's discretion. However, based on the City's familiarity with the Somerville business community, it is likely the Vendor would seek guidance from the City in selecting applicants.

There are no hard-fast parameters around meeting certain guidelines.

Q. What is the city's definition of a small business, specifically related to revenue and employee count? Are their minimum or maximum revenue or employment levels that the city intends to set restrictions around?

A. Because there are many different definitions of a small business, the City is open to having a Vendor propose what their definition is of a small business for the purposes of selecting eligible and participating businesses. There will be no minimum or maximum restrictions.