

Addendum No. 1 to RFQF 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 RFQF 17-21 Business
Technical Assistance

From: Michael Richards, Assistant Purchasing Director

Date: November 16th, 2016

Re: Answer Questions

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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** _____

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Questions and Answers

1) Why did the City of Somerville send out the solicitation for rebid?

The City of Somerville rebid the solicitation as there were no bids for the previous RFQ. Several potential bidders were interested but had additional clarifying questions that prevented them from bidding.

2) What relationship, if any, will this program have with the City's existing Small Business Assistance Program? How do you envision the contractor and the Small Business Assistance Program working together? What type of resources or support, if any, will the Small Business Assistance Program (or other city programs) be able to provide to the contractor and the businesses themselves? The City of Somerville had a previous two year contract with a vendor to provide Small Business Technical Assistance that ended this past Summer. This solicitation for a new two year contract to provide similar services.

The City of Somerville will be to lead outreach efforts to potential clients for this program, to assist in selection of clients, and work with both vendor and client to assure strong collaboration throughout the process.

3) Has the City identified a pool of potential candidates for this program? If not, does it already have a process in place through which it will solicit potential candidates? Do you have the contacts and resources to do the publicity and outreach necessary to solicit candidates? If not, is that part of the contractor's responsibility? In other words, should any time be budgeted in the contractor's Scope of Work for soliciting potential candidates, or can we assume that the City will be entirely responsible for generating a pool of candidates?

The City of Somerville has not identified specific businesses who may benefit from this program. The City will provide outreach through the City's social media, e-newsletter, press release, working with organizations like Main Streets, Local First, and the Chamber of Commerce, as well as reaching out to potential clients individually. The City will take the lead on this outreach effort and be assisted by the vendor as needed.

4) The RFQF states that the City intends these technical assistance services to target Stage II businesses, defined as a business with between 10 and 99 employees and at least \$1 million in annual revenues. Is that a firm requirement, or are you open to providing this support to smaller businesses that are identified as having good potential for growth? This technical assistance is targeted to Stage II companies but other businesses may be considered if appropriate and compelling.

5) Are the businesses that will be chosen to receive this technical assistance and support required to be restaurants or storefronts, or could ecommerce, service-based, or other forms of businesses be considered in the pool of potential candidates for the program? All types of businesses may be included as long as they can meet expectations requiring growth potential.

6) The Reference Form states that the "Bidder must provide references for three other similar sized Municipalities provided the same services," but the RFQF is more open-ended. Are you only looking for references from municipalities that we have contracted with to provide similar services, or are you also interested in references from individual businesses that we have provided services for? References from individual businesses can be provided in the place of a municipal or government client.