

Addendum No. 1 to RFP #17-72



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

To: All Parties on Record with the City of Somerville as Holding RFP #17-72
Web Hosting Services

From: Thupten Chukhatsang, Procurement Analyst

Date: 6/9/2017

Re: Reference Form + Questions & Answers
Addendum No. 1 to RFP #17-72

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 1.1, pg. 2 of the .pdf: The RFP requests that 3-ring binders are not used to submit proposals, however in Section 1.3 on page 4 of the .pdf, the RFP states that all binders should "allow for easy removal and replacement of pages." 3-ring binders are typically the easiest way to allow you remove individual pages. If you do not want these type of binders, which do you prefer?

We usually end up discarding the 3-ring binders as soon as we receive the proposals as they are too large to file. The methods that we prefer are using spiral or coil bound proposals or simply using binder clips.

2. Section 2.0, Scope of Work, pgs. 13-14 of the .pdf: Following the Quality Requirements Form, the RFP states that proposers must submit written information that details the general background, experience, and qualifications of the proposers. Should this be submitted with the form as an attachment? Or can this information be provided in the body of our technical proposal?

We would prefer that information detailing the general background, experience, and qualifications of the proposers be submitted in the body of the technical proposal.

3. Section 2.0, pg. 13 of the .pdf: Relatedly, the Quality Requirements form requests portfolio links, references, etc. Should this information be submitted with the form as an attachment? Or can it be provided in the body of our technical proposal?

Portfolio links, references etc. may be included in the body of the technical proposal.

4. Section 3.0, Proposers' Checklist, pg. 15 of the .pdf: Are there formal Acknowledgement of Addenda (non-price related) and Reference Forms we should use? They do not appear to be included with the RFP packet.

You may acknowledge all addenda on the first page of this addendum or subsequent addenda. A Reference form is attached as part of this addendum.

REFERENCE FORM

Proposer: _____

RFP Title: _____

Bidder must provide references for: Three other similar sized Municipalities provided the same services

Reference: _____ Contact: _____

Address: _____ Phone: _____

_____ Email: _____

Description and date(s) of supplies or services provided: _____

Reference: _____ Contact: _____

Address: _____ Phone: _____

_____ Email: _____

Description and date(s) of supplies or services provided: _____

Reference: _____ Contact: _____

Address: _____ Phone: _____

_____ Email: _____

Description and date(s) of supplies or services provided: _____
