



City of Cambridge

PURCHASING DEPARTMENT

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TO: All Bidders

FROM: City of Cambridge

DATE: May 28, 2019

RE: File No. 8613 - Technical Assistance & Training: Cambridge Building Energy Use Disclosure Ordinance (BEUDO) - Addendum No. 1

This addendum is comprised of:

1. Bidders questions

The following questions were submitted and answered.

Question No. 1

1. Under the “Data Management” task, the City has indicated that “the consultant will be responsible for procuring licensing [of a cloud-based relational database platform] (if required by the recommended platform).” Given that any such procurement will be dependent on the recommendations made in the preceding review of database options, it is uncertain whether such procurement will be necessary. Because this IFB will be awarded on the basis of price, the decision to include or exclude the cost for licensing a cloud-based relational database platform could be material. Therefore:
 - a. Can the City please indicate whether it intends for Bidders to include such costs in their bids? Or, can Bidders assume that separate funding will be provided for the procurement/licensing of a cloud-based relational database platform, depending on the results of the prior review?
 - b. If the City intends for the cost of a cloud-based relational database license to be included in each bidder’s total price, can it please indicate “plug” value that should be used by all bidders? This would help to ensure accurate comparison between bids.

Answer No. 1

- a. Bidders shall include such costs in their bids indicated as a separate line item.
- b. Bidder shall plug in cost of license.



Question No. 2

Would the City consider allowing Bidders to submit proposals via email?

Answer No. 2

No.

Question No. 3

Are Bidders required to include original (wet ink) signatures?

Answer No. 3

Yes.

Question No. 4

Can Bidders include cost assumptions in the supplemental price sheet referenced in the Price Proposal? And, if so, will these assumptions be taken into account during bid evaluation?

Answer No. 4

No.

Question No. 5

On page 7 of the RFP, under Quality Requirements, the instructions state "Circle YES or NO for each of the following Quality Requirements (1-8)." There are 12 Quality Requirements listed. Please confirm that Bidders should circle YES or NO for all 12 Quality Requirements.

Answer No. 5

Bidders must circle YES or NO for each of the 12 Quality Requirements.

Question No. 6

Can the City confirm the process by which it will evaluate proposals and award a contract? Does the City expect to receive technical proposals from bidders or plan to conduct interviews with bidders as in interim step prior to final award?

Answer No. 6

No.

Question No. 7

Can the City confirm the structure of the final contract award (e.g., firm fixed price, time and materials, cost plus fixed fee)?

Answer No. 7

As stated, one award will be made to the lowest responsive and responsible bidder providing the lowest bid price for Year One (1) as a result of this Invitation for Bid.

Question No. 8

To ensure a consistent evaluation of cost from all vendors, would the City be willing to provide its assumed total level of effort (either broken out across the task areas, or for the full task)?

Answer No. 8

The IFB provides level of effort guidance for the help desk service and also some guidance regarding stakeholder meetings (page 7). Otherwise, the City is not providing level of effort guidance.

All other details remain the same.

Elizabeth Unger
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Addendum No. 1