TO: All Responders

FROM: City of Cambridge

DATE: November 23, 2021

RE: File No. 10007 RFP for Disparity Study in Relation to Establishing a Sheltered Market for Goods and Services - Addendum No. 1

This addendum is comprised of:

1. Submitted Questions and Answers
2. Revised Proposal Specifications

Submitted Questions and Answers:

1. Q: Does the City maintain subcontract data for MBE/WBE/VBEs and non-MBE/WBE/VBEs?
   
   A: The City does not maintain subcontract data for MBE/WBE/VBEs and non-MBE/WBE/VBEs for supplies and services procurements. The City does maintain a Diversity Directory and Business Certification list through the Economic Development Division of Community Development Department in Smartsheet and/or Excel format.

2. Q: In addition to the required proposal forms, are proposers required to include a full copy of the RFP with their company name listed at the bottom of each page where it says, “Name of proposer?”
   
   A: Yes.

3. Q: In terms of organization, where in the proposal should the following forms be placed?
   a. Signature page/certification that proposal is made without collusion (RFP page 4 of the PDF); and
   b. References form (RFP page 9 of the PDF).
   
   A: Except for the Price Proposal Form which must be submitted in a separate, sealed envelope, all forms should be submitted in the order in which they appear in the RFP.
4. Q: What is the budget for this study?

A: The city anticipates the respondent(s) will propose a budget and suggest any necessary changes to the anticipated timeline for performance.

Revised Proposal Specifications:

Specifications to the section “Actions Following Final Written Report” (Pg. 14) has been revised from:

Actions Following Final Written Report:

After the Consultant delivers the Disparity Study and final written report to the City, the Consultant, if requested by the City, shall meet with the City to discuss the findings of the Disparity Study and the implementation of any potential remedial measures, including but not limited to a recommendation of moving forward with a sheltered market program, in light of the findings of the Disparity Study. Additionally, the Consultant shall provide the City with consultant assistance in connection with any resulting claims or litigation as the City may determine necessary at a rate to be determined.

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All other details remain the same.

Elizabeth Unger
Purchasing Agent

Addendum No. 1