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**TO: All Bidders**

**FROM: City of Cambridge**

**DATE: June 07, 2024**

**RE: File No. 11578 RFP for Violence Prevention Programs for the City of Cambridge - Addendum No. 3**

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**This addendum is comprised of:**

## **SUBMITTED QUESTIONS & ANSWERS**

1. **Q:** The RFP asks for "*Information about the proposer's provision of violence prevention programs or services to two (2) partners and/or funders to serve as references.*" (pg. 11) Does this mean that references should be organizations TO WHOM the proposer has provided direct violence prevention services? Or, instead, does it refer to partners/funders whom the proposer has worked with to provide services to the community?

**A:** The City will accept both references to whom the proposer has provided services as well as references with whom the proposer has worked with to provide services.

2. **Q:** Accompanying the references, the RFP also asks for "*a brief narrative that explains why the City should consider each reference a relevant experience and why it is comparable to the City of Cambridge's CSD's requirements.*" (pg. 11) What does this brief narrative entail? Are we being asked to submit reference letters, or just references' contact information?

**A:** The City cannot advise what should be in a proposer's narrative. Please refer to Pages 11 and 13 of the RFP for instructions regarding reference submission requirements. The City only requires reference contact information and brief description of services.

3. **Q:** Is there a template for this RFP?

**A:** The RFP in its entirety can be found on the City of Cambridge purchasing bid list page. All required forms and submission documents are listed within the RFP document.

4. **Q:** Could you please let me know if we would be considered in the RFP without having workers comp and the OCP policy?



**A: The City cannot provide legal advice as to whether or not your organization is an organization that is exempt from the worker's compensation insurance requirements in G.L. c.152. However, if your organization is exempt from the requirements of G.L. c.152, the City will not require your organization to provide the City with a worker's compensation insurance policy and will instead accept an explanation of why your organization is exempt from the requirements of G.L. c.152.**

**In addition, the City's insurance requirements include Owner's Protective Liability coverage. However, this coverage is generally required for contractors performing construction work, and the City will waive this requirement for the Violence Prevention Program, File No. 11578.**

5. **Q: Can you provide a complete list of documents we need to submit in the order they should appear?**

**A: Please refer to the RFP submission instructions. All required City contract forms are included in the RFP document.**

6. **Q: What should "Employee background information for all staff contributing to the violence prevention services" entail? What background information should we include?**

**A: Please disregard references to "Employee Background information" section. The relevant technical proposal sections on page 10 should read:**

- A. Response to the scope of services**
- B. List of two (2) partners and/or funders as references**
- C. Budget Synopsis**

7. **Q: Is there anything we need to submit with the RFP documenting insurance compliance?**

**A: Please see insurance obligations on page 4 of the RFP document. In addition, please see answers to Question 4 for further clarifications on insurance requirements. A certificate of insurance must be provided by the proposer to the City after contract award and prior to contract execution, not at the time of proposal submission.**

8. **Q: Comparative Evaluation Criteria: pg. 7 of RFP says "The proposer should respond briefly to each item listed in the Comparative Evaluation Criteria and include all requested documentation. When preparing this portion of the proposal, the proposer should clearly identify and respond to each comparative evaluation criteria". Is this a separate section of the proposal? If not, how should responses to the criteria be incorporated in the proposal??**

**A: The Comparative Evaluation Criteria section begins on page 14 of the RFP document. Responses to the criteria should be clearly indicated and included in the submitted proposal.**

9. **Q: Section titles: Page 12 of the RFP, under "Response to the scope of services," says, "descriptions shall reference the section title and number of the RFP item being responded to". We don't see anything named as "sections"; does this refer to headings such as GENERAL**



INFORMATION, ORGANIZATIONAL NARRATIVE, etc? If so, there are no section numbers?

**A: Yes. Proposals should refer to the 3 main sections outlined in Question 6 above, as well as address any individual subsections such as “GENERAL INFORMATION, ORGANIZATIONAL NARRATIVE, etc.”**

10. **Q:** Budget:

- a. Budget categories: are costs of insurance (to be compliant with city obligations) and/or fiscal sponsor fee eligible to be covered? Where would we list these costs?
- b. Budget categories are different in the technical proposal budget synopsis (Personnel, Supplies, or Services) vs. price proposal (operating supplies; staffing/personnel; all other anticipated costs). Is there a difference between these category breakdowns?

**A: Budget:**

- a. **There are no restrictions on the use of funding outside of requirements outlined in the RFP. All other costs to be enumerated in item C of price proposal, and briefly outlined per the instructions of the technical proposal scope.**
- b. **Budget categories in the technical proposal synopsis are simplified versions of the detailed budget breakdown in the price proposal. The categories are the same, with other services incorporating all other anticipated costs. Please note that the technical proposal calls out for percentage costs only, and must be separate from the sealed price proposal. No actual costs shall be submitted as part of the technical proposal. A proposal will be automatically rejected if the technical proposal includes actual costs.**

11. **Q:** If an organization is fiscally sponsored, should the “authorized official” who signs the proposal forms be the CEO of the fiscal sponsor, or one of the organization’s co-directors? Are there any additional parts of the application that require information from the fiscal sponsor? For example, do we need to provide the fiscal sponsor’s mission, vision and programming?

**A: The “authorized official” is a representative of the organization who is authorized to execute contracts and bind the organization. It must be a representative of the organization that will execute the agreement and provide the services to the City. The City will only enter an agreement with an organization that is providing the services, and not a fiscal sponsor. As such, only a duly authorized agent can sign on its behalf. It is up to the proposer to determine who that person is and whether they have the designated authority to bind the proposer to any such agreement.**

12. **Q:** Would the process be one where an organization must spend money to be reimbursed via receipts and invoices. Or is the money directly deposited into an organization's or fiscal sponsor's bank account?

**A: Please see Page 9 of the RFP document for funding details.**



**All other details remain the same.**

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**Purchasing Agent**

**Addendum No. 3**

