



City of Cambridge

PURCHASING DEPARTMENT

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TO: All Bidders

FROM: City of Cambridge

DATE: November 30, 2023

RE: File No. 11255 Federal Grants Management Software- Addendum No. 1

This addendum is comprised of:

- Questions & Answers

QUESTIONS & ANSWERS

1. **Q:** How many applicants do you anticipate?

A: Below are estimates of the annual applicants for the different grants but could vary annually depending on the funding.

- CDBG
 - o Economic Development anticipates 60-75.
 - o Public Services about 15
 - o Housing about 5-10
- ESG about 12
- HOPWA about 9
- HOME about 3

2. **Q:** Of the 20 licenses you are expecting, how many are for city administrators?

A: 15 City staff

3. **Q:** Per the requirement "Ability to interface and export data from the proposed system to multiple other systems," can you provide a list of these systems?

A: Smartsheet, Salesforce, CSV. Please note that for Smartsheet and possibly Salesforce, a direct integration is not necessary. The City requires the ability to ingest CSV files.



4. **Q:** We define an eligible activity and its associated workflow in the system as a “Program”.(Examples of “Programs” include down payment assistance, owner-occupied rehab, public service grants, property demolition, etc. How many Programs does the City wish to implement for this RFP?

A: Below are a sampling of the programs we implement but with possibility of adding more
CDBG

Economic Development

- Microenterprise/Business Development Workshops
- Best Retail Practices/ Small Business Enhancement Program
- Biomedical Program
- Retail Interior Accessibility Program

Public services

Housing

- Home Improve Program
- Rehabilitation Assistance Program
- Tenant Mediation
- Tenant Services

ESG

- *Prevention*
- *Shelter*
- *Rapid rehousing*
- *Street outreach*
- *Administration*

HOME

- *Development projects*

HOPWA

- Permanent Housing Placement
- Tenant-Based Rental Assistance
- Short-Term Rent, Mortgage, and Utility Assistance
- Housing information services
- Permanent Housing placement

All other details remain the same.



Elizabeth Unger
Purchasing Agent

Addendum No. 1

