

Addendum No. 1 to IFB #25-82



CITY OF SOMERVILLE, MASSACHUSETTS
Department of Procurement and Contracting Services
KATJANA BALLANTYNE
MAYOR

To: All Parties on Record with the City of Somerville as Holding IFB #25-82
On-Call Consultant for Facilitation and Mediation Services

From: Jordan T. Remy

Date: 7/9/2025

Re: Questions and Answers

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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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Question 1: Is there an incumbent provider of mediation services at Somerville? If yes, how long have they been the provider? If yes, are they eligible for this proposal? If no, is this the first On-Call Consultant for Facilitation and Mediation Services, or has this role been filled at Somerville before? If there is an incumbent or the role has been filled before, who filled the role?

Answer: Yes, there are currently two providers of mediation services for the City. They have held this role for the duration of the last contract period, which is three years. Both firms are eligible to submit proposals for this opportunity.

Question 2: Is there a preferred mediation model and or facilitation method that Somerville is looking for?

Answer: the City expects the firm to propose an appropriate facilitation and mediation model. The facilitator should act as a neutral third party when the City and other groups communicate, keeping their personal views separate and focusing on building consensus and finding common ground despite differences between the City and its constituents.

Question 3: Does this RFP require that mediation is complete using the best practice of Co-Mediation?

Answer: The RFP does not specify or dictate the means or methods to be used by the selected vendors to provide their selected mediation services.

Question 4: Will the data collected during the process of mediation case management and providing these services be stored and owned by the contractor or by the City of Somerville? If the data will be managed by Somerville, what are the software systems used to collect and store the data as well as the data privacy and collection requirements of the City?

Answer: The data collected during the mediation case management process will be owned by the City and stored in SharePoint.

Question 5: Are applicants who are outside Somerville and the state of Massachusetts eligible for this contract? Or are only local applicants going to be considered? If out of state applicants are eligible, what is the timeline for how long out of state applicants have to establish a local presence?

Answer: There are no geographic restrictions for where a vendor is located. However, prospective vendors should be aware of in-person requirements and the City will not reimburse travel expenses.

Question 6: What budget, if any, does this include for the training, apprenticing, certification and continued education of the mediators?

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Answer: The City will only pay for services performed for the City. The City is not responsible for any required certifications, training, or education for the vendor.

Question 7: What, if any, training requirements are there for mediators and facilitators who will be conducting the mediation and facilitation?

Answer: No specific training or licenses are required for the mediators and facilitators, though demonstrating that staff are trained and licensed may be included in respondents' technical proposals

Question 8: What is the anticipated volume of mediation cases? For example: 6 a week, 40 a month, 100+ a year?

Answer: Roughly 20 task orders in a three-year contract period.

Question 9: Will there be mediation cases that also have court cases? What, if any, connections to the courts will the mediation program have?

Answer: It is unlikely. Based on past experience, the City has not had any mediation cases that were connected to court proceedings.

Question 10: Can you clarify what the "Brand Name "or Equal"" section of the RFP means? Will we need to be submitting proprietary products? If we have branded material, how does this impact us?

Answer: The "Brand Name or Equal" clause is boilerplate language related to procurements for proprietary goods and materials. It will not apply to this RFP.

Question 11: There are several mentions of the "minimum quality requirements" Could you go into more detail about what those are?

Answer: Please see the minimum quality requirements section on page 14 of the RFP. This form must be completed and returned in the respondent's technical proposal.

Question 12: For Quality Requirements the RFP says "Consultants must have experience providing similar services to at least five (5) other public entities" can you please define more specifically what you mean by "public entities"?

Answer: Federal, state, or local governments; agencies created under Federal/State law.

Question 13: The RFP states that they are looking for diversity certifications. If we are out of the state of MA, what other diversity certifications would be acceptable? If we are both a minority and women owned business and do not have certifications, what other ways can

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we indicate we are in that population and would that be considered?

Answer: If your firm does not hold a formal diversity certification in Massachusetts but qualifies as a minority-owned or women-owned business, please submit any supporting documentation that demonstrates this status. Examples could include an organizational chart, a leadership roster, or other materials that clearly show ownership and management by individuals from these populations.

Any such information will be considered as part of the City's commitment to promoting diversity, equity, and inclusion in its contracting processes.

Question 14: For the references we are providing, can you please explain what you are looking for in (a) "a description of the nature of the relationship between the offeror and the customer" and (b) "the volume of the work performed"? We imagine (a) would be client/consultant, and (b) would be described in the description of the work performed, but please let us know if there's a particular unit you'd like to understand.

Answer: The City is looking for references to be provided according to the RFP.