

Addendum No. 1 to RFP 26-17



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 RFP 26-17
Family and Medical Leave Act Administration

From: Jordan T. Remy

Date: 10/6/2025

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: Please confirm the total employee headcount. Provide any employee specific breakdowns FT/PT, job type/dept., union/non-union, etc. that would be helpful in our understanding of the make-up of your employee population.

Answer: As of 10/3/25, there are 942 active benefit-eligible employees in the City of Somerville. Additional breakdown is as follows:

FT: 924

PT: 18

Union employees: 583

Non-union employees: 359

Less than one year of service: 46

For a detailed breakdown of City Departments and job types, please see the City's FY26 budget page here: <https://www.somervillema.gov/budget>

Click on the link for "FY 2026 Proposed Budget Book," and then "Departmental Budgets".

Individual departmental budget pages contain organizational charts and personnel listings.

Question 2: Please provide 1-2 years of FMLA leave claim volume.

Answer: The City has received the following number of FMLA leave requests in recent years:

2025 to date: 198 applications

2024: 225 applications

2023: 204 applications

Question 3: Please confirm whether the scope of services will only involve federal-based FMLA benefits, or if it will also include the state-based PFML? The RFP appears to only reference FMLA under the Scope of Services section. Please confirm the City is not requesting state-based PFML, or administration of any other leave types/policies.

Answer: The City does not participate in the Massachusetts state-based PFML. We follow federal regulations for administering FMLA leaves. We do, however, have our own paid FMLA benefits. This is currently available for non-union employees, and roughly half of our union employees (the City currently has 9 collective bargaining units eligible for FMLA leave).

Link to the City's FMLA policy: <https://www.somervillema.gov/departments/personnel/family-and-medical-leave-act-fmla>

Please note: the RFP only covers City employees, as detailed in Question #1 of this Addendum. School employees are not part of the RFP scope.

Question 4: Are ADA Accommodations in scope for this RFP?

Answer: No, ADA reasonable accommodation requests are not in this scope of services.

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Question 5: The link provided to review the City's published 'Conflict of Interest' law is broken. Can you please provide an updated link for review?

Answer: The City follows Massachusetts Conflict of Interest law. To learn more, visit:
<https://www.mass.gov/learn-more-about-the-conflict-of-interest-law>

Question 6: In the RFP submittal checklist, there is reference to Statement of Management, but no such form or instruction is present in document. Please provide, or specify that this does not need to be submitted at this time.

Answer: A Statement of Management is not applicable to this RFP or contract, please disregard.

Question 7: We understand that we are required to submit our proposal in 12 point font. Does this font requirement apply to Tables, or may table text be presented in 10-point font?

Answer: Please refer to the "Non-Price (Technical) Proposal Format" section.