

Addendum No. 1 to BID 27-03



CITY OF SOMERVILLE, MASSACHUSETTS
Department of Procurement and Contracting Services
JAKE WILSON
MAYOR

To: All Parties on Record with the City of Somerville as Holding BID 27-03
Research Study on the Outlook of Policing in a Digital Era

From:

Date: 8/18/2026

Re:

Addendum No. 1 to BID #27-03

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	Answer
1	For the pricing, does the City of Somerville allow Indirect costs and if so at what rate?	We would prefer to receive a fixed-price proposal. Proposers may determine how to structure their proposed price, including whether to account for indirect costs, tuition, or other project-related expenses. Ideally, the proposed fixed price should represent the total amount the proposer requires to complete the scope of work described in the RFP.
2	Are tuition expenses for students allowed?	Please see the response above
3	Section 2.0 (Quality Requirements) states: "The City of Somerville will disqualify any response that does not meet the minimum quality requirements. A 'No' response to items 1, 2, or 3, or a failure to respond to any of the following minimum standards, may result in disqualification of your proposal." However, the Quality Requirements table that follows contains only two items (see screenshot below), and Item 2 (Massachusetts Supplier Diversity Office MBE/WBE certification) is explicitly labeled "Optional." There is no Item 3 listed anywhere in the RFP.	My apologies, this is just boilerplate language that was not updated. Disqualification would be warranted if the proposer responded 'No' to Item 1, but the optional requirement for MA Supplier Diversity would not warrant disqualification based on the proposer's response.
4	Also, just so we understand the process correctly: does registering as a document holder simply mean each of these individuals will be added to a distribution list and receive an email notification once an addendum is posted to the procurement website? Please let us know if there is any additional step required on our end beyond providing the contact information above.	Yes, this is correct, I will send all additional materials to the emails provided. Nothing else is needed beyond the contact information above.

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5	The Certificate of Signature Authority form (for Corporations) includes the following date instructions: Item 3 (Board Vote) must be dated "on or before" the date the officer signs the Contract/Bonds, and Item 4 (Clerk/Secretary Attestation) must be dated "on or after" the date the officer signs the Contract/Bonds. Since this form is required with the proposal submission itself (per Section 4.0's Proposers' Checklist), and no contract exists yet at this stage, can the City confirm whether "date the officer signed the Contract/Bonds" is intended to refer to the date the officer signs the proposal (i.e., cover letter and required proposal forms) rather than the eventual awarded contract? We want to ensure our Board Vote and Clerk/Secretary Attestation dates are sequenced correctly relative to our proposal signature date.	The City confirms that "date the officer signed the Contract/Bonds" is intended to refer to the date the officer signs the proposal
6	The RFP requires that the original proposal package include a cover letter and required forms "signed" by an official authorized to bind the Offeror. Can the City confirm whether a wet (ink) signature is required on the original submitted documents, or whether an electronic signature is acceptable?	An electronic signature is acceptable; there is no preference.
7	The RFP does not appear to specify a maximum page count for the Non-Price Technical Proposal. Can the City confirm there is no page limit, or advise if one applies?	There is no page limit to either your technical or price proposal.
8	The RFP's Methods of Bid Submission section lists sealed bids sent via US Postal Service or other delivery service (e.g., FedEx, UPS), as well as submission via BidExpress.com, but does not address hand delivery. Can the City confirm whether a representative (e.g. Principal Investigator) of the Offeror may hand-deliver the sealed proposal package directly to the Procurement & Contracting Services Department at City Hall?	Yes, this is a perfectly acceptable method of dropping off your package. Someone from our team will be available during City Hall hours to take your package.