

Addendum No. 1 to BID 27-22



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 27-22
Youth Employment Program

From:

Date: 10/21/2026

Re:

Addendum No. 1 to BID #27-22

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	The RFP requires youth to work “at least 8 hours a week for 20 weeks or 160 hours total.” Do we need to meet both requirements or is meeting 160 total hours per youth, scheduled flexibly across the contract term allowed?	There is flexibility in schedule with total hours across contract term reaching 160 hours.
2	Must youth do a particular type of work (supporting elementary after school programs in Somerville for example), or can paid leadership development programming count as “work” under this contract?	The work can incorporate leadership development but must provide a community benefit within one of the focus areas.
3	Do paid remote or virtual sessions, such as meeting with a supervisor, skills workshops or reflection meetings, count toward reportable youth employment hours?	On a limited basis, remote or virtual sessions are allowable.
4	The RFP says services will take place in Somerville and other locations the City designates. May part of the program take place outside Somerville? For example, vacation-week field trip experiences at our site in Lincoln, MA?	Limited programming outside of Somerville is allowable if it is optional and directly connects back to the community benefit to Somerville highlighted in the proposal.
5	If we apply for, and are funded at the 15-youth/\$75,000 level and normal program attrition leaves 13 youth enrolled through the end of the program, will the award be reduced? If so, how, e.g., per youth or based on hours worked and invoiced?	Invoices should reflect wages paid to youth so if the number of youth decreases then the invoice amount would decrease.
6	For the requirement that at least 80% of funds go directly to youth wages, do wage-related employer costs count as wages? These include payroll taxes, workers’ compensation and paid sick time. Or does only gross pay at \$18.85/hour count?	Youth wages can include other youth wage related costs.
7	The Reference Form asks for references from “similar sized municipalities,” while Section 1.3 asks for relevant clients more generally. Will references from non-municipal clients count? For example, school districts, nonprofits, foundations or other youth employment funders.	References from non-municipal clients are sufficient.
8	The RFP specifies employment for 15-18 year olds. Is it ok if a 14 year old employee turns 15 during the 20 week program (or 12 month program in subsequent years)? Is it ok if an 18 year old employee turns 19 during the 20 weeks/12 months?	Youth should be 15 at the time of interview. And yes, it is okay if someone turns 19 during the duration of employment.