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 27-24
Somerville Short Term Rental Database and Reporting

From: Cameron Moriarty

Date: 11/3/2026

Re:

Addendum No. 2 to BID #27-24

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** _____

Addendum No. 2 to BID 27-24

Extension of Proposal Deadline

The City of Somerville is extending the proposal submission deadline to Thursday, November 12th at 3pm.

#	Question	Answer
1	The RFP gives two different counts for active short-term rental listings (about 600 in one place and about 1,300 in another). Which figure should vendors use for pricing?	Vendors should use 1,300.
2	Will the City provide CitizenServe and assessing data as scheduled file exports (for example CSV), or should the vendor plan for a direct integration?	The City will provide Citizenserve assessing data as scheduled. Please indicate what file export options are available and the specific data needed.
3	Is a vendor based outside Massachusetts eligible if all work, reporting and records-custodian support for court matters can be delivered remotely, with travel to Somerville when a court appearance requires it?	Remote delivery is acceptable.
4	Do you have a current licensing vendor that you would like to hold he licenses or do you want the licensing included as part of this proposal? If you do want licensing from a third party vendor, who is that vendor?	We would like to keep our current licensing system, CitizenServe.
5	Could you clarify whether the City permits remote or primarily offsite implementation and support, and whether a specialized small engineering company may propose a custom database and reporting solution rather than an existing commercial software product?	We would prefer to continue to utilize our current database as it contains the license profiles, reporting tools and payment processing.
6	I would appreciate confirmation of any mandatory vendor qualifications or procurement question-submission requirements.	This is confirmation that the qualifications and requirements in the RFP package are valid and submissions should be based off them.
7	Are overseas contractors held to the same living wage standard outlined in the RFP?	This may be addressed if the awarded vendor makes a case for the contractor's location at the time of the project.
8	Factor 3 refers to landscape design and construction administration. Please confirm the intended key-personnel experience criterion for this STR database and	Disregard this language.

	compliance-monitoring procurement.	
9	Please confirm whether the stated $35,000 funding amount applies to the initial one-year term only or to the full potential three-year term including both optional renewals	This is an annual funding amount that applies to a potential 3-year with optional renewals.
10	For CitizenServe, what file formats, fields, transfer frequency, and interface method (file exchange, API, or other) must the proposed solution support?	The City will provide Citizenserve data as scheduled (monthly). Please indicate what file export options are available and the specific data needed.
11	For Vision assessing data, does the City require a live integration, scheduled file import, or address-based reference/matching workflow?	Scheduled file import would be the preferred method. Live integration may be considered at a future date.
12	Please confirm the required cadence for new/removed-listing and compliance reports, since the scope states weekly and monthly.	Monthly is acceptable, City staff should also be able to generate reports on demand.
13	Please confirm the number of references requested - the form in the RFP requests three, but the Comparative Evaluation Criteria mentions a minimum of ten.	Three.
14	Will the City consider extending the proposal due date to be at least 5 business days after the answers to these clarification questions are received?	Yes.
15	Reporting Requirements: Is the City expecting the vendor to provide reports on a weekly or monthly basis, or will City staff access and generate reports directly from the software?	Monthly is acceptable, City staff should also be able to generate reports on demand.
16	Registration and Property Data: Does the City require the STR software to include an online registration portal for property owners to submit information, or does the City already have a permitting system in place? This distinction is important because public listings do not consistently include details such as the number of bedrooms or beds.	The City is currently utilizing our CitizenServe platform for permitting intake and processing. The application includes relevant information related to compliance including bedrooms/beds available.
17	Inspection Records: Does the City currently maintain inspection reports for STR properties? If so, is the vendor expected to use those records to verify property	Yes, the City does have manual inspection reports that are uploaded as documents. The vendor is not expected to use these records to verify property

	information or confirm other data?	information. However, data input into our permit application should be verified by the vendor's software. Along with any, renewal timelines, enforcement "activities" such as inspections, warnings, violations and license suspensions/closures/approvals.
18	CitizenServe Integration: The requirements state that the software must accept data files from CitizenServe for violation processing. Can we confirm the required file format and the specific data fields the City expects to transfer?	The City will provide Citizenserve data as scheduled. Please indicate what file export options are available and the specific data needed. The City can work with CitizenServe to match specific data fields that are commonly used on the vendor platform.
19	Vision Assessing Software: The City wants the STR software to reference its Vision assessing system and compare properties using street addresses as a common identifier. Can the City export the relevant data for comparison within RentalScape, or is direct system integration required?	Yes, the City can export relevant data for comparison with RentalScape.
20	Data Verification and Affidavits: We can provide evidence reports documenting the listings, data, and images collected through our monitoring process. Does the City specifically require formal affidavits attesting to the accuracy of the data, images, or investigative methods used to identify STR properties?	No, the City does not require a formal affidavit attesting to the accuracy of data and information. Inspectors are tasked with interpreting and investigating the validity of information provided.
21	Custom Fields and Data Imports: The City requires staff to add information in separate, custom fields within the STR database and import bulk address reports, including properties eligible for the residential tax exemption. Can we confirm how this information would be provided and how the City expects it to be maintained and used within the system?	This will be utilized for internal tracking purposes; there is not a specific function that is expected to be utilized within the STR system.
22	Records Custodian: The scope states that the vendor may need to serve as the records custodian when necessary. Can we clarify the circumstances in which	If a violation or suspension of license is disputed the City will rely on the vendor to provide information/documentation

	this would apply and what responsibilities the City expects the vendor to assume?	related to the case as evidence on request