



# CITY OF WORCESTER, MASSACHUSETTS



Administration & Finance  
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October 13, 2020

To All Proposers:

Subject: **RFP NO.: 7479-W1 Request for Proposals for Software and Implementation Services for an a Tax Billing and Collections Software Systems Environment**

## **ADDENDUM NO. 1**

To Whom It May Concern:

*With reference to our proposal request relative to the above subject, please refer to the changes/modifications/clarifications to the original request.*

A Pre-Proposal Vendor Teleconference was held on October 7, 2020 at 3:30 pm (EST). The Pre-Proposal Teleconference was facilitated by the City and the City’s consulting partner, BerryDunn, and included participation by numerous City staff. The Pre-Proposal Vendor Conference was held via teleconference.

Attendance at the Pre-Proposal Vendor Teleconference was **not** mandatory.

The following vendors identified themselves as being in attendance via phone:

Informatix	Tyler Technologies
RE Partners	Vision Government Solutions
RIA Advisory	

***Please find below questions received during the October 7, 2020 Pre-Proposal Teleconference and responses from the City.***

1. As to the City forms is the CORI Compliance form required to be submitted at the time of proposal submittal, or, upon selection as the preferred vendor? If a part of the proposal submittal, where shall we insert this (and other City forms) in the proposal?

**City Response: A completed response to the CORI Compliance form is a required form to contract with the City, therefore it is recommended that it be completed and submitted at the time of proposal submission. This, as well as other City forms, may be inserted at the end of Attachment A, Tab 1.**

2. Does the City currently, or expect in the future, accept any foreign currencies?

City Response: The City does not currently, or expect in the future, to accept any foreign currencies.

3. Does the City currently, or expect in the future, to accept any foreign transactions related to payments?

City Response: The City does not currently, or expect in the future, to accept any foreign transactions related to payments.

4. Can the references provided include non-government clients, with an understanding that this may not be preferred?

City Response: Yes. Vendors are encouraged to review the Evaluation Criteria outlined in the RFP, Minimum Qualifications, as well as the references tab (Tab 12) for further guidance on references.

5. Can the RFP submission (binders and USB drive) for the proposal be delivered in-person to the address outlined in the RFP? Or, is that restricted or not allowed due to COVID?

City Response: Yes, proposals may be delivered in-person to City Hall. Protocols are in place to accept deliveries at the rear plaza door.

6. For the M/WBE Form, is there any 3rd party certification or attestation of MBE status required? Or, does the vendor simply need to complete the form based on the definition of an MBE given on the form?

City Response: The City relies on data from the Commonwealth's Supplier Diversity Office (SDO) as certification but similar certification from other states is acceptable.

7. For Attachment C1, if only one option is proposed (e.g. Vendor Hosted Solution, or SaaS/Subscription), should the other tab be removed (or left empty)?

City Response: Yes. Please remove the empty tab if only one option is being presented.

8. Will the City provide required scenarios for the Demo? Or, are the demo scenarios at the vendors discretion? If scenarios are provided, by when will they be provided?

City Response: The City will deliver demonstration scripts/scenarios to vendors following the finalization of the demonstration scheduling process. The City will stagger the release of scripts to allow each vendor an equal amount of time to prepare based on the scripts.

Proposers are requested to acknowledge and/or include this addendum with proposal submission. All other terms, conditions and specifications remain unchanged.

Very truly yours,

Christopher J. Gagliastro  
Purchasing Director