



# The City of **WORCESTER**

Administration & Finance – Purchasing Division  
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January 15, 2026

To All Bidders:

Subject: **Bid No. 8607-1-M6, Consultant- Public Health Communications Guide / DPH**

## **ADDENDUM NO. 1**

To Whom It May Concern:

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

### **General Bid Clarification:**

1. *Please see updated pricing page on page two (2).*

### **Questions Received by the City and their answers below:**

1. Q: I can generate a weighted average hourly rate to generate the budget, as required and described in the cost/price proposal section within the RFP.  
And then, if our team were to be successful, consistent with the response to question 4 in addendum 1, we could report and invoice for actual hours worked at our individual rates at a mix that makes up the average hourly rate? Or, if you are willing to consider as consistent with page 10 in the MDPH Grant Management Manual (attached), we could bill for the total sum (weighted avg hourly rate x 650 hours) upon completion??  
**A: The bidder should submit a straight hourly rate x the # of hours as posted in the bid. It will be incumbent on the bidder to determine internally how they will divide the work and hourly rate bid among their staff. Invoices to the City of Worcester should only reflect the hourly rate bid x the number of hours worked.**
2. Q: This bid language currently specifies that a bid should be submitted for 650 hours. We would like to clarify: Is it permissible for a bidder to submit a proposal for fewer than 650 hours if they believe the scope of work can be completed in less time?  
**A: Yes, if a bidder chooses to, they may submit a proposal for less than the 650 hours. Please note, that the submitted hours will be the maximum number billable hours allowed. A pricing form with a space to enter hours has been included on the following page.**

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

Very truly yours,

Stephen R. McDonald  
Assistant Purchasing Director



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## **COST / PRICE PROPOSAL**

**RFP #:** \_\_\_\_\_  
**(To be completed by proposer)**

*Consulting fee must be submitted as a flat, hourly fee for any and all consultant services required under the contract. The City estimates that 650 hours of service are needed for this project.*

**Hourly Rate: \$ \_\_\_\_\_ X \_\_\_\_\_ HOURS = Total Cost: \$ \_\_\_\_\_**

***(TO BE COMPLETED BY PROPOSER)***

\_\_\_\_\_  
Signature of person submitting proposal

\_\_\_\_\_  
Date:

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

E-Mail \_\_\_\_\_