



December 11, 2025

To All Bidders:

Subject: **Bid No. 8607-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.

Questions Received by the City and their answers below:

1. Q: Are electronic signatures acceptable on the hard copy proposal?
A: Yes, they are acceptable.
2. Q: Would the City please confirm that the award contemplated by RFP No. 8607-M6 will be a contract for the procurement of goods or services as defined in 2 CFR § 200.331(b)(1)-(5)?
A: Confirmed.
3. Q: Further, would the City confirm that the selected bidder will not be deemed to be a Subrecipient as defined in 2 CFR § 200.331(a)(1)-(5)?
A: Confirmed.
4. Q: Would the City please confirm that the final contract will provide for payment of lump sum amounts for completion of deliverables, and that the hours reported each month are for fulfillment of grant reporting conditions and are not intended to alter the value of the awarded compensation under the contract?
A: Please see updated cost proposal page below. City wishes to receive proposals for an hourly rate for this project. Awardee should only report and invoice actual hours worked.
5. Q: Form on Pages 9-11: At the top of page 9 there is a requirement to provide names of President, Treasurer, and Manager of the Corporation. Does this refer to the Manager of this particular project, or one of the other Chief Officers (e.g., Chief People Officer, Chief Operations Officer, Chief Information Officer)?
A: General Manager (if applicable) or Secretary of the Corporation.



The City of **WORCESTER**

Administration & Finance – Purchasing Division
Christopher J. Gagliastro, MCPPO – Purchasing Director
455 Main Street, Room 201, Worcester, MA 01608
P | 508-799-1220
purchasing@worcesterma.gov

6. Q: Absent guidance on overall project budget, does the City have a suggested amount of exiting public health crisis and emergency risk communication plans it would like us to review in creating the risk communication guide?

A: It is at the discretion of the contractor to determine the number of sources needed to complete the project; however, it is anticipated that the contractor will review a minimum of 15 reference documents.

7. Q: Absent guidance on overall project budget, does the City have an intended length for its public health crisis and emergency risk communication guide?

A: It is at the discretion of the contractor (in coordination with the PHEP coalition) to determine the length needed to ensure all important elements are included in the guide, however it is anticipated that the guide will be approximately 5-15 pages long.

8. Q: For Phase 2 – Workshops, how long should we plan each workshop to be?

A: Approximately 2 hours per workshop.

9. Q: For Phase 3 – Guide presentation, how long should we plan the presentation to be?

A: Approximately 1 hour.

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 25 HOURS / WK X 26 WEEKS (1/1/26 thru 6/30/2026)

Total Cost: \$ _____

Signature of person submitting proposal

Date:

Printed Name _____

Title _____

Company _____

Address _____

Phone _____

Fax _____

E-Mail _____