



September 30, 2026

To All Bidders:

Subject: **Bid No. 8829-J7 – Consultant – Public Health Response Framework / 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 this Office and Answers from the City:

1. Q: Are there any requirements for printing and packaging to be adhered to (i.e., color copies vs. black and white, use of binders vs. binder clips, etc.)?
 - A: No; besides what is listed within the RFP documents.
2. Q: Should the prime proposer be a corporation, is the firm required to have a place of business in Massachusetts to be eligible to bid?
 - A: All requirements are listed within the RFP documents.
3. Q: Is there an incumbent for this effort? Is there a local preference?
 - A: Bidders will be evaluated as per the criteria listed within the RFP documents.
4. Q: Should multiple team members be supporting this effort simultaneously, could more than 40 hours a week be billed for work performed toward MDPH efforts?
 - A: Bidders can have multiple team members supporting this effort simultaneously but will need to specify each team member and their hours worked per week, which cannot exceed 40 hours per team member. Bidders who will be doing this should submit a letter certifying that no employee will work more than 40 hours per week between multiple MDPH OPEM contractual commitments in FY27.



5. Q: Would WDPH accept a Public Health Response Framework work sample to align to the scope of work in lieu of the original writing sample detailing the benefits of including public health considerations in municipal emergency response plans?
 - A: No, this would not be accepted.
6. Q: If the contractor is proposing use of multiple team members to accomplish the scope of work, please confirm that a blended hourly rate needs to be provided?
 - A: Consulting fee must be submitted as a flat, hourly fee for any and all consultant services required under the contract. Bidder shall determine how this is reflected in their proposal.
7. Q: Would alternative cost proposals be accepted to show what could be completed within 1050 labor hours and what a cost for completion of the entire scope of work would look like?
 - A: Only proposals that reflect all elements of the scope shall be considered.
8. Q: Is there an anticipated budget range, funding ceiling, or not-to-exceed amount for this contract?
 - A: Proposal should reflect the amount the bidder feels is needed to complete the scope.
9. Q: Are travel expenses reimbursable separately from the hourly consulting fee, or must all travel costs be incorporated into the hourly rate?
 - A: All associated costs should be included in the hourly rate as per the bid.
10. Q: Based on prior years, approximately what percentage of municipal meetings have been conducted virtually versus in person?
 - A: Varies year to year at the discretion of the municipalities as they work to meet federal and state deliverables.
11. Q: Does the requirement to meet with each municipality "at least twice, virtually or in-person, at the discretion of the community" mean a municipality may require both meetings to be conducted in person?
 - A: Yes.



12. Q: Can municipalities be engaged through regional or group meetings where appropriate, or must each community have completely separate meetings?
- A: Bidder's proposal should include an initial project plan, or detailed narrative, that reflects their strategy for completing all elements of the scope.
13. Q: Are the anticipated one to two additional annexes included within the estimated 1,050 hours, and are there existing templates for those annexes?
- A: The annex(es) would be included in the estimated hours and there are no existing templates. MA DPH would provide guidance at a later date if annexes are required.

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

Very truly yours,

Jerry Kucera
Buyer