



**ADMINISTRATION & FINANCE
PURCHASING DIVISION
CITY OF WORCESTER, MA
455 MAIN STREET
ROOM 201, CITY HALL
WORCESTER, MA 01608
(508) 799-1220**



**Christopher J. Gagliastro, MCPPPO
Purchasing Agent**

**RFP NO. 8830-M7
ISSUANCE DATE: 9/24/2026**

BUYER: Stephen R. McDonald

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
REQUEST FOR PROPOSALS
NOTICE TO PROPOSERS**

RFP TITLE: Consultant – Public Health Communication Guides / DPH

REFER TO PAGE 7 FOR PROPOSAL SUBMISSION INFORMATION

General Conditions

All proposals are subject to the terms, conditions and specifications herein set forth:

- 1. Scope: Provide professional consulting services for developing a public health regional crisis and emergency risk communication guide per the attached requirements and specifications of the City of Worcester Department of Public Health.**
- A certified check or bid bond made payable to the "City Treasurer, City of Worcester" in the amount of N/A must accompany this proposal. This must be submitted under separate sealed cover marked "Proposal Security." In the case of default, the surety shall be forfeited to the City as liquidated damages.
- All terms and conditions are applicable to this proposal except the following section(s) which are hereby deleted from this RFP: 4, 22, 23, 27, 30
- A performance bond in the amount of N/A will be required. If this proposal is accepted by the City and the Proposer shall fail to contract as set forth in these requirements and to give a bond in the aforementioned amount, within ten (10) days, (not including Sundays, Saturdays, or a legal Holiday) from the date of the mailing of a notice from the City to the Proposer, according to the address given herewith, that the contract is ready for signature, the City may by option determine that the proposer has abandoned the contract and thereupon the proposal and acceptance shall be null and void and the proposal security accompanying this proposal shall become the property of the City as liquidated damages.

Any prospective proposer requesting a change in or interpretation of existing specifications or terms and conditions must do so within 5 days (Saturdays, Sundays, and Legal Holidays excluded) before scheduled proposal opening date. All requests are to be in writing to the Purchasing Division and are to be in duplicate. No changes will be considered or any interpretation issued unless request is in our hands within 5 days (Saturdays, Sundays, and Legal Holidays excluded) before scheduled proposal submission date.

Any inquiries related to technical or contractual matters must be submitted in writing to:

**Stephen R. McDonald
Assistant Purchasing Director
City of Worcester, City Hall
455 Main Street, Room 201
Worcester, MA 01608
MCDONALDS@worcesterma.gov**

5. Nothing herein is intended to exclude any responsible Proposer or in any way restrain competition. All responsible Proposers are encouraged to submit proposals. The City encourages participation by Minority and Women Owned Business Enterprises (M/WBE).
6. The following meanings are attached to the defined words when used in this RFP.
 - a) The word "City" means The City of Worcester, Massachusetts.
 - b) The word "Proposer" means the person, firm or corporation submitting proposal on these specifications or any part thereof.
 - c) The word "Contractor" means the person, firm or corporation with whom the contract is made by carrying out the provisions of these specifications and the contract.
 - d) The words "Firm Price" shall mean a guarantee against price increase during the life of the contract.
7. All proposals and other documents relating to this RFP are subject to the public records provisions of M.G.L. c.30B, and shall remain confidential until the time specified in c.30B section 6 (d).
8. All material submitted by vendors becomes the property of the City. The City is under no obligations to return any of the material submitted by a vendor in response to this RFP.
9. Each vendor's proposal must remain in effect for at least 120 days from the deadline for its submission. The City will decide upon acceptance within 120 days of submission.
10. It is understood and agreed that it shall be a material breach of any contract resulting from this RFP for the Contractor to engage in any practice which shall violate any provision of Massachusetts General Laws, Chapter 151B, relative to discrimination in hiring, discharge, compensation, or terms, conditions or privileges of employment because of race, color, religious creed, national origin, sex, age or ancestry.
11. The City reserves the right to accept or reject any or all of the proposals submitted and waive informalities and technicalities.

12. The City will review and analyze each proposal and reserve the right to interview selected proposers. The City shall select the proposer, which in the City's opinion, has made the proposal best suited to the needs and goals of the City and its operations and deemed to be in compliance with the terms of this RFP.
13. The Contractor will be required to indemnify and save harmless the City of Worcester for all damages to life and property that may occur due to his or her negligence or that of his or her employees, subcontractors, etc. during the contract derived from this RFP.
14. The Contract Agreement will be drafted by the City's Law Department in compliance with the terms of the RFP, and may incorporate the terms of this RFP and of the proposal selected.
15. The Proposer must certify that no official or employee of the City of Worcester, Massachusetts, is pecuniarily interested in this proposal or in the contract which the proposer offers to execute or in expected profits to arise therefrom, unless there has been compliance with the provisions of G.L.C. 43 section 27, and that this proposal is made in good faith without fraud or collusion or connection with any other person submitting a proposal.
16. Any proposal withdrawn after time and date specified, the proposer shall forfeit deposit on proposal as liquidated damages.
17. A vendor conference will be held as follows: N/A
18. The Contractor shall not assign, transfer, sublet, convey or otherwise dispose of any contract which results from this RFP, or its right, title or interest therein or its power to execute the same to any other person, firm, partnership, company or corporation without the previous consent in writing of the City. Should the Contractor attempt any of the above without the written consent of the City, the City reserves the right to declare the Contractor in default and terminate the contract for cause.
19. The Contractor shall obtain and maintain in force at all times during the term of the contract derived from this RFP, insurance coverage pertaining to Public Liability, Property Damage and Worker's Compensation in the following types and amounts:
 - a) PUBLIC LIABILITY INSURANCE - Contractor to supply the City of Worcester with certificates of insurance covering public liability in an amount not less than \$1,000,000.00 to any one person, and not less than \$ 1,000,000.00 on account of one accident.
 - b) PROPERTY DAMAGE INSURANCE - Contractor to supply the City with certificates of insurance covering property damage in an amount not less than \$1,000,000.00 for damages on account of any one accident, and not less than \$ 2,000,000.00 on account of all accidents.
 - c) COMPENSATION INSURANCE - The Contractor shall furnish the City with certificates showing that all its employees shall be connected with the management operations are protected under worker's compensation insurance policies.

20. The Contractor shall carry Public Liability Insurance with an insurance company satisfactory to the City so as to save the City harmless from any and all claims for damages arising out of bodily injury to or death of any person or persons, and for all claims for damages arising out of injury to or destruction of property caused by accident resulting from the use of implements, equipment or labor used in the performance of the contract or from any neglect, default or omission, or want of proper care, or misconduct on the part of the Contractor or for anyone in his or her employ during the execution of the contract derived from this RFP.
21. Prior to starting on the contract derived from this RFP, the Contractor shall deposit with the Purchasing Division, certificate from the insurer to the effect that the insurance policies required in the above paragraph have been issued to the Contractor. The certificates must be on a form satisfactory to the City.
22. All prices quoted must include inside delivery, and set-up in place F.O.B. destination to pre-designated City of Worcester departments.
23. No special charges will be allowed for rigging, packing, crating, freight, express, or carriage unless specifically stated and included in the vendor's proposal.
24. The award to the successful proposer may be cancelled in the event of vendor nonperformance as may be determined by the City.
25. The successful proposer shall comply with all applicable federal, state and local laws, ordinances, and regulations. The awarded contract shall be governed under the laws of the Commonwealth of Massachusetts.
26. Purchases made by the City are exempt from Federal and Massachusetts state taxes and proposal prices must exclude any such taxes. Tax exemption certificates will be furnished upon request.
27. When the contract is executed, a performance bond, in the full amount of the contract, is required. See paragraph 4. The bond will be of a surety company qualified to do business under the laws of the Commonwealth of Massachusetts. The cost of this bond is the vendor's responsibility. Bonds shall remain in force and effect thru the performance of the contract.
28. Expenditures by the City and authorization to spend for particular purposes are made on fiscal year basis. The City's fiscal year is the twelve month period ending June 30 of each year. The obligations of the City under any agreement to be reached are subject to the appropriation or authorization of the necessary funds. The City agrees to make reasonable efforts to obtain funding and all necessary authorization.
29. No amendment to the contract shall be effective unless it is in writing and signed by authorized representatives of both parties and is accepted by the City of Worcester.
30. The vendor (and its insurers, if any) shall bear all risk of loss or damage to the equipment which occurs in transit to the user site. The risk of loss or damage to purchased equipment shall remain with the vendor until the purchase price has been paid and title has passed. The vendor shall also bear the risk of loss or damage to leased or rented equipment during the

City of Worcester's possession and use thereof subject, however to such conditions and limitations as may be stated elsewhere in the contract.

31. The vendor shall not assign or in any way transfer any interest in the contract without the prior written consent of the City provided, however, that claims for money due or to become due to vendor from the City may be assigned to a bank, trust company, or other financial institution without such consent so long as notice of such assignment is furnished promptly to the City. Any such assignment shall be expressly made subject to all defenses, set-offs, or counter-claims which would have been available to the City against the vendor in the absence of such assignment.
32. None of the services to be provided by the vendor pursuant to the contract shall be subcontracted or delegated to any other organization, association, individual, corporation, partnership or other such entity without the prior written consent of the City. No subcontract or delegation shall relieve or discharge the vendor from any obligation or liability under the contract except as specifically set forth in the instrument of consent. Any subcontract to which the City has consented shall be attached to the original of the contract on file in the City of Worcester.
33. Neither party will be liable to the other or be deemed to be in breach of the contract for any failure or delay in rendering performance arising out of causes beyond its reasonable control and without its fault or negligence. Such causes may include but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, strikes, freight, embargoes, and unusually severe weather. If the vendor's failure to perform is caused by the default of the subcontractor, and if such default arises out of causes beyond the reasonable control of both the vendor and the subcontractor, and without the fault or negligence of either of them, the vendor shall not be liable for any excess costs for failure to perform, unless the equipment or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the vendor to meet the required delivery schedule. Dates or times of performance will be extended to the extent of delays excused in this section, provided that the party whose performance is affected notifies the other promptly of the existence and nature of such delay.
34. The vendor shall provide to the City of Worcester a warranty and a commitment which clearly states that all equipment and services proposed and supplied by the Vendor, and/or its subcontractors, performs as expected and promised by the Vendor.
35. The vendor represents that no person other than bona fide employees working solely for the vendor, have been employed or retained to solicit or secure this agreement upon an arrangement or understanding for a commission, percentage, brokerage fee, gift or any other consideration contingent upon the award or making of this contract. For breach or violation of the representation, the City shall have the right to annul the contract without liability, or in its discretion to deduct from the contract price or consideration, or otherwise recover the full amount of such commission, percentage, brokerage fee or other consideration.
36. Any contract made by the City in which the Purchasing Agent or any employee of his/her department, the heads of using agencies or any other officer or employee of the City having a part in the placing of such contract is financially interested, directly or indirectly, shall be void.

37. The vendor shall not discriminate against any qualified employee or applicant for employment because of race, color, national origin, ancestry, age, sex, religion or medical handicap. The vendor agrees to comply with all applicable Federal and State Statutes, rules and regulations prohibiting discrimination in employment including: Title VII of the Civil Rights Acts of 1964; The Age Discrimination in Employment Act of 1967; Section 504 of the Rehabilitation Act of 1973; Massachusetts General Laws Chapter 151B, Section 4 (1) and all relevant administrative orders and executive orders.

If a complaint or claim alleging violation by the vendor of such statutes, rules or regulations is presented to the Massachusetts Commission Against Discrimination (MCAD), the vendor agrees to cooperate with MCAD in the investigation and disposition of such complaint or claim.

In the event of vendor noncompliance with the provisions of this section, the City shall impose such sanctions as it deems appropriate, including but limited to:

1. Withholding of payments due vendor under the contract until vendor complies.
2. Termination or suspension of the contract.

SUBMISSION OF PROPOSALS
Instructions

38. Proposals must be submitted in two (2) packages according to the instructions below. The City intends to consider responses in the evaluation requirements before considering costs. Therefore, no reference to pricing may be made in the proposal of evaluation considerations.

A sealed package containing **the original, two copies and 1 PDF copy on a USB (thumb) drive** of the proposal **must** be labeled as follows:

Purchasing Agent, City of Worcester

Consultant – Public Health Communications Guide / DPH – Technical Proposal

**455 Main Street, Room 201
Worcester, MA 01608**

Re: RFP No. 8830-M7

A sealed package containing **the original copy** of the proposal **must** be labeled as follows:

Purchasing Agent, City of Worcester

Consultant – Public Health Communications Guide / DPH – Cost Proposal

**455 Main Street, Room 201
Worcester, MA 01608**

Re: RFP No. 8830-M7

Cost proposal pages are located at end of specifications

Proposals must be delivered no later than Wednesday, October 21, 2026 at 10:00 AM LOCAL TIME. Late submissions will be rejected, regardless of circumstances. The City of Worcester is not responsible for submittals not properly marked.

The evaluation and cost proposals will remain confidential until a formal and finalized contract has been executed.

RFP EVALUATION

39. The City of Worcester Purchasing Agent will assign an evaluation team, hereafter referred to as the Selection Committee, to perform a full and complete evaluation of RFP submittals. The Purchasing Agent will ultimately forward a formal recommendation of award to the City Manager who has final award authority.
40. RFP evaluation responses will be evaluated by the Selection Committee based directly upon vendor's response to mandatory and comparative evaluation criteria. Vendors must meet or exceed the mandatory criteria requirements or be rejected as non-responsive.

Comparative criteria will be evaluated by the use of four rating categories as set forth by M.G.L. Chapter 30B:

1. HIGHLY ADVANTAGEOUS - Vendor's submittal meets all the stated requirements and offers significant performance above the stated requirements.
2. ADVANTAGEOUS - Vendor's submittal meets the stated requirements without risk or disadvantage.
3. NOT ADVANTAGEOUS - Vendor's submittal contains some risk or disadvantage but is not unacceptable.
4. UNACCEPTABLE - Vendor's submittal fails to meet the standards of the stated requirements.

After proposals have been assigned ratings on the basis of each evaluation criterion, a composite rating will be established by the Selection Committee. Submittals will then be ranked based upon finalized composite rating.

41. The Purchasing Agent will identify the most advantageous proposal based upon the rankings of the Selection Committee and an evaluation of the cost proposals received. The Purchasing Agent will forward a recommendation for award to the City Manager based upon the most advantageous proposal received considering evaluation rankings and cost proposals received.

GIVE FULL NAMES AND RESIDENCES OF ALL PERSONS INTERESTED IN THE FOREGOING PROPOSAL.

(NOTICE: Give first and last name in full; in case of corporations, give corporate name and names of President, Treasurer, and Manager; and in case of firms give names of the individual members)

Name	Address	Zip Code
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KINDLY FURNISH THE FOLLOWING INFORMATION REGARDING BIDDER:

(1) If a Proprietorship

Name of Owner _____

Business Address _____

Zip Code _____ Telephone No. _____

Email _____

Home Address _____

Zip Code _____ Telephone No. _____

(2) If a Partnership, Full names and addresses of all partners

<u>Name</u>	<u>Address</u>	<u>Zip Code</u>

Business Address _____ Zip Code _____

Tel. No. _____

(3) If a Corporation

Full Legal Name: _____

State of Incorporation: _____ Qualified in Massachusetts? Yes _____ No _____

Principal Place of Business _____
Street P.O. Box

City/Town State Zip

Email: _____

Telephone No. _____

Place of Business in Massachusetts _____
Street P.O. Box

City/Town State Zip

Telephone No. _____

GIVE THE FOLLOWING INFORMATION REGARDING SURETY COMPANY

Full Legal Name of Surety Company _____

State of Incorporation _____ Admitted in Massachusetts ? Yes _____ No _____

Principal Place of Business _____
Street P.O. Box

City/Town State Zip

Place of Business in Massachusetts _____
Street P.O. Box

City/Town State Zip

Telephone No. _____

NOTE:

The Office of the Attorney General, Washington, D.C. requires the following information on all bid proposals amounting to \$1,000.00 or more.

E.I. Number of bidder _____

This number is regularly used by companies when filing their "EMPLOYER'S FEDERAL TAX RETURN, U.S." Treasury Department Form 941.

AUTHORIZED SIGNATURE OF BIDDER _____

TITLE _____

DATE _____

UNDER MASSACHUSETTS GENERAL LAWS, CHAPTER 30B: SECTION 10, THE FOLLOWING CERTIFICATION MUST BE PROVIDED:

Section 10. A person submitting a bid or a proposal for the procurement or disposal of supplies, or services to any governmental body shall certify in writing, on the bid or proposal, as follows:

"The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals."

(Please Print)

Name of Person Signing Bid

Signature of Person Signing Bid

Company

No award will be made without vendor certification of the above.

SCOPE OF SERVICES/DELIVERABLES – CONSULTANT
Crisis and Emergency Risk Communication Guide
and Tabletop Exercise
DEPARTMENT OF PUBLIC HEALTH

The Worcester Division of Public Health (WDPH) is looking to secure a contractor to review and update municipal level Crisis and Emergency Risk Communication (CERC) Guides, and then develop, conduct, and evaluate Tabletop Exercises (TTX) for up to 45 communities in the Region 2 Health and Medical Coordinating Coalition (HMCC), Region 2 PHEP Coalition. All elements of each municipality's TTX must follow the Homeland Security Exercise and Evaluation Program (HSEEP). The primary goal of each TTX is to evaluate each municipality's updated Crisis and Emergency Risk Communication guide. The TTX should identify planning and resource gaps, and communication issues.

Funded by: MDPH PHEP grant through WDPH as Sponsoring Organization, dependent on funding availability.

Terms: Contract ends June 30, 2027

Scope of Services:

The contractor shall review and update the municipality's CERC guide and annexes, as specified by the community.

The contractor shall develop, conduct, and evaluate a TTX to evaluate the municipality's updated CERC Guide and annexes. This TTX must incorporate scenarios that include communications by the local public health department for internal municipal staff as well as the public in their community. It is expected that the TTX duration will be two hours. The TTX may be in-person or virtual, as directed by the individual community.

The contractor shall provide staff with facilitation, capturing notes and data, and performing HSEEP evaluations for each TTX.

The contractor shall develop a presentation that will be utilized when conducting each TTX to guide the discussion.

The contractor shall develop a TTX Situation Manual for each community.

The contractor shall complete a TTX AAR/IP for each participating community that must be submitted no later than May 14, 2027 to both the community and Reg 2 HMCC staff.

The contractor shall develop a schedule whereby all communities have completed their TTX no later than May 1, 2027. This schedule will be developed in conjunction with each community, the Reg 2 HMCC staff, and the Region 2 PHEP Coalition.

The contractor shall assist the municipality in coordinating the participation of all relevant participants, as appropriate.

The contractor shall ensure that all components of this exercise project follow the Homeland Security Exercise and Evaluation Program (HSEEP).

The contractor shall review best practices regarding the conduct of TTX for public health/boards of health offices and incorporate them into the exercise

The contractor shall provide electronic copies of all documentation, including the Situation Manual and AAR/IP to all exercise participants.

1. The vendor will conduct one (1) HSEEP compliant CERC table-top exercise (TTX) with each community before May 1, 2027.
2. The vendor will design this exercise based on the municipality's updated CERC Guide and Reg 2 HMCC Duty Officer Policy, according to the primary goal listed above and developed during the TTX Concept and Objectives meeting.
3. The vendor will work with the municipality's public health staff to develop the TTX HSEEP required meetings and conferences.
4. The exercise meetings will include, but not be limited to:
 - a. Project Kick-Off meeting
 - b. A Concept and Objectives meeting
 - c. Exercise Planning meetings
 - d. After Action Conference
5. The vendor will submit an HSEEP compliant TTX After-Action Report/Improvement Plan to each respective municipality and the Reg 2 HMCC staff no later than May 14, 2027.
6. The vendor will apply exercise design principles as instructed by each municipality and as long as it remains relevant to the exercise goals and objectives, plans listed above, reflects a realistic scenario, and is compliant with HSEEP guidelines.
7. The vendor will supply TTX facilitators and evaluators in order to be HSEEP compliant.
8. The vendor will work with the municipality to identify an appropriate venue for the TTX that is echo-free, has audio-visual equipment capabilities, breakout rooms (if applicable), and sufficient parking within a reasonable distance.
9. The vendor will supply easel boards, easel paper, markers, table tents, and exercise feedback forms for the TTX.
10. If the municipality requires a virtual TTX or virtual option, the vendor will provide the virtual platform and link(s) to meetings and TTX. The vendor will have the skills and experience to create virtual breakout rooms, as requested by the municipality.

Outputs:

The contractor shall provide, at minimum, the following project outputs, including the items listed in the scope of service:

- The updated CERC Guide for each individual community and the list of attendees for each community who participated in the review process
- A TTX Situation Manual specific for each individual community

- The TTX Agenda, Sign-In Sheets, list of attendees, and detailed notes from the TTX of each individual community
- The presentation used to facilitate the TTX of each community
- The TTX After-Action Report/Improvement Plan for each individual community

Other Outcomes:

By the end of this project, the Region 2 PHEP communities shall:

- Have a tested their CERC Guide to better prepare for, respond to, and recover from an event requiring internal and general public crisis and risk communications within their community.
- Have a list of planning updates, training topics, and equipment needs to address the gaps identified during the TTX.

Additional Considerations:

- As this will be funded through a grant, the contractor must be approved by the Massachusetts Department of Public Health prior to contract execution.
- As per MDPH requirements, no subcontractor may charge more than 40 hours a week of their time to a contract(s) or between multiple MDPH OPEM vendors, such as Sponsoring Organizations. For the purpose of this bid, it is estimated that the contractor will average 35 hours a week.
- As per MDPH requirements, an evaluation process may be conducted for all subcontractors to ensure the contracted work is being accomplished. This process will include both a mid-point progress report and an end of contract final evaluation. This process may include feedback from the HMCC Sponsoring Organization staff and/or coalition members.
- The City shall retain ownership of all documents and materials created under this project.
- The selected contractor will work with the HMCC program staff and/or MDPH OPEM to receive guidance as it pertains to state and federal grant deliverables. The contractor must also be advised that some deliverables listed within this request may be subject to change based upon MA Department of Public Health, Office of Preparedness and Emergency Management (MDPH/OPEM) and Center for Disease Control and Prevention (CDC) grant guidelines.
- The contractor will be expected to attend a monthly Region 2 PHEP Coalition meetings to report on their progress; meetings are typically virtual but may be held at locations throughout the region.
- The contractor will be expected to attend monthly Region 2 contractor meetings, which are typically virtual but may be held at WDPH.
- The contractor will be expected to attend monthly MDPH OPEM Statewide Planner Coordinator Meetings, which are typically held in Marlborough, but may be virtual.

- The contractor will submit a monthly narrative detailing work completed, and the number of hours worked. The narrative will be in a format developed by HMCC program staff and provided at the start of the contract. The narrative will be accompanied by an invoice for the number of hours worked.
- The contractor must provide their own transportation to and from meetings.
- The contractor must provide their own technology.
- The contractor will not use Artificial Intelligence (AI) to update each community's CERC Guide nor the TTX exercise documentation and TTX AAR/IP.
- Contractor's resume and training certificates shall accompany proposal submittal.

Minimum Evaluation Criteria:

Contractors must provide the following information with their proposal submission, which will be used as part of the selection criteria:

1. A narrative describing your firm, including years in business, training, and demonstrating 5 years experience with reviewing and updating municipal response plans, as well as designing, conducting, and facilitating HSEEP compliant exercise programs, especially tabletop exercises.
2. An initial project plan, or detailed narrative, describing how the contractor will meet the requirements of the Scope of Services and Outputs.
3. At least two professional references.
4. Certificates showing successful completion of ICS 100, 200, NIMS 700, and HSEEP Certification
5. Résumé.
6. No elements of the Proposal submission will be created by using Artificial Intelligence (AI).

Comparative Criteria:

Comparative Evaluation Criteria: Each proposal meeting the minimum evaluation criteria shall be further evaluated and rated according to the comparative evaluation criteria in order to determine the relative merits of each proposal. The review will cover the objectives listed below. Within each category, the degree to which the proposal satisfies the stated objective shall be reviewed and rated on a system of "highly advantageous", "advantageous", and "not advantageous".

Writing Sample: WDPH is looking for a contractor who is able to draft and produce complex plans, to take detailed notes, and effectively communicate between agencies. Prospective contractors shall submit an original writing sample detailing the benefits of including public health considerations in municipal emergency response plans.

Highly Advantageous: The proposal includes a clear, concise 1-2 page original writing sample on the benefits of including public health considerations in municipal emergency response plans. The writing sample is structured, grammatically correct, and factual.

Advantageous: The proposal includes a 1-2 page original writing sample on the benefits of including public health considerations in municipal emergency response plans, but the sample is disjointed, contains multiple grammatical errors, or is not factual.

Not Advantageous: The proposal does not include an original writing sample.

Municipal Experience: WDPH is looking for a contractor who has experience taking the lead on projects that required collaboration between multiple municipal departments, including Public Health and/or Emergency Management, in order to ensure an understanding of processes and constraints that they may encounter related to local government. The contractor will have experience identifying solutions to mitigate against the constraints.

Highly Advantageous: The proposal details five (5) or more instances when the contractor facilitated initiatives that encompassed multiple municipal departments, including Public Health and/or Emergency Management.

Advantageous: The proposal details two to four (2 -4) instances when the contractor facilitated initiatives that encompassed multiple municipal departments, including Public Health and/or Emergency Management.

Not Advantageous: The proposal details one (1) or less instances when the contractor facilitated initiatives that encompassed multiple municipal departments, including Public Health and/or Emergency Management.

Exercise Certification: WDPH is looking for a contractor with knowledge of the Homeland Security Exercise and Evaluation Program (HSEEP), in order to ensure an understanding of the related state and federal requirements and terminology. Contractor must comply with HSEEP when conducting the TTX, including the completion of After Action Report/Improvement Plan (AAR/IP).

Highly Advantageous: The proposal demonstrates the contractor's successful completion of the Homeland Security Exercise and Evaluation Program (HSEEP) or status as a Master Exercise Practitioner (MEP).

Advantageous: The proposal demonstrates the contractor's successful completion of a FEMA or MEMA (or its equivalent) Exercise Design course.

Not Advantageous: The proposal does not demonstrate the contractor's successful completion of an Exercise Design course.

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. **A single rate is required for all services.** The City estimates that 1225 hours of service are needed for this project.*

Hourly Rate: \$ _____ X 1225 HOURS = Total Cost: \$ _____

Signature of person submitting proposal

Date:

Printed Name _____

Title _____

Company _____

Address _____

Phone _____

Fax _____

E-Mail _____

CORI COMPLIANCE / GENDER IDENTITY & EXPRESSION

Vendors entering into contracts with the City of Worcester must affirm that their policies regarding CORI information are consistent with the CORI hiring standards set by the City of Worcester. The City's CORI hiring policy may be downloaded from City of Worcester website www.worcesterma.gov. Questions pertaining to the City's CORI hiring policy are to be directed to the Equal Employment Opportunity Officer, Executive Office of Human Resources at hr@worcesterma.gov

CERTIFICATION

All Vendors must check one of the three lines below.

1. _____ CORI checks are not performed on any Applicants.
2. _____ CORI checks are performed on some or all Applicants. The Vendor, by affixing a signature below, affirms under penalties of perjury that its CORI policy is consistent with the standards set forth with the CORI hiring standards set by the City of Worcester.
3. _____ CORI checks are performed on some or all Applicants. The Vendor's CORI policy is not consistent with the standards set forth with the CORI hiring standards set by the City of Worcester. (a copy of the Vendor's written CORI policy must accompany this form).

(Typed or printed name of person
signing quotation, bid or proposal)

Signature

Name of Business

A Vendor with a CORI policy that does NOT conform to the City standards must check Line 3. Vendors who check Line 3 will not be permitted to enter into contracts with the City, absent a waiver granted by the City. For any waiver to be granted, a written request should accompany bid submission explaining in detail why the vendor fails or refuses to comply with the City's CORI hiring standards.

Gender Identity Standards Applicable to Vendors

The city will do business only with vendors that have adopted and employ Gender Identity policies, practices and standards that are consistent with city standards.

The city may review all vendors' Gender Identity policies and practices for consistency with city standards.

By signing this bid, vendor confirms that their Gender Identity policies, practices and standards are consistent with those of the City of Worcester. For further information please refer to the Ordinance Relative to Gender Identity and Expression found at www.worcesterma.gov or call the LGBTQ Liaison/Director of Human Rights & Disabilities at 508-799-8486.

VENDOR/SERVICE PROVIDER CERTIFICATION

TO BE AWARDED A VENDOR/SERVICE CONTRACT, ALL PARTS OF THIS FORM THAT APPLY TO YOUR BID MUST BE COMPLETED AND SUBMITTED WITH YOUR BID.

Bidder is a Minority Business Enterprise (MBE) - see reverse for definition Yes_____ No_____

Bidder is a Woman Business Enterprise (WBE) - see reverse for definition Yes_____ No_____

IF SUBCONTRACTING any portion of the service covered by this bid, the successful bidder shall demonstrate a good faith effort to seek and use TEN PERCENT (10%) Minority and FIFTEEN PERCENT (15%) Women-owned Businesses.

A. YOUR INTENT TO SUBCONTRACT. CHECK (✓) THE APPROPRIATE BOX:

☐

No work will be subcontracted. Complete Section "C" only.

☐

Some work will be subcontracted. Complete Section "B" and "C"

B. LIST SUBCONTRACTORS Engaged to do any portion of this Bid.

Check (✓) the appropriate box and give complete information.

☐

MBE

☐

WBE

☐

OTHER

Firm Name: _____

Street Address: _____

City/State/Zip _____

Work subcontracted: _____ Dollar Value \$ _____

Check (✓) the appropriate box and give complete information.

☐

MBE

☐

WBE

☐

OTHER

Firm Name: _____

Street Address: _____

City/State/Zip _____

Work subcontracted: _____ Dollar Value \$ _____

C. ITEM/SERVICE BID ON: _____ BID NO.: _____

Firm Name: _____

Street Address: _____

City/State/Zip _____

For purposes of the City’s classification and reporting program, the following definitions apply:

Minority Business Enterprise (MBE) – a for profit enterprise, regardless of size, physically located in the United States or its trust territories, which is owned, operated and controlled by minority group members. “Minority group members” are U.S. citizens who are African-American, Latin American, Native American, Asian-Pacific American and Asian-Indian American. “Ownership” by minority individuals means the business is at least 51% owned by such individuals or, in the case of a publicly owned business, at least 51% of the stock is owned by one or more such individuals. Further, those minority group members control the management and daily business operations.

Women Business Enterprise (WBE) – a for profit enterprise, regardless of size, physically located in the United States or its trust territories, which is owned, operated and controlled by women group members. “Ownership” by women means the business is at least 51% owned by women or, in the case of a publicly owned business, at least 51% of the stock is owned by one or more women. Further, those women group members control the management and daily business operations.

STATE LAW MANDATES THAT TO DO BUSINESS WITH THE CITY OF WORCESTER the Massachusetts Revenue Enforcement and Protection Program of 1983 requires that the following be supplied with your bid:

DATE: _____

Pursuant to Mass. G.L. Ch. 62C, Section 49A, I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all Massachusetts State Tax Returns and paid all Massachusetts State and City Taxes required under law.

COMPANY NAME: _____

STREET ADDRESS: _____

CITY OR TOWN: _____

STATE: _____

ZIP CODE: _____

TELEPHONE NO.: _____

FAX NO. _____

SOCIAL SECURITY OR FEDERAL IDENTIFICATION NO.: _____

AUTHORIZED SIGNATURE: _____

FAILURE TO COMPLETE THIS FORM MAY RESULT IN REJECTION OF BID AND/OR REMOVAL FROM CITY BID LIST.

RIGHT TO KNOW

Any vendor who receives an order or orders resulting from this invitation agrees to submit a Material Safety Data Sheet (MSDS) for each toxic or hazardous substance or mixture containing such substance, pursuant to M.G.L. C111f 228, 9 and 10 and the regulations contained in 441 CMR SS21.06 when deliveries are made. The vendor agrees to deliver all containers properly labeled pursuant to M.G.L. C111F S7 and the regulation contained in 441 CMR S21-05. Failure to submit a MSDS and/or labels on each container will place the vendor in noncompliance with the purchase order and/or contract. Failure to furnish MSDS's and/or labels on each container may result in Civil or Criminal penalties, including bid debarment and action to prevent the vendor from selling said substances, or mixtures containing said substances within the Commonwealth. All vendors furnishing substances or mixtures subject to Chapter 1.1F or M.G.L. are cautioned to obtain and read the law and rules and Regulations referenced above. Copies can be obtained from the State House Book Store, Secretary of State, State House, Room 117, Boston, MA (617) 727-2834 for \$2.00 plus \$.65 postage. In addition, copy of "Right to Know" law is available in Purchasing Department for review.

WAGE THEFT PREVENTION CERTIFICATION

By the Revised Ordinances, Chapter 2, Section 39, the city of Worcester has established requirements for certain contracts in an effort to prevent wage theft. Prospective contractors must provide the following certification and disclosures with their bids/proposals. The City will not award a contract without receipt of this completed certification.

INSTRUCTIONS: A prospective contractor shall **(a)** check Box 1 *OR* Box 2, as applicable, **(b)** check Boxes 3-5, **(c)** sign this form certifying compliance with the Wage Theft Prevention Ordinance, and **(d)** submit the completed form with its bid/proposal. For multi-year contracts, the successful bidder/proposer shall submit the completed form annually to the Purchasing Director.

Pursuant to the Wage Theft Prevention Ordinance, successful bidders/proposals shall post in conspicuous places the Mass. Wage and Hour Laws notice informing employees of the protections of G.L. c. 149, Sec. 151, and the Fair Labor Standards Act (FLSA). The notice may be found at <http://www.mass.gov/ago/docs/workplace/wage/wagehourposter.pdf>

ALL BIDDERS/PROPOSERS MUST CERTIFY THAT [check either Box 1 or Box 2, as applicable]

1. ☐ Neither this vendor/contractor nor any prospective subcontractor has been subject to a federal or state criminal or civil judgment, administrative citation, final administrative determination, order or debarment resulting from a violation of G.L. c. 149, G.L. c. 151, or FLSA, within three (3) years prior to the date of this bid/proposal submission.

OR

2. ☐ This vendor/contractor, or a prospective subcontractor, has been subject to a federal or state criminal or civil judgment, administrative citation, final administrative determination, or debarment resulting from a violation of G.L. c. 149, G.L. c. 151, or FLSA, within three (3) years prior to the date of this bid/proposal submission. The firm shall provide a copy of the same with the bid/proposal.

ALL BIDDERS/PROPOSERS MUST CERTIFY EACH OF THE FOLLOWING

3. ☐ Within five (5) days of receiving notice, the vendor/contractor shall report and provide a copy of any federal or state criminal or civil judgment, administrative citation, final administrative determination, order or debarment resulting from a violation of G.L. c. 149, G.L. c. 151, or FLSA imposed on this firm or on any prospective subcontractor while any bid/proposal to the City is pending and, if awarded a contract, during the term of the contract provide the same to the Purchasing Director.

4. ☐ A vendor/contractor awarded a contract that has disclosed under paragraph 3 above shall, upon request, furnish monthly certified payrolls for the City contract as the Purchasing Director instructs and shall, at the discretion of the Purchasing Director, obtain a wage/payment bond or other suitable insurance as required by the Wage Theft Prevention Ordinance. Vendors/contractors subject to a state or federal debarment for violation of the above laws or prohibited from contracting with the Commonwealth are prohibited from contracting with the City, and upon a finding or order of debarment or prohibition, the City may terminate the contract.

5. ☐ The contractor shall post notices provided by the City in conspicuous places informing employees of the protections of the Wage Theft Prevention Ordinance, and applicable local, state and federal law.

The undersigned certifies under the pains and penalties of perjury that the contractor is in compliance and agrees to remain in compliance with the provisions of the Wage Theft Prevention Ordinance for the term of its contract with the City.

Signed: _____

Print Name & Title	Company Name	Date
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