



The City of **WORCESTER**

Administration & Finance – Purchasing Division
Christopher J. Gagliastro, MCPPO – Purchasing Director
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September 30, 2026

To All Bidders:

Subject: **Bid No. 8830-M7, 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. 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: Only number and format as outlined on page 7 of the RFP document; no aesthetic / binding requirements.
2. 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: No, that is not a requirement.
3. Are the tabletop exercises intended to be design once, deliver up to 45 times (i.e., similar scenarios and formats with minor local nuances), or is each tabletop exercise intended to be custom to each municipality?
A: Bidder shall ensure that the tabletop exercise meets the needs of each municipality. If the municipality agrees that it meets their needs, similar scenarios and formats may be utilized.
4. How should the contractor show other direct costs (i.e., printed materials, easel boards, markers, etc.) on the Cost/Price Proposal since only a single rate is requested? Should these costs be included in the hourly rate?
A: Yes, all other direct costs should be factored into hourly rate. Vendor must only submit the single billable rate, per MPDH requirements for the grant.
5. Is there an incumbent for this effort? Is there a local preference?
A: No, this is a new project. No, bidders will be evaluated as per the criteria listed in the bid scope.
6. 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.



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7. Would WDPH accept a Crisis and Emergency Risk Communications Plan 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.

8. 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.

9. The 1225 hours of service needed for this project means an average of 27 hours of support per municipality (assuming 45) to update its CERC guide and annexes, and plan, design, facilitate, and evaluate a tabletop exercise. This does not include project management hours for attending the monthly Region 2 PHEP Coalition meetings, contractor meetings, Statewide Planner Coordinator meetings, monthly reports, and any meeting with HMCC program staff. We believe that this estimate is too low per municipality, particularly for the level of service required for custom, HSEEP-consistent planning processes for each tabletop exercise. Would alternative cost proposals be accepted to show what could be completed within 1225 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 published scope shall be considered.

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