



The City of **WORCESTER**

Administration & Finance – Purchasing Division
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October 5, 2026

To All Bidders:

Subject: **Bid No. 8830-M7, Consultant- Public Health Communications Guide / DPH**

ADDENDUM NO. 2

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. HSEEP Certification requirement is removed from Minimum Evaluation Criteria, Item #4.

Questions Received by this Office and Answers from The City:

1. Page 12 of the Request for Proposal (RFP) states that the contractor will review and update Crisis and Emergency Risk Communication (CERC) Guides for "up to 45 communities." Please confirm the total number of CERC Guides the City expects to be reviewed and updated under this contract. **Up to 45 CERC guides.**
2. Page 12 of the RFP states that the work covers "up to 45 communities," and the Cost/Price Proposal form on page 17 estimates 1,225 hours of service. Please confirm that the City expects the CERC Guide updates and Tabletop Exercises (TTXs) for up to 45 communities to be completed within the 1,225 estimated hours. **CERC Guide updates and Tabletop Exercises (TTXs) for up to 45 communities to be completed within the 1,225 estimated hours per the RFP posting.**
3. Page 13 of the RFP requires one TTX with each community. Please confirm the total number of Tabletop Exercises the City expects to be conducted under this contract. **One TTX for each community for up to 45 communities.**
4. Page 17 of the RFP requires "a flat, hourly fee for any and all consultant services" and "a single rate," and page 15 states that the contractor must provide their own transportation. Please confirm whether the hourly rate should be fully burdened to include travel expenses for on site work, such as in person TTXs and meetings. **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.**



5. Page 14 of the RFP estimates that "the contractor will average 35 hours a week." Please clarify whether this average applies to each individual staff member or to the contractor team as a whole. **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.**
6. Which submission package should hold the required forms: the Notice to Proposers forms on pages 9–11 of the RFP, Criminal Offender Record Information (CORI), Minority and Women Business Enterprise (MWBE), Tax Certification, and Wage Theft Prevention? **Defer to Purchasing Dept to respond to bidder.**
7. Should the PDF on the USB drive (page 7 of the RFP) be one combined file or separate files by section? **Defer to Purchasing Dept to respond to bidder.**
8. Page 7 of the RFP states that the Cost Proposal package must contain "the original copy of the proposal." Please confirm whether the Cost Proposal package should include only the completed Cost/Price Proposal form on page 17. **Defer to Purchasing Dept to respond to bidder.**
9. Page 7 of the RFP requires an original in both the Technical Proposal and Cost Proposal packages. Please clarify what the City considers the "original" for each package (for example, wet ink signatures or marking the document "ORIGINAL"). For the Cost Proposal specifically, will a wet ink signature on the page 17 Cost/Price Proposal form be enough for it to count as the original? **Defer to Purchasing Dept to respond to bidder.**
10. Page 15 of the RFP references "Contractor's resume" and "Résumé." Please confirm that the City would like résumés for the proposed staff who will perform the work under this contract. **A résumé should be submitted for each proposed staff who will perform the work under this contract.**
11. General Condition 7 on page 2 of the RFP states that all proposals are subject to the public records provisions of M.G.L. c.30B, and page 7 of the RFP states that proposals will remain confidential until a contract has been executed. If a proposal contains proprietary information, will the City accept a redacted copy for public records purposes? If so, please advise how it should be submitted, including the format, how many copies, and which package it should go in. **Defer to Purchasing Dept to respond to bidder.**



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12. Page 15 of the RFP requires that résumés and training certificates (Incident Command System [ICS] 100,200, National Incident Management System [NIMS] 700, and Homeland Security Exercise and Evaluation Program [HSEEP] Certification) accompany the proposal. For ease of review, may we attach each proposed staff member's certificates directly after their résumé, rather than putting them in a separate section? **Bidder may determine how best to structure their proposal.**
13. Page 12 of the RFP states that the contract ends June 30, 2027. Can the City provide the anticipated contract start date and confirm that the period of performance runs from that start date through June 30, 2027? **Contract start date is date that contract is fully executed and contract ends June 30, 2027.**
14. Page 15 of the RFP lists "Certificates showing successful completion of ICS 100, 200, NIMS 700, and HSEEP Certification" as a minimum criterion. Please confirm whether every proposed staff member must hold all of these certifications, or whether HSEEP Certification is required only for certain staff or roles. **Addendum has been made that HSEEP certification is reflected only in the comparative criteria.**
15. Can the City share an estimated budget or funding amount for this contract? **No.**
16. Page 15 of the RFP requires "at least two professional references." Please confirm whether these references must be from municipal clients, or whether other professional references are acceptable. **Bidder shall determine which references best reflect their ability to complete this scope of work.**

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