



The City of **WORCESTER**

Administration & Finance – Purchasing Division
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March 9, 2022

To All Proposers:

Subject: **RFP No. CR-7758-W2, Youth Workforce Programs (WIOA) / MCRWB**

ADDENDUM NO. 1

To Whom It May Concern:

With reference to our proposal request relative to the above subject, please refer to the changes/modifications/clarifications to the original proposal request.

- **PLEASE SEE BELOW QUESTIONS RECEIVED AND RESPONSES FROM CITY:**
- Following the budget forms (these pages aren't numbered but beginning on page 36 of the larger PDF), there's an **Exhibit A: Agreement for Employment and Training Programs**, immediately followed by a page labeled **Exhibit A – Scope of Services**. I wasn't sure if that second page is just a placeholder indicating that the preceding Agreement *establishes* that Scope of Services, or if we're required to provide an outline of our services ourselves.
Answer: You are not required to provide an outline of your services in the two exhibits mentioned. The exhibits are contained within the sample contract that occurs with the City of Worcester if you are a successful bidder.
- Similarly, there is an **Exhibit C – Statement of Assurances**, followed by an **Exhibit C – Grievance Procedure**. I wanted to clarify here whether we should be submitting our own student/client Grievance Procedure with this placeholder page, or if that procedure is prescribed as part of the Assurances.
Answer: Exhibit C – Statement of Assurances is a required document for this bid that must be signed and dated by your agency's duly authorized representative. Exhibit C – Grievance Procedures is contained within the sample contract that occurs with the City of Worcester if you are a successful bidder. You are not required to submit your own student/client grievance procedures for this bid.
- There are two Exhibit Ds – one is labeled Tax Certification and one MassHire Central Region Youth ISS. I'm assuming both of these would be included as attachments with the *Technical Proposal*?
Answer: You are not required to complete Exhibit D – Tax Certification. It is contained within the sample contract that occurs with the City of Worcester if you are a successful bidder. Exhibit D – The MassHire Central Regional Youth ISS is a required document that must be submitted for this RFP.

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

Very truly yours,

Christopher J. Gagliastro
Purchasing Director