



The City of **WORCESTER**

Administration & Finance – Purchasing Division
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December 18, 2024

To All Bidders:

Subject: **Bid No. CR-8315-W5, Communications Consultant / 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.

- **PLEASE SEE BELOW QUESTIONS RECEIVED AND RESPONSES FROM CITY**

Is the quarterly newsletter printed or online only?

Answer: Newsletter is online only.

How many social media accounts need to be managed and moderated?

Clarification: The consultant will not manage social media accounts. The consultant will work on the content, following branding, style as set by the city and utilizing the content provided by staff.

The RFP states that the consultant must provide their own transportation to and from meetings and events. Can you clarify how many meetings and events are expected during the contract period?

We expect that this would be limited to 2 to 3 times per month on average within the Alliance towns.

The RFP also states that the consultant will be expected to attend a monthly Chiefs meeting. Can you clarify if the City's expectation is for the consultant to attend this meeting in person, or if virtual attendance will be considered?

Virtual attendance will be considered

The Scope of Work describes management of social media accounts. Can you clarify how many/which platforms the City maintains accounts on and would expect the consultant to manage?

Clarification: The consultant will not manage social media accounts. The consultant will work on the content, following branding, style as set by the city and utilizing the content provided by staff. Currently, I post for HHS, DPH and Veterans

Bidders 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