

**CITY OF NEWTON, MASSACHUSETTS
PURCHASING DEPARTMENT
purchasing@newtonma.gov
Fax (617) 796-1227**

November 18, 2022

**ADDENDUM #2
REQUEST FOR PROPOSALS #23-36**

ECONOMIC STABILITY/MOBILITY INITIATIVE

THIS ADDENDUM IS TO ANSWER THE FOLLOWING QUESTIONS:

Q1. Can a non-profit organization lead the bid as a prime and subcontract some functions to for-profit companies?

A1. As detailed on page 8/35 of the Request For Proposals (RFP), “Only organizations that have a 501(c)(3) designation or those with a 501(c)(3) fiscal sponsor are eligible. Applicants may submit a proposal in partnership with one or more other providers. If you elect to do so, there must be one lead agency. Memorandum of understanding (MOU’s) between the lead agency and each partnering provider must be submitted with the proposal and should include a summary of roles and responsibilities and the amount of grant funds allocated to the various partners to support the work.”

Subcontracting to a for-profit company will not exclude an applicant, as long as the lead applicant is a 501(c)(3) organization. However, the evaluation committee will look carefully to make sure the money going to the for-profit company is directly benefitting the clients to be served by the program and not the business.

Q2. Do you anticipate supporting populations needing wheelchair-accessible support? If so, what percent would need door-to-door and/or wheelchair-accessible support?

A2. It is possible that clients appropriate for this program will need wheelchair-accessible support. It is important that all applicants are ADA compliant and are able to serve individuals with accessibility needs. Programs should be accessible to all persons, including those with disabilities. We do not have an estimate of the number of people that this would apply to.

Q3. How many residents is the initiative anticipated to impact - in particular, Newton high school students?

A3. Applicants are expected to identify their priority population and the number of people they anticipate supporting through this grant. We do not have an expected number. The number served will be dependent upon the service delivery model.

Q4. If a program serves Newton Public High School students, would the Newton METCO students at the school be allowed beneficiaries of this initiative?

A4. As detailed on page 8/35 of the RFP, under Priority Population, “Funds may only be used to support low-income residents (65% AMI or below) of the City of Newton. Specifically, these funds are intended to support under-resourced Newton households, particularly those of Black and Hispanic residents that were disproportionately impacted by the COVID-19 pandemic and continue to face significant economic challenges on a daily basis.”

Q5. Is it a requirement to be on the bidders list to submit a proposal? If so, what is the process for being on the bidders list?

A5. No. However, if you are not on the bidder's list you will not receive notices or any addenda. To be added to the list, provide the City of Newton Purchasing Department purchasing@newtonma.gov with your company/organization name, address, contact person, phone number and email.

As detailed on page 2/35 of the RFP, "All City bids are available on the City's web site at www.newtonma.gov/bids. It is the sole responsibility of the contractor downloading these bids to ensure they have received any and all addenda prior to the bid opening. Addenda will be available online with the original bid document as separate files. If you download bids from the internet site and would like to make it known that your company has done so, you may fax the Purchasing Department (617) 796-1227 or email to purchasing@newtonma.gov with your NAME, ADDRESS, PHONE, FAX AND RFP NUMBER."

Q6. Would a cost benefit analysis be included in the work the Donahue Institute could do as part of the monitoring and evaluation role? If so, would the evaluators have access to public benefit data to more accurately monitor changes in public benefits and work supports over time?

A6. A cost benefit analysis is beyond the scope of work for the evaluation of this project.

Q7. Could the evaluation be extended to understanding the short term intergenerational impact of the initiative (e.g. tracking indicators such as children's school attendance rates, etc.)

A7. Once an applicant is selected, Donahue Institute evaluators will work with the grantee to collaboratively identify key indicators to demonstrate short and longer-term outcomes. If intergenerational impact is an outcome of the work, then it could be part of the evaluation if resources allow.

Q8. Does the City of Newton have office space available for the grantee staff to use?

A8. No. The City does not have space available for grantee use.

Q9. Will the City of Newton provide any support for recruitment of participants?

A9. The City will serve as a referral source for eligible participants, but will not actively engage in recruitment of participants.

Q10. Is there any opportunity for funding after the three year contract is up?

A10. The City is utilizing ARPA funds to support this pilot initiative. Continued funding beyond the three-year grant is unknown at this time. Applicants should assume the funding will not continue beyond three years and consider program sustainability as they develop their approach.

Q11. The RFP states that "The City will fund: Staffing costs, where the staff time reflected in the proposed project budget is exclusively dedicated to the project proposed"

For staff who are providing oversight of the project, can a percentage of their costs also be included in the project budget?

A11. Yes. The percentage of time dedicated to oversight of the program is an allowable cost.

Q12. Will guaranteed income (a fixed amount of cash to families per month) be considered for this grant, as part of client incentives?

A12. Guaranteed income (a fixed amount of cash to families per month) is an allowable cost for this grant as long as it used as an incentive for participation in services that improve economic stability or create opportunities for economic mobility. Guaranteed income as the sole approach to improving economic stability or supporting mobility will not be considered.

Q13. Should all signatures on attachments be wet signatures?

A13. No. Digital signatures are acceptable.


Q14. In regards to Attachment E, what should an organization do if it does not have a Corporate Seal?

A14. Simply write the word "SEAL" in the space provided to attest that the document submitted is true and correct.

All other terms and conditions of this bid remain unchanged.

**PLEASE ENSURE THAT YOU ACKNOWLEDGE ALL ADDENDA ON YOUR
BID FORM. FAILURE TO ACKNOWLEDGE ALL ADDENDA COULD
RESULT IN REJECTION OF YOUR BID AS NONRESPONSIVE.**

Thank you.

A handwritten signature in black ink that reads "Nicholas Read". The signature is written in a cursive, slightly slanted style.

Nicholas Read
Chief Procurement Officer