

Neighborhood Target Improvement Program Questions/Answers Second Mandatory Meeting
January 8, 2014

Ed Whitely opened up the meeting for questions and answers on the RFP-Meeting is for people who did not attend first meeting. Trying to make it fair and give organizations more opportunities.

A list of some eligible projects are listed on page 2 of the RFP along with the contact person. Every project has to be approved in writing by the designated City staff person. Each project is \$10,000.

A letter of approval from the Department Head will be included in the RFP. All requirements and criteria for the RFP are found in the RFP beginning on page 2.

Question: Do pictures have to be included when the RFP is submitted?

Answer: Before pictures have to be included and have to be actual pictures. They cannot be sketches or illustrations. (Page 7 of the RFP lists all attachments, required documents and forms)

Question: Are we required to obtain 3 quotes?

Answer: Yes. Per Mass Chapter 30B, you have to go with the lowest quote.

Question: If there are two separate projects that do not total \$10,000, is it required to have two separate RFP's?

Answer: Yes, it is required to have two separate proposals.

Question: Can a council apply for more than one project?

Answer: Yes, they can. There is no limit.

Question: What is required for the write up of the projects?

Answer: Each project has to follow the format listed on page 5 of the RFP; provide the required scope, budget, location, timeline, description, etc.

Question: What is the DUNS# and where do we obtain it?

Answer: D-U-N-S # is a number regulated by Duns and Bradstreet that assigns a unique numeric identifier to a single business entity. Each council/organization has this number. Mr. Whitely can provide.