

CITY of **BOSTON**

REQUEST FOR PROPOSALS:

Bicycle Repair and Maintenance Employee Benefit



People Operations Cabinet

Alex Lawrence

EV0000XXXX

(Insert **department** logo above, right of vertical line)

PROJECT SUMMARY:

This RFP seeks to address the gap in employee transportation benefits. The winning bid will provide three pop-up bike maintenance shops on City Hall properties. These pop-up shops will invoice the City a max of \$200 per employee served and charge the employee the rest.

RFP SCHEDULE:

EVENT	DATE
RFP Issue Date	12/26/2022
Pre-Proposal Conference Location Zoom/Teams link	01/10/2022 at 9:00 AM ET
Proposal Due Date	02/10/2022

CONTACT INFORMATION:

Buyer Name | Buyer Email

All questions should be emailed with the **RFP number (EV0000XXXX)** in the subject line.

You can access this RFP and related documents at
boston.gov/procurement/EV0000####.

What is a Request for Proposals (RFP) and how does it work?

What: An RFP is a document that explains what services the City of Boston needs and is looking to purchase from vendors (you!).

Why: An RFP is important for three primary reasons.

1. RFPs outline the scope of work for the services that the City wants to purchase, and provide details about what a vendor can expect throughout the bidding process and contract.
2. RFPs provide information about what a vendor needs to do to apply and bid for the contract.
3. RFPs ensure that all eligible vendors have the opportunity to bid on City contracts.

How:

- ☐ Read the RFP and decide if you want to apply and bid for the contract.
- ☐ Register as a vendor on the Supplier Portal (if you aren't already).
- ☐ Carefully review each section of the RFP and begin developing your technical and price proposals, and gather any necessary documentation.
- ☐ If you have questions, attend the information session on [DATE](#) or email questions to [EMAIL](#) by [DATE](#).
- ☐ Submit your final technical and price proposals, as well as any necessary forms. Be sure to leave time for submission so that you don't miss the deadline.

TABLE OF CONTENTS:

I. INTRODUCTION AND SCOPE OF WORK	4
1.1 PROBLEM STATEMENT	4
1.2 BACKGROUND	5
1.3 GOALS	6
1.4 SCOPE OF WORK	6
1.5 PERFORMANCE METRICS	7
1.6 CONTRACT DETAILS	8
1.7 PAYMENT PROCESSES	8
1.8 PROPOSAL TIMELINE	9
1.9 CONTACT INFORMATION	9
II. HOW WE CHOOSE	11
2.1 MINIMUM EVALUATION CRITERIA	11
2.2 COMPARATIVE EVALUATION CRITERIA	12
III. YOUR TECHNICAL PROPOSAL	15
3.1 COVER PAGE	16
3.2 RESPONSE TO SCOPE OF WORK	16
3.3 PLAN FOR DIVERSITY AND EQUITY	18
3.# REFERENCES	18
3.# INSURANCE DOCUMENTATION	19
3.# STANDARD CONTRACT FORMS	19
IV. YOUR PRICE PROPOSAL	21
4.1 PRICE PROPOSAL (Required)	22
4.2 SUPPLEMENTAL INFORMATION (Optional)	22
V. SUBMISSION INSTRUCTIONS	23
5.1 CHECKLIST FOR SUBMITTING PROPOSAL	24
5.2 SUBMITTING PROPOSAL VIA BOSTON'S SUPPLIER PORTAL	25
5.3 SUBMITTING VIA MAIL / PHYSICAL DELIVERY	26
IV. APPENDICES	27
APPENDIX 1: RFP TERMS AND CONDITIONS	27
TERMS AND CONDITIONS	27

APPENDIX 2: INSURANCE RECOMMENDATIONS	30
APPENDIX XXX: ADDITIONAL APPENDICES RELEVANT TO RFP (E.G. DETAILED BACKGROUND INFORMATION, DATA, CHARTS, MAPS)	32
Additional Ideas	33

I. INTRODUCTION AND SCOPE OF WORK

*This section provides introductory information about the project and highlights important elements like the problem, goals, **scope of work**, project timeline, and contact information.*

1.1 PROBLEM STATEMENT

With this Request for Proposal (RFP), we are hoping to create a new employee benefit. We would like the winning vendor to provide pop-up bike maintenance shops at City locations. The goal is to reduce City employee emissions by encouraging employees to commute by bike.

We look forward to receiving your proposal.¹

1.2 GOALS

This project has the following goals:

1. **Green New Deal for Boston:** Achieving a Green New Deal for Boston demands that we use every tool in our toolbox to decrease carbon emissions. One way we can do this is by making fossil fuel-free transportation options easy to access and joyful to use for our 19,000-person workforce.
2. **Walk-the-Walk:** Serve as an example we would like other employers in Boston and the region to emulate.
3. **Be an employer of choice:** Adapt our workplace policies and employee benefits to better support the needs of our workforce.
4. **Equitable procurement:** Use employee transit benefit programs to support minority- and woman-owned business enterprises located in the City of Boston.

¹ This RFP is open to any vendor who would like to respond, and the City encourages participation from small, local, minority-owned, women-owned, and veteran-owned businesses. To support equality of opportunity for these businesses, we also encourage respondents to solicit for the subcontracting of goods and services from certified businesses. The City's directory of certified businesses is available at <http://cityofboston.gov/slbe/search>.

1.3 SCOPE OF WORK

This section is very important. It outlines what we are asking for and gives an in-depth look at what we are expecting.

We envision high-profile events, featuring tents and signage, for our employees. A successful candidate will provide bike repair and maintenance at a series of temporary, one-day events for City employees. At these events, the selected vendor will offer basic bike maintenance and repair of City employees' personal bikes, ranging in style, brand, and size. Repairs should be limited to what can be accomplished on-site, outside of a bike shop. Preference will be given to a vendor that can also sell bike accessories at these events.

In addition, the vendor will provide detailed invoices to the City for each employee, covering up to \$200 worth of services and goods. The employee will pay for any amount over that limit. For instance, they may bring their bike to the first event and need \$150 worth of service. The vendor will invoice the City for that amount. If in the following event the employee needs \$100 worth of services, the vendor will invoice the City for \$50. The vendor would charge the employee the remaining \$50 balance. These invoices will detail costs including labor, parts, and any accessories purchased by the employee; overhead should also be calculated and billed. The vendor shall supply these invoices to the City within two weeks of each event.

The vendor(s) will supply, at minimum:

- Personnel, including bike mechanics and support staff to manage invoices
- Parts and equipment, including tools, repair stands, parts, and other items (e.g., degreaser, lube, brushes)
- Point of sale equipment and other financial tracking tools to provide the necessary receipts and invoices

We expect the vendor to service 60 - 120 employees per calendar year

1.4 PERFORMANCE METRICS

Below is a list of performance metrics of interest to the City, and is not exhaustive or final. As a part of a response to this RFP, bidders may propose more or alternative performance metrics. The final set of performance metrics will be negotiated during the contracting process, and may be adjusted over time as needed.

Option A:

PERFORMANCE METRIC	DATA SOURCE
Number of Employees Served	Vendor Financial Tracking System
Average Dollar Amount Spent by Employees	Vendor Financial Tracking System
Total Dollar Amount Invoiced to the City	Vendor Financial Tracking System
Number of Employees Turned Away (e.g. due to limited vendor capacity)	Vendor Tracking System
Number of Minority and Female Staff	Vendor Records

1.5 CONTRACT DETAILS

The term of the contract will be one year, with two options to renew.

- We expect the pop-up service days to be held between March 2023 and December 2023 (subject to change)
- The budget range for this contract
- Any important budget details, e.g. The maximum budget for this project is \$XX
-

1.6 PAYMENT PROCESSES

Vendors will invoice the City of Boston a maximum of \$200 per employee served. If employees require services or goods totalling more than \$200, the vendor will invoice the City for the first \$200, then charge the employee the remaining amount.

As part of the invoices, vendors will be required to detail the number of employees served, the value of services delivered, and the amount charged to the city for that work.

1.7 PROPOSAL TIMELINE

The table below shows the preliminary RFP schedule. Dates are subject to change. For the most updated information, please visit [\[full website link\]](#).

EVENT	DATE
RFP Released	12/26/2022 @ 9:00AM
Q&A Conference Call	1/10/2023 @ 9:00AM
Questions Due to the City <i>Via email to .</i>	1/11/2023 @ 5:00PM
Consolidated Q&A Posted by the City	1/13/2023
Deadline for Proposals <i>See Submission Instructions for details</i>	2/10/2023 @ 12:00PM
Vendor interviews/demonstrations (<i>if needed</i>)	2/13/2023 - 2/17/2023
Estimated Contractor Selection date	2/28/2023

All times are in Eastern Time

1.8 CONTACT INFORMATION

RFP Contact Information

Name:	Address
Phone:	Address
Email:	Address

With the release of this RFP, **all communications must be directed in writing via email to the contact person above.** All questions should be emailed with the **RFP number (EV0000XXXX) in the subject line.**²

After the proposal deadline, Vendors should not contact the RFP Coordinator or any other City official or employee regarding this RFP, except to respond to a request by the RFP Coordinator. Vendors may continue to contact City officials and employees about issues **unrelated** to this RFP.

² No other City employee, consultant, or contractor is empowered to speak for the City with respect to this RFP. Any oral communication is considered unofficial and non-binding to the City.

II. HOW WE CHOOSE

This section explains how we will evaluate candidates and provides clear descriptions for what we consider a highly advantageous application.

We will evaluate your proposal based on two sets of criteria: **minimum evaluation criteria** and **comparative evaluation criteria**.

2.1 MINIMUM EVALUATION CRITERIA

All Proposals received by the City will first be reviewed to determine whether the Proposal meets all minimum criteria identified in the RFP.

Minimum evaluation criteria reflect those standards or attributes that the City considers essential to the performance of the contract. A Vendor that does not meet the minimum criteria will be rated “unacceptable” and will not be further considered.

The minimum evaluation criteria include:

1. Did the vendor submit the proposal by the **deadline**?
2. Did the vendor submit **separate technical and price proposals** (with no price information in the technical proposal)? Note: *Any technical proposal that includes price information will be disqualified from consideration.*
3. Did the vendor submit all the necessary **forms and documentation**?

2.2 COMPARATIVE EVALUATION CRITERIA

Proposals that have met all minimum evaluation criteria will then be evaluated by a team of evaluators according to the comparative evaluation criteria and ratings that follow in this section.³

The evaluation team will not see the price proposals until after the technical evaluations are complete. The City will then identify the proposal that is the most advantageous overall from the pool of bidders who have met the minimum criteria responsible and responsive vendors, taking into consideration both price and the comparative evaluation criteria.

For each criteria, in addition to the three potential ratings described below, there is also a potential rating of “Unacceptable” that can be assigned if an application does not demonstrate any evidence of their ability to meet the criteria in question.

³ The City reserves the right to invite Vendors for an interview/demonstration either by phone or in person. The City may choose to conduct reference checks and include information obtained from the interview/demonstration and reference checks in the evaluation.

NOTE: Vendors should not count on interviews/demonstrations and reference checks as an opportunity to provide additional information not contained in the proposal. All information that Vendors wish the selection team to consider during the evaluation process should be included in the originally submitted Proposal.

Qualifications option:

Example:

Criteria 0: Project Team Experience

Qualifications:

- Expertise and experience with similar events in Greater Boston.
- Has experience carrying out logistically complex events.
- Has experience working with public sector agencies/departments.
- Has the available time to properly manage and oversee planning and design work that must be accomplished in an accelerated timeline.
- Commitment to creating car-free street experiences for the enjoyment of the residents of Boston.

Highly Advantageous	Advantageous	Not Advantageous
Example: The Project Team meets MOST of the qualifications listed above.	Example: The Project Team has SOME of the qualifications listed above.	Example: The Project Team has FEW of the qualifications listed above.

Criteria 1: Bike Repair and Maintenance Experience

Qualifications:

- Expertise and experience in servicing and repairing bikes.
- Has experience carrying out logistically complex events.
- Has the available time to properly manage and oversee planning and design work that must be accomplished in an accelerated timeline.
- Able to supply tools and labor necessary for the repair and maintenance of bikes.
- Able to sell bike accessories.

Highly Advantageous	Advantageous	Not Advantageous
The Project Team meets ALL of the qualifications listed above.	The Project Team has MOST of the qualifications listed above.	The Project Team has FEW of the qualifications listed above.

Criteria 2: Payment Processes

Qualifications:

- Able to become a vendor with the City and invoice the City for up to \$200 per employee serviced.
- Able to process both invoices and upfront payments from the employee.
- Able to keep track of relevant data.

Highly Advantageous	Advantageous	Not Advantageous
The Project Team meets ALL of the qualifications listed above.	The Project Team has MOST of the qualifications listed above.	The Project Team has FEW of the qualifications listed above.

Criteria 3: Diversity, Equity, and Inclusion

Qualifications:

- Proposal lays out a creative, aggressive, and comprehensive approach to DEI.
- The proposal includes a plan demonstrating that local M/WBE firms or staff will perform the majority of the work.
- The training and experience of staff is heavily focused on equity concerns, and the plan demonstrates how the proposer intends to leverage that experience to design and implement the program.
- The proposal outlines detailed, specific, actionable, and effective plans for the above.

Highly Advantageous	Advantageous	Not Advantageous
The Project Team meets ALL of the qualifications listed above.	The Project Team has MOST of the qualifications listed above.	The Project Team has FEW of the qualifications listed above.

III. YOUR TECHNICAL PROPOSAL

Your application will be submitted in two parts. The first part (this section) is the **Technical Proposal**. The Technical Proposal is where you tell us why you are the best candidate for this role. It is important that there is **nothing to do with price** in the

*technical proposal. - any information regarding price will be included in the second part of the application, the **Price Proposal** (see section V).*

The technical proposal is made up of every element of your response to this RFP, **except** for anything having to do with price. (Price will be covered in the following section, *Your Price Proposal*).

Please note that all proposals will be public record. **Do not submit confidential information in your Proposal.**

The technical proposal can be broken down into two categories: **Specific Responses and General Requirements**. Each section is explained in detail on the following pages.

Your technical proposal should be submitted as one document that addresses all components listed below - both the specific responses and the general requirements.

Specific Responses:

- (3.1) Cover Page - Organization Information
- (3.2) Response to Scope of Work
- (3.3) Plan for Diversity and Equity

General Requirements:

- (3.5) References
- (3.6) Insurance Documentation (and financial documents if needed)
- (3.7) Standard Contract Forms

3.1 COVER PAGE

Please include a cover page (1-2) to your technical proposal. The cover page should include:

- The title and number of this RFP: [XXX, \(EV0000XXXX\)](#)
- Contact information: name, title, address, email, and phone number
- A brief introduction highlighting why you would be a good partner for the City on this project (4-5 sentences).

3.2 RESPONSE TO SCOPE OF WORK

This section is where you tell us how your solution meets or exceeds our needs by answering the questions/prompts below. Feel free to use anything (e.g. graphics, links to your work, etc.) that helps you make your case. Suggested response lengths are for guidance only. Feel free to answer with more or less detail as needed to best answer the question, and feel free to use anything (e.g., graphics, links to your work, etc.) that helps you make your case.

[Below are some questions you may want to consider including in this section. Add more questions if you feel you need more information about how a vendor would approach the scope of work and meet the project's goals.](#)

We'd like to get a sense of how many bikes your team can provide service and maintenance for during the pop up event hours of 8am to 6pm. Please share below about the services you provide and how long each of them takes to complete.

Q1: Here are some of the services we would like for employees to have access to on pop up maintenance and repair days. Which ones are you able to provide?

- Safety inspection
- Chain checking & oiling
- Brake adjustment
- Gear adjustment
- Wheel alignment
- Wheel true

Q2: What services (if any) can you provide off site (e.g. at your regular bike shop)?

Q5: Can you, within 1 day of the event, share people served, employee IDs and dollars they received.

Q6: How would you manage sign-ups? Do you currently have a booking system? Would you want for the city to drive it? What would your preferred method of booking be?

Q7: Please explain why your organization is best-suited to manage this RFP? (Suggested length: 0.5-2 pages)

An ideal answer will include the following information, focusing on why these qualities of your organization make it best-suited to manage this RFP:

- ☐ A description of your organization's history
- ☐ A description of your organization's structure
- ☐ A description of your organization's strategy
- ☐ A description of your organization's work
- ☐ Any relevant awards your team has received

Q8: Who will work on this project and why are they best qualified to achieve the goals of this RFP? (Suggested length: 1 page - 1.5 pages)

An ideal answer will include:

- ☐ A description of the team that would work on the project
- ☐ A list of key team members
- ☐ Justification for why they will be great partners on this project, such as resumes or bios.
- ☐ A description of the team structure
- ☐ Please include a note if any staff will be located in or near Boston and their general availability to the City staff on this project.
- ☐ If your team includes multiple firms, please let us know how long you have worked together. **For legal purposes**, we will need you to designate one firm as the prime contractor and all others as subcontractors.

Q9: Have you had a contract terminated for default during the past five (5) years, or have been involved in litigation regarding a contract? (Yes or No)

Q10: If you answered “Yes” to the previous question, what is your position on the matter(s)?

Please note:

- The City reserves the right to request a copy of your firm’s audited financial statements, including a detailed balance sheet and profit and loss statement for three years, or Dun & Bradstreet reports or similar financial reports, in order to evaluate the financial strength of your company.

3.3 PLAN FOR DIVERSITY AND EQUITY

Q1. Is your organization a small, local, minority-owned, women-owned, and/or veteran-owned business?⁴ (Yes or No)

Q2. Are any of your proposed subcontractors a small, local, minority-owned, women-owned, and/or veteran-owned business?⁵ (Yes or No)

Q3. What is your plan for including DEI considerations in this project or service?

A core purpose of this RFP is to create events that are accessible to and resonate with the many diverse communities of Boston. Cultural sensitivity and experience working with diverse communities and organizations will be key in planning and executing successful events. A portion of the technical proposal’s evaluation will be based on the plan to incorporate diversity and equity in the planning and execution of your work with us. Please provide details and specifics where possible. The proposal will be evaluated on the clarity, feasibility, and creativity of your plan.

3.4 REFERENCES

Please provide three (3) references, including their contact information and details on your history with them. Customer references should be preferably similar in size, scope and complexity to the City of Boston. Note that incorrect contact information will be considered as a negative reference.

⁴ This information helps us improve our outreach to all potential partners; this RFP is open to any vendor who would like to respond.

⁵ Same as above.

REFERENCES				
	CONTACT NAME	ORGANIZATION	CONTACT INFO: PHONE NUMBER AND EMAIL ADDRESS	PROJECT DETAILS (DATES, SCOPE OF WORK, SERVICES RENDERED)
Ex.	Jeremy Smith	Smith Electric	Phone: 000-111-2222 Email: jsmith@smithelectric.com	December 2020 - January 2021 Assisted City X in blueprints to decarbonize a subset of the electric grid by 2035. Worked with City's utility companies and services, conducted interviews of residents and businesses, and submitted a proposal with three potential pathways to decarbonize the grid, with expected costs.
1				
2				
3				

3.5 INSURANCE DOCUMENTATION

Include documentation of your insurance coverage. The City's recommended levels of insurance are listed in Appendix 2; if you have a different level of coverage, please explain why that is sufficient to manage the risk of this project.

3.6 STANDARD CONTRACT FORMS

The necessary contract forms will be available to download from the Supplier Portal, and are also linked below. You are responsible for downloading and completing the forms, and then uploading each form in the corresponding item on the supplier portal. If submitting a physical copy, the forms should be attached to the end of your technical proposal.

You must **review and submit** signed copies of forms CM-06 and CM-09 with your proposal.

1. [Form CM-06](#) – Certificate of Authority
2. [Form CM-09](#) – Contractor Certification

All applicants are required to **review (but not sign or submit)** the following documents at this stage. By submitting a proposal, an applicant acknowledges that if they are selected as the winning bidder, they will be required to complete and provide each of the below forms to the City as part of the contract package:

3. [Form CM-10](#) – Standard Contract Document
4. [Form CM-11](#) – Standard Contract General Conditions
5. CM Forms [15A](#), [15B](#) – CORI Compliance & Standard
6. [Form LW-1](#) – Requirements Of The Boston Jobs and Living Wage Ordinance
7. [Form LW-2](#) – Covered Vendors Living Wage Agreement
8. [Form LW-8](#) – Vendors Living Wage Affidavit 32
9. [Form CM-16](#) – Wage Theft

IV. YOUR PRICE PROPOSAL

The **Pricing Proposal** is where you will share your estimated project budget with us and where you will explain your costs/budget.

The pricing proposal (which lists all costs associated with your proposed deliverable) is required in addition to the technical proposal.

Note that the **total price for 1 year** will be used as the basis for comparing price proposals. Estimated quantities are estimates only and the actual amount may be more or less. The City may choose to purchase all, some, or none of these deliverables.

Please note:

- The Price Proposal MUST be submitted separately from the remainder of the proposal. **No price information may be included in the Technical Proposal.**
- All prices are inclusive of travel. No additional charges that are not already included in the Price Proposal, including travel lodging, subsistence, miscellaneous (ad-hoc) expenses or other expenses, will be allowed.
- Any **taxes** due will be assumed to be included in your price of services. The City is exempt from federal excise taxes (Federal Exemption No. A-108-328) and from Massachusetts sales and use taxes (Certificate No. E-046-001-380). Exemption certificates will be provided, if requested, following award.
- You will bear the onus of any **errors** made in pricing the services (e.g., omitting a component of the services).

Please enter the **total price for 1 year** in the price line (if submitted electronically through the Supplier Portal). More detailed instructions are available in the following section, Section VI, *Submission Instructions*. Instructions can also be found on the [Procurement Information Page](#).

4.1 PRICE PROPOSAL (Required)

[options for pricing tables in companion doc]

4.2 SUPPLEMENTAL INFORMATION (Optional)

You have the option (but are not required) to attach additional information describing any costs that don't fit into the above template, to describe the reasoning behind your pricing, or to state any assumptions you made while filling out the template.

V. SUBMISSION INSTRUCTIONS

This section shows you how to submit your application.

- To be considered for funding, each applicant must submit a **complete** proposal **prior to 2:00PM on December 22, 2022 (EST)**.
- Complete applications must be submitted either through the [City of Boston Supplier Portal](#) or by mail / physical delivery.
 - See the checklist below (section 5.1) for the requirements for a complete application.
 - See detailed instructions for submitting via the Supplier Portal (section 5.2) or by mail / physical delivery (section 5.3) below.
- We STRONGLY recommend submitting your proposal well in advance of the deadline to allow for adequate time to navigate any technical issues you may find when submitting via the [City of Boston Supplier Portal](#). (Applicants often run into technical issues with the portal).
- The contact you listed in your submitted proposal will receive periodic email updates regarding application submission receipt, awards/denial, and any needed follow up information.

Please note that the City will NOT be able to consider proposals that are submitted late or that do not follow these guidelines.

5.1 CHECKLIST FOR SUBMITTING PROPOSAL

Please note that this checklist is for your use only; you do not need to submit this checklist along with your proposal.

CHECKLIST ITEM	COMPLETE (✓)
Submit separate technical and price proposals . (Do NOT include any reference to price in your technical proposal.)	
A. TECHNICAL PROPOSAL	
Included a cover page with all required information	
Responded to questions and prompts in “Response to Scope of Work”	
Provided Plan for Diversity and Equity	
Provided 3 references	
Included required documentation of insurance	
B. STANDARD CONTRACT FORMS	
Signed and Submitted Form CM06 – Certificate of Authority	
Signed and Submitted Form CM-09 – Contractor Certification	
Signed and Submitted Form CM15A – CORI Compliance	
Signed and Submitted Form CM15B – CORI Standards	
Signed and Submitted Form LW2 – Living Wage Agreement	
Signed and Submitted Form LW8 – Living Wage Affidavit	
Signed and Submitted Form CM-16 – Wage Theft	
C. PRICE PROPOSAL	
Provided detailed budget and pricing	
Provided additional information about pricing proposal (optional)	

5.2 SUBMITTING PROPOSAL VIA BOSTON'S SUPPLIER PORTAL

The Supplier Portal provides vendors the ability to submit a proposal electronically, and is accessible from [boston.gov/procurement](https://www.boston.gov/procurement) at the Supplier Portal link.

Here are the steps to submit via the Supplier Portal:

1. All applicants must submit proposals online via the City of Boston Supplier Portal (we do not accept proposals via email or other electronic form). First, you'll need to register as a "bidder"/create an account with the City of Boston in order to submit your proposal electronically; Please visit <https://www.boston.gov/departments/procurement/how-use-supplier-portal> for step-by-step instructions to register.
2. Upon logging in to your account, look for and choose "Event EV000##### NAME." When submitting, you will see specific fields to upload your Technical Proposal, Price Proposal and other required forms.
3. In the section of "Event EV000##### labeled "Step 2: Enter Line Bid Responses", please enter the **total bid amount** under the line "Hoarding Program."
4. Next, click the icon on the far right of the screen labeled "View/Add Question Comments and Attachments." There you will find the proper location to upload your Price Proposal.
5. Please visit <https://www.boston.gov/departments/procurement/how-use-supplier-portal> for step-by-step instructions.

REMINDER: Upload any applicable documents into the Supplier Portal and SUBMIT your submissions well before the deadline. We recommend submitting your proposal at least 24 hours prior to the deadline.⁶

⁶ Please note that Supplier Portal file uploads are limited to a 59-character file name length.

5.3 SUBMITTING VIA MAIL / PHYSICAL DELIVERY

Hard copies of the Technical and Price Proposals may be submitted by mail, delivery service, or in person. **Vendors submitting a hard copy must submit a complete Technical Proposal in one sealed envelope and a Price Proposal in a second sealed envelope.**

The envelopes should be clearly marked as follows:

Envelope #1 - Technical Proposal <i>**technical proposal should have absolutely no reference to price**</i>	Envelope #2 - Price Proposal
<p>untitled RFP</p> <p>RFP Number: RFP EV0000XXXX</p> <p>TECHNICAL PROPOSAL</p> <p>Submitted by: [Name of Vendor]</p> <p>[Date Submitted]</p>	<p>untitled RFP</p> <p>RFP Number: RFP EV0000XXXX</p> <p>PRICE PROPOSAL</p> <p>Submitted by: [Name of Vendor]</p> <p>[Date Submitted]</p>

The envelopes should be delivered or mailed to:

Mailing/Delivery Address
<p>XXXX</p> <p>Department of Innovation and Technology, City Hall Room 703</p> <p>1 City Hall Square</p> <p>Boston, MA 02201</p>

IV. APPENDICES

APPENDIX 1: RFP TERMS AND CONDITIONS

This section lists the City of Boston terms and conditions connected to this initiative and has the standard contract and forms that will need to be signed if awarded the initiative.

8.1 CANCELLATION, REJECTION, AND WAIVER

The City is under no obligation to proceed with this RFP and may cancel the RFP at any time with or without the substitution of another. The City reserves the right to reject in whole or in part any or all Proposals, when the City determines that rejection serves the best interests of the City. The City may waive minor informalities in the Proposal or allow the Vendor to correct them.

8.2 WITHDRAWAL OR MODIFICATION OF PROPOSAL

The City may allow a Vendor representative bearing proper authorization and identification to sign for, receive and withdraw the Vendor's unopened Proposal prior to the submission deadline. A Vendor that seeks to correct or modify its Proposal may do so by withdrawing the initial submission and then submitting a modified Proposal prior to the submission deadline.

8.3 PROPOSAL VALIDITY PERIOD

By submitting a Proposal the Vendor agrees that its Proposal is valid for one hundred eighty (180) days following the submission deadline unless extended by mutual agreement.

8.4 PROPOSAL COSTS

Any and all costs incurred by a Vendor in preparing a Proposal and throughout the RFP process are ineligible for reimbursement by the City.

8.5 TAXES

The City is a tax-exempt organization. However, should any part of the Contract be subject to taxes, unless otherwise specified in this RFP, the Vendor shall include and be responsible for paying all taxes that are applicable.

8.6 SUBCONTRACTORS

The City will contract with one Contractor who will be solely responsible for contractual performance and who shall be the sole point of contact for the City with regard to Contract matters. In the event the Contractor utilizes one or more Subcontractors, the Contractor will assume all responsibility for performance of services by the Subcontractor(s).

The City must be named as a third party beneficiary in all subcontracts. A list of all Subcontractors proposed to take part in the performance of the Contract shall be provided to the City for approval prior to Contract execution.

8.7 USE OF CITY NAME

The Contractor and any Subcontractor(s) agree not to use the City of Boston name or seal, or that of any other City Agency or Department in advertising, trade literature, or press releases without the prior approval of the City.

8.8 AWARD AND CONTRACT

If a Contract is awarded, the Contract will be awarded to that responsive and responsible Vendor whose Proposal is deemed most advantageous to the City taking into consideration the evaluation criteria and Proposal Pricing. The City will contract with the selected Vendor that best meets the City's needs and may not necessarily make an award to the lowest price bidder.

An award letter or award notification is not a communication of acceptance of a Vendor's proposal. No final award has been made until final execution of a Contract by the Vendor and the City of Boston (by its Awarding Authority/Official and the City Auditor), and the approval of the final Contract by the Mayor of Boston, as well as Contractor receipt of a City issued Purchase Order. Until such time, the City may reject any or all proposals or elect not to proceed with this RFP. The Vendor shall not furnish any services, equipment, materials or labor unless a fully executed and approved Contract and Purchase Order is received from the City, and funds are appropriated for the Contract.

8.9 CONTRACT

In addition to the City of Boston's Standard Contract, Forms CM-10 and CM-11, and any applicable supplemental terms and conditions that are part of this RFP, the Contract will include, without limitation, City required forms and certifications, including the City's CORI Compliance Certification, Living Wage form, Wage Theft Form, Contractor Certification, and Certificate of Authority. These forms are attached hereto and/or are available upon request. The submitted Proposal, along

with the RFP, will also be part of the Contract between the City and the Contractor.

The Contract is subject to the availability and appropriation of funds and may be canceled by the City without penalty in any year in which an appropriation is not made.

8.10 TERM OF CONTRACT

The term of the contract will be for XXX.

8.11 PUBLIC RECORDS

Proposals shall be confidential until the completion of the evaluations, or until the time for acceptance specified in the RFP, whichever is earlier. Thereafter, proposals will be public record. Do not submit confidential information in your Proposal.

APPENDIX 2: INSURANCE RECOMMENDATIONS

As noted in Section IV, *Your Technical Proposal*, the City recommends the following levels of insurance. If you have a different level of coverage, please remember to explain in your Technical Proposal why that is sufficient for the work required under this RFP.

The Contractor shall purchase and maintain during the term of the Contract all insurance required by the Commonwealth of Massachusetts and as required in this section, and will assure that subcontractors carry similar and appropriate coverage. These requirements shall not be construed to limit the liability of the Contractor or its insurer.

Insurance will be issued by insurance companies licensed to write insurance in their domicile state and the Commonwealth of Massachusetts, and will have a current Best's rating of A- VII or above. Insurance Certificates on Acord Form 25 evidencing all requirements listed below shall be delivered to the Official by the selected vendor prior to the execution of any contract. Additionally, renewal certificates must be delivered within 30 days prior to the expiration of the preceding policy.

Insurance Recommendations:

1. **Workers' Compensation** insurance as required from under General Laws c.152 (the Workers' Compensation Law) and including employer's liability limits of one million (\$1,000,000) per accident and per employee, including disease.
2. **Commercial General Liability** with coverage no less than ISO CGL Form, CG00 01 0413, for one million (\$1,000,000) per occurrence and two million (\$2,000,000) annual aggregate limit per location or project basis.
3. **Automobile Liability** (Any Auto/Hired/Non-owned) for one million (\$1,000,000) combined single limit per accident.
4. **Umbrella Liability excess of Commercial General Liability, Employer's Liability and Auto Liability** for one million (\$1,000,000) each occurrence. In lieu of umbrella liability, required limits may be achieved by purchasing higher limits on individual policies.

5. **Technology Errors & Omissions / Cyber Liability / Security & Privacy:** for one million (\$1,000,000) per claim and one million (\$1,000,000) in the aggregate with coverage continuing for one year after completion or termination of the Agreement. Policy must specifically include: a) computer or network systems attacks, b) denial or loss of service, c) introduction, implantation or spread of malicious software code, d) unauthorized Access and Use of computer systems, e) privacy liability, and f) breach response coverage equaling at least 50% of liability limit.
6. **Third Party Crime / Employee Dishonesty:** for \$1 million per claim and \$1 million in the aggregate. Coverage required if vendor will have access to personal or municipal financial information and/or records maintained by City

General Conditions:

- City of Boston will be named as Additional Insured on all policies except, Workers' Compensation and Employer's Liability.
- Above insurance shall be primary and noncontributory over any such insurance available to the City of Boston, its officials, employees and volunteers.
- Waiver of Subrogation will be included as respects all coverages listed above in favor of the City of Boston. The Workers' Compensation Policy must be specifically endorsed and noted as such in the required certificate.
- All policies will be endorsed to provide thirty days written notice to the certificate holder, the City of Boston, in the event of cancellation, non-renewal or material changes in coverage. Such endorsements must be attached to the Certificate.

APPENDIX XXX: ADDITIONAL APPENDICES RELEVANT TO RFP
(E.G. DETAILED BACKGROUND INFORMATION, DATA, CHARTS,
MAPS)