Q1. Would it be possible to issue answers to our questions prior to the 1 pm ET Proposer’s Conference on November 7, 2022 so we know if we are eligible to bid and should attend the Zoom call?

A1. Answers to questions from potential vendors will be provided via Addendum on a rolling basis. All questions must be submitted by November 7, 2022 at 5:00 p.m. ET. Answers will be posted on CommBUYS by November 14, 2022 by 3:00 p.m. ET and notification of such posting will be emailed.

Q2. How important is it to the client that the Vendor selected be local?

A2. There is no preference for geographic location of the selected vendor. Vendors must be available to meet onsite three to four times throughout the project.

Q3. What is the client’s expectation for on-site Vendor involvement? Page 14 of the RFP reads “Proposer will be available to participate in meetings at MAPC’s Boston office as requested by MAPC, with at least two weeks’ notice provided by MAPC.” How often does the client expect the Vendor to be on-site in Boston throughout the duration of the project?


Q4. Page 14 of the RFP states, “Proposer possesses at least three (3) years of paid experience performing work consistent with the subject of this RFP. Would the client consider changing the minimum quality requirement (MQR) to reflect the scope size vs. the number of years of experience developing strategic plans? For example, if the firm produced 14 strategic plans over the course of 20 weeks, could the volume serve as a replacement for the number of 3 years of experience MQR?

A4. Minimum Quality Requirements will not be altered.

Q5. Would the client consider changing the MQR to reflect the scope size vs. the number of years of experience for DEI assessments? For example, if a DEI assessment was created for a 14,000 person organization, could the size of the scope replace the 3 years of experience MQR?

A5. See response A4.

Q6. Page 9 of the RFP states, “The Vendor selected must have proven expertise and demonstrated hands-on experience guiding non-profit and/or government agencies through the implementation and successful completion of organization-wide DEI transformation.” In the paragraph directly before, the RFP states, “these policies and practices include recruitment, hiring, professional development and promotion, mentorship, and our evolving work culture.” Would the client consider a firm that has demonstrated expertise and experience helping government entities rethink their recruitment, hiring, professional development and promotion, mentorship, and culture programming if DEI was factor, but not the sole focus of the initiative?
A6. Yes, such experience would be considered so long as there is clear DEI content

Q7. Would the client consider an individual’s demonstrated expertise and experience helping nonprofit entities, irrespective of the firm, if the individual will be staff on the project?

A7. Yes.

Q8. Please confirm what the client means by “practices.” Are these documented workflows that would need to be revised?

A8. See page 9 of the RFP. The remainder of the question is unclear.

Q9. Page 10 of the RFP notes, “Phase IV is not accounted for in the timeline or budget of this RFP and is not guaranteed to be awarded to the selected vendor.” Page 12 of the RFP notes the technical proposal must provide, “A description of the Proposer’s experience in developing and delivering DEI trainings to government and/or non-profit organizations.” Could the client explain why the development and delivery of DEI trainings is a requirement of the technical proposal since it may not be relevant to this phase of the awarding process?

A9. See Section 4.6.3 of the RFP on page 10.

Q10. In the event developing and delivering DEI trainings is important for this phase of the project, would the client accept work products on other training topics as a demonstration of the firm’s capability to develop and deliver trainings?

A10. See Comparative Evaluation Criteria #6 on page 16 of the RFP which allows for review of similar work.

Q11. Page 14 and 16 of the RFP lists Comparative Evaluation Criteria (CEC) ranging from 3-7 years of experience. Would the client be willing to revise their CEC to consider size of scope as a replacement for years of experience? For example, if the firm produced 14 strategic plans over the course of 20 weeks, could the volume serve as a replacement for the number of 3 years of experience MQR? For example, if a DEI assessment was created for a 14,000 person organization, could the size of the scope replace the 3 years of experience MQR?

A11. No.

Q12. Page 15 of the RFP states Certified by the Massachusetts Supplier Diversity Office requirements. Would the client recognize a different State’s WBE certification and offer reciprocity to fulfill the CEC?

A12. Yes.

Q13. Are you open to proposals for one piece of the work, but not the other? Specifically, are you interested in a proposal that addresses the Diversity, Equity, and Inclusion Assessment, but not the agency’s overall strategic plan?

A13. No, proposals must address both the Strategic Plan and DEI Assessment. We are open to responses that include more than one firm, but will award only one contract.
Q14. Are you available for a call to discuss this opportunity?

A14. No, we cannot take calls to discuss the RFP. Potential bidders are encouraged to attend the Proposers Conference on Monday, November 7 and to submit questions by email to ehove@mapc.org by November 7th at 5:00 PM Eastern Time.

15. We are extending the deadline for requesting the Zoom line for the Proposer’s Conference to Monday, November 7 at Noon.