

REQUEST FOR PROPOSALS

MVP 2.0 Seed Project Implementation Consultant

On behalf of the Towns of Charlemont and Colrain, Massachusetts

ADDENDUM #2

Q1. Last year's RFP describes the core team as community liaisons. Will the core team of the seed project be consistent with that of the past year's MVP 2.0 process?

a. If so, as community liaisons, will members of the core team be eligible to be neighborhood leaders, or is the intent that neighborhood leaders are all new members of the project team?

A1. Yes, the Core Team will be consistent with that of the past year's MVP 2.0 process.

A1a. Yes, members of the Core Team are eligible to be neighborhood leaders, although it is currently the intent that the Core Team stay constituted as is and recruit [additional] neighborhood leaders that will assist in carrying out the project.

Q2. Task 3.2 states "The Project Consultant facilitates 'Dinner with an Emergency Preparedness expert' event(s) with neighborhood groups." Is the task strictly facilitation, or does it also include the planning, scheduling, catering and staffing of the Dinner?

A2. It includes planning, scheduling, securing food and staffing the dinner. Also, securing the expert.

Q3. Task 4, as written, spans 6 months. Subtask 4.1 includes two bullets, each describing bi-monthly gatherings organized by neighborhood leaders; however the first calls for up to 4 gatherings focused on emergency preparedness tasks, and the second for up to 3 gatherings with a more social/relational focus, for a total of up to 7 gatherings.

Is the intention to have monthly gatherings, alternating between a work focus and a social focus? Are you able to provide any additional information to distinguish these gatherings?

A3. Yes, it is the intention to have monthly gatherings, alternating between an identified work focus and a social focus. 'Work' gatherings include information sharing or work on emergency preparedness and/or the neighborhoods' chosen focus area(s). 'Social' gatherings are intended to be predominantly social but could include updates or continued work on neighborhood focus areas.

Q4. Also in task 4, subtask 4.4 mentions reimbursing leaders for "potentially meeting supplies, food, child care." Subtask 4.5 mentions connecting the team with "local experts and community organizations to lead workshops, provide educational materials, or assist in other ways." These

subtasks imply a general pool of money to pull from, presumably a portion of the project budget. Is that correct?

A4. Yes.

Q5. In addition to the included Price Proposal Form, is the price proposal envelope expected to include an additional budget breakdown like what is demonstrated in the sample budget provided in section 11 of the RFP?

A5. Yes.
