



# City of Cambridge

PURCHASING DEPARTMENT

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**TO: All Bidders**

**FROM: City of Cambridge**

**DATE: July 10, 2023**

**RE: File No. 11054 Preschool Enrollment Application System for the City of Cambridge- Addendum No. 1**

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**This addendum is comprised of:**

**Submitted Questions and Answers:**

1. **Q:** How should any variable (ie hourly or volume based) pricing or important pricing detail be represented in the Pricing Proposal document?

**A:** Please submit any additional pricing breakdown/details attached on a separate sheet to the sealed price proposal.

2. **Q:** For the application, is there a page limit for each section and/or the entire proposal?

**A:** No.

3. **Q:** How many users do you anticipate will utilize the system? Administrators, families, public and private providers?

**A:** Administrators - 20  
Families – Approx. 1000  
public providers - 3  
private providers - 30-35

4. **Q:** Do you have an anticipated budget for the contract?

**A:** No.

5. **Q:** When do you anticipate the initial, one-year contract will begin?

**A:** A contract will be awarded shortly following the full review and evaluation of all responsive submitted proposals.



6. **Q:** In addition to the hard copy version of the RFP response to be delivered in-person, would you also like an electronic version of the RFP response?

**A:** An additional digital copy of the RFP response is encouraged but not required. However, digital copies must be submitted on physical storage device (e.g. flash drive) in a sealed envelope.

7. **Q:** We see that the timeline for launching the application is 90 days from contract execution. What is the planned timeline for running the match and then opening the enrollment forms?

**A:** The timeline for running the match has not been determined but generally anticipated to be first quarter of 2024.

8. **Q:** [Item 34c] What kind of reports might you want to schedule and send automatically?

**A:** A combination of high level/summary analytic reports and daily administrative reports.

Possible examples (not all inclusive) of high level/summary analytic reports with key indicators may contain data such as number of applications received, marked complete, number of low income 4 year old applications and non-low income 4 year old applications.

Possible examples (not all inclusive) of daily administrative reports may contain data such as the number of applications marked as incomplete for missing information, missing documents, breakdown of preschool program selection by demographics such as age of child, family income level, ELL, etc.)

9. **Q:** [Item 47] Could you describe the types of data and the cadence of when data would be transferred to these systems?

**A:** Preschool providers need all family and child application information; answers to all questions and copies of documents provided by the families.

The cadence should match the CPP process; transfers begin when a family has accepted the offered spot and continue as offers are made on a rolling basis throughout the year.

**All other details remain the same.**

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**Elizabeth Unger**  
**Purchasing Agent**

**Addendum No. 1**

