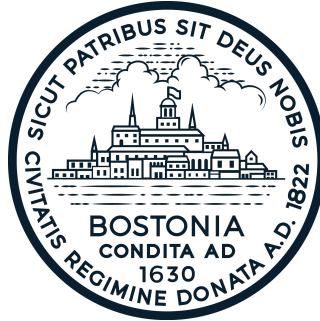


**CITY OF BOSTON  
OFFICE OF EQUITY & INCLUSION**



Michelle Wu  
Mayor, City of Boston

Mariangely Solis Cervera  
Chief, Office of Equity & Inclusion

**REQUEST FOR PROPOSALS:  
RESEARCH PARTNERS ON THE HISTORY AND  
LEGACIES OF SLAVERY IN THE CITY OF BOSTON**

EV00013090

**Response Deadline: Monday, November 6th, 2023 @ 3:00 PM**

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## I. INTRODUCTION

### 1.1 WHAT WE ARE LOOKING FOR

The Task Force on the Study of City of Boston Reparations<sup>1</sup> requests proposals from historical research institutions, organizations, teams, and/or individual partners to conduct a comprehensive historical inquiry and produce a report on the City of Boston's role in and historical ties to the slave trade and the institution and legacies of slavery.

The City seeks a partner or partners with significant demonstrated experience in the study of African American history, with a preference for institutions or partners with understanding of the histories and archives related to enslaved Africans and people of African descent in the city of Boston; and the trans-Atlantic slave trade, chattel slavery, and their legacies in the city of Boston. The City of Boston will assemble a team of researchers to collaborate and produce the report.

The cost of this search, including the services of the research partner, will be funded through the Cabinet of Equity and Inclusion in accordance with Massachusetts General Laws Chapter 30B. To ensure that the Task Force obtains the most qualified partner institution(s) or individual research partner(s) that can most effectively deliver the required services, the City of Boston requests formal proposals as set forth below.

The Reparations Task Force (henceforth "Task Force") intends to work with urgency and determination to complete the first phase of this project, a comprehensive historical inquiry into the City of Boston's role in and historical ties to the trans-Atlantic slave trade and the institution and legacies of slavery.

Proposers must demonstrate through their work an understanding of the seriousness and historic significance of this project. The City is specifically looking for individuals, teams, organizations, and/or institutions that are not only interested in and capable of conducting original and in-depth historical analysis of

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<sup>1</sup> Formally, the "Task Force on City of Boston Reparations to Descendants of formerly enslaved Black people."

the highest quality, but are also committed to transforming our collective narrative on the history and legacy of slavery in Boston.

**The City seeks to award six (6) contracts under this RFP. Each contract will align with a distinct unit of study as follows:**

1. Boston and Bostonians' economic growth and involvement in the trans-Atlantic slave trade and trans-Atlantic slave economies, **1620-1690**
2. Boston and Bostonians' economic growth and involvement in the trans-Atlantic slave trade and trans-Atlantic slave economies, **1690-1750**
3. Boston and Bostonians' economic growth and involvement in the trans-Atlantic slave trade and trans-Atlantic slave economies, **1750-1800**
4. Boston and Bostonians' economic growth and involvement in the trans-Atlantic slave trade and trans-Atlantic slave economies and their legacies, **1800-1860**
5. The economic, social, and political legacies of the trans-Atlantic slave trade and trans-Atlantic slave economies, **1860-1940**
6. The economic, social, and political legacies of the trans-Atlantic slave trade and trans-Atlantic slave economies, **1940-Present**

Each contract will be evaluated and awarded separately. Proposers may respond to any and all categories. **If a proposer wishes to submit for more than one contract, they must submit a separate technical and price proposal for each contract.**

Whether or not a proposer submits for more than one contract will not be considered during the evaluation process.

While the scope of this inquiry is expansive, the City intends to deliver a report that addresses these many themes and topics with precision, rigor, and a deep sense of the report's purpose within the [context of the ordinance](#).

The term of each contract will be six (6) months, with the option to extend for an additional six (6) months.

To support equality of opportunity for the partner or partners, we encourage respondents to solicit the subcontracting of goods and services from certified businesses. The City's directory of certified businesses is available at <https://www.boston.gov/certified-business-directory>.

## 1.2 RFP CONTACT

All communication regarding this RFP must be directed in writing via email to the contact person below. 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.

After the proposal deadline, Vendors should not contact the RFP Coordinator or any other City official or employee, except to respond to a request by the RFP Coordinator.

**The RFP contact is:**

Ajay Singh  
Policy Advisor  
Office of Mayor Michelle Wu  
1 City Hall Square  
Boston, MA 02201  
Email: reparations@boston.gov  
Phone: 617.635.5403

The website for this RFP and related documents is the City of Boston Supplier Portal, which you can access via [boston.gov/procurement](http://boston.gov/procurement). All project correspondence will be posted on the Supplier Portal website. It is the responsibility of proposers to check regularly for updates and any RFP addenda.

## 1.3 BACKGROUND

On **December 21, 2022**, the Boston City Council passed an ordinance initiating the development and implementation of a comprehensive plan for reparations for descendants of formerly enslaved people of African descent in the City of Boston. The work of developing recommendations on a reparations program, advised by the Task Force with support from the City of Boston, comprises multiple phases:

- Phase 1: Research and document the City of Boston's role in and historical ties to the trans-Atlantic slave trade and the institution and legacies of chattel slavery through the publication of a report.

- Phase 2: Assess the impact of the City of Boston’s actions to date to address the legacy of slavery.
- Phase 3: Make final recommendations for the City of Boston for Truth, Reconciliation, and Reparations addressing the City of Boston’s involvement with the trans-Atlantic slave trade.

The research partner or partners will assist with the first phase of the Task Force’s work by conducting a comprehensive historical inquiry into the City of Boston’s role in and historical ties to the trans-Atlantic slave trade and the institution and legacies of slavery, as well as assessing the impact of the City’s own programs, initiatives, and efforts to redress institutional racism over the same period of time. The historical inquiry and resulting report will be utilized to inform final recommendations of the Task Force.

#### 1.4 TIMELINE

The table below shows the preliminary RFP Schedule. Dates are subject to change. Any changes will be posted in an addendum that can be found on the RFP website.

	DATE
RFP released	September 25th, 2023 9 a.m. EST
Deadline to submit questions regarding the RFP  Via email to <b>reparations@boston.gov</b> , or phone at 617.635.5403  <b>Bidder’s conference will take place on October 12th, 2023 at 2:00 PM. This is optional.</b> To join, please use this link: <a href="https://bit.ly/3EL9adB">https://bit.ly/3EL9adB</a> (Passcode: 560740).	October 20th, 2023
Consolidated Q&A posted by the City on the Supplier Portal	October 27th, 2023
<b>Deadline for proposals</b>	November 6th, 2023 3 p.m. EST

Submitted via the City’s Supplier Portal or via hard copy; proposals must be <b>received</b> prior to the deadline and can’t be submitted via email <sup>2</sup>	
Vendor interviews/demonstrations	November 20th, 2023 - November 27th, 2023
Contractor Selected	December 8th, 2023

**1.5 CONTRACT DETAILS**

The City will award one contract for each unit of work (see above and Section II), issuing a total of 6 contracts. The City of Boston will provide up to \$500,000 in total funding for this initiative.

The term of each contract will be six (6) months, with the option to renew for an additional six (6) months at the sole discretion of the Awarding Authority. The 6-month period of performance is anticipated to be from December 2023 through May 2024. By submitting a proposal, proposers acknowledge and agree that they are able to begin performance on the contract start date.

**II. SCOPES OF WORK**

Broadly speaking, the City intends to produce a report that will detail the history of the ties between the trans-Atlantic slave trade, racial slavery from the Global South and its intimate connections to Boston’s specific histories of slavery, the history of Boston and its African descended peoples and communities, and the legacy of these historical ties within Boston's economic, political, and social history. Woven throughout the report should be the relevance, legacies, and impacts of these historical phenomena upon American slavery in Boston, Black American freedpeople and their descendants in Boston, and the people of the City of Boston.

Additionally, the City of Boston intends for the report to detail its historical relationship with other institutions in affirming or perpetuating the trans-Atlantic slave trade and/or the institution or legacies of slavery, including but not limited to: banks, philanthropic institutions, medical institutions, insurance, real estate, religious institutions, private industries connected to trans-Atlantic slave economies or the slave trade, civic and political institutions, and higher education.

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<sup>2</sup> Please note that all proposals will be public record. **Do not submit confidential information in your proposal.**



The Task Force intends to produce a comprehensive historical text from a set of historians comprising discrete *units of study*. As previously mentioned, **each unit of study comprises a unique scope of work, and a unique contract will be issued for each unit of study. Units of study are as follows:**

1. Boston and Bostonians' economic growth and involvement in the trans-Atlantic slave trade and trans-Atlantic slave economies, **1620-1690**
2. Boston and Bostonians' economic growth and involvement in the trans-Atlantic slave trade and trans-Atlantic slave economies, **1690-1750**
3. Boston and Bostonians' economic growth and involvement in the trans-Atlantic slave trade and trans-Atlantic slave economies, **1750-1800**
4. Boston and Bostonians' economic growth and involvement in the trans-Atlantic slave trade and trans-Atlantic slave economies and their legacies, **1800-1860**
5. The economic, social, and political legacies of the trans-Atlantic slave trade and trans-Atlantic slave economies, **1860-1940** (including but not limited to: reconstruction, sharecropping, Jim Crow, lynching and other forms of extralegal violence/racial terror, *de jure* segregation, eugenics and its legacies, legal/extralegal racial discrimination).
6. The economic, social, and political legacies of the trans-Atlantic slave trade and trans-Atlantic slave economies, **1940-Present** (including but not limited to: the Civil Rights movement and Black radicalism, "War on Drugs," mass incarceration, the Moynihan Report, *de jure* and *de facto* segregation, redlining and displacement, police brutality, educational injustice and inequity, racial exploitation and discrimination)

**Proposers interested in applying to provide services for multiple units of study must submit an individual and separate technical and price proposal for each unit of study they intend to apply to.** For example, if Organization A intends to apply for units of study 2 and 3, Organization A must submit one technical and price proposal for services relevant to the 2nd unit of study; and an entirely separate technical and price proposal for services relevant to the 3rd unit of study, even if the same team of individuals will be providing services (or other relevant factors are also the same across proposals).

The scopes of work for each unit of study are as follows:



## **2.1 SCOPE OF WORK FOR UNIT OF STUDY 1: Boston and Bostonians' economic growth and involvement in the trans-Atlantic slave trade and trans-Atlantic slave economies, 1620-1690**

Chosen candidates will be expected to:

1. **Produce an original work of historical analysis (based in primary source research) for each of the units of study to which they have applied.** The work should feature an original narrative within the context of Boston and Bostonians' economic growth and involvement in the trans-Atlantic slave trade and trans-Atlantic slave economies during 1620-1690. The work must be *original* in that the resulting product is primarily based in primary source research and represents a novel intervention into the literature relevant to the unit of study.
2. **Produce a comprehensive literature review and historical narrative of the City of Boston's historical ties to the trans-Atlantic slave trade and the institution and legacies of slavery from 1620-1690.** The narrative should cover major historical events and themes relevant to the unit of study. If awarded a contract, the proposer will be expected to collaborate with other chosen research partners to produce a coherent, comprehensive historical narrative across units of study regarding the history and legacy of slavery in Boston, from 1620 to the present.
3. **Give a presentation at a public meeting** on their progress and major insights from their research at some point during the research process, prior to release of the report.

**Candidates must submit proposals for each of these components per instructions included below in Section 3.2.**

## **2.2 SCOPE OF WORK FOR UNIT OF STUDY 2: Boston and Bostonians' economic growth and involvement in the trans-Atlantic slave trade and trans-Atlantic slave economies, 1690-1750**

Chosen candidates will be expected to:

1. **Produce an original work of historical analysis (based in primary source research) for each of the units of study to which they have applied.** The work should feature an original narrative within the context of Boston and Bostonians' economic growth and involvement in the trans-Atlantic slave trade and trans-Atlantic slave economies during 1690-1750. The work must be *original* in that the resulting product is primarily based in primary source research and represents a novel intervention into the literature relevant to the unit of study.
2. **Produce a comprehensive literature review and historical narrative of the City of Boston's historical ties to the trans-Atlantic slave trade and the institution and legacies of slavery from 1690-1750.** The narrative should cover major historical events and themes relevant to the unit of study. If awarded a contract, the proposer will be expected to collaborate with other chosen research partners to produce a coherent, comprehensive historical narrative across units of study regarding the history and legacy of slavery in Boston, from 1620 to the present.
3. **Give a presentation at a public meeting** on their progress and major insights from their research at some point during the research process, prior to release of the report.

**Candidates must submit proposals for each of these components per instructions included below in Section 3.2.**

### **2.3 SCOPE OF WORK FOR UNIT OF STUDY 3: Boston and Bostonians' economic growth and involvement in the trans-Atlantic slave trade and trans-Atlantic slave economies, 1750-1800**

Chosen candidates will be expected to:

1. **Produce an original work of historical analysis (based in primary source research) for each of the units of study to which they have applied.** The work should feature an original narrative within the context of Boston and Bostonians' economic growth and involvement in the trans-Atlantic slave trade and trans-Atlantic slave economies during 1750-1800. The work must be *original* in that the resulting product is primarily based in primary source

research and represents a novel intervention into the literature relevant to the unit of study.

2. **Produce a comprehensive literature review and historical narrative of the City of Boston’s historical ties to the trans-Atlantic slave trade and the institution and legacies of slavery from 1750-1800.** The narrative should cover major historical events and themes relevant to the unit of study. If awarded a contract, the proposer will be expected to collaborate with other chosen research partners to produce a coherent, comprehensive historical narrative across units of study regarding the history and legacy of slavery in Boston, from 1620 to the present.
3. **Give a presentation at a public meeting** on their progress and major insights from their research at some point during the research process, prior to release of the report.

**Candidates must submit proposals for each of these components per instructions included below in Section 3.2.**

#### **2.4 SCOPE OF WORK FOR UNIT OF STUDY 4: Boston and Bostonians’ economic growth and involvement in the trans-Atlantic slave trade and trans-Atlantic slave economies and their legacies, 1800-1860**

Chosen candidates will be expected to:

1. **Produce an original work of historical analysis (based in primary source research) for each of the units of study to which they have applied.** The work should feature an original narrative within the context of Boston and Bostonians’ economic growth and involvement in the trans-Atlantic slave trade and trans-Atlantic slave economies and their legacies during 1800-1860. The work must be *original* in that the resulting product is primarily based in primary source research and represents a novel intervention into the literature relevant to the unit of study.
2. **Produce a comprehensive literature review and historical narrative of the City of Boston’s historical ties to the trans-Atlantic slave trade and the institution and legacies of slavery from 1800-1860.** The narrative should cover major historical events and themes relevant to the unit of study. If awarded a contract, the proposer will be expected to collaborate with other chosen research partners to produce a coherent, comprehensive historical

narrative across units of study regarding the history and legacy of slavery in Boston, from 1620 to the present.

3. **Give a presentation at a public meeting** on their progress and major insights from their research at some point during the research process, prior to release of the report.

**Candidates must submit proposals for each of these components per instructions included below in Section 3.2.**

### **2.5 SCOPE OF WORK FOR UNIT OF STUDY 5: The economic, social, and political legacies of the trans-Atlantic slave trade and trans-Atlantic slave economies, 1860-1940**

Chosen candidates will be expected to:

1. **Produce an original work of historical analysis (based in primary source research) for each of the units of study to which they have applied.** The work should feature an original narrative within the context of City of Boston's historical ties to the economic, social, and political legacies of the trans-Atlantic slave trade and trans-Atlantic slave economies during 1860-1940. The work must be *original* in that the resulting product is primarily based in primary source research and represents a novel intervention into the literature relevant to the unit of study.
2. **Produce a comprehensive literature review and historical narrative of the City of Boston's historical ties to the trans-Atlantic slave trade and the institution and legacies of slavery from 1860-1940.** The narrative should cover major historical events and themes relevant to the unit of study. If awarded a contract, the proposer will be expected to collaborate with other chosen research partners to produce a coherent, comprehensive historical narrative across units of study regarding the history and legacy of slavery in Boston, from 1620 to the present.
3. **Give a presentation at a public meeting** on their progress and major insights from their research at some point during the research process, prior to release of the report.

**Candidates must submit proposals for each of these components per instructions included below in Section 3.2.**

## **2.6 SCOPE OF WORK FOR UNIT OF STUDY 6: The economic, social, and political legacies of the trans-Atlantic slave trade and trans-Atlantic slave economies, 1940-Present**

Chosen candidates will be expected to:

1. **Produce an original work of historical analysis (based in primary source research) for each of the units of study to which they have applied.** The work should feature an original narrative within the context of City of Boston's historical ties to the economic, social, and political legacies of the trans-Atlantic slave trade and trans-Atlantic slave economies during 1940-present. The work must be *original* in that the resulting product is primarily based in primary source research and represents a novel intervention into the literature relevant to the unit of study.
2. **Produce a comprehensive literature review and historical narrative of the City of Boston's historical ties to the trans-Atlantic slave trade and the institution and legacies of slavery from 1940-present.** The narrative should cover major historical events and themes relevant to the unit of study. If awarded a contract, the proposer will be expected to collaborate with other chosen research partners to produce a coherent, comprehensive historical narrative across units of study regarding the history and legacy of slavery in Boston, from 1620 to the present.
3. **Give a presentation at a public meeting** on their progress and major insights from their research at some point during the research process, prior to release of the report.

**Candidates must submit proposals for each of these components per instructions included below in Section 3.2.**

### **III. TECHNICAL PROPOSAL FORMAT**

The “technical proposal” is every element of your response to this RFP, except for anything having to do with price. (The price proposal covers that section.)

For the technical proposal, we are looking for you to do six things:



- (3.1) provide an introduction;
- (3.2) propose your approach for this project;
- (3.3) share your background and qualifications;
- (3.4) describe your team;
- (3.5) provide three references; and
- (3.6) sign our standard contract forms.

**As mentioned in Section II, each unit of study comprises an individual unit of study and contains a unique scope of work; therefore, proposers must submit an individual technical proposal and price proposal for each unit of study.** If a proposer would like to apply to provide services for more than one unit of study, that proposer must submit two different and separate technical and price proposals (see Section 4 for price proposals) per unit of study.

**3.1 INTRODUCTION AND EXECUTIVE SUMMARY**

**On the cover or first page of your proposal, please provide contact information,** including name, title, address, email and phone number. Please provide a **brief introduction** highlighting why you would be a good partner for the City on this project.

COVER PAGE		
RFP Title and Number	RESEARCH PARTNERS ON THE HISTORY AND LEGACIES OF SLAVERY IN THE CITY OF BOSTON <b>EV00013090</b>	
Primary Organization Name		
Contact Information	Name	
	Title	
	Address	
	Email	
	Phone	



<p>A brief introduction highlighting why you would be a good partner for the City on this project (4-5 sentences).</p>	
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Additionally, please **clearly identify which unit(s) of study** for which you are applying to provide services:

✓	UNIT OF STUDY
<input type="checkbox"/>	1620-1690
<input type="checkbox"/>	1690-1750
<input type="checkbox"/>	1750-1800
<input type="checkbox"/>	1800-1860
<input type="checkbox"/>	1860-1940
<input type="checkbox"/>	1940-Present

If you or any of your proposed subcontractors are a small, local, minority-owned, women-owned, and/or veteran-owned business, let us know. This information helps us improve our outreach to all potential partners; this RFP is open to any vendor who would like to respond.

**3.2 RESPONSE TO SCOPE OF WORK**

This section is where you tell us how your solution meets and/or exceeds our needs. This section is a critical component of the proposal and should include a detailed description of your work plan and project organization.

Each technical proposal for a response to a single scope of work for a unit of study must contain the following:



1. **A short 2-4 page prospectus for an original work of historical analysis on the City of Boston's historical ties to the trans-Atlantic slave trade and the institution and legacies of slavery relevant to a specific **unit of study** detailed in the Scope of Work (see Section II). The subject of the prospectus should explicitly attend to harm(s) produced by the trans-Atlantic slave trade or the institution and legacies of slavery in Boston.**
2. **A short 2-4 page prospectus on how the candidate would contribute to a comprehensive literature review of the City of Boston's historical ties to the trans-Atlantic slave trade and the institution and legacies of slavery from 1620 to the present relevant to a specific **unit of study** detailed in the Scope of Work (see Section II). The prospectus should also demonstrate a clear understanding of the primary and secondary source materials available to accomplish the task relevant to their unit(s) of study and proposal. The prospectus should include a description of the proposer's historical expertise relative to the unit of study, as well as the proposer's experience working collaboratively with other historians or academics, especially as it relates to experience working on large-scale historical research projects.**
3. **Additionally, *each technical proposal must include an example of a previously written original work of peer reviewed academic research by the individual or the project lead identified in the proposal (if the proposer is an organization/team)*.<sup>3</sup> 25-30 pages in length, on the topic of slavery and/or its legacies in Boston, covering any time from 1620 to the present day. The work should take the form of a peer-reviewed journal article, an excerpt from an academic book, or another form of peer-reviewed research product. More advantageous proposals will include a work of peer-reviewed historical analysis relevant to the respective unit of study (e.g. a peer-reviewed journal article on the history of the slave trade in the 1660s-1680s submitted with a proposal intended for the first unit of study).**

Both prospectuses must provide a clear and comprehensive description of your/your organization's understanding of the scope of work, the methodological

<sup>3</sup> NOTE: If a proposer intends to submit proposals for more than one unit of study, proposers must still include an original work of previously written peer-reviewed academic research for each proposal submitted.



approach you/your organization will take to inform the historical inquiry—including sourcing, research, and drafting of a report (including community-engaged historical methods, wherever relevant)—and a timeline and description of services provided by the partner.

Applicants will be assessed not only on the technical quality of their proposals, their expertise related to their chosen unit(s) of study, and previous historical work, but also:

- The ways in which applicants conceptualize the history of slavery, including whether the applicant employs reparative, life-affirming language that centers and provides humanity for the individuals and communities relevant to the history and legacy of slavery in Boston; and
- The applicant’s demonstrated ability to connect the relevance of the history of the trans-Atlantic slave trade and the institution of slavery to its modern manifestations and legacies in the 20<sup>th</sup> century and beyond, and vice versa (depending on the unit of study the applicant is submitting to cover).

Please be as concise as possible. Feel free to use anything (e.g. graphics, links to your work, etc.) that helps you make your case.

### **3.3 VENDOR BACKGROUND AND COMPANY QUALIFICATIONS**

Describe your or your organization’s history, structure, strategy, and work. Focus on your ability to be a good partner on this project. Please list any relevant awards or other accolades your team has received. 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 institution or company.

***Specifically, this should include:***

A summary of the individual/organization’s experience in conducting and completing large-scale historical research projects, highlighting any significant work or projects pertinent to African American history; histories of the African slave trade and slavery in the US and in New England; histories of African slaves and

people of African descent in Boston; histories of Black radicalism; and public history related to any of the aforementioned subjects.

Individuals/organizations should highlight experience of involvement and engagement directly with community-based primary sources (informal archives, oral histories, engagement with community elders, etc.). Any prior work or demonstrated relationships pertinent to local public history in the City of Boston, and especially local Black history in the City of Boston, should also be highlighted. Any experience working on large-scale historical research projects, and/or working in collaboration with other historians to produce a single cohesive research project, should also be highlighted.

Include documentation of your insurance coverage. The City's recommended levels of insurance are listed in Section 9; if you have a different level of coverage, please explain why that is sufficient to manage the risk of this project.

Please note: If you have had a contract terminated for default during the past five (5) years, or have been involved in litigation regarding a contract, this fact should be disclosed along with your position on the matter(s). If you have experienced no such terminations for default in the past five (5) years and have not been involved in contract litigation, then you should indicate as such.

### **3.4 STAFFING AND KEY STAFF QUALIFICATIONS**

The City acknowledges that the complete composition of the team working on this project may not be identified upon the submission of your proposal. However, describe the team that you currently know will work on this project and any other roles you would seek to build out the team to completion. Proposers must identify a project lead for each proposal submitted. Include a list with each team member, a brief summary of relevant credentials and experience, and an indication of proposed time commitment for each staff member. Make the case for why they will be great partners on this project. Note if any staff will be located in or near Boston and their general availability to the City staff on this project.

If a proposer is submitting multiple proposals (to provide services for multiple categories/units of study), each proposal should individually identify the team that

will work on the relevant project and any other roles the proposer would seek to build out the team to completion, including identifying a project lead for each proposal submitted. Distinct proposals from the same organization may include the same team, different teams, or overlapping teams, depending on which members of the organization are planning on working on the respective unit of study relevant to the submitted proposal. Regardless, proposers must identify and describe, to the best of their ability, the team that the proposer knows will work on this project.

We are interested in hiring a diverse team, with strong credentials in equitable hiring and treatment, for this job. Please provide brief bios, resumes, and/or CVs to best highlight the strength of the team that would be working on this project. Let us know how the team would be structured; if your team includes multiple organizations, 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 (see Section 7 for more information).

Regardless, please identify the lead staff person for the project and provide their contact information.

**3.5 REFERENCES AND ADDITIONAL INFORMATION**

Please provide three (3) references, including their contact information and details on your history with them, who can comment on the firm’s performance on prior research projects during the last five years. 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.

<b>REFERENCES</b>		
<b>REFERENCE EXAMPLE</b>	<b>Organization</b>	Smith Events
	<b>Project Manager (or equivalent)</b>	Jennifer Smith

	<b>Phone number</b>	845-111-2222
	<b>Email (if available)</b>	jsmith@smithevents.com
	<b>Project Description</b>	<i>Planned and implemented a family-friendly concert on the steps of City Hall. Worked with community organizations to select performers and vendors. Hosted 150 residents.</i>
	<b>Project Start and End Dates</b>	March 2020 - May 2020
<b>REFERENCE 1</b>	<b>Organization</b>	
	<b>Project Manager (or equivalent)</b>	
	<b>Phone number</b>	
	<b>Email (if available)</b>	
	<b>Project Description</b>	
	<b>Project Start and End Dates</b>	
<b>REFERENCE 2</b>	<b>Organization</b>	
	<b>Project Manager (or equivalent)</b>	
	<b>Phone number</b>	

	Email (if available)	
	Project Description	
	Project Start and End Dates	
REFERENCE 3	Organization	
	Project Manager (or equivalent)	
	Phone number	
	Email (if available)	
	Project Description	
	Project Start and End Dates	

**3.6 STANDARD CONTRACT AND FORMS**

You must submit a signed copy of all forms identified in Section 8.

**IV. PRICING PROPOSAL**

List all costs associated with your proposed deliverable, using the template below. If your proposal includes other costs that don't fit in this template, please attach supplemental information describing those costs, the basis for your pricing, and any assumptions you made in filling out the template. Comprehensively lay out the intended pricing structure of services (percentage-based, retained search,



contingency search, flat fee, etc.) and give thorough reasoning as to why this pricing strategy fits with the services provided.

**As mentioned in Section II, each unit of study comprises a unique scope of work; therefore, proposers must submit an individual price proposal for each unit of study.** If a proposer would like to apply to provide services for more than one unit of study, that proposer must submit *a separate technical (see Section 3 for details technical proposals) and price proposals for each unit of study.* **Proposers should replicate the template below for each unit of study's price proposal.**

Understanding the level of effort and cost for each deliverable will help us better understand the structure of the proposed work.

**Please note:**

- All prices are inclusive of travel. No additional charges, including travel lodging, subsistence, miscellaneous (ad-hoc) expenses and other expenses, will be allowed.
- Prices should include any relevant research costs, including expenses related to accessing archival collections, equipment for primary source work, and otherwise. Should the consultant firm encounter a collection that they do not readily have access to, the City of Boston and RTF will provide support (financial or otherwise) to ensure access can be achieved.
- 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 the award.
- The total cost that is quoted in this Proposal will be considered a best and final offer.
- You will bear the onus of any errors made in pricing the services (e.g., omitting a component of the services).
- The Price Proposal **MUST** be submitted separately from the remainder of the proposal. No price information may be included in the Technical Proposal.
- If applicable, as determined by the Massachusetts Department of Labor Standards, the Contractor shall comply with the Massachusetts Prevailing Wage Law (M.G.L. c. 149, s.26, -27H) for public works projects, which establishes minimum wage rates for workers on such projects.

**Please note there are 6 price lines in the bid event, one for each time period. Please enter the price for each unit of study that you are bidding on in the corresponding price line if submitted electronically through the Supplier Portal. More detailed instructions are available in Section 5 and at;**

[boston.gov/departments/procurement/how-use-supplier-portal](http://boston.gov/departments/procurement/how-use-supplier-portal).

**Note: Proposers should replicate the price proposal template below for each unit of study you are bidding on.**

UNIT OF STUDY:	Enter Unit of Study here
ITEM	PRICE PER ITEM
TOTAL PRICE – 6 MONTHS	

## V. SUBMISSION INSTRUCTIONS

This section provides an overview of the process for submitting your proposal:

- A checklist is provided to make sure that your proposal is complete
- Directions are included for submitting your proposal online or via hard copy

Vendors are strongly advised to read this section in its entirety and complete the checklist to avoid disqualification. **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 <i>(for your use only; you do not need to submit this checklist)</i>	RFP SECTION	COMPLETE (✓)
A. REQUIRED ITEMS FOR TECHNICAL PROPOSAL		
Introduction and Executive Summary	3.1	
Response to Scope of Work	3.2	
Vendor Background & Company Qualification <i>including insurance documentation (see Section 9 for details)</i>	3.3	



Staffing Plan and Key Staff Qualifications	3.4	
References and Additional Information	3.5	
B. REQUIRED FORMS	8	
Form CM06 – Certificate of Authority	8.2	
Form CM-09 – Contractor Certification	8.3	
Form CM15A - CORI Compliance	8.7	
Form CM15B - CORI Standards	8.7	
Form LW2 - Living Wage Agreement	8.9	
Form LW8 - Living Wage Affidavit	8.10	
Form CM-16 – Wage Theft	8.11	
C. PRICE PROPOSAL COST FORM	4	
D. FINAL REVIEW	YES	NO
1. Did you submit the proposal before the deadline?		
2. Did you submit separate, sealed technical and price proposals, with <b>no</b> price information in the technical proposal?		
4. Did you review the Contract Terms and Conditions?		
5. Did you complete and submit all required forms?		

## 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](http://boston.gov/procurement) at the Supplier Portal link.

You’ll need to register with us in order to submit your proposal electronically; doing so will also allow you to receive email updates regarding this RFP and other opportunities.

Please visit <https://www.boston.gov/departments/procurement/how-use-supplier-portal> for step-by-step instructions to register.

Upon logging in under your account, look for **EV00013090 AND RFP - Research Partners for History of Slavery**. When responding, you will see specific places to upload your non-price Technical Proposal and other required forms. **The Price Proposal must be submitted separately from the Technical Proposal according to statute. This is critically important.** The evaluation team will complete its evaluation of the Technical Proposals prior to reviewing the Price Proposals.

Attachments containing price information, including the Price Proposal, should only be attached to the price line and not in the Event Header attachments section.





By uploading your file to the price line, the information will remain sealed and separated from the technical proposals until that evaluation has been performed.

In the section of **EV00013090** labeled "Step 2: Enter Line Bid Responses," please enter each bid amount under the corresponding line for each unit of study that you are bidding on. Please note there are 6 price lines in the bid event, one for each time period. For example, one is "1620-1690 **Historical research services to support the Reparations Task Force in producing a report on the history and legacy of slavery in Boston**" 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/attach your Price Proposal (in the template provided above in Section IV). Please visit <https://www.boston.gov/departments/procurement/how-use-supplier-portal> for step-by-step instructions.

Submitting your proposal via the Supplier Portal can streamline the entire process, but please allow extra time to become familiar with the system. **Upload any applicable documents into the Supplier Portal and SUBMIT your submissions well before the deadline so that you have enough time to make a physical paper submission if you have any issues with the City's Supplier Portal.** We recommend submitting your proposal at least 24 hours prior to the deadline.

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

### **5.3 SUBMITTING VIA MAIL/ 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 a sealed envelope along with one (1) digital copy (thumb drive), and a Price Proposal in a separate sealed envelope along with one (1) digital copy (thumb drive).

The envelopes should be clearly marked as follows:

**City of Boston History of Slavery Academic Research Services RFP**

**RFP Number: RFP EV00013090**

**TECHNICAL PROPOSAL**

**Submitted by: [Name of Vendor]**

**[Date Submitted]**

**City of Boston History of Slavery Academic Research Services RFP**

**RFP Number: RFP EV00013090**

**PRICE PROPOSAL**

**Submitted by: [Name of Vendor]**

**[Date Submitted]**

**and delivered or mailed to:**

**Ajay Singh  
Policy Advisor  
Office of Mayor Michelle Wu  
Mayor's Office, City Hall Room 500  
1 City Hall Square  
Boston, MA 02201**

## **VI. HOW WE CHOOSE**

### **6.1 RULE FOR AWARD**

The City will award to each proposal that is the most advantageous overall in each unit of study from the pool of responsible and responsive vendors, taking into consideration both price and the comparative evaluation criteria for each unit of study. **Proposals for each unit of study will be evaluated only relative to other proposals in that unit of study. Proposals will not be evaluated across units of study** (i.e. a proposal from Unit of Study 1 will not be evaluated against a proposal from Unit of Study 5, etc.).

**Each proposal will be evaluated utilizing the same evaluation criteria listed below.**

### **6.2 MINIMUM EVALUATION CRITERIA**



All proposals received by the City will be reviewed by an evaluation committee to determine whether the Proposal meets all minimum criteria identified in the RFP. Minimum criteria are found in the Checklist for Submitting Proposal (Section 5.1).

For a proposal to meet all minimum criteria, a proposer must unconditionally be able to check each item as ‘Completed’ for Sections A and B and ‘Yes’ for each item in Section D. 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”.

### **6.3 COMPARATIVE EVALUATION CRITERIA**

Proposals that have met all minimum evaluation criteria will be evaluated according to the comparative evaluation criteria that follow in this section. After reviewing, the evaluation team will prepare written evaluations for each proposal. The evaluators will assign a rating of “highly advantageous”, “advantageous”, or “not advantageous” to each criterion. The team will use the comparative evaluation criteria to assist in their evaluation of each Vendor’s overall qualifications.

**Again, proposals for each unit of study will be evaluated only relative to other proposals in that unit of study. Proposals will not be evaluated across units of study** (i.e. a proposal from Unit of Study 1 will not be evaluated against a proposal from Unit of Study 5, etc.). **All proposals will be evaluated utilizing the same criteria listed below.**

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

Price proposals will be evaluated separately from the technical proposals. The evaluation team will not see the price proposals until after the technical evaluations are complete.

Each evaluation category will be given equal weight towards the overall assessment of an application. Evaluation categories are as follows:

**Proposal Quality**

*Highly Advantageous:* The proposal is well-written in clear, concise language. Materials are organized and easy to navigate. As a whole, the proposal provides a complete response to this RFP and provides multiple relevant examples of past successes implementing similar solutions.

*Advantageous:* The proposal is clear and well-organized. It provides a complete response to this RFP and includes examples of past successes.

*Not Advantageous:* The proposal does not address all aspects of the RFP. It is poorly written and/or difficult to read. It does not provide adequate information to evaluate the vendor’s ability to successfully meet the City’s goals.

*Unacceptable:* The proposal is incomplete and does not provide the evaluation committee with enough information to make any reasonable evaluation of the proposal.

**Response to Scope of Work**

*Highly Advantageous:* The proposal clearly lays out a plan to complete the work. It provides a clear and thorough response to each of the pieces of the scope of work (see Section 3.2 -- the proposal for an original historical project, the proposal for participation in a comprehensive literature review, and a peer-reviewed academic paper). The proposals (as parts and as a whole) demonstrate a firm grasp of the topic area of the historical inquiry, and demonstrate a comprehensive understanding of the source material relevant to the research process. It also provides a thorough timeline for conducting research and completing a report, in partnership with the Task Force, on the City of Boston’s historical ties to the African slave trade and the institution and legacies of slavery. The proposal explicitly details a comprehensive plan for community-engaged research for both

the original research proposal and the comprehensive literature review. The proposal demonstrates a clear vision for the extent of work that writing the report would require, and provides original insight on how the historical inquiry should take shape in connection with the overall pursuit of developing and implementing reparations for descendants of formerly enslaved people of African descent in the City of Boston. The proposal seems fully thought out and ready to execute/write.

*Advantageous:* The proposal is of acceptable quality. It addresses the majority of the major concerns, but leaves a few open questions. The proposal displays a grasp of the topic area of the historical inquiry, describes the nature of the inquiry that the organization would undertake, and demonstrates an understanding of source material relevant to the research process. The proposal displays an understanding of the report's historical grounding. The proposal makes mention of community-engaged historical methods, but the plan is incomplete/the proposal does not have demonstrated experience in the space. The proposal could be workable to solve the problem, but would require some further clarification.

*Not advantageous:* The proposal addresses some of the goals of the scope of work, but leaves many open questions. It only somewhat describes the kind of inquiry the organization would undertake; displays an incomplete grasp of the topic area; and/or demonstrates somewhat of an understanding of the source material available for the project. Community-engaged research plan has been omitted. It is possible that it could be implemented, but would require a lot of work before it was ready to go.

*Unacceptable:* The proposal does not address the majority of the concerns and goals outlined in the scope of work. The proposal also does not include a list of applicable/relevant primary or secondary sources the organization would draw from. The ideas presented do not seem workable or relevant to the problem faced. Taking the proposal from where it is to something that could be implemented would require a fresh start.

### **Organization Profile & Past Projects**

*Highly Advantageous:* The team includes members with extensive backgrounds in large-scale historical research in the relevant topic areas outlined in Section 3.3, with experience relevant to local Black history in Boston. Up to three (3) references

from similar projects consistently rate services and results as “excellent”. The examples of past work you provide are highly relevant to this project and highlight your firm’s competency in conducting and completing large research projects related to the topic areas outlined in Section 3.3, specifically those grounded in historical approaches. The examples are also highly relevant to this project, exhibiting successful implementations of the same or similar solutions with comparable municipalities or local governments or similarly sized institutions/organizations, and clear evidence of experience with specifically public historical projects that include integrating community-engaged historical research. An impressive candidate will demonstrate experience working with local historical organizations and proficiency with community involvement and engagement as a tool of historical inquiry through past relevant work. An impressive candidate will also, either through scholarly enterprise or personal background, demonstrate a clear and coherent connection to and investment in the communities of Boston. These examples highlight your firm’s competency in providing clients with a plan for executing a research project of this size and scope and working closely with partners like the Task Force and the City of Boston.

*Advantageous:* The team includes members with backgrounds in large research projects related to the topics outlined in Section 3.3. One or two references from similar projects rate services and results as “excellent”. The examples of past work you provide are somewhat relevant to this project and demonstrate the applicant’s experience in executing large research and documentation projects grounded in historical approaches. Only some relationships to local historical organizations or archival sources are displayed.

*Not Advantageous:* The team includes members with limited experience in large-scale historical projects. No references from similar projects rate services, results, and collaborative processes as “excellent”. The examples of past work you provide are not relevant to this project and do not demonstrate sufficient experience handling planning or implementations related to historical projects of this size, and/or do not demonstrate work grounded in historical approaches. No relationships to local historical organizations or archival sources are displayed.

*Unacceptable:* The team does not include any members with understanding or experience with historical approaches or projects of a significant scale. References

are incomplete, and/or any references give services, results, and collaborative processes negative ratings. The proposal demonstrates no commitment to excavating histories or even any interest in the topic areas outlined in Section 3.3.

### **Vendor Interview/Demonstration**

*Highly Advantageous:* Presenters are well-organized and provide a clear, concise presentation. The presentation demonstrates strong insight into the City's requirements, as described in the RFP. Technical staff are included in the demonstration, and all questions posed by the evaluation team were specifically addressed.

*Advantageous:* Presenters are organized. Presentation demonstrates understanding of the City's requirements, as described in the RFP.

*Not Advantageous:* Presenters are not organized and/or provide an unclear presentation. Presentation demonstrates little understanding of the City's requirements, as described in the RFP.

*Unacceptable:* Presenters were woefully disorganized and the presentation did not demonstrate understanding of the City's requirements as described in the RFP.

### **Thematic Expertise**

*Highly Advantageous:* Applicant demonstrates significant depth and breadth of knowledge in their area of expertise, their chosen unit of study, and that area's relationship to the trans-Atlantic slave trade, the institution of slavery, and the legacy of slavery.

*Advantageous:* Applicant demonstrates depth of knowledge in their area of expertise, their chosen unit of study, and that area's relationship to the trans-Atlantic slave trade, the institution of slavery, and the legacy of slavery

*Not Advantageous:* Applicant demonstrates only some knowledge related to their area of expertise, their chosen unit of study, and that area's relationship to the trans-Atlantic slave trade, the institution of slavery, and the legacy of slavery.

*Unacceptable:* Applicant demonstrates very little knowledge in their area of expertise, their chosen unit of study, and that area's relationship to the trans-Atlantic slave trade, the institution of slavery, and the legacy of slavery

### **General Expertise and Approach**

*Highly Advantageous:* Applicant demonstrates comprehensive understanding of history and legacy of slavery across historical time periods, as well as the relevance of major themes from their unit of study to other time periods captured by other units of study. In demonstrating this understanding, the applicant conceptualizes the history and legacy of slavery in Boston through language that recognizes the inherent power dynamics relevant to these histories. The applicant employs reparative, life-affirming language that centers and provides humanity for the individuals and communities relevant to the history and legacy of slavery in Boston.

*Advantageous:* Applicant demonstrates an understanding of history and legacy of slavery across time periods, with the relevance of one or two major themes from their unit of study to other time periods captured by other units of study. In demonstrating this understanding, the applicant demonstrates some ability to conceptualize the history and legacy of slavery in Boston through life-affirming language, though not comprehensively.

*Not Advantageous:* Applicant demonstrates some understanding, though incomplete, of the history and legacy of slavery across time periods, with the relevance of one or two major themes from their unit of study to other time periods captured by other units of study. The applicant does not demonstrate an ability to conceptualize the history and legacy of slavery in Boston through life-affirming language.

*Unacceptable:* Applicant demonstrates little to no understanding of the history and legacy of slavery across time periods. The applicant does not demonstrate an ability to conceptualize the history and legacy of slavery in Boston through life-affirming language.

### **Cross-Unit Expertise and Approach**

*Highly Advantageous:* Applicant demonstrates a stellar ability to connect the relevance of the history of the trans-Atlantic slave trade and the institution of



slavery to its modern manifestations and legacies (1940 to the present) in Boston and vice versa (depending on the unit of study the applicant is submitting to cover), as well as a clear scholarly and/or personal connection to the City with an invested stake in the communities impacted by the report and the ordinance. In demonstrating this ability, applicant consistently demonstrates an ability to conceptualize the history and legacy of slavery in Boston and the relationship across periods and themes through life-affirming, reparative language that recognizes the inherent power dynamics relevant to these histories. This includes whether the applicant employs reparative, life-affirming language that centers and provides humanity for the individuals and communities relevant to the history and legacy of slavery in Boston.

*Advantageous:* Applicant demonstrates an ability to connect the relevance of the history of the trans-Atlantic slave trade and the institution of slavery to its modern manifestations and legacies (1940 to the present) in Boston and vice versa (depending on the unit of study the applicant is submitting to cover), though it may not be deeply linked to a clear scholarly and/or personal connection to the City with an invested stake in the communities impacted by the report and the ordinance. In demonstrating this ability, applicant also somewhat demonstrates an ability to conceptualize the history and legacy of slavery in Boston and the relationship across periods and themes through life-affirming, reparative language that recognizes the inherent power dynamics relevant to these histories, though not consistently.

*Not Advantageous:* Applicant demonstrates some ability to connect the relevance of the history of the trans-Atlantic slave trade and the institution of slavery to its modern manifestations and legacies (1940 to the present) in Boston and vice versa (depending on the unit of study the applicant is submitting to cover), though the connection is not entirely coherent. Any ability is not linked to a clear scholarly and/or personal connection to the City with an invested stake in the communities impacted by the report and the ordinance. The applicant does not demonstrate an ability to conceptualize the history and legacy of slavery in Boston and the relationship across periods and themes through life-affirming, reparative language that recognizes the inherent power dynamics relevant to these histories.

*Unacceptable:* Applicant demonstrates no ability to connect the relevance of the history of the trans-Atlantic slave trade and the institutions of slavery to its modern manifestations and legacies (1940 to the present) in Boston and vice versa. Any ability demonstrated is not linked to a clear scholarly and/or personal connection to the City with an invested stake in the communities impacted by the report and the ordinance. The applicant does not demonstrate an ability to conceptualize the history and legacy of slavery in Boston and the relationship across periods and themes through life-affirming, reparative language that recognizes the inherent power dynamics relevant to these histories.

### **Community-Engaged Methods**

*Highly Advantageous:* Applicant demonstrates a commitment to community via both the methodological practices of their research and the composition of their team. The applicant provides a clear vision of, and prior experience with, engaging community voice and history as part of the historical process, including through surveys, oral histories, qualitative interviews, available community-based archives, and other community-engaged research methods. The applying individual, team, or organization also demonstrates a clear commitment to diversity and equity through the composition of the research team assembled for the project.

*Advantageous:* Applicant demonstrates some commitment to community via both the methodological practices of their research and the composition of their team. The applicant provides a vision for, and some experience with, engaging community voice and history as part of the historical processes, including through surveys, oral histories, qualitative interviews, available community-based archives, and other community-engaged research methods. The applying individual, team, or organization also demonstrates some commitment to diversity and equity through the composition of the research team assembled for the project.

*Not Advantageous:* Applicant demonstrates either no commitment to community via both the methodological practices of their research or the composition of their team, OR demonstrates little commitment, intentionality, or expertise across both categories.

*Unacceptable:* Applicant demonstrates neither a commitment to community via both the methodological practices of their research nor the composition of their team, or demonstrates little across both categories.

**DEI Plan**

What is your plan for including Diversity, Equity, and Inclusion considerations in this project?

*Highly Advantageous:* The 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 your staff is heavily focused on equity concerns and your plan demonstrates how you intend to leverage that experience to design the reforms needed. The proposal outlines detailed, specific, actionable and effective plans for the above.

*Advantageous:* The proposal has a reasonable plan for DEI. A part of the work is going to be performed by local M/WBE firms or staff. The staff performing the work has some experience or training with DEI concerns and theory and the plan touches on how this will be used to inform the work. The proposal has many specifics about the above, but several parts lack details about how exactly to incorporate DEI.

*Not Advantageous:* The proposal has some references to DEI considerations, but nothing comprehensive or creative. Little to no M/WBE firms or staff will be involved, and the staff involved has little to no experience with DEI considerations. There may be some specifics, but the majority of the proposal talks in generalities and buzzwords, rather than actionable plans.

*Unacceptable:* Applicant makes no reference to considerations of DEI in the performance of the work associated with the project.

## VII. TERMS AND CONDITIONS

### 7.1 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.

### 7.2 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.

### 7.3 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.

### 7.4 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.

### 7.5 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.

### 7.6 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.

### **7.7 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.

### **7.8 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.

### **7.9 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.

### **7.10 TERM OF CONTRACT**

The term of the contract will be six (6) months, with the option to renew for an additional six (6) months at the sole discretion of the Awarding Authority.

## **7.11 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.

# **VIII. STANDARD CONTRACT AND FORMS**

## **8.1 OVERVIEW**

You must submit a signed copy of the forms bolded below with your bid. Additionally, please review the other forms below, as they must be signed before contract award.

8.2 FORM CM06 – CERTIFICATE OF AUTHORITY

8.3 FORM CM09 – CONTRACTOR CERTIFICATION

8.4 FORM CM10 – STANDARD CONTRACT DOCUMENT

8.5 FORM CM11 – STANDARD CONTRACT GENERAL CONDITIONS

8.7 CM FORMS 15A/B – CORI COMPLIANCE, STANDARDS

8.8 FORM LW1 – REQUIREMENTS OF THE BOSTON JOBS AND LIVING WAGE ORDINANCE

8.9 FORM LW2 – LIVING WAGE AGREEMENT

8.10 FORM LW8 – VENDORS LIVING WAGE AFFIDAVIT

## **8.11 FORM CM16 – WAGE THEFT: SIGNED COPY REQUIRED**

[ATTACH FORMS TO FINAL RFP]

## IX. INSURANCE RECOMMENDATIONS

The City recommends the following levels of insurance; if you have a different level of coverage, please explain 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:**

**9.1 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.

**9.2 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.

**9.3 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.

**9.4 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.

**9.5 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

**9.6 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.