

1. INVITATION FOR BID

If, at the time of the scheduled bid opening, City Hall is closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the bid opening will be postponed to the same time on the next normal business day. Bids will be accepted until that date and time.

FILE #:	COC-IFB-FY27-31058A
SERVICES:	Course Instructors Program for DHSP FY27 (REBID)

**TO: Elizabeth Unger, Purchasing Agent PH: 617-349-4310
795 Massachusetts Avenue
Cambridge, MA 02139**

The undersigned submits this sealed bid to provide the services identified above, described in the specifications herein and advertised in the **Bay State Banner** on **Thursday, October 1, 2026** which is to be opened at **11:00 am on Thursday, October 15, 2026**.

This bid may be downloaded and submitted to the City's e-Procurement Portal at:
<https://procurement.opengov.com/portal/cambridgema>, File No. COC-IFB-FY27-31058A.

Parking is limited at this location. It is strongly recommended that the bids are submitted online prior to the due date and time. Without exception, responses will not be accepted after the submission deadline regardless of any technical difficulties such as poor internet connections. Late bids will not be accepted.

Sealed general bids will be received until Thursday, October 15, 2026 prior to 11:00 am. Bids will be accepted electronically via the e-Procurement Portal prior to the date and time above.

The undersigned certifies that this bid is made without collusion with any other person, firm or corporation making any other bid or who otherwise would make a bid. The undersigned agrees to furnish the services in strict accordance with the bid documents, which consist of this Invitation for Bid and all attachments hereto. **"The submitted bid must be without conditions, exceptions or modifications to the bid document"**.

This bid process and the award of the contract are made in conformity with M.G.L. c. 30B, unless otherwise stated. See the below General Terms and Conditions that shall become part of any Contract awarded through this Invitation for Bid.

2. GENERAL TERMS AND CONDITIONS

GENERAL TERMS AND CONDITIONS

LAWS:	All deliveries shall conform in every respect with all applicable laws of the Federal government, Commonwealth of Massachusetts and City of Cambridge.
EQUAL OPPORTUNITY:	The Vendor in the performance of the contract shall not discriminate on the grounds of race, color, religious creed, national origin or ancestry, age, disability, sexual orientation, marital status, family status, military status, source of income, or sex in employment practices or in the selection or retention of subcontractors, and in the procurement of materials or rental of equipment. The City may cancel, terminate or suspend the contract in whole or in part for any violation of this paragraph
TAXES:	Purchases made by the City are exempt from the payment of Federal excise tax and the payment of Commonwealth of Massachusetts sales tax (except for gasoline) and any such taxes must not be included in the bid prices.
QUANTITIES:	Unless otherwise stated, the quantities set forth herein are ESTIMATES ONLY. The City reserves the right to purchase the commodity(ies) specified in any amount less than the estimated amount.
BID PRICES:	Bid prices shall include transportation and delivery charges fully prepaid to the City of Cambridge destination. Where the unit price and the total price are at variance, the unit price will prevail.
PAYMENT SCHEDULE:	Payment shall be in accordance with milestones specified in the scope of work. The City shall not prepay for goods or services.
DELIVERY AND PACKAGING:	Deliveries must be made in such quantities as called for in the purchase order and in the manufacturer's original packages. All deliveries must be "inside" delivery with no assistance from City personnel. Tailgate deliveries will not be accepted. Rejected material will be returned to the vendor at the vendor's expense.
MODIFICATION OF BIDS:	Prior to bid opening, a bidder may correct, modify or withdraw its bid by making the request in writing prior to the time and date for the bid opening. All corrections and modifications must be delivered to the Purchasing Department in a sealed envelope indicating that it contains a modification or correction of the original bid submitted for the particular commodity and indicating the time and date of the bid opening.

**FILE NO. COC-IFB-FY27-31058A Course Instructors Program for DHSP FY27 (REBID);
SUBMIT INVITATION FOR BID PRIOR TO: 11:00 am on Thursday, October 15, 2026**

**REJECTION OF
BIDS:**

The City reserves the right to reject, in whole or in part, any and all bids if it is in best interest of the City to do so.

AWARD OF CONTRACT:

Contract(s) will be awarded within forty-five days of the bid opening unless award date is extended by consent of all parties concerned. The continuation of any contract into the next fiscal year shall be subject to the appropriation and availability of funds.

INDEMNITY:

Unless otherwise provided by law, the Vendor will indemnify and hold harmless the City against any and all liability, loss, damages, costs or expenses for personal injury or damage to real or tangible personal property which the City may sustain, incur or be required to pay, arising out of or in connection with the performance of the Contract by reason of any negligent action/inaction or willful misconduct by the Contractor, its agents, servants or employees

**TERMINATION OF
CONTRACT:**

Except as otherwise provided in the Articles of Agreement, the City may terminate the contract upon seven days' notice.

ASSIGNABILITY:

The Vendor shall not assign, sell, subcontract or otherwise transfer any interest in this contract without the prior written consent of the City.

MATERIAL SAFETY DATA SHEETS: Pursuant to M.G.L. c. 111F, ss. 8, 9, and 10, any vendor who receives a contract resulting from this invitation agrees to submit a Material Safety Data Sheet for each toxic or hazardous substance or mixture containing such substance when deliveries are made. The vendor agrees to comply with all requirements set forth in the pertinent laws above.

**FILE NO. COC-IFB-FY27-31058A Course Instructors Program for DHSP FY27 (REBID);
SUBMIT INVITATION FOR BID PRIOR TO: 11:00 am on Thursday, October 15, 2026**

3. CONTRACTOR'S INSURANCE OBLIGATIONS

Contractor must provide the City of Cambridge with insurance policies as stated below at the expense of the Contractor. The Insurance Certificate must be written in the name of the City as an Additional Named Insured in order to protect the interest of the City from any liability which might be incurred against it as the result of any operation of the Contractor, its subcontractors or their employees.

The insurance required shall include all major divisions of coverage, and shall be on a comprehensive general basis including Premises and Operations (including X-C-U), Owner's and Contractor's Protective, Products and Completed Operations, and Owned, Non-owned, and Hired Motor Vehicles. Such insurance shall be written for not less than any limits of liability required by law or the following limits, whichever are greater.

Certificates must be presented to the City at the time the contract is signed by the contractor. The Contractor and all subcontractors waive subrogation rights against the City of Cambridge for all losses.

EACH POLICY SHALL CONTAIN A 30-DAY NOTICE OF CANCELLATION, CHANGE OR NON-RENEWAL.

NOTICE OF OCCURRENCE is to be given to the City Manager, City of Cambridge, City Hall, 795 Mass. Ave., Cambridge, MA 02139. Carriers must have an A.M. Best rating of A X or better.

A. Owner's Protective Liability:

Each Occurrence: \$1,000,000

Aggregate: \$1,000,000

B. Commercial Liability:

General Aggregate: \$2,000,000

Products Completed Operations Aggregate: \$1,000,000

Personal Injury and Advertising Limit: \$1,000,000

Each Occurrence: \$1,000,000

C. Automotive-For all owned, non-owned, hired and leased vehicles:

Each Occurrence Combined Single Limit of: \$1,000,000

Bodily injury - each person: \$1,000,000

- each accident: \$1,000,000

Property damage-each occurrence: \$1,000,000

D. Umbrella:

Combined single limit: \$2,000,000

General aggregate: \$2,000,000

E. WORKER'S COMPENSATION

Coverage A STATUTORY

Coverage B Each Accident: \$1,000,000

Disease-Policy Limit: \$1,000,000

Disease-Each Employee: \$1,000,000

THE CONTRACTOR MAY PURCHASE AND MAINTAIN EXCESS LIABILITY INSURANCE IN THE UMBRELLA FORM IN ORDER TO SATISFY THE LIMITS OF LIABILITY REQUIRED FOR THE INSURANCE TO BE PURCHASED AND MAINTAINED IN ACCORDANCE WITH THE REQUIREMENTS SET FORTH ABOVE (IN ADDITION TO THE UMBRELLA LIMITS REQUIRED). EVIDENCE OF SUCH EXCESS LIABILITY SHALL BE DELIVERED TO OWNER IN THE FORM OF A CERTIFICATE INDICATING THE POLICY NUMBERS AND LIMITS OF LIABILITY OF ALL UNDERLYING INSURANCE.

THE CITY OF CAMBRIDGE MUST BE AN ADDITIONAL NAMED INSURED ON ANY SUCH UMBRELLA POLICY.

THE CITY RESERVES THE RIGHT, AT ITS SOLE DISCRETION, TO AMEND THE INSURANCE REQUIREMENTS SET FORTH ABOVE.

4. INFORMATION AND INSTRUCTIONS FOR BIDDERS

TO: Elizabeth Unger, Purchasing Agent
795 Massachusetts Avenue
Cambridge, MA 02139

The undersigned hereby proposes to provide all labor, materials, equipment necessary to provide the Course Instructors Program for DHSP FY27 (REBID) for the City of Cambridge all in accordance with the attached specifications and following proposal schedule.

One award will be made to the lowest responsive and responsible bidder providing the lowest price as a result of this Invitation for Bid.

A contract will be awarded within forty-five days of the bid opening, unless the award date is extended by consent of all parties concerned.

Prior to the Bid opening, a bidder may correct, modify or withdraw its Bid by unsubmitting their response in the portal. All corrections and modifications must indicate that it contains a modification or correction of the original Bid submitted for the particular commodity and indicating the date and time of the Bid opening.

A sample contract can be found in the attachments. The bidder must be willing to sign the City's contract. The City will not accept a bidder's terms & conditions.

The City reserves the right, in its discretion, to extend the life of the contract at any time.

Living Wage Requirements

The City of Cambridge has a Living Wage Requirement that establishes minimum hourly rates for all Personnel that work on any City contract. The City of Cambridge's Living Wage as of March 1, 2026 is \$20.32 per hour. The Living Wage Requirements can be found in the attachments section.

Wage Theft Prevention Certification

In Executive Order 2016-1, the City of Cambridge established requirements for City contracts in an effort to prevent wage theft. Prospective vendors must provide certifications or disclosures with their bids/proposals. **Failure to provide the certifications or disclosures shall result in rejection of the bid/proposal.** Please see the **Wage Theft Prevention Certification form in the attachments section.**

Questions

Bidders shall submit all inquiries regarding this bid via the City's e-Procurement Portal, located at <https://procurement.opengov.com/portal/cambridgema>. Questions concerning this Invitation for Bid **must be submitted to the procurement portal prior to 11:00 am on Thursday, October 8, 2026.** All answers to inquiries will be posted on the City's e-Procurement Portal and an addendum will be posted to the portal notifying all bidders of the questions and answers. Bidders may also click "Follow" on this bid to receive an email notification when answers are posted. It is the responsibility of the bidder to check the portal for answers to inquiries and any addenda. Bidders will be required to acknowledge any addenda prior to the submission of their bids.

**FILE NO. COC-IFB-FY27-31058A Course Instructors Program for DHSP FY27 (REBID);
SUBMIT INVITATION FOR BID PRIOR TO: 11:00 am on Thursday, October 15, 2026**

Bid Results

The tab sheet and the contract award information will not be individually mailed to the bidders. A tab sheet with the bid results will be posted to the portal soon after the bid opening. The tab sheet will include the “contract award” information as soon as it is determined.

Confidentiality and Public Records Law

All bids or other materials submitted by the vendor in response to this Invitation to Bid will be open for inspection by any person and in accordance with the Massachusetts Public Records Law.

5. SCOPE OF SERVICES

Overview

Cambridge Community Schools is seeking course instructors for the following courses for after school programming **November2, 2026 to June 17, 2027.**

- Culturally Ethnic Cooking Instruction
- STEAM Through Film, Animation, & Media Arts Instruction

Specifications

- Class session dates will be weekly **beginning November2, 2026, to June 17, 2027 .**
- Classes are 1 hour in length.
- Timeframe of classes is 2:00pm – 6:00pm
- Vendor will bill as an hourly rate for each class. Bills will be submitted on a monthly basis.
- The potential vendor must have the ability to adapt to the Community Schools' schedule for vacations, no school days, early release days and school cancellations due to inclement weather.
- The potential vendor shall adhere to Community Schools' best practices and collaborate with director and CS staff around expectations and behavior guidelines for students.
- The potential vendor shall ensure all instructors and substitutes are qualified and CORI/SORI certified.
- The potential vendor must have a pool of qualified instructors to ensure all classes are covered in the event of an instructor absence.
- The City of Cambridge reserves the right to cancel any class due to under enrollment at any site.

Culturally Ethnic Cooking Instruction

Community Schools would like potential vendor to provide instruction at a minimum of 4 – maximum of 9 of the following sites to be determined by Community Schools:

- | | |
|---|---------------------------|
| 1. Amigos Community School | 15 Upton |
| 2. Cambridgeport Community School | 89 Elm Street |
| 3. Fletcher Maynard Community School | 225 Windsor Street |
| 4. Graham & Parks Community School | 44 Linnaean Street |
| 5. Haggerty Community School | 110 Cushing Street |

6. ML King Community School	102 Putnam Avenue
7. Morse Community School	50 Granite Street
8. Peabody Community School	70 Rindge Avenue
9. Tobin Community School	181 Vassal Lane

Service Required

- The potential vendor will provide skilled instructors to teach cooking in a positive, engaging, fun environment that is easy to comprehend.
- Instructors will provide ethnic recipes, cooking instruction and prep from cultures around the world.
- Vendor will provide all necessary equipment including food items for each child to participate in the class.
- Curriculum should be age appropriate and designed for success in an after-school setting, be inclusive for all students to be able to participate and ensure consistent presentation of material.
- Instructors must have experience with elementary school age groups and working within a diverse student population.
- Vendor must be flexible and adapt to facility's available space.

Specifics

Each site will conduct 2 or 3 hours of instruction per day, per week.

Size of class will be determined by Community Schools not to exceed 20 children.

STEAM Through Film, Animation, & Media Arts Instruction

Community Schools would like potential vendor to provide instruction at a minimum of 4 – maximum of 9 of the following sites:

1. Amigos Community School	15 Upton
2. Cambridgeport Community School	89 Elm Street
3. Fletcher Maynard Community School	225 Windsor Street
4. Graham & Parks Community School	44 Linnaean Street
5. Haggerty Community School	110 Cushing Street
6. ML King Community School	102 Putnam Avenue
7. Morse Community School	50 Granite Street

8. Peabody Community School

70 Rindge Avenue

9. Tobin Community School

181 Vassal Lane

Service Required

- The potential vendor will provide skilled instructors to teach **Film, Animation,& Media Arts using audio equipment, cameras, editing software** in a positive, engaging, fun environment that is easy to comprehend and create original videos.
- Using technology to explore film making to include historical research, critical thinking's skills, writing, art and engineering.
- Vendor will provide all necessary equipment for each child to participate in the class (cameras, software).
- Curriculum should be age appropriate and designed for success in an after-school setting, be inclusive for all students to be able to participate and ensure consistent presentation of material.
- Instructors must have experience with elementary school age groups and working within a diverse student population.
- Vendors must be flexible and adapt to facility's available space.

Specifics

Each site will conduct 2 or 3 hours of instruction per day, per week.

Size of class will be determined by Community Schools with an average of 12 students with maximum of 20.

6. PRICING PROPOSAL

One contract will be awarded to the responsive and responsible bidder offering the lowest price to provide all the tasks described in this Invitation for Bids document. The price must remain firm throughout the contract term. The total price should include all labor, materials and expenses.

PRICE PROPOSAL

Multiple contracts may be awarded as a result of this Invitation for Bid. A contract will be awarded to the responsive and responsible bidder(s) offering the lowest total price(s) for each section as described in this bid document. Bidders may bid on one or more sections but are not required to bid on all sections. All prices shall remain firm throughout the contract term. The total price(s) shall include all labor, materials, and expenses. The number of hours referenced below is an estimate based on the schedule outlined in the Scope of Services.

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	No Bid
1	Culturally Ethnic Cooking Instruction-12 classes/week for 34 weeks	420	Per Hour			
2	STEAM Through Film, Animation, & Media Arts Instruction-8 classes/week for 34 weeks	280	Per Hour			
TOTAL						

7. VENDOR SUBMISSIONS

BIDDERS INFORMATION

My business is a:*

Please select one

☐ Corporation

☐ Partnership

☐ Individual

*Response required

Please insert the requested information:*

If a corporation, include the State in which you are incorporated in.

If a partnership, include the names of partners.

If an individual, include relevant information.

*Response required

Bidder's Federal ID#:

Authorized representative information:*

Please include the name, title, telephone and email address of the authorized representative

*Response required

This bid includes addenda numbered:

Debarment or Suspension*

The Vendor/Contractor certifies that it has not been and currently is not debarred or suspended by any federal, state, or municipal governmental agency under G. L. c. 29, § 29F or other applicable law, nor will it contract with a debarred or suspended subcontractor on any public contract.

☐ Please confirm

*Response required

Certificate of Good Standing or Certificate of Registration*

The Awarded Vendor must comply with the City's request for a current Certificate of Good Standing or current Certificate of Registration from the Commonwealth of Massachusetts provided by the Secretary of the Commonwealth's Office. Foreign Corporations not registered in the Commonwealth must comply with the City's request for the Certificate of Good Standing from the state of incorporation.

☐ Please confirm

*Response required

QUALITY REQUIREMENTS

An unchecked response, a failure to respond, or a failure to meet to any of the following Quality Requirements will result in a rejection of your bid. Please check each of the following Quality Requirements as confirmations.

Quality Requirement 1*

The potential bidder must have the ability to adapt to the Community School schedule for vacations, no school days, early release days and school cancellations due to inclement weather

☐ Yes

☐ No

***Response required**

Quality Requirement 2*

Size of class will be determined by Community Schools with a minimum of 10 children and a maximum of 20 children dependent on age group. The potential bidder will provide skilled instructors to teach these classes in a positive, engaging fun environment.

☐ Yes

☐ No

***Response required**

Quality Requirement 3

Bidder will provide all the necessary equipment for each child to participate in the classes.

☐ Yes

☐ No

Quality Requirement 4*

Curriculum should be age appropriate and designed for success in an after-school setting, be inclusive for all students to be able to participate and ensure consistent presentation of material.

☐ Yes

☐ No

***Response required**

Quality Requirement 5*

Instructors must have experience with elementary school age groups and working within a diverse student population

☐ Yes

☐ No

***Response required**

**FILE NO. COC-IFB-FY27-31058A Course Instructors Program for DHSP FY27 (REBID);
SUBMIT INVITATION FOR BID PRIOR TO: 11:00 am on Thursday, October 15, 2026**

Quality Requirement 6*

Bidder must be flexible and adapt to facility's available space.

☐ Yes

☐ No

***Response required**

Quality Requirement 7*

The potential bidder shall adhere to Community Schools best practices and collaborate with the director and CS staff around expectations and behavior guideline for students.

☐ Yes

☐ No

***Response required**

Quality Requirement 8*

The potential bidder must have a pool of qualified instructors to ensure all classes are covered in the event of an instructor absence.

☐ Yes

☐ No

***Response required**

Quality Requirement 9*

The potential bidder shall ensure all instructors including substitutes are qualified and CORI/SORI certified.

☐ Yes

☐ No

***Response required**

Quality Requirement 10*

Bidder will bill as an hourly rate for each class. Bills will be submitted on a monthly basis.

☐ Yes

☐ No

***Response required**

REFERENCES

Bidders shall submit a list of three references for which the bidder has supplied similar services. References shall include contact information including contact name, addresses and telephone numbers for each to inquire as to their satisfaction with the bidders' product and service. In addition, the City reserves the right to use itself as a reference, to contact references not listed and to otherwise perform its own due diligence when making a responsibility determination. **A bid may be**

**FILE NO. COC-IFB-FY27-31058A Course Instructors Program for DHSP FY27 (REBID);
SUBMIT INVITATION FOR BID PRIOR TO: 11:00 am on Thursday, October 15, 2026**

rejected on the basis of one or more references reporting less than excellent past performance.

Reference 1*

Include contact name, address and telephone #

*Response required

Reference 2*

Include contact name, address and telephone #

*Response required

Reference 3*

Include contact name, address and telephone #

*Response required

City of Cambridge Standard Compliance Forms

Please Upload the Signed Standard Compliance Forms *

Please electronically sign and upload the following documents using this

URL: https://cambridgema.na4.adobesign.com/public/esignWidget?wid=CBFCIBAA3AAABLbqZhCD4UnZSN3XyfqZi9ZxGyvlhSnIIYThymiofiiHN4CtIXU4t2tYM27cVaMk7bVx6AI*

*Response required

Non Collusion Statement*

Bidder certifies that this bid is made without collusion with any other person, firm or corporation making any other bid or who otherwise would make a bid.

☐ Please confirm

*Response required

Attachments:

A - CITY OF CAMBRIDGE CORI POLICY

B - Living Wage Ordinance(2026)

C - Truck Safety Ordinance

D - Truck Safety Ord Regs 01.15.2025

E - Sample Contract