



**CITY OF MEDFORD  
REQUEST FOR PROPOSALS  
CONSULTANT – DATA SYSTEMS, MONITORING & EVALUATION  
RFP 25-0152**

The City of Medford, led by the Board of Health Department, is seeking proposals from qualified consultants specializing in Data Systems, Monitoring & Evaluation with expertise in developing data systems and creating evaluation frameworks and reporting. Bid Documents will be available online beginning on September 26, 2024, 10:00 AM, at <https://www.bidnetdirect.com/massachusetts/cityofmedford>.

The firm must be licensed and lawfully engaged in providing such services in the State of Massachusetts. The Contract shall commence immediately upon signature of the Contract and will end on or about June 30, 2025.

This project is being Electronically Bid (E-Bid). All proposals shall be submitted online to [www.BidNetDirect.com](http://www.BidNetDirect.com) prior to October 17, 2024, by 1:00 PM. Hard copy proposals will not be accepted by [BidNetDirect.com](http://www.BidNetDirect.com). **You** can register to become a bidder (for free) online at [www.BidNetDirect.com](http://www.BidNetDirect.com). For assistance, contact BidNetDirect.com at: 1-800-835-4603. All Questions are due by October 10, 2024, by 1:00 PM.

There will be an **optional** pre-bid conference at **11:00 am** on **October 3 , 2024**, on zoom: <https://us06web.zoom.us/j/83850604704?pwd=bwBdo1Ap0xseVRjCaOXvmJeOaOMZ29.1>  
All interested parties are strongly urged to attend.

Proposers shall submit a technical, or non-price proposal which includes everything responsive to this RFP. This technical, or non-price should be clearly marked “**RFP 25-0152 Technical Proposal.**” The price proposal shall be submitted in a separate electronic file and should be clearly marked “**RFP 25-0152 Price Proposal.**”

Each Proposal shall be submitted in accordance with the Submission Requirements within the RFP and M.G.L. c. 30B, §6 shall apply to this project. It is the responsibility of prospective proposers to check [www.BidNetDirect.com](http://www.BidNetDirect.com) for new information via any addenda to this solicitation. Any addenda issued will be emailed to all plan holders registered with BidNetDirect.

The City of Medford reserves the right to accept any proposal, in whole or in part, to reject any/or all proposals and to waive minor irregularities and/or informalities as it deems to be in the best interest of the City. The city is an Equal Opportunity Employer and encourages MBE/WBE/DBE participation in response to the bid process.

Fiona Maxwell, Chief Procurement Officer