

WEBSITE DESIGN & IMPLEMENTATION RFP ADDENDUM 1

- What is the expected budget for this project?
The City budgeted up to \$15,000 for the cost of the overall initiative in 2021.
- The agency who you have worked with for last year, how satisfied were you with their results?
The City is currently under contract with Spinnaker, LLC. The current website meets the needs of the City but there is a desire for a more updated, mobile friendly, and streamlined design and functionality to the site.
- Is there a preference for in-state bidders?
None, but the City's procurement policy does include preferences for local vendors.
- Is there any requirement for the vendor to be on site?
No, remote options for meetings and collaborative work are available.
- Will the award be based on the lowest cost bidder?
The City will consider an award based on the following set of criteria:
General approach and plans to meet the RFP requirements; Qualifications and experience of the firm and assigned personnel; Ability to provide the integrated Content Management System components; Cost of analysis; Demonstration of the website security credentials
- Do you have a design concept ready, or is that expected to be part of the vendor's offering?
Per Vendor Qualification #5, the project approach component portion of application should include details on how design concept will be constructed by the City and vendor. It is not expected that the vendor should have a concept in final form during the response to the RFP.
- How many pages are going to be developed as part of this proposal?
No set number of pages is proposed at this time. The City's existing website should serve as a guide to the content expected in the project. During the project, the City will make efforts to streamline, modernize, and adjust content to the fullest extent possible.
- Migration of website hosting: Will full FTP access be provided to current hosting accounts? If it is okay, would you let us know your current hosting provider (makes it easier to gauge work involved as we have migrated a number of websites from big name hosting companies)
City website is currently hosted and supported by Spinnaker Web Design and Hosting, 6021 SW 29th St., Suite A, #338, Topeka, KS 66614. We anticipate that the vendor would be amenable to providing some amount of access upon request.
- Reason for Migrating hosts?
No specified reason other than a general preference for hosting service to be provided by the design support vendor.
- How much are you currently paying to host?
Current charges include an annual fee of \$1,800 for hosting and technical support.
- Are you open to having your website be designed and developed with WordPress?
No concerns noted for the aforementioned approach.

- We are non-resident bidder and we do not have any office located in state of Kansas, Are we still eligible for bidding?
No requirement is in place for the bidder to have a local presence.
- Which kind of vendor you will prefer?
The City is seeking a vendor who can provide comprehensive design and hosting services. No other preference is included in the RFP.
- Any Federal or Local diversity certification you will prefer?
- No preference is included in the RFP for a specific certification.

- What is the expected period of performance for this contract?
Contract duration or terms will be determined upon further evaluation of submitted proposals. The City is currently operating under a multiple year term agreement with automatic renewals without prior written notice of termination or significant amendment. If pricing needs to include escalators in the case of multiple year agreement terms please share as much information as possible in a response.

WEBSITE DESIGN & IMPLEMENTATION RFP ADDENDUM 1

- Please provide a count and, if possible, a list of the personnel roles that will need training and assistance with the solution
City staff estimated to require training for some level of involvement with the solution are approximately 6 employees, but if “train the trainer” type of training can be provided to only 2-3 people with the expectation those people can adequately train other users please plan accordingly.
- What are the service-level expectations with regards to support? (24/7, business hours only, next-day, etc.)
No stated preference or expectation in the RFP. If cost is variable please generalize support levels and associated cost for clarity in proposal pricing.
- Would the vendor or the customer be responsible for generating content such as articles, announcements, photos, or other media?
Customer responsibility.

- Do you have a preference in terms of the Content Management System used (WordPress, Drupal, Cascade, etc.)?
No preference.
- What is the target launch date for the new website?
With award anticipated as soon as September 7, 2021, the project schedule and resulting launch date should be considered and stated in project proposal. No set deadline is included to allow for flexibility in proposal development according to the capacity of vendors to complete the work.
- What is the City’s budget for this project?
See earlier answer in addendum 1.
- Do you prefer mailed submissions, or are electronic/email submissions also acceptable?
Electronic submissions only – see page 5 of RFP for instruction.

- Can you share any budgetary information about this project with us, is there any assigned budget for this project? Please specify the budget.
See earlier answer in addendum 1.
- Is there an incumbent company or organization with an advantage for this project?
No company possesses an advantage for the RFP opportunity.
- Can we submit the proposal thru email? If yes please provide the email address.
Electronic submissions only – see page 5 of RFP for instruction.
Do you have any CMS preference for this project like Open Source, WordPress, Drupal?
See earlier answer in addendum 1.
- The RFP says “Qualified applicants must be equipped to integrate additional features that may be needed or new technologies that may be developed in the future” Can you elaborate on which integration might be needed?
Statement in RFP is intended to convey that some level of adjustment may be necessary in the future to meet the ever-changing demands of technology advancement. No specific integration is envisioned, but the website should be designed for flexibility to meet the need to incorporate some type of changes in the future.
- Can you elaborate more on the migration part from the present web site to the new one, what needs to be migrated?
Generally website hosting service.
- How many visits has the site per month?
No information currently available.
- What is the targeted ‘go live’ date?
See earlier answer in addendum 1.
- What will be the duration of the contract?
See earlier answer in addendum 1.
- Can we use a different source for the reference than municipal organizations?

WEBSITE DESIGN & IMPLEMENTATION RFP ADDENDUM 1

Yes.

- Alerts & Emergency Notification – Can you please provide more information on the Registration widget other than what was mentioned in the RFP document?

General goal was to have functionality of registration for contact messaging options. If necessary to integrate with 3rd party software to achieve functionality please note in response.

- Social Media-Ability to share via social media will be achieved using social share icons in pages. Is this the expected functionality?

Yes.

- Interface to existing systems and databases – Links will be provided for the 3rd party applications. Iframes can also be integrated in the respective pages. Are there any type of integration/API communication between applications? We will need a detailed description of this requirement in case of any integrations are to be done.

No other integration between applications is anticipated.

- Recreation Programming/Event Registration & Facility Management - We will list the event/Facility with a detailed landing page and allow registration through forms. However, facility management will need a detailed requirement description.

No specific needs anticipated at this time.

- Online Payment Solution – Are there any e-commerce setup that is to be developed? We noticed that there are links to 3rd party portals where payments are handled. Is that the expected functionality going forward as well? Please elaborate.

Yes, links to 3rd party payment portals is expected functionality for e-commerce.

- RFP/RFQ/Bid Posting -The City can release RFP in their website (Attachments). We will not be able to manage submissions. Please provide a detailed requirement if end-user RFP submission is also required with this feature.

No RFP submission functionality is required.

- Video Hosting – We can integrate a Youtube video player as the City currently uses it for streaming purpose. The City can also consider other dedicated 3rd party services such as Granicus. We can integrate it within the website. Does City have a preference for a specific video hosting provider?

No preference, but capacity to integrate as needed with current platforms such as the City's youtube channel is preferred.

- Real Estate Management – Property listings with advanced filters can be handled within the website. Please elaborate on this requirement if more features are expected.

No additional features required.

- Volunteer Management & Registration software – Can you please elaborate more on this requirement?

No specific features required.

- Can you please let us know the estimated budget ?

See earlier answer in addendum 1.

- Do you have any restrictions on the location of the resources?

See earlier answer in addendum 1.

- Do you have any SEO goals?

- Can you let us know the estimated Timeline for completion / launch date?

See earlier answer in addendum 1.

- Can you please let us know the volume of traffic?

See earlier answer in addendum 1.

- Do you have any preferred CMS for the website to be built -open or proprietary CMS?

See earlier answer in addendum 1.

- Are you feasible to work with Drupal CMS?

See earlier answer in addendum 1.

- What mode of training you would prefer ? Would you like to opt for onshore or offshore training?

WEBSITE DESIGN & IMPLEMENTATION RFP ADDENDUM 1

Any training can be completed in remote fashion, but the city staff involved will not be available to travel to attend off-site training.

- Do you prefer City of Tonganoxie based business?
See earlier answer in addendum 1.
- Is there any incumbent vendor for this proposal?
See earlier answer in addendum 1.
- Do you have any specific MBE/SBE goals?
See earlier answer in addendum 1.