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| **County Administration Building**  **404 Elm Street**  **Rockford, Illinois 61101** | **Ann Johns**  **Director of Purchasing**  **Phone: 815-319-4380**  **Fax: 815-319-4381** |

**February 11, 2021**

# ADDENDUM ONE

**WEBSITE AND SOCIAL MEDIA REFRESH/REBUILD**

**REQUEST FOR QUALIFICATIONS #21Q-2211**

*Bidders are required to indicate on their Proposal Form that they have received and acknowledged Addendum One.*

**The following questions were submitted followed by the answers;**

1. **What is the expected budget for this project?**

**Undetermined**

1. **Who is the incumbent agency if there is one?**

**No**

1. **If there is an agency who you have worked with for last year, how satisfied were you with their results?**

**N/A**

1. **Is there a preference for in-state bidders?**

**No**

1. **Is there any requirement for the vendor to be on site?**

**Yes for demonstrations, training and other.  Virtual may be substituted.**

1. **Would you consider highly qualified out of state applicants?**

**Yes**

1. **Can responses be submitted via email?**

**No**

1. **Will the award be based on the lowest cost bidder?**

**No**

1. **How many vendors will be awarded?**

**One**

1. **Is there a pre-proposal conference and if so, is it mandatory?**

**No**

1. **Whether companies from Outside USA can apply for this?     
            (like,from India or Canada)**

**Yes**

1. **Whether we need to come over there for meetings?**

**Yes**

1. **Can we perform the tasks (related to RFP) outside USA?    
           (like, from India or Canada)**

**Yes**

1. **Is there a budget for the project?**

**Undetermined**

1. **Is there a preferred CMS?**

**No**

1. **Will any of the elected/appointed officials websites be rolled into the new County redesign, or will they all stay separate sites?**

**Separate**

1. **What vendor or payment gateway is used for online payments?**

**Currently none, TBD**

1. **Does the county already have a 3rd party vendor that can support live streaming meetings?**

**Yes**

1. **Under the creation of web forms requirement, what format do you see end users being able to save a form as?**

**PDF**

1. **How many Preformatted pages for  data uploads would you estimate needing to have built?**

**Unknown**

1. **Do online permit , forms and applications need to be tied to any external systems to validate data, or push information to?**

**Not immediately, in the future - yes.**

1. **Is the** [**www.wincoil.us**](https://linkprotect.cudasvc.com/url?a=http%3a%2f%2fwww.wincoil.us&c=E,1,OYte5ngAm6QrKQy-tAU4gJSOWN2PCMgTncupO0pNLPi3jgdMJv-jyRby8aitdfuTKr-LXF7KB4P_dlvDIZhmkxU7WEwO91PI8I9iAtF7iaVzww,,&typo=1) **the only domain in scope for the redesign?**

**Yes**

1. **Is there a target launch date? Is it tied to an event or some sort of date deadlines like a fiscal year or event?**

**Mid-April 2021/ No**

1. **We've built municipal sites ranging from $50K to over $500K. What budget neighborhood do you expect to be in?**

**Undetermined**

1. **Is there an organizational preference for open source vs. a proprietary CMS?**

**No**

1. **What shortcomings of the current CMS do you hope to remedy with this effort**

**The CMS must be so easy to use that the authorized users find it simple to keep content current.**

1. **Does search need to index the contents pdf / Doc files?**

**Preferred**

1. **Please describe all integrations with other sites or data sources more complex than an iFrame or embed code.**

**N/A**

1. **Will single-sign-on be used to control administrative access to the site? If yes, please elaborate.**

**Not required.  We do support LDAP.**

1. **Can you provide usage data, or estimate expected traffic to the site?**

**See ADDENDUM ONE ATTACHMENT ONE**

1. **What are the data storage requirements for the site?**

**Current size is 7.5 gig on file system & 4 gig in DB; may be less or more after refresh / rebuild.**

1. **Would you describe the content as structured, with consistent separation of content and code**

**Yes**

1. **Google has about 3800 pages and 1900 pdf files indexed on the site. Does that sound right?**

**See ADDENDUM ONE ATTACHMENT ONE**

1. **What percentage of the current content is obsolete and won’t be migrated to the new site?**

**TBD**

1. **Do you need us to conduct an extensive discovery process that includes extensive research into user persona development - or a more streamlined discovery based on the web team's input and best practices?**

**No**

1. **Do you have high-quality photography/media assets available for the new site?**

**No**

1. **We are an IL company with some remote team members working from outside of the US. Is there any restriction on their ability to contribute to the project?**

**No**

1. **What is your estimated budget for this project? This helps us determine the complexity of various features.**

**Undetermined**

1. **Who will be responsible for evaluating responses (people and/or roles)?**

**RFQ Review Committee - TBD**

1. **What departments are stakeholders in this project?**

**Administration and maybe others**

1. **Who built your current site, and when was the last refresh?**

**KMK, many years ago**

1. **Do you have a preference for a highly secure, open-source CMS like Drupal?**

**No**

1. **Please describe your current hosting setup**

**On prem.  Prefer that the selected vendor host.  Was in the RFQ.**

1. **Who currently provides you with ongoing support services?**

**Varies**

1. **Please describe your technical / IT staff. How many members do you have and what is their level of experience, particularly with Drupal and/or PHP. This helps us determine the level of support you may require.**

**Highly experienced developers**

1. **RFP pg. 9, pg. 11 bullet 1: The RFQ states that some county officials have their own private websites, but that the new website should allow for multiple department/division sections. Which if any of those sites be included in the redesign? Or will they remain separately managed sites?**

**Separate**

1. **RFP pg. 9: Can you explain a little more about what social media services you are looking for on an ongoing basis? Updating service with County supplied content What do you mean by social media updating?   Physically update FB as an example, with content supplied Are you looking for assistance with social media content?**

**We are open to suggestions**

1. **RFP pg. 10: Please describe your current technical infrastructure and database management systems.**

**Sophisticated and industrial strength RDMS**

1. **Please confirm that awarded vendor will work remotely.**

**Yes**

1. **What specific social media support are you requesting at this time?**

**Updating social media outlets with County approved content**

1. **It’s unclear from the RFQ which platforms and what specific social media services you’re requesting.**

**Facebook & Twitter; on the bottom of the wincoil.us home page.   Instagram has not been developed.**

Any questions should be directed to the Purchasing Department, 404 Elm Street, Room 202, Rockford, IL 61101 or by telephone 815-319-4380, or email Ann Johns at [purchasing@wincoil.us](mailto:purchasing@wincoil.us)

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**END OF ADDENDUM ONE**