

Addendum 1



The Corporation of the Town of South Bruce Peninsula

RFP 19-26

Website Redesign and Development

Addendum 1

August 29, 2019

This addendum forms part of the bid document for RFP 19-29 for the above noted project and shall be read in conjunction with the bid document, posted on Aug 19th. The following revisions supersede the information contained in the bid document issued for the above-noted project to the extent referenced and shall become part thereof.

1. Question: Regarding the clause a description of experience in projects of this nature and at least three (3) municipal references, is this a disqualifying factor or a loss of points?

Answer: Yes, we require three (3) municipal references.

2. Question: And do the municipal contracts have to be for website redesign or can they be for comparable sized applications built for municipal use.

Answer: Yes, the contracts must be for municipal website redesign

3. Question: Do the 3 references and 3 comparable contracts all have to be municipal or can they be from similarly sized projects?

Answer: Yes, the 3 references and 3 comparable contracts must be municipal.

4. Please provide links to similar organization websites that you like and tell us why?

As stated on page 2 of the RFP, the Town is seeking proposals from website development companies to influence, design, develop, host and implement its public-facing website. As such, we would work with a developer on what features would work for South Bruce Peninsula.

5. Do you expect or want us to prepare a proposed site architecture in our submission?

As stated on page 3, the Town uses a third-party Information Technology support company for hardware and server requirements and the successful bidder will be

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expected to work closely with the Town's IT provider to ensure a compatible and reliable website format. As such, this would be determined once the project has commenced.

6. Can you provide details on the scope of the renting of public facilities using eCommerce?

Answer: The Town currently does not use Ecommerce for the renting of public facilities.

7. Do you have a list of all the businesses to be in the directory and are they in electronic format such as .csv?

Answer: Yes, we have a listing of businesses the file can be a csv or pdf file.

8. Under the key deliverables it notes ... Hands on training for select staff on how to use the content management system, including how to write effective content for websites and how to edit the website templates. What is the expectation with regards to how to write effective content .. =please provide the scope?

Answer: Training sessions for key staff should be included as part of the proposal.

9. Is there an expectation of a certain number or ballpark estimate of required onsite hours?

As stated on page 6, under key deliverables, a detailed project implementation schedule including contingency plans should be included as part of any proposal.

10. What is the budget for the project?

The proposal will be selected based on value per dollar.

11. The RFP mentions Windows Server R2 2019, is there an expectation for any integration with your existing server environment?

Not at this time.

12. Would the Town be interested in a separate landing page for Warton Willie and/or the Venture Here sections? If yes we can provide this as an optional cost.

Please include as part of your additional cost proposal.

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13. Has the Town established a budget for the project and is that information you are able to share?

Please see question 10.

** Please Note: This addendum notice must appear with your tender submission.

Signature of Bidder

Company Name

Name of Bidder (Please Print)

Date