

EMPORIA STATE UNIVERSITY

ADDENDUM

Addendum Date: November 17, 2017

Addendum Number: 1

RFP Number: 007-18
Closing Date: November 21, 2017 2:00 pm CST

Procurement Officer: Kaylee Wood
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Item: Marketing & Media Services
Agency: Emporia State University (ESU)
Location(s): Emporia, KS 66801

Questions asked prior to question deadline:

1. Question: Is there a specific proposal format- page size, page count for example, that we should follow?
Answer: Please follow the Supplier Response Check-List on page 8, otherwise there are no recommendations for number of pages. Reduced file sizes upload to the bid submittal webpage easier than high resolution/large files.
2. Question: Should the answers we provide in the Technical Proposal section apply to both SOW 1 and SOW 2?
Answer: If responses are different to the Technical Proposal section on pages 12-13 for Scopes 1 & 2, please provide two sets of answers labeled correctly, otherwise, one response will be considered applicable to both scopes.
3. Question: Please clarify the duration that the time lines in the Technical Proposal are expected to cover. Through June 2019?
Answer: The contract dates are set to extend to June 30, 2019. Please list costs that will encompass both Scopes 1 & 2, separately, for that duration of time.
4. Question: Will you please further explain how the "Technical Literature" requirements relate to both SOW 1 and SOW 2? What is expected specifically for AOR and Website services to satisfy the request for Technical Literature?
Answer: Related to SOW 2, technical literature will include any technical specification for software used, or recommended, and any standards used for templates, web programming, or related functions to ensure what is being used, or recommended to use, matches the technical requirements we have listed in the SOW.

5. Question: Is the P-Card the only acceptable form of payment available or are other options available, for e.g. wire transfers?

Answer: P-Card payments are preferred by the University, however, ACH and/or paper check warrants are another option. Wire transfers cost the University additional processing fees.

6. Question: How many respondents are participating in both RFP/SOWs?

Answer: As a formal solicitation, all bids received are sealed and unavailable for anyone to view until bid closing on November 21, 2017 at 2:00 p.m. CST. Bid opening will occur at that time for which vendors may be present for to see the names of the firms who responded. No other detail can be released at that time until negotiations are complete and a signed contract is in place. At that time a bid tabulation can be requested by following the instructions on Page 10-11: #14 Proposal Disclosures of the RFP.

7. Question: SOW 2 suggests one site will replace the need for all sites and notes multiple current sites within the Scope of Analysis. Please confirm the assignment is to create a single website and eliminate athletics, micro sites like imahornet.com, graduate studies and other sites. Specifically, how many sites need to be consolidated into one? We'd like to better understand the expected level of evaluation needed based on the number of existing ESU websites to be consolidated.

Answer: We are confident that we would like to consolidate our undergraduate and graduate microsities into our main ESU website. We would like to evaluate the feasibility of merging our Athletics website into the ESU Website environment, but it is less of a priority.

8. Question: There was no "Response Shall Include" list for SOW 2. Should we form the response based on the Evaluation Criteria listed in a)- f)? Or is there a specific Response Shall Include list for SOW 2?

Answer: Please consider the "Evaluation Criteria" in Scope 2 as the topics that are needed covered and explained in your response.

9. Question: Please further define what you're looking for under the "accreditations" referenced in b) under "Evaluation Criteria" in SOW 2.

Answer: In this context, accreditation would be providing, or referencing, examples to verify practices used that are acceptable for website development as defined in good practice or specific to the SOW (WCAG 2.0, SSL, etc.).

10. Question: Please further define the criteria "Value Added Concessions and/or Incentives" referenced in c) under "Evaluation Criteria" in SOW 2.

Answer: In this context, we are referring to other services you may offer at a reduced rate, or no charge, by partnering with your organization for completion of this SOW.

11. Question: Please further define your expectations of a "Robust Training Plan" referenced in e) under "Evaluation Criteria" in SOW 2, and how many ESU team members need training.

Answer: In this context, we will have 3-5 individuals that will need to be trained, or provided knowledge transfer, of any template designs, organizational structuring of the website, or other practices and processes that would be managed and maintained by ESU after the completion of the SOW.