



Website Design – Request for Quote (RFQ)

ADDENDUM I

Answers to Questions

1. What functionality is the client looking for in terms of social media integration?

The City would like links through icons and possibly feeds.

2. How many contact forms is the client looking to have on their site? How many fields for each contact form?

All City Departments who interact with the public would need to be reachable. At this time there would be 10. It could be 1 form that allowed the choice of department through a dropdown menu to route the entry to the correct recipients. The forms would require the submitters contact information including name, phone number/email and what they wish to request or notify the City of.

3. How many fields is would be on the contact form for the citizen communication submittal and management?

Please see question 2 above.

4. How many fields is would be on the contact form for the citizen communication submittal and management? Are there any additional functionality issues that the client would like to implement in their new site? (e.g. form, gallery, events calendar, map, locations, members-only area, video clips, etc...)

Please see question 2. Having a calendar was included in the RFQ. This calendar would document City events including Council and Board Meetings.

5. How many fields is would be on the contact form for the citizen communication submittal and management What is the current Domain Registrar, DNS Host, WordPress Login, and Web Hosting information?
Please see question 2 above. The domain registrar is Network Solutions. The rest of the information requested is not relevant to this request for quote nor would it be made publically available.
6. The RFQ states text language translation:
What languages would be included?
Spanish at minimum. Any languages in addition to this would be welcome.
7. The RFQ states text language translation:
What languages would be included?
See question #6 above.
8. The RFQ states text language translation:
Would the chosen company be responsible for translations or just set up the site to accommodate multiple languages?
The City would expect the site to have the capability to convert any English text content added to the site to another language. It is expected this would be a plugin driven process.
9. How many pages are on the site?
That is indeterminable at this time. This will be a ground up design, departing from our current site, so much of the information present on our existing site will be simplified, streamlined, or eliminated.
10. Will the chosen company be required to migrate the current content/database, etc. from the live site?
The City has chosen to start fresh, so no content is expected to be brought over.
11. Where will the new site be hosted? Is there an option that you are thinking about or would you prefer to have us provide an option?
The RFQ states the winning bidder is expected to manage hosting the site.
12. Where is the current site hosted?
The site is hosted by the current design company.
13. What level of WCAG 2.1 would you like to achieve? We currently strive for WCAG 2.1 AA. We are more than happy to achieve AAA status but we wanted to confirm. Please let us know.
WCGA 2.1 AA would hopefully be sufficient.

14. Is there a current solution that you are using that we would need to integrate or would we need to create a new custom solution? If you are using a current solution what is the software that you are using to display events?

We don't have any specialized solutions. It appears our events are run through an "Events" integration for WordPress.

15. Can procurement clarify "preconstruction and construction services" around this requirement: "Proposed Process Approach – Must be no more than two (2) pages summarizing the method and approach to providing preconstruction and construction services to the City."

Please disregard item #12. Proposed Process Approach, as it does not apply to this RFQ.

16. Can procurement confirm/clarify if local preferences are indeed in effect? It is stated, "6. Local preference shall not apply to the following categories of contracts."

Yes, Local Vendor Preference applies to this RFQ. Page 13, Mandatory Vendor Submittal Form should be completed and returned. See "Submittal Instructions" on page 7.

17. Can procurement confirm/clarify if local preferences are indeed in effect? It is stated, "In order to qualify for the local preference authorized by this Section, the vendor seeking same shall be required to submit with its quote a statement containing relevant information which demonstrates compliance with the provisions of this Section. This statement shall be on the "MANDATORY VENDOR SUBMITTAL" form included in this quote document. Failure to provide such affidavit at the time the firm submits its quote shall constitute a waiver of See

Yes, Local Vendor Preference applies to this RFQ. Page 13, Mandatory Vendor Submittal Form should be completed and returned. See "Submittal Instructions" on page 7.

18. Can procurement Can procurement clarify if, in fact, a response to the RFQ is to be submitted electronically through the website (www.georgetownsc.gov) as per the instructions on the cover page: "Quotes must be submitted electronically through the City's website, www.georgetownsc.gov. The City will not accept quotes by hard copy, fax, or email." The statement below contradicts the above statement, listed on Page #1.

Page 8 states:

"Quotes must be sealed and clearly identify the name and number of the RFQ on the outside of the envelope/package, as well as the submitter's business name, address, and license number (if applicable). No other information shall be included or written on the outside of the quote envelope/package. The City shall not be responsible for unidentified quotes."

Yes, quotes must be submitted electronically through the City's website, (www.georgetownsc.gov). Please disregard the statement on Page 8, item #4.

19. Can procurement confirm/clarify if local preferences are indeed in effect? It is stated, “6. Local preference shall not apply to the following categories of contracts.”
Yes, Local Vendor Preference applies to this RFQ. Page 13, Mandatory Vendor Submittal Form should be completed and returned. See “Submittal Instructions” on page 7.
20. Can procurement confirm/clarify if local preferences are indeed in effect? It is stated, “In order to qualify for the local preference authorized by this Section, the vendor seeking same shall be required to submit with its quote a statement containing relevant information which demonstrates compliance with the provisions of this Section. This statement shall be on the “MANDATORY VENDOR SUBMITTAL” form included in this quote document. Failure to provide such affidavit at the time the firm submits its quote shall constitute a waiver of any claim for preference.”
Yes, Local Vendor Preference applies to this RFQ. Page 13, Mandatory Vendor Submittal Form should be completed and returned. See “Submittal Instructions” on page 7.
21. Is there an MBE requirement for the offeror to adhere to?
Please refer to the RFQ document, Page 14, item #6.