



# TOWN OF GREENWICH

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July 23, 2015

**\*\* ADDENDUM #2 \*\***

**TOWN OF GREENWICH, CT**

**REQUEST FOR PROPOSAL (RFP) #7159      DEADLINE: 8/11/15    AT 3:00 PM**

## **WEB SITE DESIGN AND BUILD/DEVELOPMENT FOR NATHANIEL WITHERELL**

**Question #1:** Does TNW plan to migrate any of the existing content from the current website to the new site? If so, will TNW require assistance in migrating the existing content/images?

**Answer #1:** TNW reserves the right to migrate content, but the intention at this point in time is to have a fresh start. Ultimately it will depend on recommendations from the designer.

**Question #2:** The RFP states that “Visitors shall be able to register for events, sign up to volunteer, and donate.” How does TNW wish to manage this process? For example, will visitors fill out a form with their information every time they sign up for an event/make a donation or does TNW intend to create a login where visitors will enter credentials to view and manage events, donations, etc.?

**Answer #2:** TNW does not intend to manage a login capability. Visitors will handle transactions and/or registrations on an activity by activity basis.

**Question #3:** The questionnaire asks us to offer two (2) suitable approaches to the CMS Implementations.” Is this referring to potential hosting configurations (Ex: Hosted vs. On-Premise)? Please clarify.

**Answer #3:** TNW expects that the web page will be hosted.

**Question #4:** What is the budget for this project?

**Answer #4:** The budget is “not to exceed \$30,000.

**Question #5:** There is a reply sheet in this RFP that asks for State of Connecticut Tax ID#. My company is based in New York State and we do not have a State of Connecticut Tax ID number. Does this disqualify us from bidding?

**Answer #5:** Firms based in CT and elsewhere are invited to respond to this RFP.

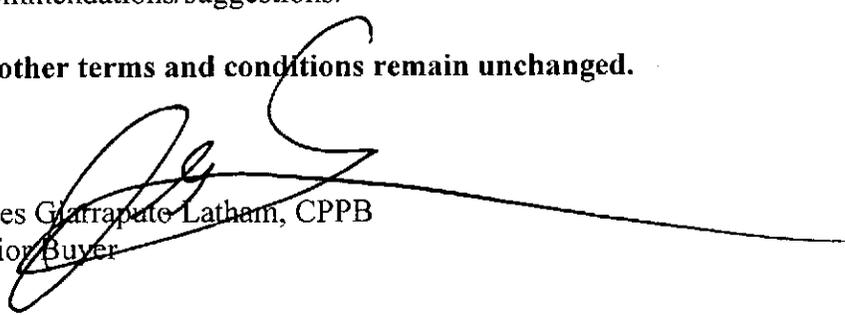
**Question #6:** Can you share the RFP document in Microsoft Word or similar format so that I can simply highlight, copy and paste portions of the RFP into my own proposal template?

**Answer #6:** The Town will not provide the entire RFP as an editable document. However the questionnaire section of this RFP will be provided as a WORD document. It will be posted with this addendum to [www.greenwichct.org/bids](http://www.greenwichct.org/bids).

**Question #7:** Does TNW leverage an existing platform for email marketing campaigns? If so, is TNW open to integrating the existing platform with the new website or does TNW only wish to implement a new platform/procedure for email marketing?

**Answer #7:** The Friends of the Witherell and Witherell's Volunteer office utilize ConstantContact, an email marketing software. TNW are receptive to integrating that platform into the new website. Respondents should not hesitate to offer alternative recommendations/suggestions.

**All other terms and conditions remain unchanged.**

  
James Glarapate Latham, CPPB  
Senior Buyer

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