



TOWN OF GROTON

ADDENDUM 1

REQUEST FOR PROPOSAL

19-20

WEBSITE REDESIGN

April 2019

RFP 19-20 Website Redesign Addendum 1

PLEASE NOTE:

BID DUE DATE HAS BEEN EXTENDED TO NO LATER THAN 2:30P.M. ON APRIL 30, 2019.

Questions/Clarifications

1. Is there an existing vendor who may be bidding? **No**

2. Does the Town have a CMS preference? **No Preference**

Will you consider an open source CMS, such as Drupal or WordPress? **Yes**

3. True WCAG accessibility compliance can cost \$20K+ and require substantial recurring costs to ensure ongoing compliance. Is the town looking to meet true compliance or, alternatively, present a best-faith effort? **Present a best-faith effort**

4. What is the budget for this project? **TBD**

5. What was the budget for the current Town website when it was developed? **Developed In-House**

6. The RFP states: *"The website should integrate with existing applications such as Quality Data Service, Tyler, GIS, Vermont Systems, Constant Contact and SIRSI/Dynix. There should be options for adding e-commerce solutions."* Can you please elaborate on how you currently use these systems and the level of integration required? Can you also elaborate on the e-commerce you may ultimately need?

Just needs to have links on the web page. E-commerce – This is for a future request that is unknown at this time.

7. The following sentence can be found on page 5 of the RFP: "The prospective bidder must complete the bid form and company information sheet, but need not return the entire Invitation to Bid". Will the Town of Groton please clarify what they mean exactly by "bid form" and "company information sheet", and where these are to be found? **Pages 14, 20-22 and any other requested information/documents.**

8. The following sentence can be found on Page 6 of the RFP: "No proposal shall be considered from vendors who are unable to show that they are normally engaged in purveying of the type of materials/equipment of workmanship proposed". Will answering the questions found within the 'vendor qualifications' section meet this demand? If not, can the Town of Groton please clarify how they would prefer vendors demonstrate their normal engagement in the purveying of the type of materials/equipment of workmanship proposed?

Will answering the questions found within the 'vendor qualifications' section meet this demand? Yes

9. Given the close proximity of the question due date and the final due date for responses, as well as the requirement that responses be physical copies which necessitates shipping, would the Town of Groton consider extending the due date of responses? **Yes – New bid due date is 2:30 on April 30, 2019.**

10. What is the budget range allocated for the website redesign project? **See question 4.**

11. When is the due date for the project? **Roughly 6 months after the contract is signed**

12. Is there or will there be a single point of contact for the selected agency at the Town of Groton for this project? **Yes**

13. When will selected marketing agency be notified that it has won the bid? **After the RFP's have been reviewed, the demos completed and the final selection by the committee. This will take about 30 – 45 days.**

14. What visual assets will the Town of Groton provide to the selected agency for the redesigned website? Or do you anticipate shooting/purchasing new photography? **The Town of Groton will supplied**

15. Is it mandatory that the new redesigned website be programmed in ASP.net? **No**

16. Whether companies from Outside USA can apply for this? **No**

(like, from India or Canada)

17. Whether we need to come over there for meetings? **No**

18. Can we perform the tasks (related to RFP) outside USA? **No**

(like, from India or Canada)

19. Can we submit the proposals via email? **No; submittal must be sealed bids; see specifications for details.**