

Project: WEBMASTER SERVICES

Date: September 20, 2017

RE: Addendum 6

of Pages: 3

The following revisions and/or clarifications to the proposal documents for “Webmaster Services” are a result of discussions at the pre-proposal conference held on August 10, 2017 and the questions received by close of business on August 17, 2017.

Questions: (answers to all question are shown in Italics immediately after the question):

I. Website planning & development

1. To get a better understanding of project scope, can you give general weekly or monthly hours the incumbent firm has worked? We have had clients that range from a few hours to per week to 40 hours of maintenance services. *A few hours per week*
2. It is our understanding that the website is hosted with Hostgator. What Hostgator server account/plan is currently being utilized? *Linux*
3. Regarding knowledge transfer, did the incumbent firm create a manual for the sites that they created? *Yes*
4. In regard to section b.1. of the Scope of Work, website redesign is referenced which is different the [sic] website maintenance services. Is our understanding of this request correct? If so, please assist with the following:
 - a. Is there a separate budget for redesign that we can write to? If yes, can you please the budget range so we can determine the scope of services we can potentially include. If no, please share the protocol for billing full redesign projects which are usually one-offs. *There is no separate budget for redesign. Section B.1 of the scope of work, refers to “Webpage” Redesign not “website” redesign. Therefore, for Webpage Redesign, the pricing should be included in the Cost Proposal. Approximately 15 webpages may need to be refreshed. Your best estimate for time and material should be included on Appendix G which is attached.*
 - b. IS BPCA seeking CMS recommendations or should the selected vendor redesign in the same system? *CMS recommendations*
 - c. Will the selected firm be maintaining the current website while creating the new website? *Yes*
 - d. In addition to what has been expressed in the RFP, are there any operational bottlenecks, marketing, stakeholder interaction, etc. challenges/opportunities of improvement BPCA is facing that we may factor in our proposed redesign solution? *No*
5. Regarding database administration (section E. in appendix C) and other similar sections, the requested deliverables may require the selected vendor to provide an initial assessment if existing documentation does not exist. Does this document exist? If no, can this one-off assessment be billed as a separate work order? *Yes, documentation exists. However, if there are some documents missing, it can be billed as separate work.*

II. Mobile App Related

- 1. Is the Irish Hunger mobile app maintained as separate native apps for iOS and Mobile? If not, what are the current apps built in. *iOS and Android*
- 2. Will the selected firm be hosting the apps? If so, could you please share the current specs/space details? *No, this is done by third party.*

III. Administrative

- 1. Does the ten-page limit exclude a proposal cover (not referring to the cover letter)? *The page limit does not include the proposal cover page.*
- 2. To lean on the side of caution, we kindly ask for you to confirm if section VI.A. & B. (information Required) does not count against toward page count. If it does, can the sample web page requests be excluded? *The responses to section VI.A. & B. count toward the total page count. The sample web page does not count against the total page count.*
- 3. Who is the incumbent? *We do not provide this information*
- 4. Could the Standard Vendor Responsibility Questionnaire be included in the original paper proposal and PDF, as opposed to all eight paper versions? *No. Please submit one original Vendor Responsibility Questionnaire, with ink signatures, and provide a copy of the Vendor Responsibility Questionnaire in each of the 8 paper proposals submitted.*
- 5. If the prime is a certified NYS MBE, will that satisfy the MBE request referenced in the Utilization Plan? *You will receive credit for the MBE portion, MBEs will still be responsible, however, for the WBE and SDVOB goals.*
- 6. Can the required adjustments to firm’s insurance policy be made after the selection is made? *Yes. You will, however, be required to be fully compliant with Insurance requirements per the RFP prior to the award. Please note that you can meet the requirements.*

By signing the line below, I am acknowledging that all pages of the addendum have been received, reviewed, and understood, and that the information herein will be incorporated into the bid price submitted. This document must be attached to the proposal.

Print Name	Signature	Date
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Number of pages received: _____<fill in>

Distributed to: All present and all prospective Proposers