



City of Quincy, Massachusetts
Purchasing Department
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ADDENDUM NUMBER 1

BID/RFP TITLE: Web Design & Development

DUE: June 25, 2015 @ 11:30 A.M.

PLEASE NOTE : The following **questions** were raised by a potential bidder. The City's responses to the questions are as follows:

Q-1) The RFP specifies hosting the new website on an internal city server. Is this a mandate or will Quincy consider an external hosting environment?

A-1) No, Quincy will not consider an external hosting environment, it is a mandate.

Q-2) We have read your RFP and would like to know what the budget for the project is. This information will give us a better understanding of the kind of development you're looking for and how we can present a proposal that better meets your need.

A-2) The City has for the most part estimated and budgeted \$50,000. for this project.

Q-3) Whether companies from Outside USA can apply for this? (From India or Canada)

A-3) The City would request a U.S. Company as this would work better with the existing City's I.T. policies, firewalls and spam filters etc.

Q-4) Whether we need to come over there for meetings?

A-4) Yes, initial meetings and periodic update meetings will be required.

Q-5) Can we perform the tasks (related to RFP) outside USA? (From India or CANADA)

A-5) See A-3 and A-4

Q-6) Can we submit our proposals via email?

A-6) No, M.G.L. Procurement Law Chapter 30B does not allow that.

Q-7) Are you open to running a CMS such as Drupal or Word Press on your Virtual Operating System as stated on your third page under SCOPE OF WORK?

A-7) Yes we are open as long as it meets the criteria of the RFP and the needs of the City.

Q-8) One of the eligibility criteria is that the company has to be in business for five years. We have been in business only for two years, can we still go ahead and respond or we will not be eligible to apply?

A-8) Per the minimum criteria set forth in the RFP, being in business for less than 5 years you would be deemed non-responsive.

Q-9) What is the reason for the requested timeline of 120 days? Is there a specific event or goal with a launch date after 120 days? Do you have a hopeful project kick-off date that we can begin mapping the project out from?

A-9) It is at the best interest of the City

Q-10) *Under “Additional Requirements,” you mention an app to take and send pictures. What is the intended purpose of this app? Is it to allow users to report an issue and use a photo to enhance the communication with the city? Or is there other picture taking functionality in mind?*

A-10) **The City will award a contract to the proposer offering the most advantageous proposal, taking into consideration all evaluation criteria as well as price.**

Q-11) *Are there on-site requirements? If so, what are they?*

A-11) **Please refer to the RFP**

Q-12) *Under “Site Navigation,” you mention administrator control over the full site search. What elements of “search” would you like administrators to have control over?*

A-12) **On our current site we have “Google” site search we would be looking for “Google” site or a similar product.**

Q-13) *Do you operate with a silence period after proposals are submitted? If so, when does this time frame end?*

A-13) **This question does not apply to this RFP**

Q-14) *When do you plan on making your final decision?*

A-14) **2-3 weeks after opening**

Q-15) *What key factors are important to you that may not be clearly outlined in your proposal?*

A-15) **The City will award a contract to the proposer offering the most advantageous proposal, taking into consideration all evaluation criteria as well as price.**

Q-16) *What are your overall goals with the website project?*

A-16) **Please refer to the RFP**

Q-17) *Are you open to receiving additional information within the proposal that may be outside of your current scope outlined in the RFP?*

A-17) **The City will award a contract to the proposer offering the most advantageous proposal, taking into consideration all evaluation criteria as well as price.**

Q-18) *Are you interested in Emergency Management*

A-18) **The City will award a contract to the proposer offering the most advantageous proposal, taking into consideration all evaluation criteria as well as price.**

Q-19) *Would you like to have a Mobile App that could be found in the Google and apple store?*

A-19) **Yes**

Thank you.

PLEASE ACKNOWLEDGE THIS ADDENDUM IN THE BID FORM

**Kathryn R. Hobin
Purchasing Agent**