



CITY OF DANBURY
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June 13, 2016

ADDENDUM #1

To

Bid #05-15-16-03 "Website Development & On-Going Services"

This addendum shall be part of the Purchasing documents for the above captioned Bid. This addendum is to be acknowledged by the bidder by signing as provided below and returning with the bidder's proposal.

SEE ATTACHED: Questions – Answers, 5-pages

BID DUE DATE: Remains the same: no later than 2:00 PM on Tuesday, June 21 2016

Receipt of the addendum is hereby acknowledged.

Bidder _____

Signature _____

Title _____

Date _____

Charles J. Volpe, Jr.
Purchasing Agent
City of Danbury

ADDENDUM #1

To

Bid #05-15-16-03 "Website Development & On-Going Services"

Questions / Answers

Q Can companies from Outside USA apply for this?

A Yes

Q Will proposers need to come to the City of Danbury for meetings?

A Anticipate only for the interview process

Q Can we submit the proposals via email?

A No – must be submitted in writing as directed in the RFP

Q Can you provide a ballpark budget?

A No – we are looking for vendors best proposal

Q Who are the stakeholders for the project and what can we expect for approvals and turnaround?

A The Mayor's Steering committee, consisting of his administrative staff, IT Mgr. and Director of Project Excellence

Q Does the site need to be 508 compliant? Are there specific accessibility requirements?

A It is the City's preference – cost will be a consideration, so please break out cost in your proposal

Q Are there any specific hosting requirements?

A Yes – must be hosted in the USA

Q Is there a preference on the content management system?

A No preference – vendor should be prepared to demonstrate capabilities and provide proper training – ease of use will certainly be a consideration

Q Can you elaborate on the 311 chat feature?

A Live chat with City staff

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Questions / Answers

Q I didn't notice any language around social media integration, would any of the following be needed:
External hyperlinks redirecting users to Facebook and twitter pages etc?
Social aggregators that display content from all of Danbury's social feeds, similar to www.tintup.com
Shareable content throughout the site?

A Yes – propose capabilities and break out cost

Q For the alert system would these features been valuable:

- **Auto expiration of alerts**
- **Scheduled alerts**
- **Archive of alerts**

A Yes

Q In regards to the bid notification system

- **Can you elaborate on the required features and functionality?**
- **Was this custom built or is it a 3rd party solution?**
- **Do you have tech documentation on the existing system?**
- **What kind of data needs to be migrated**
- **How much data is there?**
- **What are the desired improvements if any?**

A We presently post our bids and bid results on the website – vendors can also register to receive e-mail notification of bids and any related information – a pdf version of the bid is e-mailed as part of the bid notification (files can be large w/construction drawings, so capacity is a consideration)

Current is a 3rd party solution

There is no documentation

Data to be migrated would be there registered e-mail addresses (approx. 3,000)

Q How will the new site need to be compatible with TaxServ?

A Website link to TaxServ will be required

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Questions / Answers

Q Should any of the following features be included?

- Interactive calendar
- Business Directory & Profiles
- News & Events ie Blog
- Careers / Job Posting Section
- Interactive map of Danbury's destinations
- Google Analytics
- Basic SEO
- Newsletter forms
- Local Event Sign-Up & Notifications

A Yes to all – cost will be a consideration, so please provide breakdown – City staff will need to ability to access and make changes

Q What is the project timeline?

A City is anticipating and award within 30 days after bids are received – and a go-live within 90 days thereafter

Q Is there a (CMS) platform preference? A back-end technology preference (.NET vs PHP, for instance)? Would the city consider an open source option?

A There is no CMS or back-end technology preference – and the City would consider an open source option

Q Do we need to quote hosting?

A No

Q What 3rd-party integrations are included?

A QAlert and QNotify (QScend Technologies)

Q Are there existing branding guidelines?

A No

Q How many people will be administering content?

A Anticipate two (2)

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Questions / Answers

Q What is the plan for content migration? Is the city expecting the vendor to offer that service, or is the city planning on internal staff to do that?

A Expected that vendor will do

Q Who supports the current site?

A QScend Technologies, Inc.

Q Will the City or the selected firm be hosting the new website? Also, is there a preferred server environment (e.g. Windows or Linux) or should the selected firm offer recommendations?

A Selected firm will be expected to host (in the USA) – no preference on server environment

Q Would you be able to share the approximate number of webpages you envision will be on the new website? This information will help us further develop project scope.

A Not known – would suggest that interested parties visit current website

Q Regarding TaxServ (Item # 9 in the Requirement Section), does compatibility refer to having a link embedded on the webpage that connects to the software, an embedded iframe or something other? If it is something other, possibly more custom, we kindly ask for a link to the TaxServ software product page (or software author's website) and a description of the technical expectations.

A Web link

Q As an alternative to submitting staff resumes, could bios be an acceptable alternative?

A Yes

Q Is the website content static or dynamic?

A Dynamic – City will require access

Q Is there any content management tool in place?

A QScend Technologies

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Q Does TaxServ provide any web services to integrate with?

A No

Q "The new website must be bilingual and capable of translating text to different languages". Can we assume that you expect two languages? Can you please specify the language that you would like to website to support? Do you mean only two languages strictly when you say 'bilingual' in the aforementioned line? Please mention the language(s) too.

A City expects a solution equal to or better than Google Translator

Q What are the different technologies used in your current IT infrastructure. Do you have any preference(s) of technology in developing this website?

A All 3rd part – user friendly

Q "The new website must have adaptive mobile capability (iOS and Android support)". Are you looking at having a separate mobile app developed for the website or do you expect it to be supported from the mobile browser?

A Expect to be supported from the mobile browser – would like mobile app suggestions for consideration

Q Referring to the Example 3 in the RFP. What are different expected functionalities (Reports, Services, Forms, Maps and Media header tabs) on the website?

A All listed – as related to City services

Q Does the website need any Video content upload feature?

A Yes

Q Is the development work supposed to be done only onsite or can we suggest an offsite and/or offshore model?

A Only important that hosting is done in the USA – proposers may be required to be present for an interview prior to award