

BID SOLICITATION NUMBER: 2012-209 RAJ

12/02/2011 ADDENDUM #1A

The Proposal Due Date on Page 2 of the above Bid Solicitation is now deleted.

Please insert this new text in its place:

New Proposal Due Date: Proposal documents shall be postmarked or electronically delivered no later than December 9, 2011, or hand-delivered before 3:00 P.M. on December 9, 2011.

Please add the following new text to the Bid Solicitation referenced above:

Deadline for Questions: The deadline for the submission of written questions is December 5, 2011, before 3:00 PM.

The following questions (1-20) have been received by DCC from interested vendors seeking further clarification to the RFP. DDC decided to share these questions and its answers with all vendors:

Question 1:

“On page 1, the Description of Services said, “10-20 page web site.” But on page 4, Minimum Project Requirements said “30 pages in its first launch.” Could you please clarify the estimate of number of pages for the web site? Is it 10-20 pages or 30-40 pages?”

Answer: We expect the site to launch with 10-20 pages and grow to more over time.

Question 2:

“On page 1, the Content said, “no secure areas,” “we may eventually need a password-protected area, possibly an FTP site.” But on page 4, Requirement said, “will require forms for data capture and the formation of a database.” Could you please clarify if password-protected secured web site, FTP site, and database site will be required parts of this proposal or will it be considered for future follow-up projects? The pricing will be very different for inclusion of secured site and database development. Also, if included, could you please be more specific about what kind of database need to be built and what kind of data will be stored in it and what is the estimated capacity (how many records will likely be stored in it, how many users, does each user need separate ID and passwords, etc.)?”

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Answer: The launch version of the site will not have secure areas, but we may add them over time. We expect to compensate the vendor for this through the monthly retainer not as a new project. Regarding the database, we would expect to have no more than 10,000 records, and they would be mostly standard contact info with a few more fields. We would not need many passwords to the database – maybe an admin access and a read-copy access. To be determined.

Question 3:

“On page 2, it said the proposal is due on December 2, 2011, but the Tentative Project Schedule on page 3 said the project will kick off on November 25, which is before the due date. Could you please tell me when the final proposal will be approved by Active Design and when the selected vendor is expected to begin the actual work?”

Answer: The selected vendor is expected to start work mid-December instead of November 25.

Question 4:

“What should be furnished to satisfy the "Financial Component" as described on page 5/12 of the RFP?”

Answer: The Financial Component is the Price Proposal Sheet, actually on page 11, not the last page of RFP.

Question 5:

“Could you furnish me the Doing Business Data Form?”

Answer: Doing Business Data Forms can be downloaded from <http://home2.nyc.gov/html/mocs/downloads/pdf/Doing%20Business%20Data%20Form%20-%20Vendor%20Update.pdf>

Question 6:

“What are the primary goals of this website design? Will the webmaster be asked to extract the details in this existing URL: <http://www.nyc.gov/html/ddc/html/home/home.shtml> and develop a new website based on the same, existing URL?”

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Answer: The goal of the website is to promote and exchange information on the Active Design program. The audience will be designers, architects and funders working in architecture and public health. The Webmaster will work with the team now on the project and will develop the site using new content to be provided by this team.

Question 7:

“Where will the work performance exactly be? Will it be at Long Island City DDC's premises or at our company's premises?”

“Is it fine with the DDC if this project is performed off-shore?”

Answer: Preference will be given to a webmaster who can occasionally meet with the team onsite and so be part of the ongoing program. The majority of time the webmaster can be offsite.

Question 8:

“When does the work performance subjected to commence? When does the site expected to go live?”

Answer: Work will start within three weeks of awarding the proposal and the site should go live within three months of that.

Question 9:

“In Page 1/12, we have: "The purchase order resulting from this solicitation shall not exceed \$50,000." - Does this mean our financial quote component should be lesser than 50,000 USD?”

Answer: Yes

Question 10:

“Is it fine if we submit our proposals ONLY via e-mail before 3PM 12/02/2011, with all documents being in PDF format?”

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Answer: Yes

Question 11:

“In Page 3/12, we have: "Construction of the website will be focused in the first two months, and webmaster will be available in an on-call basis monthly for updates and adjustments to the site. Monthly work will not exceed 30 hours per month average." - Does this mean that the webmaster will be working throughout the 1-year performance period (all phases of this project) with an average of 30 hours monthly in an on-call basis?”

Answer: The entire beta site (building and maintenance) plus the ongoing monthly retainer shall not to exceed \$50k over the course of the year.

Question 12:

“In Page 4/12, it requires: "Ability to work build and maintain database and/or recommend backend technologies" - Does the DDC have an affinity towards any specific database or back-end technologies? If yes, what would DDC prefer?”

Answer: We want to discuss the specific needs of this site and for the resourceful and knowledgeable webmaster to then propose a few options, reviewing the pros and cons of each.

Question 13:

“Is the DDC desired to utilize any web traffic tools? If yes, what would DDC prefer?”

Answer: See reply to #7

Question 14:

“Where will the site be hosted? What infrastructure is expected - Windows or Linux platform?”

Answer: Site will be hosted with our URL provider

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Question 15:

“How about Web CMS (WCMS) - does DDC prefer any specific WCMS? If yes, which one?”

Answer: See Question and Answer #10.

Question 16:

“Is this a new requirement, or incumbent is currently providing the services?”

Answer: New requirement

Question 17:

“Can the project be done on a onshore - offshore model whee the Project Management will be done in the US and the Development and Maintaince done offshore? By doing this we can be within budget and maximize the effectiveness”

Answer: Preference will be given to a webmaster who can occasionally meet with the team onsite and so be part of the ongoing program. The majority of time the webmaster can be offsite.

Question 18:

“Does the budget of \$50K include the cost of maintaince for the 1st year?”

Answer: Yes.

“If so can the maintaince be provided from offshore?”

Answer: See response to Question 15

Question 19:

“Is there provision for reimbursement of the the cost of hosting and local travel based on actuals”

Answer: The City policy is to reimburse local travel at cost, with no markup.

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Question 20:

“Can we email the proposal to you by 5 pm on Friday, Dec 2nd? Or in case it has to be mailed out, can be send it out on Friday so as to reach you on Monday?”

Answer: Unless we postpone the proposal due date and time, proposals are due as specified in the RFP.