

CITY OF TUCKER

ACKNOWLEDGEMENT RECEIPT OF ADDENDUM #3 RFP #17-005

City Website Design and Replacement

Upon receipt of documents, please email, fax or mail this page to:

City of Tucker

Attn: Procurement

4119 Adrian Street

Tucker, GA 30084

Phone: 678-597-9040

Email: procurement@tuckerga.gov

I hereby acknowledge receipt of documents pertaining to the above referenced RFP.

COMPANY NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____

EMAIL ADDRESS: _____

SIGNATURE

DATE

ADDENDUM #3

ADDENDUM #3
RFP #17-005
For
City Website Design and Replacement

NOTICE TO ALL POTENTIAL RESPONDENTS

The Request for Proposals (RFP) is modified as set forth in this Addendum. The original RFP Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP. Respondent shall take this Addendum into consideration when preparing and submitting its Proposal.

Summary of Pre-Bid Meeting held September 14, 2017

The meeting started promptly at 2:15pm at 4228 1st Avenue Tucker, GA 30084. The location was changed because of lack of power at City Hall.

Everyone was given an Agenda and signed in on the sign-in sheet.

Opening remarks were given by Shalonda Brown. Introductions were done by staff and bidders. Matt Holmes, (Communication's Director) gave an overview on what the RFP was for. Ashley Smith, gave detailed technical overview on what the city is looking for. Please see the list below of some important features desired:

1. Spell Check features
2. Publisher controls
3. Content management (being able to upload documents) Silverlight that is no longer supported. HTML 5 preferable
4. Navigation (prefer drop-down menus)
5. Multi-layer of navigation
6. Advance page preview
7. Workflow alerts
8. Friendly URL's even it is vanity URL's
9. Back-up pages very important (auto-save)
10. Master Calendar functions that are able to schedule events, put addresses in, integration with Google and Bing
11. I-Cal Downloads being able to share social media accounts
12. Standard contact forms and the ability for us to create our own forms would be great, a survey tool & ad hoc reporting tool.
13. Security tools two factor authentication preferred and being able to have security groups
14. Servicer that it should be hosted on Microsoft Server environment, SQL that's if we have to get data from the back end.
15. Security standards that you use if you use a front-end tool that filters the DNS request to avoid hackers.

Questions/Answers Section:

Q. What are the main challenges for the website?

A. We want people to go to our website and find what they need within 2 click. That will alleviate some of the calls made to the office.

Q. What's the ratio for visits to your website via mobile platform?

A. 60/40 with the majority visited by website via the computer.

Q. Do you want the pricing on all copies of the submitted RFP?

A. All of them should have pricing.

Q. Is the city looking for maintenance of the website?

A. You will be responsible for the hosting, but day to day maintenance will be done by staff onsite.

Q. How many people that will be involved in training?

A. Only 4 staff members will be included in training.

Q. Are you very active with social media sites?

A. Yes, we have seen significant growth in the last 6 months to a year.

Q. Do you want social media integration?

A. Having an option would be desirable.

Q. On the RFP, page 11 section A, what is the project date?

A. There are more trends of cities that highlighting the projects that are going on. If you have a projects module that would be a benefit great. It is pretty much something that highlights the main projects such as Streetscapes, Mainstreet projects etc.

Q. Are you requiring samples?

A. Yes, if you have examples of sample layouts whatever you may have done so we can get an idea of what you have done in the past and to make sure it is user friendly on the backside. Provide examples of sites you have done in the past would be a plus.

Q. What is the deadline for the site to be fully completed?

A. We are looking before the start of the New Fiscal year, roughly about a 9-month process possibly June 2018.

Q. Do you know how many pages are on your site?

A. Approximately 40+

Q. During the conversion would you like to keep the existing site?

A. Yes, we want to preserve what we have now.

Q. What is the budget for the project?

A. It commensurate with the experience and we are looking for quality.

Q. Are you looking for pricing options?

A. At City Management discretion

Assistant City Manager, Cindy Jenkins, advises the bidders to please sign all the appropriate addendums and submit them with their proposals by Monday September 18th at 10:00am. The meeting was dismissed at 2:40pm.

PRE-BID MEETING FOR RFP 17-005 WEBSITE REDESIGN

September 14, 2017 2:00pm-3:00pm


AGENDA

- Opening Remarks..... Shalonda Brown (Procurement)
- Introductions..... City's Technical Team, Bidders
- Presentation of Requirements..... Member of technical team
- Question/Answer Session..... Bidder/Technical Team Members
- Closing Remarks Shalonda Brown (Procurement)

PRE-BID MEETING FOR RFP 17-005 WEBSITE REDESIGN

September 14, 2017 2:00pm-3:00pm

Sign-In Sheet

<u>Business Name</u>	<u>Representative Signature</u>
Diversified Technol	
Diversified Technologies	Kenya Whitfield
CivicPlus	Lisa Lamm
EBS-4U	Andre Wright
Ashley Smith	IT
Matt Holmes	Communications Div.
Deborah	webmaster
Sheboda Brown	Admin Assistant/Procurement (Staff)
Cindy Jenkins	Staff - Asst City Manager