ADDENDUM NUMBER ONE
REQUEST FOR PROPOSAL – RFP 10-19

To: All Prospective Proposers and all others concerned

From: City of Cheyenne, Purchasing Manager, TJ Barttelbort

Date: February 27, 2019

Subject: **Addendum Number One to Request for Proposal 10-19 for Implementation of a Web-Enabled Content Management System**

The changes, clarifications, omissions, additions, and/or alterations in, on, and to the proposal information and specifications shall apply to the RFP submitted for and to the project indicated above. Except as modified by this Addendum Number One, all of the terms and provisions of the Request for Proposal ("RFP") for the above listed project remain in full force and effect. This Addendum Number One supersedes all previous instructions pertaining to the items listed:

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Implementation of A Web-Enabled Content Management System
City of Cheyenne
Request for Proposal 10-19
Addendum Number One

All questions received by the deadline of 12:00 p.m. February 22, 2019, are listed below with answers.

Q1.   Does the city have a local vendor preference for this project? We are located in California and can work effectively with clients across the country via telephone and web conference if that is acceptable to the City.

A1.   The City of Cheyenne will consider all vendors that can demonstrate a proven and successful track record in providing a web-enabled content management system and have experience in developing government/municipal websites.

Q2.   Does the city have a budget for this project?

A2.   The project budget will not be disclosed for this Request for Proposal. The City of Cheyenne will evaluate the submitted proposals to determine if the cost is within the fair market value of a website redesign.

Q3.   Is electronic submission of our proposal in PDF format an acceptable alternative to submitting printing copies?

A3.   Per Page 7, V. of the RFP, Email or fax submittals shall not be considered.

Q4:   How many page views do you currently get per month?

A4:   Below is a listing of page views for the last 6 months:

>   September 18' – 78,715 page views
>   October 18' – 80,567 page views
>   November 18' – 77,135 page views
>   December 18' – 71,083 page views
>   January 19' – 84,929 page views
>   February 19' – 71,624 page views

Q5:   How many authenticated (content writer) page views do you get per month?

A5:   An estimated 60 total users login to the City of Cheyenne website to make changes and updates as needed. Of those 60 users, approximately 8 to 10 users make daily revisions/modifications/additions to the website.

Q6:   Do you plan to run multiple sites on your new platform?

A6:   Yes. Currently the Board of Public Utilities (BOPU) has an associated – but independently ran -- website using the same vendor as the City's main website. The City also utilizes third party vendors for specific department needs that are attached to the main site via hyperlinks (ex: cheyenneevents.org).

Q7:   How many content items (pages) do you have in your existing Web site?

A7:   The City of Cheyenne website currently has approximately 463 pages on our existing site.

Q8:   How much file system space does your existing Web site(s) use?.

A8:   The City of Cheyenne website current utilizes approximately 53 GB of storage space.

Q9:   What is your project budget? If you cannot specify, could you provide a target range?

A9:   The project budget will not be disclosed for this Request for Proposal. The City of Cheyenne will evaluate the submitted proposals to determine if the cost is within the fair market value of a website redesign.

Q10:   Can you confirm the current CMS technology being used?

A10:   CivicCMS by Civic Plus is the current provider being utilized by the City of Cheyenne website.

Q11:   How much of the current site content will be migrated to the new system?

A11:   The City of Cheyenne's intent is to migrate all website content for continuity purposes for both residents and employees as city department pages contain needed information and/or resources. However, as part of this process we would like to incorporate cleaner, more simplistic navigational menus.

Q12:   Do you have a preferred approach to content migration?

A12:   The City of Cheyenne will allow the selected vendor to determine the most appropriate, efficient, and expedient process for content migration.

Q13:   Do you have a preferred CMS option?

A13:   The ability to maintain multiple simultaneous content editors is a desired goal for the CMS system.

Q14:   What is the size of the current city's web team?

A14:   The City does not have a dedicated department or personnel for web management. Rather, select individuals from different departments are tasked to create, maintain, and update information for their respective department.

Q15:   For the website re-design RFP, how many pages would be needed?

A15:   The City of Cheyenne does not have a minimum or maximum number of pages that would be required, however the City is open to a more simplified or minimized version of the existing website,

Q16:   Will it be required to move all content (text, images, pages) over to the new site or will this be more of a fresh start with the minimal needed?

A16:   The City of Cheyenne's intent is to migrate all website content for continuity purposes for both residents and employees as city department pages contain needed information and/or resources. However, as part of this process we would like to incorporate cleaner, more simplistic navigational menus.

ADDENDUM ONE ACKNOWLEDGED:

BY_____ TITLE_____
(Addendum **must** be signed and returned with proposal or receipt of the addendum **must** be acknowledged on the Proposal Submission).