CITY OF CLEVELAND – DEPARTMENT OF PUBLIC UTILITIES

CWD WEBSITE REDESIGN

REQUEST FOR PROPOSAL

ADDENDUM No. 1

February 22, 2013

Minutes from the pre-proposal conference held on February 20, 2013.

1. Introductions

2. Review of OEO Requirements – 10% CSB Participation Goal
   - Review schedule requirements
   - Bidders requirements
   - Professional Services Contract
   - Subcontracting

3. Review of Required Submittals of Bid Package
   - Non-Completive Bid Statement
   - Northern Ireland Fair Employment Practice Disclosure
   - Fee Proposal
   - Reimbursables Policy

4. Review of Scope of Work
   - Clear descriptive in the RFP
   - Need website to be a more modern website (our current website is outdated)
   - Provide a modern, easy –to –use website
   - User friendly website (easy to update data/information)
   - Use a design that will provide usable, consistent, and cohesive experience for customers visiting the site across multiple web browsers
   - Provide tools where we can fully utilize AMR data
   - Project completed by June 30th 2013
   - Website needs to be up and running by July 1st 2013
   - Content will be phased in

A copy of the sign-in sheet is attached.

Last day for questions is February 27, 2013 by 5:00 p.m.

Proposals are due March 8, 2013 by 4:00 p.m.

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Changes to the RFP:

1. In Page 10, under CONTENT MANAGEMENT SYSTEM, substitute the following:

   CWD has selected Drupal as the CMS platform. In response to this RFP firms must outline design considerations leveraging the Drupal Content Management System.

   With

   CWD has selected Drupal as the CMS platform. In response to this RFP firms must outline design considerations leveraging the Drupal Content Management System. However, CWD will consider **Joomla** or **LifeRay** as Alternative CMS platforms provided that the respondent can demonstrate that credible commercial support is readily available for the proposed CMS and that the Alternative CMS will meet all the requirements specified in the RFP. If one of the Alternative CMS specified above is proposed, then the respondent should understand that all applicable requirements in the RFP that reference the Drupal CMS will apply equivalently to the Alternative CMS proposed by the respondent.

2. On Page 21 Qualification for Proposal (A) (iv), substitute the following

   Submit with its proposal at least three (3) written, verifiable, references dated within the last three months from clients for which the Proposer has rendered services substantially similar to those sought by this RFP, and recommending Proposer for selection for such services.

   With

   Submit with its proposal, three references relevant to projects completed. The list of references should contain the following information: (1) Name of the Project, (2) Period of Performance on the Project, (3) Approximate dollar value of the Project, (4) Whether the vendor performed in that project as a Prime Contractor as a Sub-Contractor, and (4) Name, Title,

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Company-Name, Telephone #, and Email address of the Primary Contact Person of the project who would be familiar with the respondent's effort.

Answers to questions from the pre-proposal conference and received since the release of the RFP:

1. Is MyClevelandWater in the scope of work?

   Answer: Part of the deliverables is MyClevelandWater.

2. Drupal is already chosen, why?

   Answer: CWD has selected Drupal as the content management system; vendor must be able to leverage the content management system. It was based on the timeframe involved also. See also the changes to the RFP, No. 1.

3. Will this RFP include hosting?

   Answer: No, hosting is not part of the RFP.

4. How many pages need to be migrated?

   Answer: We currently have approximately 300 plus pages (content - we will support that).

5. How many PDF files?

   Answer: We have not determined how many PDF files will be used.

6. We are currently working with the City of Cleveland on an Oracle project, is this project connected to that project?

   Answer: No.

7. Do you support licensing for out of the box?

Answer: We do not at this point.

8. Are there any programs running in the background?

   Answer: Not at this time.

9. Will firms from outside the Cleveland area be considered?

   Answer: The RFP is open for anyone to bid on, if they meet the requirements.

10. In section "Project Schedule and Deliverables", under "Phase V", it says "The hosting company will be responsible for installation and management of the web server, data base and Drupal CMS." Has there been a selected hosting provider?

    Answer: The hosting provider will be selected at a later date.

11. Are there hosting requirements (SLA, Drupal Tuned, Security, etc.) that this hosting provider must meet?

    Answer: Drupal hosting is not within the scope of this RFP.

12. Could you elaborate on the level of support expected (i.e., Drupal module guidance, 24x7 break-fix support, advisory hours, phone/support tickets, Drupal core/module/security updates, etc.)?

    Answer: Drupal production support is not within the scope of this procurement.

13. Do you anticipate needing Drupal SLA based support?

    Answer: Drupal production support is not within the scope of this procurement.

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14. Do you have an established budget for this project that we need to be aware of and work within?

    Answer: We are looking for proposers to give us their fee proposal based on the scope of work that is spelled out in the RFP.

15. How many firms have expressed interest in this proposal?

    Answer: The RFP was released to over 30 firms. The RFP was also published on the City of Cleveland website.

16. Will open source solutions be a part of Phase 1?

    Answer: Yes.

17. Are there any 3rd party people involved in this process?

    Answer: Yes.

18. Is CWD staff trained to work with Drupal?

    Answer: CWD staff will be trained on the CMS as part of Phase V scope.

Department of Public Utilities
Non-Mandatory Pre-Proposal Conference
Wednesday, February 20, 2013
10:00 a.m.

CWD Website Redesign

Sign-In Sheet

PLEASE PRINT

	Name	Company Representing	Telephone Number	Fax Number	Email Address
1	Liz Maldonado	CWD	5646		liz_maldonado@clevelandwater.com ~~maldonado~~
2	CRAIG KOTELES	DRUORE TECHNOLOGIES	440 232 3846	440 232 8136	CKOTELES@DRUORE.COM
3	Osman Ahmad	CWD/tieOrya			
4	Ryan Shull	STUDIOTHINK	216-574-9533		ryan@STUDIOTHINK.NET
5	Beverly Vance	Studiothink	216-574-9533		bev@studiothink.net
6	Al Harlow	iNamics	216 916-0196	216 923-0123	alharlow@inamics.com
7	ISAAC Khoury	DPU	5750		ikhoury@clevelandwater.com
8	Simon MASTROIANNI	DPU	5630		SIMON_MASTROIANNI@clevelandwater.com
9	Scott Veley	DPU	216 6642444		scott_veley@clevelandwater.com
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