ADDENDUM #1

Request for Proposal

REGIONAL DISTRICT
WEBSITE REPLACEMENT

Issue Date: February 6, 2019
Addendum Contents: These 4 pages

This addendum shall form part of the Request for Proposal document and is to be read and coordinated with all other parts.

Question 1: Does the Regional District have a desired completion date/launch date?

Answer 1: It is anticipated that the successful Proponent will be chosen by the end of March. The Regional District is eager to move quickly to replace the existing website. While there is not a required launch date, it is hoped that the new website could be in place by early to mid-summer. Please be sure proposals include anticipated timelines as per Item c) in the Desirable/Point-rated Criteria under Section 6 – *Evaluation and Selection Criteria* in the Request for Proposal document.

Question 2: Is there an established budget for the project? Are you able to disclose it?

Answer 2: The Regional District does not have a finalized budget for the website replacement. We are looking to Proponents to provide pricing broken down by each stage within Section E - *Project Scope* in the Request for Proposal document.

Question 3: Do you currently own your current URL?

Answer 3: Yes, the Regional District owns our URL. In July of 2018, the Regional District underwent a name change from Powell River Regional District to qathet Regional District. At that time, we purchased qathet.ca which is currently redirected to powellriverrd.bc.ca which we also own but intend to retire from use with the replacement of the website.

Question 4: Does the Regional District have a preferred Content Management System?

Answer 4: No, the Regional District is open to considering all options. We are looking for supported rationale for any recommended system.

Question 5: Will the Regional District write all new content for the new website or is there an expectation for the selected vendor to assist with content writing?

Answer 5: Proposals should identify expectations of staff and make recommendations on the desired level of input from staff. However, it is understood that staff, as the experts in their fields, will be required to supply content for the replacement website or to update/revise existing content. It is anticipated that one staff member from each department will spearhead the content creation/editing for their department. The successful Proponent will direct staff in their efforts by making content creation suggestions and by developing timelines for required inputs from staff.

Question 6: How many staff will be required to be trained on the new system?

Answer 6: The answer to this question is dependent on the Proponent's recommended option for site content management. For example, if it is proposed that the Proponent perform daily content management under contract, then likely only two to three staff members would require training. If it is proposed that content input be decentralized amongst internal departments then there would be six to eight staff that would require training.

Question 7: What skill set will the planned maintainer have? If you have that user on staff.

Answer 7: There are a few staff at the Regional District that have become competent in handling front end content management through our existing WordPress website. Given proper training, it is assumed that the staff will be able to handle this task for a replacement website built using another platform. However, please review Item 5 – *Backend Support* under Section E – *Project Scope* in the Request for Proposal document for details on what it is believed that staff will be able to handle.

Question 8: Is there a hosting requirement for the information to be stored in BC? Canada? FOIPPA requirements.

Answer 8: Yes. Please review requirements as addressed in Item 1 – *Website Building Software and Hosting* under Section E – *Project Scope* in the Request for Proposal document.

Question 9: Are you seeking an information delivery system only, or is there a view of wanting to include user information (aka. login credentials for general users)?

Answer 9: Our website is currently an information delivery system only. However, during the course of the design and content development for the replacement website, this may change, e.g. online services to view utility billings, campground reservations, etc.

Question 10: On page 9 of the RFP, the District writes "All website content, source code and graphics, during development and after deployment of the website will be the sole property of the Regional District." When we deliver a new website to our clients, they own the content and graphics created during the project, and have access to editing/adding/removing content and images on their site and customize the template pages within all editable areas. However, because our solution is a proprietary CMS, we retain the rights and access to the source code. Is that reasonable to the Regional District, or do you need full rights and access to the source code?

Answer 10: Yes, it is reasonable for Proponent's to retain the rights and access to their source code for custom management systems.

Question 11: Is there a technology stack that is preferred for this project?

Answer 11: No. We are open to any language, web framework or software products, but look to the Proponent to rationalize their proposals.

Question 12: Are there any custom applications on the current website that are required to be migrated to the new site or skinned to match the new design? If so, can you please provide the URLs?

Answer 12: No. There are no custom applications on the current website that must be migrated to the new site.

Question 13: Will the District require integrations with any specific systems or 3rd parties?

Answer 13: The Regional District uses iCompass' Document Center to store all meeting agendas and minutes. It is imperative that the Search tool on the Regional District website link to these documents. iCompass' Document Center API is used to allow the Regional District's website to pull these documents based on the keyword that has been searched. Unfortunately, if you look at the Regional District's website now, you will see that this tool is not currently working and a "work around" has been done to take users directly to the https://qathetrd.civicweb.net/filepro/documents page to use the iCompass Search tool directly.
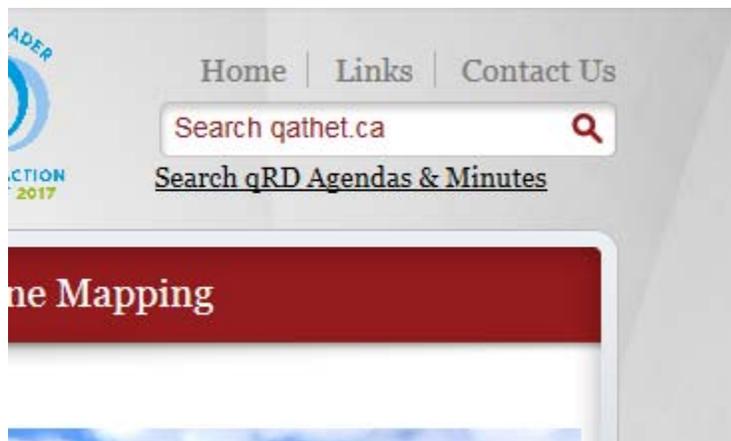
Question 14: Is the Regional District looking to have third party services 'skinned' to match the 'look and feel' of the new website? If so, can you please provide the URLs?

Answer 14: No.

Question 15: We understand that the Regional District is located in a remote area. We usually do our full product and module 2-day training on site. To help us provide the most accurate cost estimate possible, could the Regional District give an idea of how our trainer would get to the Regional District (nearest airport, driving distance, etc.)? Alternatively, if going on site is not an option, would the Regional District consider online training via conference call/video?

Answer 15: qathet Regional District's main office is located in the heart of Powell River, BC, Canada. Powell River has direct (approximate ½ hr.) flights from Vancouver, BC or if driving, it is a 2 ferry trip to reach us from Vancouver, BC (approximately 4 hours travel time) or a one ferry trip (1 ½ hr.) out of Comox, BC if traveling from Vancouver Island. If a Proponent feels that sufficient training and support can be provided via conference call/video, the Regional District will consider this recommendation.