

Addendum #1

**Development and Implementation of Interactive Web Site
RFP#11-090911**

Issued: September 23, 2011

- 1. Is the use of JOOMLA an absolute requirement or would the County be open to other Content Management System recommendations?**
Response: The use of JOOMLA is an absolute requirement.
- 2. Is there any requirement as to which version of JOOMLA is used?**
Response: We prefer version 1.7 but will consider all versions.
- 3. Please provide some insight as to why JOOMLA is preferred over other comparable, or more capable content management solutions.**
Response: County staff is already familiar with JOOMLA.
- 4. Is it the County's intent to combine the two web sites (dinwiddieva.us and playdinwiddie.com) into one site or, will they remain two separate sites?**
Response: We are looking to combine both Dinwiddieva.us and Playdinwiddie.com sites each in its entirety under one umbrella, but still want to be able to utilize both domain names.
- 5. Is the current Department of Economic Development web site (accessdinwiddie.com) to be incorporated into the new County web site design or remain as it is with a link from the County site?**
Response: It is not to be incorporated into the new web site design; it is to remain as is with a link from the County site.
- 6. Is the Public Schools link to <http://www.dinwiddie.k12.va.us/> to be part the new site, or remain as is with a link to it?**
Response: It is not to be incorporated into the new web site design; it is to remain as is with a link from the County web site.
- 7. How many Recent Projects should be listed, and do those Recent Projects listed have to have been designed using JOOMLA?**
Response: A minimum of 3 recent projects should be listed, with reference contact information provided for each as required in Section 8.8 of the RFP. The Recent Projects listed do not have to have been designed using JOOMLA.
- 8. How many Work Samples should be provided, and must these samples use JOOMLA?**
Response: A minimum of 3 Work Samples using JOOMLA should be provided. This will give us the ability to see the experience of your developers, professionalism, innovation and creativity. The intent is not to mimic, nor duplicate another site - originality is key.
- 9. What format do you require for Work Samples - may we just put the links to various web sites we've done or do you require a physical copy of a printout?**
Response: Links to the various web sites or physical copies of printouts will both be acceptable.

10. Web site Structure: what is envisioned as “help pages”, “guided tour” and “tutorials”, “etc.” AND will this information be provided by the county?

Response: Nothing extensive, but a "general web site help" to increase the usefulness of the site (such as "Navigational Tips" or "How Do I...", which would be beneficial to our users). This is not information which the County intends to provide.

11. What is meant by “allow for 2 sets of revisions per page and 2 sets of revisions for template design” as stated in the Deign/Development Budget section? Are you simply looking for alternative design layout options?

Response: Yes, basically if the first layout does not meet approval from all decision makers we want options to redo or modify the layout, schemes, or template.

12. What is meant by “make final adjustments” as stated in the Functionality/Usability/Testing section?

Response: Final adjustments would include minor changes, such as correction of misspelled words, sentence restructure, common errors, etc. Final adjustments should not and would not cause a revision or redesign of a page.

13. What is meant by “maintenance documentation” with respect to the “future re-designs of the site”? Does “future re-designs” mean creating a document to perform designer/developer functions such as: develop new template styles, color palates, graphics, content layout, etc?

Response: Training documentation for our end user to operate and make changes in the CMS portion of the web site. From the Administration point of view, the expectation is to have the site documented to allow IT to make template change/redesign in the future, if desired.

14. What is the overall budget for this project?

Response: Budget information will not be provided.

15. May we use the current Dinwiddie County logo on our proposal?

Response: Permission granted for the sole purpose of the RFP submittal.

16. May we include the option of redesigning the County’s logo in our proposal?

Response: No, this is not part of the scope.

17. Will the County consider an option for a fully hosted solution?

Response: No.

18. Does the County want the vendor to post all the existing information upon initial deployment?

Response: Yes, everything that is currently on the site will be available on the initial cutover.

19. Regarding a content audit of the existing site (i.e., determining which content will be transferred to the new site), who would perform that function – the vendor or the County?

Response: The expectation is the vendor will do all the "heavy-lifting". This is a complete turn-key solution.

20. The RFP mentions the need for an additional 12 month support for trouble-shooting once the site is launched. Do you anticipate support beyond this period or will that be assessed later and issued in a subsequent RFP?

Response: We do not anticipate a need for support beyond the initial 12 months.

21. Please provide more detail regarding what is expected by “Adapt forms, manuals, etc., already in use by Dinwiddie County”?

Response: The County is looking at revamping its forms to allow for form completion and submittal online.

22. What is meant by “Create various on-site services and features which may include links to search engines, a site index and a site map”?

Response: The ability to find information on the web is critical. The County would like to be at the top of any search engine when Dinwiddie or Dinwiddie County is being searched. Having the site indexed may contribute to the quickness of the search return.

23. The World Client mail link at the top of the right sidebar gets a “This Connection is Untrusted” warning when clicked. Is this to be integrated into the new site?

Response: No.

24. <http://online.dinwiddieva.us/applications/txapps/default.htm> is an ASP database. Is it to remain as is and be integrated into the new site, or rebuilt?

Response: It is to remain as is.

25. Roads & Travel has 6 large videos in AVI format, plus a PowerPoint. Are these to remain as is, or are they to be converted into newer, compressed formats?

Response: The County is in the process of removing these features from the current site; they will not need to be incorporated in any way into the new design.

26. Approximately how many pages are to be migrated in all?

Response: More than 350 but less than 500 pages.

27. What is the technology of existing web sites?

Response: HTML, ASP using Dreamweaver as our editor. We want the flexibility to allow all departments to update their portion of the web site with having IT involved.

28. You state that you require “an interactive web site”. Please explain the interactive features that are required.

Response: Interactive in relation to fill-able forms, contact page to allow users to contact various departments and the ability to conduct County business.

29. Please confirm that there is no integration required with other online applications.

Response: That is correct; mainly just links to other areas.

30. Please confirm that the proposed web site would be managed through CMS by Admin of the web site and that there would not be any user registration and login functionalities from the front web site.

Response: That is correct.

A signed acknowledgement of this addendum must be received by this Office prior to the due date and time or attached to your proposal. Signature on this addendum does not constitute signature on the original proposal document. The original proposal document must also be signed.

Company Name: _____

Signature: _____

Printed Name: _____

Title: _____

Date: _____