

WEBSITE DESIGN/DEVELOPMENT AND IMPLEMENTATION SERVICES FOR THE  
REGIONAL CENTER PARTNERSHIP OF SOMERSET COUNTY  
CONTRACT #: RCP-XS-9001-19  
**ADDENDUM NO. 1**

Addendum No. 1 has been issued for the RFP pertaining to Website Design/Development and Implementation Services for the Regional Center Partnership Of Somerset County, Contract #: RCP-XS-9001-19 on Wednesday, April 17, 2019 and has been delivered as an electronic transmission to all eligible vendors who have received bid specifications.

Copies of Addendum No. 1 may be seen or procured Copies of Questions and Answers may be seen or procured at the following location: County of Somerset, Administration Building, Purchasing Division, 20 Grove Street, Somerville, New Jersey 08876 during regular business hours Monday – Friday, 8:30 a.m. – 4:30 p.m.

**TO ALL CONCERNED:**

The original RFP package for the above referenced project is amended as noted in Addendum No.1.

**CHANGE OF THE RFP OPENING DATE:**

Date of Receipt of the Proposals has been changed as follows:

FROM: Thursday, April 25, 2019 at 2:00 P.M.  
TO: Tuesday, April 30, 2019 at 2:00 P.M.

**CONCERNING THE SPECIFICATIONS:**

- Item #1: Page 19, County of Somerset RFP Check list shall be replaced with page 19-revised
- Item # 2: This addendum is being released due to questions received which the answers provide additional information or clarifications to the requirements of the scope of work.

Addendum No.1 also includes questions and answers submitted by prospective respondents to the Somerset County Regional Partnership.

**COUNTY OF SOMERSET  
RFP DOCUMENT CHECKLIST**

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**Read,  
Acknowledged,  
Signed & Submitted  
Respondent's  
Initial**

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**A. FAILURE TO SUBMIT ANY OF THESE ITEMS IS MANDATORY CAUSE FOR REJECTION OF RFP**

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- Ownership Statement - Stockholder Disclosure Certification
- Non-Collusion Affidavit
- EEO/Affirmative Action Compliance Notice
- Proposal Cost Form/Signature Page
- Acknowledgement of Receipt of Addenda (To be Completed if Addenda are Issued)
- Disclosure of Investment Activities in Iran- Submit with response
- Other:

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**B. REQUIRED NO LATER THAN TIME PERIOD INDICATED**

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**B.1 SUBMIT DOCUMENTS AT TIME OF RFP RESPONSE DUE DATE**

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- Qualification Statement
- Key Personnel Information
- Three (3) references for similar projects
- Projected project plan and timeline (Gantt Chart)
- CD or USB Flash Drive with PDF of RFP along with Printed Copies (Ref: Notice of RFP and/or Section 2.2)

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**B.2 MUST POSSESS CERTIFICATE BY CONTRACT AWARD DATE  
"SUBMISSION OF CERTIFICATE WITH RESPONSE PREFERRED"**

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- New Jersey Business Registration Certificate
- New Jersey Business Registration Certificate – Named /Listed Subcontractor(s)

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**B.3 MUST SUBMIT BY CONTRACT AWARD DATE**

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- Certificates of the Required Insurance naming County Additionally Insured
- Evidence of Medical Malpractice or Professional Liability Insurance supply certificate prior to processing a purchase order

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**C. READ ONLY**

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- Americans With Disability Act of 1990 Language

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**This checklist is provided for respondent's use in assuring compliance with required documentation; however, it does not necessarily include all specifications requirements and does not relieve the respondent of the need to read and comply with the specifications.**

Name of Respondent: \_\_\_\_\_ Date: \_\_\_\_\_

**By Authorized Representative:**

Signature: \_\_\_\_\_

Print Name & Title: \_\_\_\_\_

## Questions and Answers

Copies of Questions and Answers may be seen or procured at the following location: County of Somerset, Administration Building, Purchasing Division, 20 Grove Street, Somerville, New Jersey 08876 during regular business hours Monday – Friday, 8:30 a.m. – 4:30 p.m.

Q1. What is your vision for this project? What business goals will this project accomplish?

A1. Refer to RFP Section 1 Introduction and Section 3 Scope of Work (SOW), Task 1 Website Upgrade with Content Management System and SOW Task 2 Website Design to be Mobile-Responsive and More Visually Attractive.

Q2. What are the success metrics or KPIs for this project?

A2. We currently rely on Analytics reports that are generated weekly to track and identify possible correlations between the amount of website visitation activity and certain public outreach efforts.

Q3. What are the strengths of your current CMS platform?

A3. Refer to RFP Section 1 Introduction and Section 3 Scope of Work (SOW), Task 1.

Q4. What are the weaknesses of your current CMS platform?

A4. Refer to RFP Section 1 Introduction and Section 3 SOW, Task 1.

Q5. Which of your organization's lines of business will be impacted by this project?

A5. The Regional Center Partnership of Somerset County is a not-for-profit organization and as such does not have "lines of business". See <https://www.regionalcenterpartnership.org/history.html#>

Q6. Are there are specific considerations for vendors in this procurement process?

A6. This is a fair and open process. Somerset County does not prequalify vendors.

Q7. Who are the stakeholders involved in this project?

A7. Refer to RFP Section 1 Introduction

Q8. Who will be involved in the evaluation and decision-making process?

A8. Refer to RFP Section 5.3 Evaluation Process

Q9. User experience design is the process of defining the manner in which users are able to interact with the website functionality. Are you seeking a firm to assist in user experience design?

A9. Refer to RFP Section 1 Introduction and Section 3 Scope of Work Tasks 1 and 2.

A10. User interface design, also known as creative design, is the application of an organization's brand to create website style tiles, wireframes, and prototypes. Are you seeking a firm to assist in user interface design?

A11. Yes. Refer to RFP Section 1 Introduction and Section 3 Scope of Work Tasks 1 and

Q12. The ability for the business user to effectively manage content within a new technology often depends on the depth of their knowledge. Are you seeking a firm to assist in the knowledge transfer and training of business users?

A12. Refer to RFP SOW Task 6.

Q13. Do you have a preference of web content management system? We recommend Drupal, an enterprise-ready, open source content management system that powers some of the world's largest and most popular websites.

A13. Refer to RFP Section 3 Scope of Work (SOW) Task 1. The County cannot prequalify any recommendations, any exceptions or recommendation need to be identified with their response.

Q14. If you do not have a preferred CMS, do you prefer an open source or proprietary solution? Upon review of the project requirements, we believe that an open source approach would provide the best value for your organization.

A14. Refer to RFP Section 3 SOW Task 1. The County cannot prequalify any recommendations, any exceptions or recommendation need to be identified with their response.

Q15. Which mobile devices must the platform support? We recommend, at a minimum, web-kit enabled iOS and Android devices.

A15. The platform must support web-kit enabled iOS and Android devices and have a responsive design to mobile screen sizes.

Q16. Which browsers must the platform support? We recommend, at a minimum, Internet Explorer 11.x and later, Firefox 5.x and later, Opera 12 and later, Safari 5.x and later, and Google Chrome.

A16. The platform must support Internet Explorer 11.x and later, Firefox 5.x and later, Opera 12 and later, Safari 5.x and later, Google Chrome, and Microsoft Edge.

Q17. How many people manage and update content on a regular basis?

A17. One (1)

Q18. How do you currently support and maintain your CMS platform?

A18. Refer to RFP Section 1.0 Introduction and Section 3.0 SOW Task 1.

Q19. Do you require a Service Level Agreement for Maximum Initial Response time?

A19. Refer to Section 3.0 SOW Task 6.

Q20. Do you require 24x7x365 product support for critical issues?

A20. Refer to Section 3.0 SOW Task 6

Q21. Within all our projects, we recommend a hosting solution that is architected for resiliency and designed to accelerate deployment. Do you require a firm that will provide a hosting solution? If not, what are your plans for hosting?

A21. Refer to RFP Section 1.0 Introduction and Section 3.0 SOW Task 4.

Q22. If you would like a hosting recommendation, please respond to the questions below:

- How many page views do you receive per month?
- How many authenticated (content writer) page views do you get per month?
- Do you plan to run multiple sites on your new platform? If so, how many?
- How many content items (pages) do you have in your existing website?
- How much file system space does your existing website use?
- Do you currently use a Content Delivery Network (CDN)?
- Do you require any specific networking rules or customization?
- Does your site require external authentication (LDAP, SAML, etc.)?
- Do you process any e-commerce transactions?
- Do you require a Service Level Agreement for uptime (99.95%)?

A22. Refer to SOW Tasks 1 and 4. The website is hosted by GoDaddy.

Q23. What tools and processes are you currently using to evaluate the accessibility status of the website?

A23. Currently none.

Q24. How often is content checked against standards for compliance?

A24. Twice a month.

Q25. Is there a plan to ensure legacy content (copy) carried over from the current website meets accessibility guidelines? Will this be the responsibility of the proponent or internal?

A25. Refer to SOW Task 4.

Q26. How are organizational content policies enforced during publishing?

A26. Refer to Section 1.0 Introduction and Section 3.0 Task 1.

Q27. Do content editors require educational resources and training on accessible content publishing best practices?

A.27 Refer to SOW Task 6.

Q28. Do you plan to incorporate digital experience platforms (DXPs) in this project or in the future? We recommend using DXPs if you are looking to build complex personalizations, custom user journeys, and targeted advertising.

A28. No.

Q29. Are user personas and customer journey mapping an important part of this project?

A29. No.

Q30. Is action- and location-based contextual content an important part of this project?

A30. No.

Q31. Is an enterprise-level digital asset management suite an important part of this project?

A31. No.

Q32. How many content types (or content templates) are needed for this project?

A32. Content types on the existing website include but are not limited to articles, image gallery, and files for downloads.

Q33. Do you require an enterprise search appliance to help users find content? We recommend Apache Solr, an open source search appliance that is often used with Drupal CMS.

A33. No.

Q34. Do you require engagement tools, such as commenting or social sharing?

A34. No. The website is not to involve engagement tools.

Q35. Do you require forms as part of this project? If so, how many? Can you provide examples demonstrating the complexity of the forms?

A.35 No.

Q36. Are there any third party applications that need to be integrated with the CMS? If so, can you elaborate on which applications and the level of integration?

A36. No.

Q37. What content governance and workflow requirements do you have for this project?

A37. Currently one (1) person manages the approval of new content.

Q38. Do you have requirements for web analytics and tracking?

A38. Web analytics is already provided on a weekly basis.

Q39. With exponential growth in content volume, the migration of content to a web content management system control can be a lengthy process that requires a great number of resources. Are you seeking a firm to assist in content migration?

A39. Refer to RFP Section 3.0 SOW Task 4.

Q40. *If you require content migration, please respond to the questions below.*

Q40.a How many pages do you plan to migrate?

A40. a There are approximately 20 pages on the existing site to be converted over to the new site.

Q40.b Please specify the format of the source data to be migrated (database, .csv, XML, etc.).

A40.b. Refer to RFP Section 3.0 SOW Task 1.

Q40.c Can you provide a sample of the data to be migrated?

A40.c Refer to RFP Section 3.0 SOW Task 1; the contents to be migrated are depicted on the current website [www.regionalcenterpartnership.org](http://www.regionalcenterpartnership.org)

Q41. Do you have a preferred project management methodology? We use the Agile methodology to ensure that we are able to deliver the projects that our clients envision.

A41. Refer to RFP Section 5.4.3. Management, Experience and Personnel Qualification. The vendor shall provide a detailed project plan and timeline (Gantt Chart) for completing the Scope of Work.

Q42. We have received some interest in a new digital format for proposals.

Would your organization be open to receiving an interactive digital proposal hosted on a secure web page? This would act either as a replacement for the standard proposal or as a supplement to the requested format accessible via a link within the proposal document, depending on the proposal requirements.

A42. No. Refer to RFP Section 2.2 Proposal Submission Information.

Q43. On inspection of the site <https://www.regionalcenterpartnership.org/>, we could not locate a sitemap. This makes it unclear as to how many pages/URLs are there on the website. Could you please send us a list of URLs that are presently live on the domain? Alternatively, the links of the pages are located in the Cpanel (as the website is currently hosted by GoDaddy).

A43. Refer to SOW Task 3. At present the only URL is [www.regionalcenterpartnership.org](http://www.regionalcenterpartnership.org); RCP will provide a new domain name in connection with SOW Task 3.

Q44. As mentioned under Task 2, The RCP does not want to keep the blog/news components on the new domain. In that case, would you like a backup of the blog/news components that exist on the current domain?

A44. Refer to SOW Task 4. The vendor is to migrate the "News" components from the current site to the new site.

Q45 Most images on the present domain are too small for clear depiction. Most WordPress templates do well with large, high-resolution images? Will the RCP provide the new images? Or, is the RCP also open to the use of licensed stock images?

A45 RCP will provide new images as needed.

Q46. In several pages of the existing website (like <https://www.regionalcenterpartnership.org/history.html#>), the content is mostly

PDF documents. Does the RCP want the new websites to host these PDF documents as they are (on upload links separate from the page URL)? Or, should the new domain host the same content natively on the website itself?

A46. The vendor is to keep the existing PDF documents as they are so as to allow website visitors the ability to download and print said PDF documents.

Q47. Some third party links are broken. For example, <http://www.co.somerset.nj.us/planweb/sustainable/sciframework.htm> on the <https://regionalcenterpartnership.org/major-projects.html#>. Would you like to replace these broken links with new functioning links?

A47. RCP will correct and/or replace these broken links as needed.

Q48. For the creation of CMS database and CMS installation, our network team needs to access the GoDaddy account with admin privileges. Are you willing to share GoDaddy admin privileges?

A48. Yes.

Q49. We are sketching the solutions in WordPress. Do you have any other CMS in mind? If so, please mention.

A49. Refer to SOW Task 1. We cannot prequalify any solutions.

Q50. Please refer to page 19/29...Checklist A: EEO /Affirmation Action compliance notice – Is this Certification must for submission of our response or can be submitted later, upon awarded the contract Also should this certification should be from NJ state or a certificate from our State of Incorporation (Ohio) is accepted. Page 23/29 says that successful vendors need to submit EEO/ Affirmative Action Compliance notice. In the last sentence, " The undersigned vendor further understands that his/her bid shall be rejected as non- responsive..." Please clarify if we need to submit the EEO compliance certifications with our response to the RFP / after the contract award

A51. The compliance notice (page 23) must be completed and submitted with the proposal.  
The Certificate of Employee Information Report would be required prior to award.