

**School Website Content Management Services, RFP NO. 17-079RR-RA**  
**Addendum #1 - Questions and Answers**

**Question:** On the certificate of insurance, do we need to have the listed certificate holder information filled out while submitting a bid, or is this just something that we would need to provide if selected? (I typically submit a copy of our insurance, but wasn't sure if I should go ahead and have it filled out as described while bidding).

**Answer:** The Certificate of Insurance is something that we prefer to receive at the time of submission to verify insurance before award.

**Question:** On the requirements, it lists to work with Siteimprove. Does that mean we need to cooperate with Siteimprove, or is there a direct integration that would be required?

**Answer:** Yes, you would need to cooperate with Siteimprove to a minimal extent as they would be crawling your system/school website pages and would need to be in contact with you.

**Question:** Can you explain or provide more specifics around the New Mexico law? Does it reference anything beyond the terms detailed in the RFP?

*3. PROCUREMENT CODE: The Procurement Code, Sections 13-1-28 through 13-1-199 NMSA 1978, imposes civil and misdemeanor criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for bribes, gratuities, and kickbacks.*

**Answer:** No, it does not reference anything beyond the details listed in the RFP.

**Question:** Can you confirm that the actual Certificate of Insurance form is NOT required at the time of submission of the RFP?

I read the following verbiage "Contractor shall furnish Owner with certificates of insurance with the contract documents and prior to the commencement of work." -- which almost sounds as if it's due with our RFP submission. However, it's also noted as "If Applicable", and not stated in the "Proposal Check List". So I want to verify whether that certificate is due with all of the RFP documents, or only *after* such time that we were officially awarded.

**Answer:** It is preferred that vendor's submit their Certificate of Insurance with their proposal, to verify insurance in case of award.

**Question:** Can you verify that all the signed documents do NOT require "wet signatures"? We did not see anything in the RFP requiring that, but want to confirm. As it makes a difference to our timeline in completing the paperwork, since we work out of separate offices, and would need to make sure to get our CEO's wet signature ahead of time, before sending off the final packet, if that was required. But, if not, than we can submit with his digital signature. Please confirm.

**Answer:** No, all documents do not require a wet signature, but may be required after contract award.

**Question:** Whether companies from Outside **USA** can apply for this? (like, from India or Canada)

**Answer:** It is essential the awarded vendor be located in state, due to the fact that there will be hands on training, and ongoing maintenance.

**Question:** Whether we need to come over there for meetings?

**Answer:** Yes, there will be continuous meetings throughout the life of the proposal.

**Question:** Can we perform the tasks (related to RFP) outside **USA**? (like, from India or Canada)

**Answer:** Most tasks will have to be done on site.

**Question:** Can we submit the proposals via email?

**Answer:** No, proposals are not accepted via email.

**Question:** What are some of the institutional goals your organization would like to accomplish with the new website?

**Answer:** Goals we are wanting to attain and maintain for the school websites: seamless third-party application integration; standard look for the district from elementary to high school; a notification conduit for the community for emergency district and school news; ease of use for editors of all skill and ability uploading content; recruitment and communication tool; parental involvement impacting student success; responsive; accessible

**Question:** How will these institutional goals be measured?

**Answer:** The product features and functions will be a major determinant in achieving those goals. The product must be flexible enough to meet our needs.

**Question:** Could you provide a list of websites that you like or find visually appealing?

**Answer:** <http://www.sjprep.org>; <http://www.sttimothys.org>; <https://www.biola.edu>

**Question:** Are you open to an open-source CMS such as Drupal?

**Answer:** The district is open to all RFP submissions with preference given to the vendor with the best solution for our district and community.

**Question:** Is there a defined budget for this project that you can disclose?

**Answer:** I am unable to disclose budget information.

**Question:** When is the anticipated launch date of the new web property?

**Answer:** Migrating and launching is expected by the end of this year.

**Question:** How many pieces of content (web pages, images, files, etc.) do you anticipate needing migration and what source(s) will these be migrated from?

**Answer:** Currently there are 140 schools in School Loop, with an estimated page count of 40k and an unknown number of files that would need to be migrated.

**Question:** What level of customization are you expecting for each individual school site? Do you expect each school site to have different functionality, or simply different colors/logos etc.?

**Answer:** Customization will include locked templates, individual school logos and colors, social media widget integration, rss feeds, and emergency banners.

**Question:** Has open-source been discussed internally as a truly viable option? We have experience building a web experience for one of the nation's leading school district's using an open-source CMS.

**Answer:** No, that option has not been discussed or explored. However, as mentioned, the district would be open to an open source option if it met our needs.

**Question:** Will you please elaborate on "locked templates" that derive from the question regarding customization?

**Answer:** Locked templates limit the capabilities of our novice editors, preventing them from modifying the layout and accessing other features and functions of the website such as CSS.

**Question:** Is this RFP only to replace the websites currently hosted on School Loops CMS, or also to replace the main Albuquerque Public Schools website ([aps.edu](http://aps.edu))?

**Answer:** The RFP only extends to our school site CMS and not the district website.

**Question:** Are you looking for a custom design and build or an off the shelf product?

**Answer:** There would be some customization involved but mostly we would be looking to work within the bounds of a ready-to-go product.

**Question:** Has the budget already been allocated for this project, or must the funding be requested?

**Answer:** Money has been allocated for the project, but we are not at liberty to disclose a range or exact number.

**Question:**

o If funding has been allocated, how large is that allocation?

o If funding has not been allocated or if you're not comfortable sharing an exact number, could you please share with us what range the school system expects to fund? \$0-50k, \$50k-100k, \$100k-\$200k, \$250-500k, \$500-\$1M, or \$1m+?

**Answer:** Money has been allocated for the project, but we are not at liberty to disclose a range or exact number.

**Question:** Is the district looking for vendors who can provide a single CMS system which can act like one accessible source for multiple schools? In other words, should system be able to manage the content from single source of system.

**Answer:** The district is looking for a single system in which individual schools can manage and access their content.

**Question:** Does the content and structure of existing 140 school sites remain consistent or it is completely governed by School loops CMS? Does each site differ in look and feel?

**Answer:** There is minimal customization for each school. Only school colors, logo, and social media distinguish one school from the other. There are limitations on templates and layouts to maintain familiarity across school sites.

**Question:** Where is the Exchange server located currently and how currently are users getting authenticated?

**Answer:** Exchange server is managed by APS IT, LDAP/ Active Directory

**Question:** What are the current ongoing measures in place for data replication and security?

**Answer:** For onsite systems, APS has a co-location facility where all network storage, including virtual machines, are replicated. We also have snapshot and backup solutions in place. Windows based servers are updated regularly via Windows Software Update Servers. Updates for Unix/Lynx servers are performed by the application/system owners. We have district level firewalls and intrusion prevention systems.

**Question:** How is the current system incorporating district RSS feeds? Does the RSS feed differ from school to school?

**Answer:** We use RSS feeds for district news and events for each school, they do not differ

