



SUBJECT: Request for Competitive Sealed Proposals – Website for Head Start & Early Head Start (RFCSP 19-036, RFX # 6100010356)
Scheduled to Open: March 11, 2019; Date of Issue: February 8, 2019

FROM: Paul J. Calapa, Procurement Administrator

DATE: February 20, 2019

THIS NOTICE SHALL SERVE AS ADDENDUM NO. I - TO THE ABOVE REFERENCED REQUEST FOR PROPOSALS

THE ABOVE MENTIONED REQUEST FOR PROPOSAL IS HEREBY AMENDED AS FOLLOWS:

1. The RFCSP Section 006, Pre-Submittal; Conference is amended by adding the following paragraph:

A second Pre-Submittal Conference will be held at the City of San Antonio Head Start Galaxy Training Room at 1227 Brady Blvd. San Antonio, Texas, 78207 at 10:00 A.M. Central Time, on February 27, 2019. Respondents are encouraged to prepare and submit their questions in writing 3 calendar days in advance of the Pre-Submittal Conference in order to expedite the proceedings. City's responses to questions received by this due date may be distributed at the Pre-Submittal Conference and posted with this solicitation. Attendance at the Pre-Submittal Conference is optional, but highly encouraged.

This meeting place is accessible to disabled persons. The Galaxy Training Room at 1227 Brady Blvd. San Antonio, Texas 78207 is wheelchair accessible. The accessible entrance is located at the main entrance location, as necessary. Auxiliary aids and services are available upon request. Interpreters for the Deaf must be requested at least 48 hours prior to the meeting. For assistance, call (210) 207-7245 Voice/TTY.

Conference Bridge: Toll Free Dial-In Number: 1-877-226-9790

Meeting Number: 4511640

2. The RFCSP Section 008, Submission of Proposals is amended by deleting the following paragraph:

Respondents and/or their agents are encouraged to contact the Small Business Office of the Economic Development Department for assistance or clarification with issues specifically related to the City's Small Business Economic Development Advocacy (SBEDA) Program policy and/or completion of the required SBEDA forms. The point of contact, Lucy Barbosa, may be reached by telephone at (210) 207-3922 or by e-mail at Lucy.Barbosa@sanantonio.gov. This exception to the restriction on communication does not apply, and there is no contact permitted to the Small Business Office regarding this solicitation, after the solicitation closing date.

3. ADD: Pre-Submittal Sign In Sheet, this document will be posted as a separate document.

4. RFCSP Attachment J, Proposal Checklist has been modified as follows:
Use this checklist to ensure that all required documents have been included in the proposal and appear in the correct order.

Document	Initial to Indicate Document is Attached to Proposal
Table of Contents	
General Information Form RFCSP Attachment A, Part One	
Experience, Background and Qualifications RFCSP Attachment A, Part Two	
Proposed Plan RFCSP Attachment A, Part Three	
Price Schedule RFCSP Attachment B	
*Contracts Disclosure Form RFCSP Attachment C	
Litigation Disclosure Form RFCSP Attachment D	
Requirements Traceability Matrix RFCSP Attachment E	
*Veteran-Owned Small Business Preference Program Tracking Form RFCSP Attachment F	
*Certificate of Interested Parties (Form 1295) RFCSP Attachment G	
*Certification Regarding Lobbying RFCSP Attachment H	
Proof of Insurability Insurance Provider's Letter Copy of Current Certificate of Insurance	
Financial Information	
*Signature Page RFCSP Attachment I	
Proposal Checklist RFCSP Attachment J	
One (1) Original, ten (10) Copies, and one (1) CD and/or flash-drive (USB) of entire proposal in PDF format.	

*Documents marked with an asterisk on this checklist require a signature. Be sure they are signed prior to submittal of proposal.

**QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 008. SUBMISSION OF PROPOSALS.
RESTRICTIONS ON COMMUNICATIONS**

Question 1: Are bids from out of state contractors acceptable or is it preferred that the selected vendor is local to San Antonio?

Response: All firms, regardless of geographic location can reply to this solicitation. Firms that respond to this solicitation must adhere to the Terms & Conditions of the RFCSP and resulting contract, if selected.

Question 2: Is there historical data from previous years regarding maintenance of the website such as how many hours were used per month or per year?

Response: No, the maintenance differs significantly from year to year depending upon departmental needs.

Question 3: Will this contract be based on time and deliverables or a fixed-fee?

Response: The Price Schedule, Attachment B asks for an hourly rate and yearly recurring maintenance fees. This contract will not be fixed-fee as the number of hours and work per month and year could differ significantly based on departmental need.

Question 4: Is there specific requirement for Server such as VPS, Shared or private server? Are there any specifications such as Linux or Apache? What are the security standards for the server?

Response: No, there is not a specific requirement for servers, OS or web application servers. The City security standards are listed in Exhibit 2.

Question 5: Is there a current incumbent and will they be allowed to bid?

Response: Yes there is a current incumbent. This is a competitive solicitation therefore open to all respondents.

Question 6: Who is the incumbent?

Response: The incumbent is The Mighty Studio Group, LLC.

Question 7: Will there be any local or small business incentives or requirements placed on this contract?

Response: No, the federal grant that will be funding this contract prohibits any local preference.

Question 8: Will there be an 8A program requirement placed on this contract?

Response: No, there will not be an 8A program requirement placed on this contract.

Question 9: Is there a budget for this project and will the City divulge?

Response: Yes a budget has been established. The City is not releasing the budget for this project at this time.

Question 10: Is there any historical data the City would share on the current contract?

Response: Not at this time.

Question 11: Are the special projects pre-planned or are the spontaneous?

Response: Projects are based on the need of the program.

Question 12: Will the awarded contractor work with the department to develop ideas?

Response: Yes, the awarded contractor will work with the Head Start Team to develop ideas.

Question 13: Per Attachment E, Requirements Traceability Matrix, will the awarded contractor be required to incorporate the department's social media pages into the website?

Response: The awarded contractor will work with the Head Start Team to determine the most appropriate plan for incorporating the Head Start social media pages/accounts.

Question 14: Will the awarded contractor be required to manage the department's social media pages?

Response: No, the awarded contractor will not be required to manage the Head Start social media pages/accounts.

Question 15: Will the awarded contractor be expected to re-design the current website or develop one from scratch?

Response: The awarded contractor will work with the Head Start Team to determine the most appropriate plan for the website.

Question 16: Can the work be performed out of US? Such as Canada, India etc.?

Response: All firms, regardless of geographic location can reply to this solicitation. Firms that respond to this solicitation must adhere to the Terms & Conditions of the RFCSP and resulting contract, if selected.

Question 17: For vendor references can a respondent use the City of San Antonio as a reference for other projects completed?

Response: The City of San Antonio typically does not provide reference requests therefore respondents should provide references from other agencies.



Paul J. Cafapa
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Scheduled to Open: March 11, 2019; Date of Issue: February 8, 2019

FROM: Paul J. Calapa, Procurement Administrator

DATE: March 1, 2019

THIS NOTICE SHALL SERVE AS ADDENDUM NO. II - TO THE ABOVE REFERENCED REQUEST FOR PROPOSALS

THE ABOVE MENTIONED REQUEST FOR PROPOSAL IS HEREBY AMENDED AS FOLLOWS:

1. **ADD:** 2nd Pre-Submittal Sign In Sheet, this document will be posted as a separate document.
2. **The RFCSP Section 008 Submission of Proposals, Restrictions on Communications is amended to extend the deadline for written questions:**
3. Respondents may submit written questions concerning this RFP to the Staff Contact Person listed below until 11:00 a.m., Central Time, on Wednesday, March 6, 2019.

QUESTIONS SUBMITTED IN ACCORANCE WITH SECTION 008, SUBMISSION OF PROPOSALS, RESTRICTIONS ON COMMUNICATIONS

Question 1: Currently, the website is built in Wordpress? Is there a requirement to change the CMS or Word Press is fine?

Answer: There are no requirements to change at this time.

Question 2: In what year was the current website launched?

Answer: The current website was launched in February 2017.

Question 3: With regard to Section 004, A:h:i, hosting "Unlimited email accounts"-how many email accounts are currently in use?

Answer: The awarded firm will work with the program determine the most appropriate number of email accounts needed and as the budget allows.

Question 4: Are the English and Spanish versions of the website separate installations on Wordpress? Has maintaining those separate installations caused any difficulty?

Answer: The English and Spanish versions of the website are separate installations. This has not caused much difficulty.

Question 5: What do "typical website updates" look like?

Answer: Typical website updates include updated content, links, and information.

Question 6: With regard to Section 004, B:b:i, "Develop and implement functionality for end-users of the site to 'subscribe' or to receive notification of event/calendar updates"--your site currently has the ability to subscribe to events; are you looking to replace or expand this functionality?

Answer: No, we are not looking to replace the current functionality.

Question 7: Is the application for admission to the Head Start program on the Head Start website? Does the application exist anywhere in a non-digital form?

Answer: A link to the Head Start application is included on the website. Parents interested in applying for Head Start must also complete an application with staff.

Question 8: The RFP mentions content management and support. Does this include generating content? Will the award firm be responsible for the creation of content?

Answer: No, the firm awarded will not be responsible for generating content for the site. The firm awarded may advise and work with staff on content.

Question 9: What is the frequency with which you post to social media?

Answer: The program posts on social media at a minimum twice a week.

Question 10: Will the awarded firm be responsible for the creation of social media content, such as original graphics, banners and icons?

Answer: The awarded firm will work with program staff to develop appropriate social media content, including graphics as needed and as the budget allows.

Question 11: Can the City elaborate on the marketing section of the scope referring to social media? Will these be monthly services?

Answer: The awarded firm will work with program staff to determine the scope and frequency of marketing services.

Question 12: Will there be any integrations needed for the website such as LMS?

Answer: An LMS (Learning Management System) is used to deliver Online Training to end-users on the current site. Integrations, such as an LMS system may be needed. The awarded firm will work with program staff to determine what type of integrations will work best for the program and as the budget allows.

Question 13: Will the selected vendor be responsible for creating the training modules?

Answer: The awarded firm will work with program staff to develop appropriate training modules as needed and as the budget allows.

Question 14: Will the City or the vendor be responsible for the translation services?

Answer: The awarded firm will work with program staff to determine the cost effectiveness of providing translation services.

Question 15: What level of SEO is needed? What is expected from Survey response and Analysis? Is the vendor supposed to send survey out and do analysis? Is the vendor responsible for analytic campaigns?

Answer: ITSD uses Sitelmprove to provide Web Analytics and Quality Assurance. The respondent will need to add a script (much like a Google Analytics script) to the website template or to every page. ITSD will provide access to the gathered web analytics and quality assurance scans (spelling, broken links, accessibility) but does not provide analysis of the analytics. At the department's request the vendor can be given read access to the Analytics and Quality Assurance reports.

Question 16: Is there any functionality in the website currently which needs update?

Answer: There is not functionality in the website that currently needs updating.

Question 17: What all functionalities exist in the current website?

Answer: Please visit the current website to view current functionalities.



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FROM: Paul J. Calapa, Procurement Administrator

DATE: March 6, 2019

THIS NOTICE SHALL SERVE AS ADDENDUM NO. III - TO THE ABOVE REFERENCED REQUEST FOR PROPOSALS

THE ABOVE MENTIONED REQUEST FOR PROPOSAL IS HEREBY AMENDED AS FOLLOWS:

1. **ADD:** Contracts Disclosure Form, this document will be posted as a separate document.
2. **MODIFY:** Section 013 Supplemental Terms & Conditions, Renewals is modified to state:
"At City's option, this contract may be renewed under the same terms and conditions for an additional four (4), one (1) year periods. Renewals shall be in writing and signed by the Director, without additional City Council approval, subject to and contingent upon appropriation of funding therefore."

QUESTIONS SUBMITTED IN ACCORANCE WITH SECTION 008, SUBMISSION OF PROPOSALS, RESTRICTIONS ON COMMUNICATIONS

Question 1: Would you be interested in utilizing a DIR contract vehicle to get a statement of work for the design and build of the website for head start and early head start?

Answer: For the purposes of this RFCSP, the City requires responses that adhere to the terms and conditions listed in the RFCSP. This is a competitive solicitation at this time.

Question 2: Can you please upload or send us an updated PDF version of the contracts disclosure form so that we can complete the RFCSP process?

Answer: There are known issues with fillable PDF forms and the Chrome browser not being able to display the form. Usually the quickest workaround is to open the same link in a browser other than Chrome such as Internet Explorer or if on a Mac, Safari. A PDF version of the contracts disclosure form is attached as a separate document.



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