



February 1, 2023

ADDENDUM No. 2

Request for Proposal ADM-23-01 WEBSITE DESIGN AND DEVELOPMENT

*The addendum is being issued prior to the closing of the Request for Proposal (RFP) to provide further information, make changes to, or to clarify the RFP Documents and is to be read, interpreted and coordinated with all other parts of the RFP Documents. In the case of a conflict with the balance of the documents, this Addendum shall govern. **Proponents shall attach a signed copy of this addendum to their proposal submission, failure to do so may result in a non-compliant proposal.** This addendum shall form part of the Contract Documents.*

This addendum is being provided in clarification to RFP ADM 23-01 released January 13, 2023.

QUESTION 1: How big is your website in terms of storage requirements?

ANSWER 1: Approximately 10 GB.

QUESTION 2: How much disk space are you currently using for your application?

ANSWER 2: Approximately 100 GB of space is available.

QUESTION 3: How much disk space are you using for your backups?

ANSWER 3: The current vendor backs up the website as part of the service offered.

QUESTION 4: Are you planning on using videos in the future?

ANSWER 4: Yes, we would like to have the ability to post videos on the website.

QUESTION 5: How big do you expect your website to grow in the next 3 to 5 years?

ANSWER 5: It is challenging to provide a growth prediction in terms of visitation. We can comment that our current website has deficiencies and feel that it influences visitation statistics. With modern features, a more intuitive navigation and edited copy/content we aim to increase visitation from our area's residents. For reference, our region's population is almost 100,000 people.

If this question is asking about growth of the website in terms of content, we can comment that the current website has approximately 210 pages of content that provides information on the organizational structure of the RDIFFG and the services that we currently offer. As outlined on page 13 of the RFP, the amount of content could increase or decrease:

"RDIFFG requires suggestions on content structure and navigation. Provide guidance and expertise in developing and organizing content. This will include organizing content to be more user-friendly and potentially adding, deleting, or editing content to provide clear, concise, and useful information to users."



Another way in which the new website may grow it that is should include the ability to incorporate more video, images and graphics on pages.

QUESTION 6: To properly understand server requirements for the proposed solution, can you please share the total number of page views per year and unique visitors/sessions?

ANSWER 6: According to Google Analytics there were 666,035 page views and 232,438 unique page views for the 2022 calendar year.

QUESTION 7: Is there an incumbent proponent who is currently managing the existing website and infrastructure?

ANSWER 7: The content on the existing website is edited in-house, updates to the CMS and plug-ins are handled by a contractor, and it is hosted is by a separate company.

QUESTION 8: Will the Regional District consider proponents who may not have tremendous amounts of experience with Local Government, but rather extensive experience serving global enterprises, Provincial Governments and other Public Institutions?

ANSWER 8: As outlined in “Section 8.0 Selection and Evaluation” of the RFP, the evaluation criteria will take into consideration the amount of experience with local governments and regional districts.

ADM-23-01 – Website Design and Development	
EVALUATION CRITERIA	WEIGHT
Proposal Quality & Clarity	5
Understanding of Engagement	10
Proponent/Team Qualifications and Experience	20
Workplan Approach Methodology and Timeline / Proposed Solution	25
Experience with Local Government website design and development in a Regional District context and references	25
Proposed All-Inclusive Fees	15
Total	100

Prior work with regional districts and an understanding of how we operate and the types of services we offer is beneficial in this evaluation. Similar work with other levels of government and public bodies may also be considered.

QUESTION 9: Are the Regional District's policies regarding Information Management and Security readily available online and referenced?

ANSWER 9: There are not any current policies on information management. The website is public and the information provided is all publicly available.



QUESTION 10: Does the Regional District make use of an Identity Management solution such as Microsoft Azure AD?

ANSWER 10: The RDFFG does have Microsoft Azure AD and would be interested to hear how it could be used as part of a solution.

I/We hereby verify that we have considered this addendum in our proposal submission.

Proponent's Signature

Date