

City of Seattle Request for Proposal # ITD-170184  
Addendum

**Dated: 07/19/2017**

The following is additional information regarding Request for Proposal # ITD-170184, titled "Seattle Center Website Responsive Design" released on 07/13/2017. The due date and time for responses will remain as 08/31/2017 @ 1:00PM (Pacific). This addendum includes both questions from prospective proposers and the City's answers, and revisions to the RFP. This addendum is hereby made part of the RFP and therefore, the information contained herein shall be taken into consideration when preparing and submitting a proposal.

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Item #	Date Received	Date Answered	Consultant's Question	City's Answer	RFP Revisions
1	7/13/17	7/14/17	Can companies from Outside USA apply for this? (like, from India or Canada)	The City is open to all responses that meet the requirements set forth in the RFP.	None.
2	7/13/17	7/14/17	Do we need to come over there for meetings?	Yes, as set forth in RFP.	None.
3	7/13/17	7/14/17	Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)	No, there are specific tasks identified in the RFP that are unable to be performed outside the USA.	None.
4	7/13/17	7/14/17	Can we submit the proposals via email?	All proposals must meet the format and time requirements set forth in the RFP.	None.
5	7/13/17	7/14/17	<p>What if I disruptively proposed building your responsive website most probably at a mere fraction of the cost and with more sizzle factor than pricey custom developed ones from scratch that actually deliver way less?</p> <p>I use Wix.com website builder which is amazingly robust with better backend administration than custom developed ones.</p>	The City welcomes all proposals that meet the requirement identified in the RFP. However, WIX is not the City's standard CMS.	None
6	7/13/17	7/14/17	Is there any incumbent on this RFP? if yes, please provide the incumbent details.	No incumbent	None
7	7/13/17	7/14/17	Is it single award or multiple award contract?	It is anticipated that this will be a single award, but the City reserves the right to make changes to this decision based on the proposals received.	None
8	7/14/17	7/17/17	Is there any advantage to the final scoring of one's proposal if they subcontract with a WMBE?	No, there is no WMBE inclusion plan for this project.	None

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9	7/14/17	7/17/17	<p>The first bullet under Section 4</p> <p>“Successful completion of work over the past five (5) years on five (5) similarly complex projects that require collaboration with a team consisting of client-side web staff and 3rd party CMS/back-end development partners.”</p> <p>Bullet seems too specific and almost a sole source requirement for a certain vendor. Is the City willing to consider some other less narrow versions of this and please describe what is meant by complex projects?</p>	<p>At this time, we are not looking to narrow the minimum criteria for the project.</p> <p>Creativity, design work, and social/mobile interaction success is hard to subjectively define. With the number of potential firms that could do the work across many levels of complexity and quality, we felt it necessary to establish a minimum baseline of experience. If after the first round of proposal reviews we find we have not found a proposal that meets our expectations, based on the minimum criteria, the City then reserves the right to terminate the process or reissue the RFP with different criteria.</p> <p>“complex projects” includes websites that integrate many different and connected parts including a CMS with custom-built page types and components, external data sources and design that meets similar logo, branding, usability and web accessibility requirements identified in the RFP.</p>	None
10	7/14/17	7/17/17	Will there be any advantage to a firm that is SCS certified?	Not specifically, but firms that display a greater amount of experience and qualifications will score higher than those with less.	None
11	7/17/17	7/19/17	In the Proposal Response Guidelines word document, it states "Prepare your proposal response in a Word document" - I wanted to confirm if we needed to prepare the response in Microsoft Word, or if we could prepare the response in a different processing program, such as Adobe InDesign?	Use Microsoft Word.	None
12	7/17/17	7/19/17	Would the City be open to an agency located in Canada? We have done work for clients in the US previously, but want to make sure there isn't a scoring or a preference for a vendor within the region?	We are open to all firms that meet the minimum requirements, however, the cost of the services proposed should be all inclusive and cannot go over the budgeted number. We anticipate the collaborative work with the City staff will require a lot of onsite work, so you will need to take that into consideration.	None
13	7/17/17	7/19/17	Is copywriting required as part of the scope of the work?	No, copywriting is not part of the SOW	None

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14	7/17/17	7/19/17	As we have a sustainability mandate, would you be open to only 1 copy and/or a USB only sent across with the proposal?	Please follow the requirements set forth in the RFP	None
15	7/19/17	7/19/17	Can we send the proposal to the City prior to August 31 via email?	You may send your proposal at any time prior to the deadline so long as it is in the proper format and quantity as set forth in the RFP.	None