Date: April 15, 2021   **Addendum #2**

RE: RFP 22-002-27

Material and/or Service: Website Redesign, Development, and Hosting Services

RFP Due Date: April 22, 2021   **Time: 2:00 PM**

Opening Location: Vail Unified School District
Calvin Baker Leadership Center
13801 E. Benson Highway, Ste. B
Vail, AZ 85641

The Vail School District has received the following questions regarding this proposal. Please read the following comments and change your response (if applicable).

1. **Do you have an intended launch date for the new websites?**

   The district is looking to award the services beginning July 01, 2021 with the idea that implementation and transiting to the new websites will happen in the fall. The District would like to have a Fall Break launch, fall break for VUSD is currently scheduled for Friday, October 01, 2021; with students returning Monday, October 18, 2021.

2. **The RFP states that you would like to stay on WordPress or a similar CMS. Would you be open to Drupal as an alternative? Would similar CMS options be limited to open source solutions?**

   The District is open to any CMS that will meet the needs of the district and the requirements detailed in the scope of work. CMS does not need to be limited to open source solutions.

3. **Is there a defined budget for this project?**

   District solicitations are issued when a project is anticipated to exceed $100,000 over a five-year period. Offerors are expected to provide their most advantageous pricing for this project. If discussions are conducted pursuant to R7-2-1047, the School District/Public Entity shall issue a written request for best and final offers. The final budget will be based on best and final offer negotiations.

4. **What are some of the institutional goals that Vail School District would like to accomplish as a result of this project?**

   Communication and marketing are the two main goals of the project. More details can be found within the scope of work.

5. **Who manages the current version of http://vailschooldistrict.org and the associated school sites? Does a site administration or webmaster team control the existing group of WordPress sites?**

   The Vail School District IT department hosts and manages the current Wordpress sites in general terms. Schools manage their own sites in terms of content, etc.

6. **How many content editors do you anticipate using this system?**

   Each school will require a few content editors and will need permissions to be setup in such a way where they can only manage their school website without the ability to manage other school sites. Some administrators will need the ability to manage all sites. Over 50 content editors will be needed District-wide.

7. **Will each school continue to exist as a subdomain of vailschooldistrict.org or will they potentially be consolidated onto the main vailschooldistrict.org domain?**

   The District is open to using sub-domain or sub-folder structure for school sites based on cost/benefit to each.

8. **How many pieces of content (web pages, images, files etc.) do you expect to migrate and will all migrated content come from http://vailschooldistrict.org and the associated school sites?**

   The District anticipate most sites will be built from school with little content/files being moved over from existing sites.

9. **What level of customization should be accounted for on each school site? Currently, it appears that each school is given the ability to choose and manage their own theme. Will that continue to be the case?**

   The District would like the ability to have similar themes that can also be customized enough to provide each school with their own look and feel (ie. school colors, logos, fonts, etc.). However, the District would like all the sites to function in a similar way so layout is consistent across district.

10. **Given the visual differences between each school site, an automated migration that would work for every site might not be possible without potentially significant costs. Is a migration for each school's content considered a hard requirement?**

    The District does not want each site to be migrated, we want each site to be rebuilt from scratch.

11. **When it comes to web forms, does each site within the Vail School District use the same form solution? We did not find many sites that use forms, but the ones that we found were built with Gravity Forms.**

    The District is currently using Gravity Forms across some sites. The District is open to different solutions.

12. **Is there any functionality that currently exists off-site (i.e. not on vailschooldistrict.org or any of the school sites) that will need to be recreated as part of this project?**

    No.

13. With the exception of site editors who would log in to administer content, will there be any site functionality that is behind any sort of authentication?

There will need to be varying levels of permissions (content editors, site admins, district admins, etc.), but other than that there will not be other authentication needs.

14. Are there any third-party systems with which the site will need to integrate? For example, we found some faculty and staff lists that might be sourced from an internal directory/HR system.

No.

15. Should an automated content translation solution such as Google Translate be included?

Multi-lingual (minimum of English and Spanish) is a feature listed within the scope of work Page 38, #1, (A).

16. What is your current emergency alert system, are you looking for a solution that provides service to CMS and also alerts?

The District has multiple systems in place to alert staff, students, and parents. The District would be willing to explore the idea of the websites system helping with emergency notifications, but this is not a requirement

17. In order to quote the proper server specs, can you describe or include the following:
a. Your current server specifications?
The District is running a LAMP stack on Ubuntu. MySQL server is separated out from the Webserver.
MySQL VM is 4 cores with 4 GB Ram. Apache webserver is 4 cores with 16 GB Ram
b. How much of your 150GB of disk usage is used by databases (if any)? How much by the file system?
150 GB for webserver files and MySQL database is 150 MB.
c. Approximately how much bandwidth/transit do the sites use per month?
Unfortunately, this information is not currently available to publish, but the District could provide more details later based on Google analytics.

18. Are you expecting redesign between twenty-five (25) and thirty (30) WordPress websites at a time (or) are you request us through work order/task order?

The District would like sites to be built simultaneously so they could all be launched around the same time. The District would entertain the idea of them being built and launched in batches (i.e. 1/3rd at a time).

19. As mentioned in the PROPOSAL COST FORM – page no 43 of the RFP) – Are you expecting "Initial Design, Migration and Launch Costs (year 1)" for all twenty-five (25) and thirty (30) WordPress websites?

Yes.

20. We would like to know the budget of this project? If you can't specify, could you please provide the target range? 25,000- 50,000, 50,000- 100,000, 100000-250000, 250000+?

See question #3 of this addendum.

21. This will be the final addendum for this RFP.

Vendor hereby acknowledges receipt of an agreement with the amendment. A signed copy must be returned with the RFP response.

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Vendor Name

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Signature   **Date**