

Addendum No. 1

Website Design and Implementation Services

RFP-2024-01

To: Request for Proposals Recipients

From: Santa Clara Valley Open Space

Date: Authority January 16, 2024

Re: Addendum 1

Addenda No. 1 consists of:

The Santa Clara Valley Open Space Authority (Authority) has received the following questions during the questions period before January 17, 2024

1	Can out of state vendors participate? We will not bar out of state agencies from submitting a proposal.
2	Can companies outside the U.S./offshore companies participate and perform work related to the RFP? Do you have a preference for a local vendor? We will not bar agencies from submitting a proposal. However, we will evaluate whether an agency is qualified and meets all legal requirements after the submission of all timely proposals. We will evaluate whether a consultant is qualified and meets all legal requirements to conduct business in the State of California.
3	Does the RFP objective to include “easy-to-update Public Service Announcements” need to link to an external PSA system, or does this currently exist on our homepage as “Important Updates”? We are open to a range of solutions for this objective that fit our needs, user experience, and budget, included but not limited to a feature like the current “Important Updates,” or something more automated/complex. We do not currently have a separate PSA system that needs linking.
4	What is the estimated value/budget of the contract? Do you have any "not to exceed budget"? The Authority offers no guarantee of any amount of work to be performed under the Contract. As such, we cannot estimate the value or budget of the contract or provide a maximum budget to propose. Please refer to the Scope of Work in the RFP and provide your agency’s fee proposal stating the hourly rate(s), estimated hours per month, and payment schedule (e.g. monthly invoicing) for the proposed project tasks and deliverables.
5	Do you expect any onsite support/visits/meetings? Will the client allow candidates to perform work 100% remotely? We do not expect onsite support. 100% of all work and meetings can be completed remotely.

6	<p>Is your current web vendor in the running for this project?</p> <p>We will not know until the proposal due date.</p>
7	<p>Do you have a preferred CMS?</p> <p>We do not have preference for a specific CMS but would like to work with a mainstream CMS, such as Drupal or WordPress.</p>
8	<p>Are there specific requirements for the proposal format?</p> <p>Beyond the specifications outlined in the Request for Proposals, vendors may choose a format that best represents their proposals (slide deck, word document, PDF, etc.). All proposals must be received by email only.</p>
9	<p>Is the Open Space Authority a registered non-profit?</p> <p>No. The Santa Clara Valley Open Space Authority is a public, independent special district.</p>
10	<p>Would you be willing to share your current brand guidelines document?</p> <p>The Open Space Authority's Brand Standard Style Guide can be found at the end of the RFP.</p>
11	<p>Does any content for the website's audiences need to be behind a 'login wall'?</p> <p>No. Other than backend website management, website content will be publicly accessible and not behind login walls.</p>
12	<p>Can you provide more information about the blog/news area of the site? Is there a specific reason for having this on a subdomain? Is this section of your site run by a different CMS? Would you like to bring this section of the site into your main site going forward?</p> <p>Our blog/news section (news.openspaceauthority.org/blog) is currently managed through HubSpot, which is the agency's Customer relationship management (CRM) platform, and hosted on our website through an API integration with HubSpot. We have no current plans to bring this section into our main site moving forward but are open to ideas, pending future website build.</p>
13	<p>On your current site when a user clicks on your event calendar, they are taken to Eventbrite. Would you like to keep that set up?</p> <p>No, we will be phasing out Eventbrite in the coming year and replacing our events management software with Yodel Pass. Our new website will require integration with Yodel Pass rather than Eventbrite.</p>
14	<p>Will we have access to an image library during the designs process, which includes diverse people using Santa Clara open spaces?</p> <p>Yes, web designers will have access to the agency's image library, which includes thousands of photos of open space landscapes, preserves, wildlife, plants, and people from diverse backgrounds enjoying nature.</p>