

December 6, 2018

This Addendum to the Request for Proposals (RFP) serves to notify all interested proposers of clarifications and or changes to RFP No. P18008, and becomes part of this RFP. Proposers are required to acknowledge receipt of this addendum in their proposal. If not acknowledged, the proposal may be considered “non-responsive.”

A. The Agency received the following 15 questions:

QUESTION:

1. If you have two organizations that want to collaborate, how do you want that proposal submitted?

ANSWER:

Clearly identify the primary proposer/responsible party(s).

QUESTION:

2. Can proposals be submitted on individual sections? For example, Sections 4.02, 4.03, etc.

ANSWER:

No.

QUESTION:

3. On the price sheet, where does the pricing for planning design go?

ANSWER:

Project Management.

QUESTION:

4. Will we be entering the price anywhere on the hard copy or is this pricing only submitted electronically?

ANSWER:

Pricing is only submitted online. DO NOT include pricing with your proposal. Refer to section 5.04 of the RFP.

QUESTION:

5. How much discovery is expected?

ANSWER:

Unknown. Most of the content will be replaced but there will be some migration.

QUESTION:

6. What's the approval process?

ANSWER:

*If you are referring to the evaluation process, please refer to Article 6 of the RFP.
Overall design and flow approval will need to be approved by FH leadership.*

QUESTION:

7. Do you have a budget range?

ANSWER:

To be determined.

QUESTION:

8. Is there a minimum/maximum of design directions you would like to see?

ANSWER:

No.

QUESTION:

9. Is there a minimum or maximum number of templates?

ANSWER:

No, as long as the minimum satisfies the design complexity.

QUESTIONS REGARDING SPECIFIC RFP ITEMS:

QUESTION:

10. *Page 8, item 5, launch in 120 days- Is this initial release or final release?

ANSWER:

Final Release.

QUESTION:

11. *Page 9, item 1, interactive map- Is Google Maps acceptable for the public property map?

ANSWER:

Yes.

QUESTION:

12. *Page 9, item 1, interactive map- How does Event Type relate to the properties on the interactive map?

ANSWER:

Examples of event type are; Cooking Class, Digital Literacy Class, Bookmobile, etc. These events might occur at different properties but only on specific dates.

QUESTION:

13. *Page 11, item 1a- Aside from MS Project, what are the FH-approved software options?

ANSWER:

Open to suggestion. Must have critical path capabilities and task tracking.

QUESTION:

14. *Page 12, item 3- What is the extent of user testing desired? Should testing be conducted on site at one of the FHA offices or properties?

ANSWER:

Testing can happen remotely. We want to be able to test the sites functionality and usability before going live.

QUESTION:

15. *Page 12, item 5- Is pre-recorded video training acceptable in lieu of in-person training?

ANSWER:

Would need to have live Q&A capabilities.

All other requirements of this RFP remain unchanged. Thank you for your interest in doing business with the Agency and we look forward to receiving a proposal from your firm.