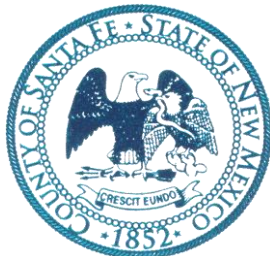**Henry P. Roybal**
Commissioner, District 1

Miguel M. Chavez
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3

Kathy Holian
Commissioner, District 4

Elizabeth Stefanics
Commissioner, District 5

Katherine Miller
County Manager

April 26, 2016

<u>**SANTA FE COUNTY**</u>
<u>**WEB HOSTING AND MAINTENANCE SERVICES**</u>
<u>**RFP # 2016-0319-CM/MM**</u>

<u>**ADDENDUM #1**</u>

Dear Proponents,

This addendum is issued to reflect the following immediately. It shall be the responsibility of interested Offerors to adhere to any changes or revisions to the RFP as identified in this Addendum No. 1. This documentation shall become permanent and made part of the departmental files.

Clarification:

Section II. Introduction paragraph A. Purpose of this Request for Proposals shall be replaced with the following:

All Santa Fe County Departments (County) are seeking the services of an experienced website design firm to provide professional quality web hosting and maintenance of information for the County's website. This project requires the Contractor to utilize posted information on the existing website as well as the implementation of new information, products, and features as directed by the County Public Information Officer (PIO) and Information Technology (IT) Division.

The Proposal due date has changed to:

Date:	**Monday, May 16, 2016**
Time:	**2:00PM (MDT)**
Place:	**142 West Palace Avenue (Second floor)**
	Santa Fe, New Mexico 87501

Question# 1-   Can other companies outside of the United States apply for this RFP?

Answer #1-   ***Offerors must be registered, licensed and in good standing with the State of New Mexico.***

Question #2-   Are meetings required onsite and/or will conference calls be acceptable?

Answer #2-   ***Conference calls are acceptable.***

Question #3-   May offerors submit their proposals via email?

Answer #3-   ***No, please refer to Section 6 Submission of Proposals in the RFP.***

Question #4-   What is the current Content Management Systems (CMS) being used for the Santa Fe County website?

Answer #4-   ***Santa Fe County currently has a custom CMS.***

Question #5-   Does the Content Management System (CMS) sufficiently meet the needs of the County? If no, describe the shortcomings.

Answer #5-   ***Yes.***

Question #6-   What is the current hosting environment being used (Windows, Linux)?

Answer #6-   ***Linux***

Question #7-   What are the specifications of the current hosting hardware?

Answer# 7-   ***Managed, Virtual Private Server (VPS)***
                    36 GB RAM
                    8 CPUs (38x priority)
                    1200 GBs Disk (RAID 10 w/ 8 drives)
                    Streaming/Live Webcasting 2TB bandwidth

Question# 8-   How many documents does the website currently have?

Answer# 8   ***S****anta Fe County does not keep a total document count. Documents are added, deleted, and replaced on a regular basis.***

Question# 9-   How many pages does the website currently have?

Answer# 9-   ***Santa Fe County does not keep a total page count. Pages are added, deleted, and replaced on a regular basis.***

Question# 10-   How many non-UI specific images (image content) does the website currently have?

Answer# 10-   ***Santa Fe County does not keep a total non-UI image count. Images are added, deleted, and replaced on a regular basis.***

Question# 11-   Are documents currently physically stored in the CMS, only links to the documents stored in the CMS, or is document management handled by some other means currently?

Answer# 11-   ***Santa Fe County documents are currently stored on the website server.***

Question# 12-   Should the vendor provide an estimate for information architecture services and provide guidance on any modifications to content?

Answer# 12-   ***The vendor can provide an estimate for architecture services and provide guidance or recommendations on modifications to content.***

Question #13-   Has funding already been secured for this initiative? If so, how much is budgeted for the project?

Answer# 13-   ***Yes, funding for this contract is budgeted annually.***

Question# 14-   Can work for this project be done remotely within the United States at the vendor's offices or does the work need to be done onsite at Santa Fe County facilities?

Answer# 14-   ***The project can be done remotely.***

Question# 15-   Are other languages aside from English in scope? If so, is the vendor expected to provide translation services for content and in what languages?

Answer# 15-   ***No.***

Question# 16-   What integration points/3rd party libraries and services are currently being used that are in scope for this site which we should be considering for the purpose of estimates?

Answer# 16-   ***Currently, Santa Fe County does not have paid third party services as part of the website.***

Question# 17-   Does this RFP require a different CMS than what is currently being used to be installed?

Answer# 17-   ***No, it does not require a different CMS, the current CMS can be utilized.***

Question #18-   Please clarify "Provide your own content management tools".

Answer#18-   ***Please refer to Question #17***

Question# 19-   Is there a difference between "content management tools" vs "content management systems?"

Answer# 19-   ***No, the term was being used interchangeably.***

Question# 20-   What type of video work is required? What duties are associated with video production? Who will be doing the actual video production and editing?

Answer#20   ***There are no video production duties required, however video from meetings are achieved on the site and the selected firm will be required to optimize for various platforms and edit into smaller segments. This service does not necessarily need to be done by the selected firm, but would need to be coordinated through the selected firm.***

Please add this Addendum #1 to the original proposal documents and refer to proposal documents, hereto as such. This and all subsequent addenda will become part of any resulting contract documents and have effects as if original issued. All other unaffected sections will have their original interpretation and remain in full force and effect.

Responders are reminded that any questions or need for clarification must be addressed to Maricela Martinez, Senior Procurement Specialist at mcmartinez@santafecountnm.gov.