



SYRACUSE
EST. CITY 1935

Addendum #1: Questions and Answers

Website Design & Development

Request for Proposal

1. Can companies from Outside USA apply for this?

(like, from India or Canada)

- a. While companies inside the USA would be preferred, the City will accept proposals from outside companies. The proposal criteria listed in the RFP will determine the overall value to the City. If the proposal from a company located outside the USA brings more value to the City than the other competitors, then the City would be willing to select that company.

2. Do companies need to physically attend meetings or can they attend remotely?

- a. While in-person meetings are preferred, if the company can accomplish the goals of the project remotely, the City will entertain that option.

3. Can companies perform the tasks (related to RFP) outside USA?(like, from India or Canada)

- a. As long as the objectives of the contract can be successfully accomplished, the actual tasks can be performed anywhere.

4. Can companies submit the proposals via email?
 - a. As indicated in the RFP, proposals must be submitted in electronic format (e-mail is fine) AND one hardcopy.
- 4) Please specify if services/training/meeting is to be performed on-site or off-site?
 - a. Although on-site is preferred, we will accept off-site as an option.
- 5) Please specify if there is any budget for the project?
 - a. The City is prepared to pay the cost of the service for this contract. We invite you to submit your best cost proposal and it will be weighed into the decision-making process.
- 6) Please specify if what kind of demonstration is required regarding financial stability?
 - a. Any information that accurately describes the company's financial position. Balance sheets and profit-loss statements for the previous two years would be adequate. Your financial information will not be made public.
- 7) What is the period of performance of this project?
 - a. The period of performance for design and development will be included in your submission of Section 5: Project Development Approach, which is up to you. The proposed timeliness of project completion will be an important factor in the decision on awarding the contract. Your timeline will be weighed against the other competitors.
- 8) What is the question date for this RFQ
 - a. Not exactly sure what is meant by "question date". The submission deadline is June 12 @ 3pm. Anticipated timeline for the decision is on page 8 of the RFP.
- 9) Please specify if 1) Municipal Website Design Experience, 2) Any award winning websites designed by vendor, 3) Design portfolio references is mandatory or would any private firm experience and past performance be considered for this project?
 - a. While municipal website experience gives a better picture of how well a contractor has worked with a municipality, any design experience, portfolios, or awards are acceptable.
- 10) Is it a requirement that one company provide all of the services outlined in the functionality list or would you be open to a company to handle your website and integrate with third-party providers for other systems?
 - a. Yes, it is anticipated that 3rd party integration would be used in order to accomplish some of the functions of the website. We are not necessarily looking for one company to provide all of the functions of the website.