

ADDENDUM 1

CHANGES IN SPECIFICATION AND/OR PLANS

DATE ISSUED: March 22, 2023 ADDENDUM NO. 1
DATE EFFECTIVE: March 22, 2023 PAGE 1 OF 5
PROCUREMENT NO.: REQUEST FOR PROPOSAL: #SSD 107-23
Content Management Systems

INTENT: This addendum is issued prior to the receipt of bids to provide for modifications in plans and specifications. Acknowledgment of this addendum shall be made and included with response to #SSD 107-23.

Questions received from prospective bidders:

Can you provide context on the following Scope of Services/CMS requirement:

1. Database functionality

The short answer would be a link to this page: <https://www.ssdmo.org/Page/66>

2. What is the district's desired launch date for the CMS and website? **July 1, 2024**

3. How many pages of content does your site currently have? **Approximately 1,800 between all 9 sites**

4. How many individual school sites/sub sites will you need housed under your district site? **9 total (8 public facing and one internal)**

5. What are the district's goals with this project? **Organization, user-friendly and intuitive, engage and inform stakeholders, accessibility.**

- 1) With only several days between questions submission due date and proposal due date, would you consider extending the deadline? **The deadline will be extended to March 30, 2023 at 2:00 PM CST.**

- 2) Our solution is licensed by the features included with each user. Please provide the estimated user count of each type.
 - a. How many full users are required? (full repository access: scan, add, edit / version documents, build forms / workflows, participate in workflows, admin. system)
 - b. How many participant users are required? (unlimited submission and participation in forms processes, read-only repository access)

The RFP has been released for Content Management System (CMS), which allows the District to manage a District website, school websites, and an internal employee website. The CMS selected will provide all pieces necessary to host these sites.

- 3) Our solution offers portals for non-authenticated users.
 - a. Public Portal: This option allows read-only access to the repository for anonymous public users. Please indicate your preference with regards to a public portal, along with estimated number of concurrent users AND monthly views. **Not applicable to the scope of this RFP.**
 - b. Forms Portal: This option allows anonymous forms submissions by non-licensed public users. Please indicate your preference with regards to the forms portal option, along with estimated monthly submissions. **Not applicable to the scope of this RFP.**
- 4) Can you provide an estimate for the number of concurrent users on the system? While we do not offer concurrent licensing, this information is helpful when providing hardware recommendations.

Because this is an RFP for a website platform, the number of users varies dramatically.

- 5) Do you have any estimates for the amount of content that will be stored in the system? Number of documents, number of pages, disk space estimation, etc.

As stated in the RFP, approximately 200 Mb of data with growth factored in for future years.

- 6) Is a migration of legacy data in scope for this project? If so, please provide the following details:
 - a. Do you have any estimates for the amount of content that will be converted or migrated?

All content on our current website, school websites, and internal employee site will need to be migrated over. Please refer to our website for additional details: www.ssdmo.org

- i. Number of documents
- ii. Number of pages
- iii. Diskspace estimation
- iv. Database size
- v. How many database tables contain information we will need for the migration? (ex. documents, versions, metadata, annotations, etc.)
- vi. Any additional information you can provide on the system that may be helpful.
- b. Can you provide the make, model, and version of system that we will be working with?
- c. If the current system is utilizing a database, what platform is it on? (SQL, Oracle, etc.)
 - i. Is there backend access to the database, or do we have to do an export through the current system?
- d. Do you have a set number of document types or metadata categories to be converted?
- e. Do you want annotations from your current system migrated?
- f. Are you using versioning in your current system?

The RFP has been released for Content Management System (CMS), which allows the District to manage a District website, school websites, and an internal employee website. The CMS selected will provide all pieces necessary to host these sites.

- 7) Is there any relevant incumbent for any portion of the work being requested in the RFP?

The RFP has been provided to several CMS providers that are known in the public education realm.

- 8) Has the issuer already considered any solutions? Please provide feedback on any systems under consideration.

The RFP has been released to gather details and make an informed decision for moving forward.

- 9) Will any applications need to be integrated? Please provide a list of applications (with version) and a short description of the desired functionality. **No.**
- 10) Our system uses metadata templates that contain fields common to each document type for use in indexing. Please provide a list of document types/metadata templates and the estimated field count for each. For example, a HR folder might have a template with fields for employee name,

ID number, title, and supervisor (4 fields total). **If needed, this would be an additional system to integrate with the CMS system that the District released the RFP for.**

- 11) For forms and workflow development, will the selected vendor be responsible for building the required forms and workflows, or will the proposer's staff be performing development after proper training?
- If vendor development is preferred and within project scope, please provide some examples of forms and workflows, as well as an estimated count, for cost estimation purposes.

Not applicable to the scope of the RFP.

- 12) If you plan on using existing scanners with this solution, are they ISIS or TWAIN compatible?

Not applicable to the scope of the RFP.

- 13) If we are not selected, will there be any opportunity for a debrief or other feedback? **No.**

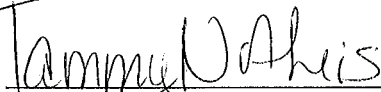
- 14) Our customers generally prefer remote services due the ease of scheduling and travel savings. Remote training sessions are recorded and provided to the customer to allow them to reuse as needed. Is this approach acceptable, or would you require on-site services?

The District would be open to remote training sessions.

- 15) Do you plan on using a single sign-on service (SSO)? **Yes.**
- Which provider(s) do you have or plan to use? **Microsoft Azure.**
- 16) Do you have an Active Directory (AD) containing the users for the new solution? **Yes.**
- If so, can we sync with your AD to significantly reduce the amount of time required for user configuration? **Yes.**

- 17) Please provide additional details on the desired calendar functionality if possible (Page 5 of RFP). **Please review our District and School websites: www.ssdmo.org**
- 18) Please provide additional details on the desired language translator functionality if possible (Page 5 of RFP). **Please review our District and School websites: www.ssdmo.org**

-
- 19) Please provide additional details on the desired blog capability functionality if possible (Page 5 of RFP). **Please review our District and School websites: www.ssdmo.org**
- 20) Please provide additional details on the desired social media integration functionality if possible (Page 5 of RFP). **Please review our District and School websites: www.ssdmo.org**
- 21) Please provide additional details on the "Cookie Crumbs" design requirement if possible. (Page 5 of RFP). **Please review our District and School websites: www.ssdmo.org**



Tammy Notheis
Director of Purchasing

I have read and understand the preceding addendum and said changes are reflected in my proposal.
(A signed copy of this addendum is to accompany bid.)

Proposer's signature

Firm name