

CITY OF RANCHO MIRAGE

**69825 HIGHWAY 111
RANCHO MIRAGE, CA 92270
(760) 324-4511**

**ADDENDUM TO
REQUEST FOR PROPOSALS
FOR
WEBSITE MAINTENANCE, HOSTING,
SECURITY AND DIGITAL MARKETING SERVICES**

**ISSUED:
MARCH 24, 2016**

PURPOSE:

This Addendum (“Addendum”) is being issued subsequent to and as part of the City of Rancho Mirage Request for Proposals for Website Maintenance, Hosting, Security and Digital Marketing Services, dated March 8, 2016 (“RFP”), because a prospective bidder or bidders submitted a number of questions requesting further details regarding the RFP. Included below are said questions and answers thereto, all of which shall be made part of the RFP by inclusion into this Addendum.

GENERAL INSTRUCTIONS:

This Addendum constitutes an integral part of the RFP and shall be read in conjunction with the RFP. Where inconsistent with the RFP, this Addendum shall govern. It is the responsibility of all respondents to the RFP to conform to this Addendum. Unless specifically changed herein, all other requirements, terms and conditions of the RFP remain unchanged. All respondents shall acknowledge receipt of this Addendum by signing the form that is attached hereto as Exhibit “A.” All terms capitalized herein shall have the same meaning ascribed to them in the RFP.

QUESTIONS AND ANSWERS:

Question 1: Whether companies from Outside USA can apply for this? (like, from India or Canada)

Answer: Yes, however, it is unlikely that a company outside of the US would be selected due to the requirements of the RFP.

Question 2: Whether we need to come over there for meetings?

Answer: YES, per the RFP, contractor is required to attend meetings, prepare presentations and conduct training on a regular basis.

Question 3: Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

Answer: No

Question 4: Can we submit the proposals via email????

Answer: NO, see RFP for Submittal Instructions and Proposal Format & Content.

Question 5: What will be the annual budget for this project?

Answer: Currently, the fiscal year budget amount is \$192,800. However, this amount is reflective of some special projects undertaken in the last fiscal year.

Question 6: Is there any current service provider for similar services, if yes please share the name.

Answer: Talent Evolution is currently the City's service provider.

Question 7: Does the City of Rancho Mirage have any existing preference for the technical architecture of the new website?

Answer: There is no existing preference for the technical architecture of the City's website.

Question 8: Will the City of Rancho Mirage accept the use of an open source web content management system, such as Drupal or WordPress?

Answer: There is no preference.

Question 9: Will you kindly include me in the distribution of additional questions and answers received by the question deadline?

Answer: Yes

Question 10: What is the current content management system (CMS) used by the City?

Answer: WordPress

Question 11: Does the City intend for the selected firm to provide content creation (copywriting) within the Scope of Services?

Answer: No

Question 12: Is the telephone support and emergency phone support requested intended to be provided for all City staff, content managers only, or website visitors?

Answer: All City staff, who are the content managers

[THE REMAINDER OF THIS PAGE LEFT INTENTIONALLY BLANK]

EXHIBIT "A"

**ADDENDUM RECEIPT
ACKNOWLEDGEMENT FORM**

By signing this form, I hereby acknowledge receipt of the Addendum dated March 24, 2016 ("Addendum") to the City of Rancho Mirage Request for Proposals for Website Maintenance, Hosting, Security and Digital Marketing Services, issued March 8, 2016 ("RFP"). I agree to include this signed instrument as part of any proposal package submitted in response to the RFP and Addendum.

By:

Title:

Date: _____, 2016