

REQUEST FOR PROPOSAL

PROJECT NO. RFP 16-28

WEB DESIGN PROJECT

QUESTIONS AND ANSWERS NO. 1

Date: February 22, 2016

To: Prospective Respondents

From: Procurement Operations Department, Houston Community College

Subject: Questions and Answers Responses

1. Whether companies from Outside USA can apply for this? (From India or Canada)

Response: HCC seeks proposals from vendors that will meet the needs of the RFP scope which include a significant amount of the work to be completed onsite; HCC is not looking for an offshore solution.

2. Whether we need to come over there for meetings?

Response: HCC seeks proposals from vendors that will meet the needs of the RFP scope which include a significant amount of the work to be completed onsite. Furthermore, the proposing vendor must identify any services within the scope that will be performed onsite and offsite. If there are specific consultants that will work remotely, these consultants should be identified in their response to Section 2: Price Proposal, item 4 Dedicated Staffing.

3. Can we perform the tasks (related to RFP) outside USA? (From India or CANADA)

Response: HCC seeks proposals from vendors that will meet the needs of the RFP scope which include a significant amount of the work to be completed onsite; HCC is not looking for an offshore solution.

4. Can we submit our proposals via email?

Response: Proposals must be submitted in accordance with the RFP instructions and may not be submitted via email.

5. Is replacing the Trumba Calendar a part of the redesign?

Response: The calendar will be reviewed along with rest of the site and if necessary, a change may or may not be made depending on outcomes from the discovery phase of the project.

6. Can we attend the 2/23 Pre-proposal Meeting via conference call or WebEx?

*Response: A conference bridge will be made available, **the dial-in information is noted below.***

7. I understand that the school is using Terminal Four as its content management system (CMS). Section 7. E. iv. states that Consultant will work with CMS vendor to integrate code into CMS, is the CMS vendor allowed to submit a proposal?

Response: The referenced RFP is open to all proposers.

8. Is HCCS actively looking for a new CMS recommendation or is the strategy based exclusively on Terminal Four CMS Integration?

Response: RFP Section 1.7.B Discovery (pg. 8) is to "[p]rovide CMS recommendation as needed." HCC will consider but make the final decision on all recommendations including whether to change the CMS. All proposers should be prepared to deliver their services using the current CMS.

9. Is it single award or multiple award contracts?

Response: The goal of the RFP is to have a single award.

10. What is the annual budget for this contract?

Response: The services as described in this RFP are new therefore there is no historical annual budget for such services.

11. Is there any incumbent on this contract? If yes, please provide the incumbent details and contract number.

Response: There is no current incumbent; the services as described in this RFP are new.

12. Please let us know the last year's spending on this contract?

Response: There is no historical contract; the services as described in this RFP are new.

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RFP 16-28 – Website Redesign Project

Pre-Proposal Meeting Dial-In Information

As per the referenced RFP Solicitation Schedule, the non-mandatory, Pre-Proposal Meeting will be held as follows:

February 23, 2016 at 2:00 pm (local time)
3100 Main Street, 2nd Floor, Seminar Room A
Houston, Texas 77002

The following is the conference bridge dial-in information.

Audio Conference Dial-In # 877-873-8018

Access Code: 7179727