1. Could we do outsourcing with this project?

   A: No

2. As a result of this ITB is the district intending to award a contract with one or more vendors to actually develop a new website for the district and schools? Or rather, is this goal of the ITB to only create an approved list of vendors for a potential future purchase?

   A: Create an approved list of vendors that schools or district offices could use for website development.

3. Is it possible that as a result of the ITB the district approves vendors to be added to a list but they are never awarded a contract to perform work?

   A: Yes, this is a possibility.

4. What is the current process for how the district and/or schools are currently purchasing similar web services?

   A: Currently, the schools enter into an agreement based on a 3-bid process.

5. As a result of this ITB, what level of participation do you expect from the district and schools? For example, assuming that the district currently has about 350 different websites, will all 350 be getting new websites? If not all, can you provide an estimate on the level of participation?

   A: The participation will be based on the needs of the schools. Not all schools will choose to go with having a third-party vendor develop and maintain their website

6. What are the primary motivations for following the process of creating a list of approved vendors?

   A: Schools have been tasked with updating websites to be ADA compliant. However, not all schools possess the skills necessary to achieve this, nor may have the appropriate faculty or staff to take on this task. Hence, a third-party may be the option.

7. Section 3.1 includes the following bulleted statement: "Awarded vendors may receive Request for Quotes (RFQ) for projects over the current quotation threshold of one-thousand dollars ($1000)." Can you provide some clarity on what this means? Is there a current cap of $1000 for a site and if so, does that include design, migration, software and hosting, support, training, etc?

   A: School Board policy governs the District procurement process. Three (3) quotes for any service deemed over $1,000 are required. This is a threshold, not a cap.

8. It is not clear to us if pricing needs to be included and if so, in what format?

   A: Pricing will not be a determining factor to qualify for the list of preapproved vendors. However, the schools/departments will be required to request pricing from the preapproved vendors whenever third-party web development services are needed.

9. When RFQs are sent out to the approved vendors, will they be for one site at a time? For example, will schools be making individual purchases for their website needs or will the district be purchasing bundles of websites?

   A: Each school/department will make purchases individually.

10. At the top of page 23, section 2.3 has an opening paragraph that states the following: The proposal submitted must clearly indicate the name of the responding firm, as well as the name, address, and telephone number of the primary contact at proposer's organization. The Proposer shall demonstrate their experience in the student uniform services. I'm assuming that the underlined words are just a holdover from a prior RFP that was repurposed and that this should say 'Website Development'?

    A: That is correct. The text should say "website development services" instead of "student uniform services."

11. Is there an incumbent currently working in this position?

    A: Currently, the District uses a variety of vendors for this service.

12. Will it be awarded to one company or multiple companies?

    A: The bid may be awarded to a pool of preapproved vendors.

13. What is the estimated budget?

    A: The estimated budget is $3,000,000.

14. We are MBE Certified Firm based in the State of MD. Is it ok if we can fulfill 5% MBE goal by ourselves or do we have to team up with local MBE/SBE firm to fulfill the goal?

    A: You would have to team up with a local MBE/SBE firm to fulfill the goal.

15. Since we are out of state vendor, do we still have to fill Local Business Affidavit Eligibility Form and submit it along with our proposal?

    A: Out of state vendors should leave that exhibit without filling it out. However, if it is filled out, it will simply be disregarded.

16. Is it mandatory to have experience with M-DCPS?

    A: No

17. The hosting, security certificates, firewall and domain is on behalf of the consultant or schools have their own infrastructure?

    A: On behalf of the consultant

18. Is there a software requirement specification document where all the features have been defined? This definition of features is important to delimit the scope of the web portal and to calculate more accurately the costs of the project, since the document indicates that we must make a item description by item of the project costs.

    A: There are no specific requirements since the needs of the schools will vary. The schools should be given options to choose from when it comes to features and functionality of the site.

19. Are these requirements of the web portal features a standard in all schools in Miami Dade County?

    A: Clarification on what is meant by "web portal" would be needed. The expectation is that the vendor will develop and maintain the website for the school.

20. How many schools will use the web portal once it is implemented?

    A: Adoption will vary based on the needs of the schools

21. Will the schools use the developed web portal as a rule independently?

    A: Yes, these will be unique to each school

22. Because the development of a CMS content management module is evident, is it allowed to have a core content management core and independent user interface modules?

    A: Having a CMS is not a requirement. The selected vendor would be responsible for updating and maintaining the website

23. Should the web portal be integrated with devices, webservices or third-party systems?

    A: Not at this time

24. Regarding Section 2.2 D- itemized cost and total cost for services, since we don't have specific requirements for the website and cost should be based on specific requirements, do you want this cost for services to be based on a "generic" website development project that includes the phasing of ideas outlined in (1) and also the mobile web design and maintenance outlined in (2)?

    A: The schools should be given options to choose from when it comes to features and functionality of the site.

25. Regarding Section 4.1 (6); this area calls for the submission of a "Price Proposal List" as outlined in Section 3.0 – just for clarification, the only item needed is the signature acknowledging this section since a completed price proposal is not required under this ITB (per Section 5.3).

    A: Correct

26. **District Documents:** from time to time district sends out documents to schools that are requested or suggested to be added to the website (i.e. Connection Newsletter). Who is responsible to ensure that these docs are in compliance? District or School? Or are all documents that are sent to Principals already fully compliant?

    A: The school would be responsible for providing documentation that is accessible, but the vendor needs to also check for accessibility.

27. Is the district seeking a single web development vendor or multiple vendors for this project?

    A: Multiple vendors that schools can select from

28. Does Miami-Dade have a preference for a commercial-off-the-shelf (COTS) website offering or custom developed offering?

    A: Either is fine.

29. If the district is seeking multiple web development vendors will they allow the schools to individually determine when they want to migrate their websites to a new design?

    A: Yes and Yes

30. If the district is seeking multiple web development vendors will they be grouping individual schools into logical cohorts for consolidated website migration efforts? Or will individual schools be allowed to contract with the authorized vendors for single website migration efforts?

    A: Multiple vendors and schools can work with vendor of their choosing

31. Will Miami-Dade be centrally managing this project?

    A: No

32. How will Miami-Dade award work to the list of authorized vendors after award of the initial contract?

    A: The schools/departments will request quotes individually.

33. What is the expected duration of these projects? Are there any milestone goals in place for website development or a planned number of websites to be developed under this contract?

    A: The project duration and milestones will be determined individually based on the schools needs

34. Does Miami-Dade County Public Schools plan to maintain standard web design and site branding for all schools? Or will the individual schools be allowed to determine their own web design and branding?

    A: Schools can determine their web design and branding

35. Would the district like multiple cost scenarios presenting options for a single district-wide website(s) implementation plus options for phased and even individual website projects?

    A: The school should be given options to choose from when it comes to features and functionality of the site.

36. Does the district know how many web pages they need to migrate?

    A: Each school has their own websites and which has different content and pages

37. Recognizing that Miami-Dade is requiring websites to comply with ADA accessibility standards, are you also looking for a solution that actively monitors website accessibility, including posted web content and offer inline remediation guidance for content editors, and alternative formats to be presented to your content consumer?

    A. Yes

38. Is the district looking for one design for the district and schools or would the district like each school to have their own look and feel?

    A: Schools can determine their web design and branding.

39. Does the district have a specified budget for this project? Will budget be allocated to individual schools to manage their own projects?

    A: Budget for each school/department may vary.

40. Are there additional Technical requirements for the Website BESIDES the following: Multilanguage, Content Management with Secure Admin Login, Contact forms, Document downloads? If so, what are the requirements?

    A: Having a CMS is not a requirement. The selected vendor would be responsible for updating and maintaining the website

41. Are there other systems with which the Websites should integrate?

    A: No

42. If the Miami-Dade County Public Schools has technical staff that will completely or in part participate in maintaining the website, what technologies are most familiar to your technical staff?

    A: The selected vendor would be responsible for updating and maintaining the website.

43. Will the Scope of Work include brand creation or enhancement, or will the website follow a style guide for the existing brand?

    A: Schools can determine their web design and branding.

44. Will the Scope of Work include Content Development, or will the District provide the Content?

    A: Both

45. Will this Scope of Work be limited to a single Website, or will there be multiple? If multiple, how many, for example?

    A: One website per school

46. Has the District decided on a hosting platform (examples: Windows Server with IIS and SQL Server, Linux / NGinX with Apache and MySQL/MongoDB), or will the Developer make the recommendation?

    A: The developer determines the hosting solution

47. Will some new or upgraded websites include needed customizations (for example: add features to off the shelf programs and\or customizations to interface with legacy programs)?

    A: No

48. Can you provide a copy of the sign in sheet?

    A: See attachments

49. Would you be able to send us the Agenda that was covered? Also, if the conference was recorded, we would be interested in listening.

    A: Please submit a formal public records request.

50. What type and scale of websites are expected to be developed?

    A: May vary

51. Are there any technologies or platforms that are preferred or required to be used?

    A: No

52. How many websites are expected to be developed during the term of the contract?

    A: Adoption will vary based on the needs of the schools.

53. Will this contract include maintaining existing websites or is it only for the development of new websites?

    A: Both developing and maintaining

54. How do we price this if each school has a different site and will have different pricing for the services (i.e., site migration, restructuring, etc.)?

    A: The school should be given options to choose from when it comes to features and functionality of the site.

55. What is expected in the price proposal? Do we generate a generic site and base the proposal on this hypothetical site?

    A: A signed copy of the Price Proposal terms and conditions is the only requirement for that section.

56. Will we be bound to this price proposal or will it be able to be modified after our submission into the prequalified bid pool?

    A: Each school/department will request pricing individually.

57. Who will be involved in the evaluation and decision-making process?

    A: Procurement staff evaluates, and the School Board makes the final decision.

58. When do you expect to award this project to the successful vendor?

    A: Possibly July 2019

59. Do you have a preference of web content management system? We recommend Drupal, an enterprise-ready, open source content management system that powers some of the world's largest and most popular websites.

    A: Having a CMS is not a requirement. The selected vendor would be responsible for updating and maintaining the website

60. If you do not have a preferred CMS, do you prefer an open source or proprietary solution? Upon review of the project requirements, we believe that an open-source approach would provide the best value for your organization.

    A: Having a CMS is not a requirement. The selected vendor would be responsible for updating and maintaining the website.

61. Which mobile devices must the platform support? We recommend, at a minimum, web-kit enabled iOS and Android devices.

    A: The site should be responsive in order to be viewed on different phones and tablets either iOS or Android.

62. Which browsers must the platform support? We recommend, at a minimum, Internet Explorer 11.x and later, Firefox 5.x and later, Opera 12 and later, Safari 5.x and later, and Google Chrome.

    A: Current generation browsers

63. How many people manage and update content on a regular basis?

    A: The selected vendor would be responsible for updating and maintaining the website

64. How do you currently support and maintain your CMS platform?

    A: We should not respond to this as it has no implication to what we are asking for in the ITB

65. Do you require a Service Level Agreement for Maximum Initial Response time?

    A: Yes

66. Within all our projects, we recommend a hosting solution that is architected for resiliency and designed to accelerate deployment. Do you require a firm that will provide a hosting solution? If not, what are your plans for hosting?

    A: Selected vendor will provide hosted solution.

67. What tools and processes are you currently using to evaluate the accessibility status of the website?

    A: Vendor needs to provide us with the information on what tools they use.

68. Is there a plan to ensure legacy content (copy) carried over from the current website meets accessibility guidelines? Will this be the responsibility of the proponent or internal?

    A: Yes. This will be the responsibility of the vendor and the school.

69. Do you plan to incorporate digital experience platforms (DxPs) in this project or in the future? We recommend using DxPs if you are looking to build complex personalizations, custom user journeys, and targeted advertising.

    A: Not at this time

70. Are user personas and customer journey mapping an important part of this project?

    A: No

71. Is action- and location-based contextual content an important part of this project?

    A: No

72. Is an enterprise-level digital asset management suite an important part of this project?

    A: No

73. How many content types (or content templates) are needed for this project?

    A: The school should be given options to choose from when it comes to features and functionality of the site.

74. Do you require an enterprise search appliance to help users find content? We recommend Apache Solr, an open source search appliance that is often used with Drupal CMS.

    A: No

75. Do you require engagement tools, such as commenting or social sharing?

    A: Not at this time

76. Do you require forms as part of this project? If so, how many? Can you provide examples demonstrating the complexity of the forms?

    A: No

77. Are there any third party applications that need to be integrated with the CMS? If so, can you elaborate on which applications and the level of integration?

    A: No

78. How many pages do you plan to migrate?

    A: Will vary depending on the need of the school

79. Please specify the format of the source data to be migrated (database, .csv, XML, etc.).

    A: HTML\CSS, images, content (DB, XML, etc.)

80. Can you provide a sample of the data to be migrated?

    A: There are no data migration requirements at this time.

81. Do you have a preferred project management methodology? We use the Agile methodology to ensure that we are able to deliver the projects that our clients envision.

    A: Agile is fine; however, the vendor can use their preferred method of project management

*If you would like a hosting recommendation, please respond to the questions below.*

82. How many page views do you receive per month?

    A: This varies per school

83. Do you plan to run multiple sites on your new platform? If so, how many?

    A: There should be one site per school

84. How many content items (pages) do you have in your existing website?

    A: This varies per school

85. How much file system space does your existing website use?

    A: This varies per school

86. Do you currently use a Content Delivery Network (CDN)?

    A: No

87. Do you require any specific networking rules or customization?

    A: No

88. Does your site require external authentication (LDAP, SAML, etc.)?

    A: No

89. Do you process any e-commerce transactions?

    A: No

90. Do you require a Service Level Agreement for uptime (99.95%)?

    A: Yes