



WEBSITE HOSTING, RE-DESIGN, DEVELOPMENT AND IMPLEMENTATION

Request for Proposal Amendment #1

The following changes / clarifications / additions have been added to the Invitation to Bid project specifications and plans:

1. **CLARIFICATION:** The City of Wheaton is requesting that vendors provide information on website hosting price renewal fees in subsequent years. Vendors are asked to provide the duration for initial website hosting fees to be fixed and a proposal for addressing potential price adjustments in the future.
2. **QUESTION:** Whether companies from outside USA can apply for this? (like from India or Canada)
ANSWER: The City of Wheaton will consider proposals from non-U.S. based vendors.
3. **QUESTION:** Whether we need to come over there for meetings?
ANSWER: The City of Wheaton requires at least three (3) days of on-site navigation consulting and at least three (3) days of on-site implementation training.
4. **QUESTION:** Can we perform the tasks (related to RFP) outside USA (like from India or Canada)?
ANSWER: Yes.
5. **QUESTION:** Can we submit the proposals via email?
ANSWER: Instructions for submitting proposals are listed under General Instructions, Item #26. Proposals must be submitted in sealed envelopes addressed with mailing label included in proposal documents.
6. **QUESTION:** What is the budget?
ANSWER: The project funding was not included in our fiscal budget this year. We are developing a plan to cover all project costs.
7. **QUESTION:** Is the budget inclusive of a redundant production hosting environments as well as a separate development environment?
ANSWER: Yes. A redundant production hosting environment in a different geographical region is a requirement. A separate development environment is preferable. We would like to know the options that are available to us. As per Item #18 under the Professional Services Provider agreement terms, the obligation of the City for payment to a Contractor is limited to the availability of funds appropriated in a current fiscal period, and continuation of the contract into a subsequent fiscal period is subject to appropriation of funds, unless otherwise authorized by law.
8. **QUESTION:** What is the timeline?
ANSWER: Phase 1 (initial design/wireframe) will begin in January 2017.

9. QUESTION: Is there a (CMS) platform preference?

ANSWER: ASP.NET C# platform.

10. QUESTION: “Built on ASP.NET C# platform” – why this preference? Is it only because of the SAML integration?

ANSWER: We feel that a .NET platform is a more secure platform. The City’s current infrastructure is .NET based and the staff is experienced in using this platform. SAML is part of the City’s effort to adhere to current and future security standards.

11. QUESTION: Are there existing branding guidelines?

ANSWER: No, there are no existing branding guidelines.

12. QUESTION: How many people will be administering content?

ANSWER: 5-10 city employees will be administering content.

13. QUESTION: How many people are on the City’s web team?

ANSWER: We currently have three people on the City’s web team.

14. QUESTION: Who supports the current site?

ANSWER: Our current site is supported by our Web Specialist and our PR coordinator.

15. QUESTION: What is driving the desire for the SSSAE 16 compliance?

ANSWER: Our IT Department recommends this as part of City’s effort to adhere to current and future security standards.

Attachments: Updated Price Proposal Page

Contacts for this proposal: procurement@wheaton.il.us

Wheaton City Hall • 303 W. Wesley Street • Wheaton, IL 60187-0727
630-260-2000 • Fax 630-260-2017 • TDD 630-260-8090

Mayor – Michael J. Gresk • **City Manager** – Donald Rose

City Council – Tom Mouhelis • John Rutledge • Evelyn Pacino-Sanguinetti • Todd Scalzo • Phil Suess

PROPOSAL: Website Hosting, Re-Design, Development and Implementation

Based on Amendment # _____ dated _____

PLEASE SUBMIT 3 Original Proposals AS FOLLOWS:

***This Page, followed by
The Certification of Compliance followed by
Proposal***

***Please do not submit perforated pages, nor bind your proposal in anything other than
paper clips.***

We hereby agree to furnish and deliver to the City of Wheaton, in accordance with the Terms and Conditions, Specifications, and Contract Requirements as follows:

Website Re-design, Development and Implementation, not to exceed cost \$ _____

Staff training, not to exceed cost \$ _____

Travel expenses, not to exceed \$ _____

Other expenses (detail below), not to exceed \$ _____

Total Website Re-design, Development and Implementation cost \$ _____

Annual Hosting/ Support Fee \$ _____

Duration for Annual Hosting / Support fee to be fixed _____

Proposal for future price increase adjustments:

CERTIFICATION OF COMPLIANCE
Website Hosting, Re-Design, Development and Implementation

The undersigned, being first duly sworn an oath, deposes and states that he/she has the authority to make this certification on behalf of the bidder for the product, commodity, or service and:

(A) The undersigned certifies that, pursuant to 720 ILCS Act 5, Article 33E of the Illinois Compiled Statutes, the bidder is not barred from bidding on this contract as a result of a conviction for the violation of State of Illinois laws prohibiting bid-rigging or bid-rotating.

(B) The undersigned certifies that, pursuant to 65 ILCS 5/11-42.1-1 of the Illinois Compiled Statutes, the bidder is not delinquent in the payment of any tax administered by the Illinois Department of Revenue.

(C) The undersigned certifies that, pursuant to 30 ILCS 580/3, Section 3 the bidder deposes, states and certifies it will provide a drug free workplace by complying to the Illinois Drug Free Workplace Act.

(D) The undersigned certifies that, pursuant to 820 ILCS 130/1-12 of the Illinois Compiled Statutes, the bidder, when required, is in compliance to all requirements of the Prevailing Wage Act.

(E) The undersigned certifies that, pursuant to 30 ILCS 570/ Section 5 Article 2 of the Illinois Compiled Statutes, the bidder is in compliance to all requirements of the Employment of Illinois Workers on Public Works Act.

(F) The undersigned certifies that they agree to fulfill all Requirements, Specifications, Terms and Conditions.

(G) The undersigned certifies that they agree to fulfill all Contract Requirements.

(H) The undersigned certifies that they agree to present alternative Greener products/processes to the City for consideration in this work.

Check One:

☐ **There are no conflicts of interest;** and in the event that a conflict of interest is identified anytime during the duration of this award, or reasonable time thereafter, you, your firm, or your firm's ownership, management or staff will immediately notify the City of Wheaton in writing.

☐ **There is an affiliation or business relationship** between you, your management or staff, your firm, or your firm's ownership, and an employee, officer, or elected official of the City of Wheaton who makes recommendations to the City of Wheaton with respect to expenditures of money, employment, and elected or appointed positions. *Provide any and all affiliations or business relationships that might cause a conflict of interest or any potential conflict of interest. Include the name of each City of Wheaton affiliate with whom you, your firm, or your firm's ownership, management or staff, has an affiliation or a business relationship.*

This Business Firm is: (check one)

☐ a Corporation ☐ a Partnership ☐ an Individual ☐ an LLC

Firm Name: _____

Firm Address: _____

Signature: _____

Print Name _____

Position: _____

Phone #: _____

Fax #: _____

e-mail address _____

Date signed: _____

Operational Contact for this work

Name: _____

Phone #: _____

e-mail: _____

Sales Contact

Name: _____

Phone #: _____

e-mail: _____

Billing Contact

Name: _____

Phone #: _____

e-mail: _____

CUSTOMIZED MAILING LABEL FOR SEALED BID

XXXXXXXXXX CUT OUT XXXXXXXXXX

Cut along outer border and affix this label to your sealed bid envelope to identify it as a "Sealed Bid".

SEALED BID – DO NOT OPEN

PROPOSAL FOR:

*Website Hosting, Re-Design, Development
and Implementation*

Proposal for Services

PROPOSAL FROM: *(Insert your company name below)*

Proposal due: November 18, 2016 prior to 10 am

List of Proposers published: November 21, 2016, 5 pm

TO BE OPENED BY PROCUREMENT OFFICER

MAIL TO:

**Procurement Officer
City Hall /
City of Wheaton
P.O. BOX 0727
303 West Wesley Street
Wheaton, IL 60187-0727**

CUSTOMIZED MAILING LABEL FOR SEALED BID

XXXXXXXXXX CUT OUT XXXXXXXXXX

Cut along outer border and affix this label to your sealed bid envelope to identify it as a "Sealed Bid".

**Procurement Officer
City Hall /
City of Wheaton
P.O. BOX 0727
303 West Wesley Street
Wheaton, IL 60187-0727**