



**METRO**

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## Addendum Two/ RFP 13-2126

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### RFP 13-2126 Web Professional Services

The following question was submitted on this solicitation. In the interest of fairness, this information is being provided to all interested proposers.

#### Questions:

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

**Answer:** Yes

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

**Answer:** Vendors will need to be available for some in person meetings for various projects throughout the contract term.

3. Can we perform the tasks outside USA ? (From India or Canada)

**Answer:** Some tasks may be performed for outside the U.S. but project specifics may require time spent at Metro for meetings, trainings and technical work.

4. Do you have any reference sites that you would like to mention for designing purposes?

**Answer:** No.

5. We can estimate/budget the project with or without offshore resources. Do you have a preference?

**Answer:** We do not discriminate.

6. Will "Metro" handle loading the content to the site, or would you like us to do that? If we need to do it, who will be responsible for content creation?

**Answer:** Metro is responsible for content creation, uploading to site is undetermined.

7. Is hard copy submission a must? Would not an email submission be sufficient? We submit all our proposals electronically (via Email); in efforts to go green and keep our costs for submitting proposals low. Is this something that you accept or you will need the hard copies?

**Answer:** Hard copy is required.

8. Do we require traveling and having meetings in person during implementation of the project? If yes, would the travel and boarding expenses be reimbursed?

**Answer:** Most likely yes. To be negotiated on the expenses.

9. Is Hosting, Maintenance, Support included in the budget?

**Answer:** No, other vendors provide.

10. Is there any onsite training/presence required or work can be done remotely?

**Answer:** Most likely only some of the trainings would be in person.

11. Do you have any examples of other sites you like from a visual perspective?

**Answer:** No, not at this time

12. Is there a style guide we need to follow for the redesign?

**Answer:** Yes

13. Is Metro looking to collect forms and applications online?

**Answer:** Yes

14. Would we be using any Drupal templates/design/servers from your other sites (i.e....Oregon zoo & Portland Expo Center)

**Answer:** Yes possibly

15. Are you looking to carry over the features / functionalities of your current site to the new site? Are there any new features or functionalities you are looking to add to the redesign?

**Answer:** Yes, Yes

16. Are you looking to have someone on site full time or is limited in person meetings and working remotely an option?

**Answer:** Contractors should be able to attend meetings and perform trainings at Metro but will not be required to complete project work on site full time.

17. Can I get some clarification several mentions of "do not exceed" brought up regarding work orders. Specifically, how much are projects scoped by Metro versus the outside vendor? The reason for this question is that we typically see clients budget X for a certain project and then realize after getting into it that the budget wasn't aligned with the true effort. If there are "do not exceed" restrictions on project awards, then this could be an area of concern for us.

**Answer:** Metro will work with contractors to define the scope for each individual work order or project.

18. What does Metro's discovery process typically look like when beginning a project? This is related to #1 above, but covers situations that Elizabeth mentioned in which the vendor is involved in scoping work out alongside Metro.

**Answer:** The process is different for each project. The RFP asks for you to describe your approach to projects.

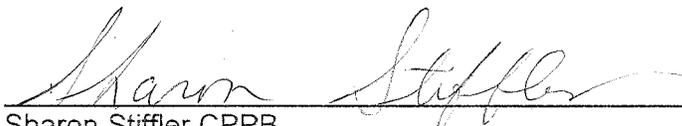
19. Does Metro currently employ any use of version control for deployment of code across any of its web properties?

**Answer:** Yes

20. Does Metro have an existing mobile strategy?

**Answer:** No

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