City Council
Beverly H Burks, Mayor
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Jamie Carroll   *Laura Hopkins*
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City Manager
Robin I. Gomez

REQUEST FOR PROPOSALS (RFP)
RFP 01-21
CITY WEBSITE REDESIGN

RFP Questions, followed by City of Clarkston answers:

1. **Do you have a preferred platform (CMS) for the new website?**
   Answer: No
2. **How many staff from your team will be facilitating this project or be our go to people?**
   Answer: 3
3. **Do you have a budget and if so what is that budget we should stay with?**
   Answer: No set budget, to be determined based on RFP responses
4. **What is the email to which responses can be submitted?**
   Answer: rgomez@cityofclarkston.com
5. **Is there an incumbent to this project?**
   Answer: No
6. **Does the City have a curated backlog of exactly what is needed:**
   Answer: No
7. **We are new to government contracting space and have no prior experience working with government. Would this be a handicap?**
   Answer: No
8. **Is the City looking to rebrand the existing site in addition to redesign?**
   Answer: Yes
9. **What is the technology stack of the current website?**
   Answer: 3rd party host, currently Diversified Technologies LLC, powered by dtGovLink
10. **What is the NTE budget for the website?**
    Answer: No set budget, to be determined based on RFP responses
11. **I had on my calendar a mandatory Pre-Mid Meeting for this morning but don't see it listed on your website currently. Has this meeting been canceled or rescheduled?**
    Answer: No such meeting was ever part of this RFP.
12. **Can the City please share the approximate budget for this project?**

Answer: No set budget, to be determined based on RFP responses

13. **Will the City require vendor's support for content writing for this new site?**
Answer: No, but will take suggestions

14. **Does the City want the vendor's developing team to be on-site?**
Answer: Not a requirement, but can be scheduled as needed

15. **Will the City be required to meet the City face to face or will we be allowed to conduct meetings online via WebEx/Zoom?**
Answer: Face to face not a requirement; on-line meetings are fine

16. **Are the incumbents to this RFP/contract?**
Answer: No

17. **We don't's have the City of Clarkston business license yet, would Georgia's business license work in that case? If not, can we provide the license after notice of award?**
Answer: City of Clarkston business license only required from firm selected, approved, and contracted by the City at time of contract signing.

18. **Would you also consider using video on the main page or in the future?**
Answer: Yes

19. **Would you be interested in a 4 year re-design?**
Answer: No

20. **Can you share your e-commerce merchant?**
Answer: UsaEpay and Tyler Technologies

21. **Does the City use an e-newsletter?**
Answer: Yes

22. **Should I list extra options that help customize your solution as extra costs outside this original project cost?**
Answer: Please include all costs in response to the RFP

23. **Is the City team "willing" or "open" to deleting old information and pages prior to the migration:**
Answer: Yes

24. **Will the website redesign be hosted in the incumbent vendors environment? Or is the City of Clarkston open to recommendations by responding vendors for other hosting providers?**
Answer: City is open to recommendations for other hosting providers

25. **Is there a required percentage of guaranteed uptime for implementation and go-live of the website?**
Answer: No

26. **Is there a current disaster recovery plan in place for website crashes?**
Answer: yes

27. **Will there be a plan in place for the website redesign or would you like for the responding vendor to include disaster recovery costs in the proposal?**
    Answer: OK for responding vendor to include disaster recovery costs in the proposal
28. **Will a vendor be disqualified if all the 3 references for website redesigns were not small city/municipal website redesigns?**
    Answer: No disqualification, however, scoring may be impacted
29. **Will an IT resource from the City of Clarkston be available to assist with networking details during implementation and end-user training?**
    Answer: Yes, the City's 3ʳᵈ party IT vendor will assist