

KANSAS CITY AREA TRANSPORTATION AUTHORITY

REQUEST FOR PROPOSALS (RFP) #G21-4010-14A
Website Hosting Services
ADDENDUM #1

Issue Date: June 4, 2021

This Addendum is hereby made a part of the Request for Proposals and Project Documents to the same extent as if it was originally included therein and is intended to modify and/or interpret the bidding documents by additions, deletions, clarifications or corrections. The Contractor shall acknowledge receipt of this Addendum in their Proposal on the "Receipt of Addenda" form (herein attached) and shall include the form in Volume III, "Contractual."

GENERAL INFORMATION

- Has a Q&A or an addendum been released yet?
 - All questions are responded to via addendum. Referenced herein - Addendum #1, dated 6/4/21.
- Is the due date still the same?
 - The RFP closing date remains on June 15, 2021 by 2:00 p.m. CDT.

PROPOSAL CLARIFICATIONS

1. Q: Do you have a style guide or a brand guide?

A: **Yes, but it is not specific to the website. There are some variations that are not in the RideKC style guide.**
2. Q: Do you have a budget you are able to share?

A: **We anticipate expenditures to be in the range of \$60k - \$80k**
3. Q: Does the Authority have a CMS preference? Open source? Drupal/WordPress?

A: **As stated in the RFP, the current CMS is Expression Engine. Proposers may propose a different CMS but would have to account for the costs of transferring to a different CMS. WordPress is not recommended.**
4. Q: Who are your primary and secondary users?

A: **Our primary users are transit riders. Our secondary users are assumed to be people with an interest in learning about transit in Kansas City, service providers/employers, and stakeholders.**
5. Q: Would you like detailed research in terms of your audience in the form of an audience needs assessment?

A: **Is not within the scope of this RFP. As stated in the RFP, KCATA's audience is current and potential customers of the area's public transportation system. The most used portion of the RideKC.org website is routes and schedules.**
6. Q: Do you have a desired launch date? Is there a specific event driving the launch date?

- A:** Contract award/notice to proceed in July 2021. Based on current contract end date.
7. **Q:** What is the current hosting environment?
- A:** Database connectivity is essential for several key, critical components of KCATA's website including the following:
- Schedules and Maps (RideKC.org)
 - Real-Time Vehicle Location and Arrival Information (RideKC.org)
 - Rider Bulletins, Notices, and Alerts (RideKC.org)
 - Customer Information (Fares, Rider Guides, General Information) (RideKC.org)
 - Employment Opportunities KCATA.org
 - Procurement Opportunities KCATA.org
 - Internal Communications Links
8. **Q:** How many visitors does the current website receive on a monthly basis?
- A:** RideKC.org has an average of 87K monthly sessions. KCATA.org has an average of 12.3K sessions
9. **Q:** How many pages of content do you anticipate transferring to the new site?
- A:** All pages
10. **Q:** What are your current pain points with the existing website?
- A:** (1) Due to the naming convention for maps and schedule entries, maps and schedules cannot be preloaded into the active database of scheduled without creating a different website address. Being able to schedule a switch out files would allow for more flexible work.
- (2) Staff would like the ability to edit the web footer.
11. **Q:** How many site administrators will you have?
- A:** I believe you are using this word differently than we use it. On the current site, the administrators are the contractors. There are more than 10 KCATA employees with access to the RideKC content management system and the ability to publish and edit content. There are over 20 employees with access to the KCATA.org website. Aside from the Procurement and HR content, approx. 95% of updates and content management is done by one employee.
12. **Q:** Will you require different levels of admin permissions?
- A:** Yes, there are Procurement and Human Resources employees with access to the Procurement listings and HR Listings on KCATA.org.

END OF ADDENDUM #1

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RECEIPT OF ADDENDA

Proposers shall return this form when submitting their proposal as part of Volume III – Contractual. The form shall be signed and dated by an authorized representative of the firm. Failure to submit this form may deem the Bidder non-responsive. As additional addenda are issued by, please notate date received below.

We hereby acknowledge that the Addenda noted below have been received and all information has been incorporated into the Invitation for Bid as required.

Addendum #1 dated June 4, 2021 Date Received _____

Addendum #2 _____ Date Received _____

Addendum #3 dated _____ Date Received _____

Company Name _____ Date _____

Address/City/State/Zip _____

Authorized Signature _____ Printed Name _____

Telephone _____ Fax _____ Email _____