



Addendum #1

March 20, 2020

to

Request for Qualifications
for Website Design & Implementation
Issued: March 9, 2020

The Request for Qualifications mentioned above is hereby amended and revised as described below. This addendum must be acknowledged in the consultant's RFQ response form. A new response form is included in this addendum.

1. Change: The final deadline for questions (section 10.0 of the RFQ) has changed to April 23, 2020.
 2. Change: The response due date (page 9, Response Form for the RFQ) has changed to April 30, 2020.
-

Below are SGF's answers to questions received as of March 20, 2020.

Question 1

Is there a deadline for submitting questions?

Response

Yes. It was one week before the deadline (section 10.0 of the RFQ) but has been moved to April 23, 2020.

Question 2

'If the government mandates shutdown due to COVID-19, is it acceptable to send responses in via email if we cannot mail you hard copies?'

Response

Yes.

Question 3

'Due to the current state of our country, has the response deadline been pushed back to a later date.'

Response

Yes. The deadline has been moved to April 30, 2020, as per Addendum #1.

Question 4

Can companies from outside USA can apply for this? (like, from India or Canada)

Response

Yes.

Question 5

Do we need to come over there for meetings?

Response

Meetings are preferred, but given current travel restrictions, we'll allow for telephone interviews.

Question 6

Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

Response

Yes.

Question 7

Can we submit the proposals via email?

Response

Yes.

Question 8

The RFP notes that respondents must "have a license to do business in the state of Missouri." Can you elaborate on what that means?

Response

We can't enter a contract with a firm unless it is registered with Missouri's Secretary of State. A respondent to the RFQ could wait to see if it is selected and then register with the secretary of state.

The following questions were received from a firm who may believe that SGF issued a Request for Proposals, rather than a Request for Qualifications. We are waiting for clarification.

SGF's responses are in red.

RFP QUESTIONS

- Budget
 - Has SGF set an Initial Project Budget for the current scope of work? **A budget range has been established, but we are not sharing that number.**
 - If SGF decides it needs ongoing support and maintenance has a budget been set? **No**

- Web Administration
 - How many content administrators are there expected to be within your organization after the site launch? **Three.**
 - Will the new site require different backend user roles? If so what are they? **Yes, admin and user.**
- Data Request
 - For the current site can you provide the number of site views per month? **Approximately 4,000.**
 - Can you advise on the level of ADA compliance required? **AA**
 - Will a Q&A be issued on your current site of other questions asked by other bidders? **Yes.**
 - What is the average bandwidth usage per month? **Unknown.**
 - Can you provide current storage requirements? **Unknown.**
 - How many pages from the current site are expected to migrate to the new site? **All pages except for the blog. We currently anticipate that SGF staff will migrate blog content.**

The current site is noted to have around 394 pages and 83 PDFs. What's happening with existing deeper content on the site? Are those expected to be maintained, migrated, recreated? **We anticipate that most pages will be migrated, except for the blog which SGF staff will edit and migrate.**

 - Would SGF be open to the popular WordPress CMS? **Perhaps.**
- Submission
 - Is SGF accepting proposals from VA based agencies? **Yes.**
 - Due to the unexpected and unfortunate situation surrounding the COVID-19 epidemic would SGF consider a delayed submission deadline? **Yes. The new deadline is April 30, 2020.**

**Springfield-Branson National Airport
RESPONSE FORM**

Amended March 20, 2020

Website Design & Implementation

Responses Due: April 30, 2020, 4:30 p.m. local time

Mail Response To: Kent Boyd, Public Information and Marketing
Springfield-Branson National Airport
2300 N. Airport Blvd Ste 100
Springfield, MO 65802

Submit One Original Response and Three Copies

Firm Name: _____

Authorized Signature: _____

Print Name: _____

Title: _____

We have read
Addendum #1.
Authorized signature
required: _____

Date: _____

Address: _____

City/State/Zip: _____

Phone/Fax: _____

E-mail: _____