

**Charleston County School District  
 Request for Proposals  
 Strategy and Communications Department**

AMENDMENT #1

**Solicitation Number: P1901**

**Description: CCSD Website Re-Design, Hosting, Content Management System and Notification Services**

**Date: February 12, 2019**

**SUBMIT OFFER BY: February 28, 2019 BY 2:00 PM ET**

**QUESTIONS MUST BE RECEIVED BY: February 8, 2019 by 2:00 PM ET**

**NUMBER OF COPIES TO BE SUBMITTED: One (1) Original Copy, Five (5) Hard Copies and One (1) USB Flash Drive (See page 2 for details)**

**PROCUREMENT OFFICIAL CONTACT:**

**Procurement Services  
 Attention: Debra Cannon, CPPO, CPPB  
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**The term "Offer" means your "Bid" or "Proposal".**

**Offers must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior.**

You must submit a signed copy of this form with your offer. By submitting a bid or proposal, You agree to be bound by the terms of the Solicitation. You agree to hold your offer open for a minimum of ninety (90) calendar days after the Opening date.

Print Name of Offeror (Full legal name of business submitting the offer)		Date Signed
Authorized Signature (Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above.)		Taxpayer Identification No.
Title (Business title of person signing above)		Telephone Number
Printed Name (of person signing above)		Facsimile Number
Company Address (Street, City, State & Zip Code)		
Contact Person(if different than authorized signature)		Email Address
Telephone Number	Facsimile Number	

Cover Page

**Reference and acknowledge this Addendum on the offer submitted.** Failure to acknowledge addendum may result in rejection of your offer.

If by virtue of this addendum you desire to change an offer already submitted, such change may be made by submitting an amended bid prior to the closing date and hour specified.

## AMENDMENTS TO SOLICITATION

(a)The Solicitation may be amended at any time prior to opening. All actual and prospective Offerors should monitor the following web site for the issuance of Amendments: <http://academicdepartments.musc.edu/vpfa/finance/purchasingap/vendors/solicit-awards/bids.htm> (b) Offerors shall acknowledge receipt of any amendment to this solicitation (1) by signing and returning the amendment, (2) by identifying the amendment number and date in the space provided for this purpose on Page Two, (3) by letter, or (4) by submitting a bid that indicates in some way that the bidder received the amendment. (c) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

Questions received are addressed below.

1. Are the school websites currently structured as subdomains included in this project?
  - a. If so, will all schools leverage the same template with modifications for colors/logo/mascot? **Schools will have the choice between 1-3 template options for their site, with the option to add school taglines/mottos if desired.**
  - b. Will all schools require unique functionality? **Schools will require one to two persons full update and admin access. Staff will require access to edit their content (i.e., teacher and departmental webpages)**

2. Is there a CMS or technology preference? Page 20 of the RFP mentions that the ideal solution would leverage Google Apps functionality, based on that is there a preference to leverage Google sites as the new CMS platform?

**CMS will be needed so numerous users can edit.**

3. Can you share details on average monthly page views, current server configuration (i.e. number of web and database servers and server specs)?

**2.2 million district websites views**

4. The RFP mentions that some content from the current platform will be migrated. Can you share details on how much content is anticipated to be migrated?

**Majority of the content on the district website will need to be migrated.**

5. The RFP mentions that the new CMS will integrate with enterprise and 3<sup>rd</sup> party applications. Can you provide a list of applications that will be expected to integrate with the website?

No, but the new CMS should have the flexibility to work with present or future 3rd-party applications to ensure CCSD's and its school websites are managed efficiently.

6. How many levels of approvals do you envision for the workflow process?

One possibly two.

7. Can you elaborate on the intranet requirements? Are varying levels of access required or will all users have access to the same information? If varying levels of access are required can you elaborate on the access levels? What types of functionalities and content will be available in the intranet?

The intranet will become part of one district website, the levels of access will be CCSD employee and non-CCSD employee. The intranet already exist on our current platform but needs to easier to access and update. This will require a login at the top of the district homepage for employees to gain that level of access.

Currently the Intranet house internal forms including service requests and administrative memos. Other uses include housing the Employee Benefits, Principal Packets archives, Transportation, Human Resources informations, etc. That information is and should not be available to a non-CCSD employee.

8. The RFP mentions that the CMS should support the ability to create splash pages. Can you provide as sample use case for the splash page functionality?

CCSD closes for a weather related emergency. The district needs to be able to quickly push out a web message not only on the district page but also the 80+ school sites instantly.

9. What types of content will be included in the feed from the district site to the school website?

District News, Academic Calendars, School Menus, etc. (with option of uniform quick links for easiest access) All school websites should be able to sync information from the district page instead of having to manually change on each individual website.

10. Can you clarify the languages required for the multilingual functionality?

All common languages and dialects spoken in the area should be supported

11. Can you elaborate on the requirements for the mobile application? Will this simply be a copy of the website in app format or is the District seeking a native app that will leverage the user's devices native features?

The mobile application **WILL NOT** be a copy of the website in app form. The app **MUST** have the capability for users to receive numerous feeds from the district and individual school websites. Example: A parent with children an intermediate and high school should be allowed to easily receive a feed originating from the district and those two schools website.

12. Has the District identified a budget or budget range for this project? If so, will that information be shared with vendors?

The district has identified a budget range. No, that will not be shared with vendors.

13. Is the District open to a train the trainer approach for CMS training?

The district is open to any ideas that will simplify the training process. CCSD has two dedicated staff members available for web and notification training and support.

14. Has the District identified any sites it looks to for inspiration or likes the overall design of?

Yes.

15. Are teacher specific or classroom specific websites required? Yes, each teacher is expected to have a web presence. Classroom websites are not required.

16. Would the county be open to using a 3rd party for the hosting of the websites?

No, we are looking for a vendor that can provide the hosting as well.

17. Is there an existing vendor who may be bidding?

There is a current vendor for the services.

18. How many people will be on the team that will be making decisions (relative to the logo, website development features, website design, and content)? How might upper level authorities be involved?

One staff member is dedicated to the district website and one staff member is dedicated to school websites. They will serve as the contacts for the project and will deal directly with internal management.

19. In addition to content migration, how much original content creation are you expecting the vendor to provide?

The vendor will not provide any original content outside of help with migration and design. CCSD will supply all photos, content, etc with the exception of simple icons.

20. Are you open to using an open source CMS such as WordPress or Drupal?

No. Those platforms will not be acceptable.

21. Do you have access to licensed photography and videos that might be used on the site?

Yes

22. In what ways are you thinking of integrating social media into the site and communication strategy?

The district places a high priority on social media. Ideally content will initially be placed on the website and seamlessly integrated onto social media (Facebook and Twitter)

23. Do you require human-translated content or auto-translated content, such as Google Translate?

Yes, and all translation should be accurate.

24. Can you please elaborate on the Intranet portion of the project, specifically the required functionality and integration with the main District website?

See above

25. What is the budget for this project?

Not available

26. What was the budget for the current website when it was originally built?

This information is not readily available.

27. Does Charleston County School District have a launch date in mind?

Ideally July 1

28. How many intranet sites are there?

1

29. How many pages are there within the intranet sites?

Roughly 100