**MEMO TO:** **ALL BIDDERS**

**FROM:**  Eastern Shore of Virginia Broadband Authority

Nicholas Pascaretti, Executive Director

**DATE:** October 6, 2015

**SUBJECT:** **ADDENDUM #1**

**IFB #2015B-004**

This listing of addendum items is distributed to all bidding contractors and is to be included as part of the Website Redesign bid documents. Please certify on your Bid Form that you have received Addendum #1

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| **DOCUMENT** | **AMENDMENT** |
| ESVBA Website Redesign RFP 2015B-004.docx | Page 2 of 8, REQUEST FOR PROPOSALS, “Mandatory Pre-Bid Conference” should be “Pre-Bid Conference”  Page 5 of 8, Section IV. B. b. “ Proposals shall be signed by an authorized representative of the Offeror” should be “Proposals shall be signed by an authorized representative of the Offeror on Attachment A and shall be incorporated into the bid response” |
| ESVBA Website Redesign Attachment A | This is the Attachment A that was missing from the original bid. |

**Response to Queries**

1. Question: Will there be a way to participate in the Pre-Bid Conference via a conference call line?

**Answer: The pre-bid meeting is not mandatory, it is optional. The meeting will be hosted on-site at 4174 Lankford Highway, Exmore, Va 23350 or via a conference bridge. The bridge number is 888-861-1255 PIN# 716218#.**

1. Question: I am writing to learn if there is a budget range that you can share with us?

**Answer: There is not a defined budget for this project as it is part of a larger line item.**

1. Question: In the RFP, you state that you would like your launch date to occur in January. With the RFP responses not being due until Oct. 23rd, and expecting that you’ll follow a similar selection process that we’ve seen with other clients, are you open to a later launch date?

**Answer: The ESVBA is looking for a January 15th launch date however, the bidder has the ability to indicate a different timeline and state that as an exception in the bid response.**

1. Question: Whether companies from Outside USA can apply for this? Can we perform the tasks (related to RFP) outside USA?

**Answer: The ESVBA is soliciting bids from qualified vendors, no limitation has been placed on the geographic region of a bidder.**

1. Question: Can we submit our proposals via email ?

**Answer: The bid, in section IV. A. B indicates an electronic submission is acceptable, email is permissible.**

1. Question: In the RFP, you state that you are looking for a CMS like WordPress. Are you open to alternative CMS recommendations?

**Answer: Yes, we had suggested WordPress as it is part of our current hosting platform. We listed several other content management sustems such as Drupal. We would need the CMS to be compatible with the current hosting environment.**

1. Question: Is there a requirement for on-site meetings either for the bid process or the work phase?

**Answer: There is no requirement for on-site meetings during the bid process however, there are on-site requirements for on-site consultation at the kickoff of the work (section III. F.) as well as training in the usage of the CMS and reviewing Analytics (section III. A. j.).**

1. Question: We are a registered with eVA Vendor Self Service and was able to get hold of a copy of the RFP from eVA, the RFP mentions a fee of $100 for the copy. We did not pay for the RFP, please let me know if this is still a requirement and how is the manner of payment?

**Answer: The $100 fee is if the bidder is requesting a hard-copy be provided by the ESVBA. There is no fee if the bidder has acquired the bid directly from the eVA website or the ESVBA website.**

**ALL OTHER SPECIFICATION, TERMS &CONDITIONS, AND BID DUE DATE REMAIN AS ISSUED IN THE ORIGINAL BID.**

NOTE: Signature on this addendum does not constitute your signature on the Bid Form, Attachment A.

Sincerely,

Robert Bridgham, Director of Network Engineering

Bidder Acknowledgement of Addendum #1

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Name of Firm

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Signature/Title

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Date