



CITY OF O'FALLON, MISSOURI
PURCHASING DEPARTMENT

100 North Main Street
O'Fallon, MO 63366
T: (636) 379-5527

RFP NUMBER:	23-047	RFP ISSUE DATE:	05/05/2023
RFP DESCRIPTION:	WEBSITE DESIGN AND HOSTING SERVICES		
RFP OPENING DATE:	05/18/2023	RFP OPENING TIME:	12:00 P.M. CDT

May 11, 2023

ADDENDUM #1

The purpose of this addendum is to change information indicated in the original RFP specs and to address questions received on or before 05/10/2023 at 12:00 P.M. CDT. The time period for questions is closed.

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PROPOSAL SUBMISSION

Sealed proposals must be received by the City of O'Fallon, Missouri; Purchasing Office, 100 North Main Street; O'Fallon, Missouri 63366 prior to May 18, 2023, at 12:00 P.M. (prevailing central time). Each proposal shall consist of one original (identified as such) and one electronic copy on CD (no flash/thumb drives) of the complete proposal. The file submitted on CD shall include all attachments and signatures, where applicable.

Replace with:

PROPOSAL SUBMISSION

Sealed proposals must be received by the City of O'Fallon, Missouri; Purchasing Office, 100 North Main Street; O'Fallon, Missouri 63366 prior to May 18, 2023, at 12:00 P.M. (prevailing central time). Each proposal shall consist of one original (identified as such) and one electronic copy on flash drive/thumb drive of the complete proposal. The file submitted on flash drive/thumb/drive shall include all attachments and signatures, where applicable.

Questions / Clarification:

1. Whether companies from Outside USA can apply for this? (like, from India or Canada)

Answer: No.

2. Whether we need to come over there for meetings?

Answer: No need to physically meet in O'Fallon, Missouri if video conferencing options are available from the vendor.

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

Answer: No.

4. Can we submit the proposals via email?

Answer: No.

5. Has a Q&A or an addenda been released yet? If so, can you please attach it here?

Answer: This is the first addendum.

6. Is there a mandatory pre-proposal meeting?

Answer: No required meetings prior to the RFP deadline.

7. Is the due date still the same?

Answer: No change in due dates set in the RFP.

8. Do you have a style guide or a brand guide?

Answer: No official style guide, but logos and branding will be made available to the vendor who is awarded this project.

9. Do you have a budget you are able to share? Does the budget include tech support and hosting? What was the investment in the previous website?

Answer: No budget or financial statements are available prior to the awarding of this project. All proposals must be inclusive of, but not limited to, design, tech support and hosting.

10. Does the organization have a CMS preference? Open source? Drupal/WordPress?

Answer: We are open to various types of CMS. Must be usable with limited coding knowledge.

11. Who are your primary and secondary users?

Answer: Primary users of the site are staff associated with the updating and content management of the site(s). Stakeholders include staff, public and businesses (community members).

12. Would you like detailed research in terms of your audience in the form of an audience needs assessment?

Answer: Not necessary.

13. Do you have a desired launch date? Is there a specific event driving the launch date?

Answer: Yes. Conversion of all content contained in the current www.ofallon.mo.us and all subsequent webpages of that site have a launch date of no later than August 15, 2023. During this conversion, this current site will then use the www.ofallonmo.gov URL. All webpages currently associated with the www.selectofallon.com, and www.heritageandfreedomfest.com, and www.renaudcenter.com have a launch date of no later than November 30, 2023.

14. What is the current hosting environment?

Answer: Currently, sites are maintained on premise.

15. How many visitors does the current website receive on a monthly basis?

Answer: The following analytics are approximating, based on April 10-May 9, 2023:

www.ofallon.mo.us	40,000
www.selectofallon.com	350
www.renaudcenter.com	6100
www.heritageandfreedomfest.com	2600

16. How many pages of content do you anticipate transferring to the new site?

Answer:

www.ofallon.mo.us	Approximately 250
www.selectofallon.com	Approximately 40
www.renaudcenter.com	Approximately 45
www.heritageandfreedomfest.com	Approximately 50.

17. What are your current pain points with the existing website?

Answer: No current pain points.

18. What are the current technical challenges (if any)?

Answer: No current technical challenges.

19. How many site administrators will you have?

Answer: A minimum of 5 to 10.

20. Will you require different levels of admin permissions?

Answer: Yes.

21. Do you expect copywriting or editing services as part of engagement?

Answer: No. All content will be handled by the City.

22. In the RFP document it states that the www.ofallonmo.gov URL will be designed, built, and implemented no later than August 15, 2023 and the associated webpages (www.selectofallon.com, www.heritageandfreedomfest.com, and www.renaudcenter.com) shall be designed, built and implemented no later than November 30, 2023. Would the city be open to accepting bids with a later deployment/go-live-date of ofallonmo.gov parallel to the associated webpages?

Answer: No.

23. Can you provide an example of something that is challenging with the current website CMS? Anything your team would like to do, that you cannot in the current environment?

Answer: No current challenges with current website CMS.

24. What will the new website design solve for the City? Are there any City initiatives that the new design will support (ie. Improve communications, attract new business & residents, etc)?

Answer: This RFP is intended to move the hosting responsibilities to a third party vendor.

25. Do you have analytics on the four sites to see where users are going?

Answer: The following analytics are approximating, based on April 10-May 9, 2023:

www.ofallon.mo.us	40,000
www.selectofallon.com	350
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www.heritageandfreedomfest.com	2600

26. Is 99.95 acceptable for hosting uptime?

Answer: A minimum of 99.99% for all sites included, or for individual sites.

27. What is most important to the City when working with a partner on the website redesign?

Answer: No answer.

