

REQUEST FOR PROPOSALS (RFP) No. 2013-06

For
The Solano County Mobility Management Website
Response to Questions

Proposals are due Thursday, January 9, 2014 at 3:00 pm

Question No. 1:

Task 4.1 - Are there sites already in mind or would you like the consultant to work with you to find these sites?

For example - <http://web1.ctaa.org/webmodules/webarticles/anmviewer.asp?a=3039&z=95>

Response:

STA staff has some examples of Mobility Management websites, but would also like the contractor to conduct research and provide information on existing websites. This process will assist in developing the initial website structure.

Question No. 2:

How large do you expect the Mobility Management website to be? Do you have a rough estimate of the number of pages and documents?

Response:

The Mobility Management website should be large enough to accommodate all mobility management information, data, and links in Solano County. Based upon STA's review of similar sites, a rough estimate of between 8-14 pages is likely.

Question No. 3:

Page 2, Final Product - "All information should be translatable into multiple languages" Are you intending to use an automated translate service or would you like the site to be manually translated?

Response:

The Contractor may propose a method of language translation in their proposal.

Question No. 4:

Do you have a current CMS (content management system) that you are familiar with?

Response:

STA is currently utilizing a third party proprietary CMS to manage content on our websites. STA prefers contractor does not utilize proprietary software when developing the website, but will consider the use of such if it serves the best interest of the project.

Question No. 5:

Do you have a project budget or ballpark for this site? I understand if it is unknown at this point but the information can be very helpful to build the proposal to fit your needs.

Response:

Yes, there is a budget associated with this project. The project budget is approximately \$30,000 – \$35,000

Question No. 6:

Hosting - Will you be hosting the site and are there any hardware/software considerations?

Response:

STA will not be hosting the website. STA prefers software being utilized for the creation of the website not be proprietary, but will consider the use of such if it serves the best interest of the project.

Question No. 7:

Please clarify which of the meetings with STA staff, partner agencies, and committee meetings must be attended in person, and which can be conducted via video chat?

Response:

All meetings are preferred to be attended in person. However, STA may accommodate the use video chat if possible.

Question No. 8:

How strict are the 15 hours of training? Must the trainings be completed separately, or can they be done together? Are you willing to bend on the 15 hour requirement if we are able to fully train STA staff in less time?

Response:

The 15 hours of staff training requested in the RFP is an estimate. The Proposer may propose a method of staff training, which can be conducted in a group or individual setting.

Question No. 9:

Please clarify what you mean under Qualifications and Experience on page 8, when you say: “It is expected that the contractor or contracting team interviewing and assessing applicants have at least one year working with people with physical and cognitive disabilities and evaluating their functional abilities. It is preferred, but not required, that the person conducting the interviews and assessments have experience in rehabilitation, nursing or are emergency medical technicians.”

Response:

The following section of the Qualifications and Experience portion of the RFP should be omitted. Please disregard the statement:

“It is expected that the contractor or contracting team interviewing and assessing applicants have at least one year working with people with physical and cognitive disabilities and evaluating their functional abilities. It is preferred, but not required, that the person conducting the interviews and assessments have experience in rehabilitation, nursing or are emergency medical technicians.”

Question No. 10:

Is the Request for Proposals open to any and all firms that can meet the Authority’s requirements as listed in the RFP? Or are submissions restricted to firms that currently have service agreements with STA or have pre-qualified as Vendors?

Response:

The Request for Proposals (RFP) is open to any and all firms that can meet the Authority’s requirements as listed in the RFP. RFP submissions are not restricted to firms with current service agreements with STA or pre-qualified Vendors.

Question No. 11:

Is there an estimated budget for this project? Or do you have any information regarding previous budgets for similar projects?

Response:

Yes, there is a budget associated with this contract. Information on previous budgets for similar projects yielded a cost of approximately \$30,000 – \$35,000.

Question No. 12:

Would you be able to provide guidance on what kind of budget you are trying to accomplish this work?

Response:

The budget for this project is approximately \$30,000 – \$35,000.

Question No. 13:

Whether companies from Outside USA can apply for this ?? (From India or Canada)

Response:

Companies outside the USA can apply for this RFP providing that the foreign company can provide a certificate of qualification from the Secretary of State and has appointed an agent to accept service of process. (See Cal. Corp. Code sections 2105, 2117).

Question No. 14:

Whether we need to come over there for meetings ??

Response:

All meetings are preferred to be attended in person. However, STA may accommodate the use of video chat if possible.

Question No. 15:

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

Response:

Tasks related to this RFP are not required to be performed within the USA. Proposals should address how the tasks are to be completed satisfactorily, regardless of where they are performed.

Question No. 16:

Can we submit our proposals via email ?

Response:

Proposals will not be accepted via email. Seven hard copies and one digital copy are to be submitted to STA offices on Thursday, January 9, 2014 by 3:00 pm.