REQUEST FOR PROPOSAL NO. 18-007
WEB DEVELOPMENT OUTSOURCING
ADDENDUM NO. 1

Submittal Deadline: 3:00 PM, Thursday, November 2, 2017

This Addendum No. 1 hereby forms and is made a part of the Request for Proposal No. 18-007, dated October 10, 2017, for WEB DEVELOPMENT OUTSOURCING. Respondent must acknowledge receipt of this addendum in Section 5 of the RFP (Pricing Schedule).

1. Will this engagement require only development of new projects/modules? No. Large scale modifications to existing websites will also be directed to vendors for bid. Initially, we anticipate handling small change requests of less than 20 hours in house, but we anticipate this changing as more and more projects are completed by vendors.
2. Are there any web application/projects that would also be needed to support for this engagement? We do not anticipate any other than what is specified in the RFP.
3. Can offsite/offshore Hybrid delivery model be utilized for the services? Yes
4. Is there any average number of projects/modules that would be need to be developed/supported for this engagement? We do not have a minimum or average of projects number of projects. In prior years, an average of three people completed the work.
5. Can there be multiple projects assigned at a given time? Yes
6. What would be the expected average headcount required for managing a project for our resource planning? This would be dependent upon the needs of the customer: timeline, scope, and budget
7. Apart from C#, Angular JS (1 or 2), Microsoft SQL, MVC with Entity Framework, are you using any other third party software/ Microsoft technologies? We use Sitefinity for our content management system. Use of this tool is not mandatory. We also use ABCPDF, Document Converter Pro, Softartisans, JSRams, and ceTe Dynamic PDF Merging. We use Angelfish for website metrics.
8. Does this engagement require mobile application development? No, but a customer may request it. If so, can you please provide us the details of the current mobile platform? Standard HTML 5
9. Does this engagement require responsive design and support? Yes
If so, can you provide target device list? PCs, Tablets and Phones
10. Does this engagement need any on-call support? Yes during a post-go-live maintenance window. Will the resources be on call 24X7? No, just during business hours
11. Do you have system document for your existing applications /projects? Will that be shared with the awarded vendor? Any documentation we have on existing applications will be made available.
12. Do you plan to deploy the proposed solution in cloud based environment? Not at present, but possibly in the future
13. Are there any third parties’ subcontractors or vendors that will also be involved in the project? No
14. Could you elaborate the current testing tools / software /methods being utilized by UTMB? We have no automated testing. We user test.
15. Do you have complete source code available for all the applications? Yes.
16. Section 5 – Pricing Schedule is asking for hourly rate. Do we assume that this is time and material based project? Or is this a fix price project? We are expecting fixed bids, and change orders for scope changes
17. Please confirm that proposals are to be mailed and emailed? Please refer to section 2.2 of the RFP document
18. We understand that UTMB is using Sitefinity as its CMS. Will the projects for the departments be using Sitefinity as the CMS or may another CMS be used? Another CMS may not be used, but projects do not have to reside in or utilize a CMS/Sitefinity
19. If the selected vendor is to use Sitefinity, what level of license does UTMB have? How many domains? No answer
20. Could this Scope of Work include redesign of department websites? Yes, it could.
21. Could this Scope of Work include Google Analytics support? If the website is external facing, yes it could.
22. Could this Scope of Work include training of content editors on new website / application? Yes
23. Will UTMB IT staff provide support for any third party integrations that a department's website might need? This would be a case by case decision based on fit and impact to our infrastructure.

24. Can item #24. Environmental Sustainability requirements in the Respondent Questionnaire be deleted as they do not apply to the Scope of Work and we are not providing a product? No

25. How many potential Respondents is UTMB looking to have? No answer

26. Will Respondents need to compete for the work, i.e. will UTMB ask 2 or more vendors in the pool to provide department with quote for the work? Refer to section 1.9 of the RFP document

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Date: October 20, 2017