

Questions and CEPF responses regarding call for proposals for maintenance and support, plus upgrade to Drupal 9, for CEPF.net website

(Call opening date 16 September 2020.)

1. How many vendors were invited to bid on this RFP?

This is an open call for proposals, and anyone can respond. No one has been "invited."

2. How many bidding vendors are currently incumbent partners of CEPF or have previously worked with CEPF?

We do not know. Vendors can submit proposals up to the deadline on 28 October 2020.

3. Has Blenderbox been invited to bid?

No vendor has been "invited." Anyone can submit a proposal.

4. How many *.tpl.php template files are currently in the Drupal 7 implementation?

There are 231 tpl files. We don't have a count of the number of these files that are currently in use.

5. Are the current infrastructure and onboarding processes well documented?

We do not have a standardized onboarding process. However, the vendor selected will have access to the CEPF project team including the site administrators and product owner as well as legacy materials in order to become knowledgeable of the platform.

6. Will the previous developers be available to answer questions?

That decision is up to the previous developers.

7. Would there be an opportunity for the winning vendor to negotiate minor contractual changes?

Yes.

8. Will all potential bidders receive answers to all questions submitted by bidders?

Yes.

9. Could you please confirm that the current interface designs will remain with the upgraded website or will a redesign be required? If redesign is involved, does CEPF have flexibility surrounding the budget?

The current interface designs will remain. No redesign required.

10. Assuming designs will remain as-is, Will CEPF be able to provide the existing design source files (e.g. Illustrator, Photoshop and so on)

We expect to be able to provide the existing design source files.

11. (Regarding Activity #1, Deliverables & Deliverables Schedule) Given the determination of custom developed tools are identified once the vendor has been selected, is there flexibility with the budget should. It be determined the level of complexity or labor requires more resources?

There could be some budget flexibility.

12. Are there any milestones/deadlines that we should be aware of pertaining to development and migration piece of the project?

Regarding the Drupal upgrade, we have not set the timeline yet, but expect to move forward on discovery in January.

13. "Offerors shall use the cost proposal template "Detailed Budget" attached in section 2.1", except section 2.1 is a breakdown of project Deliverables and contains no template called "Detailed Budget" or any other attachment.

You are correct. We referenced the detailed budget template but did not include it. We have now added it to the web page for the RfP.

14. Do any of the 231 *.tpl.files in your Drupal project belong to the Drupal core system?

Yes. This is the total tpl files of the entire project. At this time we don't know how many belong to the core system or how many are being used.

15. Have you determined that the currently used theme and modules will be compatible with Drupal 9.0? Or will you want replacements?

No, we haven't determined that. That would be part of the discovery. We expect that both outdated/incompatible themes and modules would be adapted or replaced.

16. Based on the RFP we see that the scope of work is for Drupal 7 to Drupal 9 upgrade and migration. We assume that website redesign is not part of the allocated \$60k-\$70k budget. Kindly confirm.

Correct. No website redesign.

17. We find mention of "new features" being part of the RFP. Can you please provide us a detailed list of features and functionalities you like us to develop/implement as part of the upgrade?

To clarify, "new features" are mentioned as part of the ongoing maintenance and support, and not as part of the Drupal upgrade. We do not have a list of planned upgrades; rather, we expect the contractor to have the ability to implement new features as needed and as time and funding permit under the maintenance and support agreement.

18. Please let us know if you like us to provide an estimate for Creative and User Experience design overhaul of the site in addition to the Drupal v7-v9 upgrade.

No, we are not seeking a creative and user experience design overhaul.

19. Is the identified budget inclusive of ongoing support and maintenance costs?

Yes, we expect that would include one year of ongoing support and maintenance.

20. Please list down the list of 3rd party services and websites that need to be integrated into the new website. Are APIs readily available for these systems?

- 1. Google Analytics/Tag Manager*
- 2. Google Cloud Translate*
- 3. YouTube*
- 4. Mapbox*
- 5. One custom integration based in a REST endpoint*

21. How many contents pages must be migrated from the current website?

The site had 3,316 pages as of the posting of the request for proposals.

22. What are the various user roles in the system you anticipate?

There are two roles: admin and content editor.

23. Do you require embedding of content from any external websites? How many such embedded content will be there on the website.

See response to question #20.

24. We see recordings of webinars available on the current website. Do you have any video conferencing functionality that needs to be integrated with the website?

No.

25. We see a number of offline forms in the form of PDF and MS word documents. Do you require these forms to be converted to online forms?

No.

26. Can you list out your current process related or operating pain points?

Unfortunately, we do not understand the question but invite you to include in your proposal any qualifiers based on questions related to the scope.

27. Where are these sites hosted currently? Please mention the names of the Service Provider, if possible.

AWS.

28. Do you have a dev/stage setup for the live environments?

Dev should be on the agency infrastructure, while we provide a staging environment hosted in AWS.

29. Do you have version control (Git, bitbucket, etc.) for all your live sites?

Yes.

30. Would you be open to consider 2-3 different cost plans or pricing options to choose from?

Yes.

31. Are there any constraints on the work location of the personnel working for the project viz. onshore, offshore, onsite requirements. Can we use mix of onshore and Global team?

There are no constraints but please take note of the terms 7. And 8. Of the template Service Agreement attached to the RFP section 3.1. Working time should preferably match U.S. East Coast.

32. Can you provide us with the list of modules used in the existing website with documentation details (if available).

We have 14 custom modules and 104 drupal contrib modules. Details are not available.

33. Did you have any outage or website down issues in the past 12 months, if so why?

We have had no significant outages.