



**Data Service Center**

168 S. Dupont Highway  
New Castle, DE 19720  
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**CENTRAL BIDDING DEPARTMENT**

**ADDENDUM No. 1  
RFP#4-12-09**

**School Website Design & Implementation  
COLONIAL SCHOOL DISTRICT**

Date of Addendum: August 17, 2011

Description of RFP#4-12-09: School Website Design & Implementation – Colonial School District

OPENING DATE: **August 24, 2011 at 2:00 PM**

To all prospective bidders under the specifications and contract documents described above, this Addendum to RFP#4-12-09 is being issued to:

1. Answer the following questions:

1. Who will be the point of contact for the project? And, how many people will be involved in the approval process? **I will be the point of contact until the end of the bidding cycle. Once that is finished, it would be another individual who will be named after the award.**
2. How many rounds of revisions are expected? **Unknown, but would say 2**
3. Does the "Parental Portal" already exist and will the redesigned site link to it or will the portal need to be created? **Portal will need to be created**
4. What are the technical specifications (type of server, size, speed)? **Self hosted, windows server 2008r2, size 100GB, speed 2.8 Ghz multi core**
5. How many people will need to be trained on the website? **5-7**
6. Is there any copy writing needed? **No**
7. Does the design of 14 individual school sites mentioned in the RFP refer to links to existing sites or will 14 new websites be created to replace the existing school sites? Currently, the school sites are hosted under different companies. Is the plan to have all sites hosted under one company? If not, we need the technical specifications for the each. **Yes**



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8. I have reviewed the current website for Colonial School District, and I see that each individual school has its own personal website that is vastly different from one to the next in terms of look and feel, as well as depth and breadth of content. *(For each of the 14 schools, the District website includes a single page that conforms to the look and feel of the District website. However, from each school page, the site user can link to a separate and distinct website that is entirely unique for each school. It is these deeper websites to which I am referring.)* Please confirm (or reject) our assumption that:

- The scope of work for this RFP includes the development of the individual school websites under the umbrella of the District website. **YES**
- The individual school websites will all have an integrated look and feel under the umbrella of the District site. **YES**
- The current individual school websites will no longer exist after the completion of this project. **YES**

Will it be the vendor's responsibility to fill all content (create all pages) for each individual school site? **No**  
If so, will each individual school provide complete content to the vendor? Or, will it be the vendor's responsibility to pull content from each existing website in order to build out similar pages?

The current site includes links and logins to many external sites such as: Valley Forge Benefits Consulting, The State of Delaware, ASI Flex, Data Service Center, WebMail login, eSchool Plus login, IEP login, etc. Is it safe to assume that these external sites will continue to be referenced from the new site? **YES**

On the current website, a wealth of information is provided via PDF documents. Is it safe to assume that these existing PDF documents will still be used on the new website? **YES**

The current website (Current Employees > Job Applications & Postings) uses a job posting system that appears to be powered and maintained by School Stream via a separate website. Is it safe to assume that this system will remain intact (and that it does not need to be rebuilt within the scope of work of this RFP)? **YES**

9. What is the expected timeframe in selecting a vendor for this RFP? **The contract will be awarded within 60 days of the opening but is planned to be awarded in Mid-September.**
10. What is the anticipated start date of this project—this date will help determine the cost of the prorated portion of the contract **The start date will begin once all parties have signed the contract in order to meet the March 2012 completion date.**
11. Will the district only be selecting a vendor that allows client hosted ( meaning have the district host) **Yes**
12. Lastly, I noticed that it said up to 14 sites. Is that the number of sites you would like for me to price out? **There is one site for the District, in addition we have 14 schools and we want to design the school pages for them to use.**
13. The RFP suggests the district wants to host and maintain the Website after its launch.



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- Could you let us know what sort of Web servers you are using and what they support? For example, are they Unix, Linux or Microsoft and do they support PHP5, MySQL, etc.? **it is self-hosted, windows server 2008r2, size 100GB, speed 2.8 Ghz multi core**
- Most sites today are built using Content Management Systems that require security and feature updates throughout the year. Does the district plan to make those updates or do they expect the Web developer to provide that service? **We will provide that service.**
- Finally, would you entertain a proposal that includes an off-site hosting option? **No, we want a client hosted site.**

14. In the structure section, the RFP references up to 14 school Websites.

- How independent will these sites be? Will each have its own URL? **There will be one site for the District, and in addition we have 14 schools and we want to design the school pages for them to use.**
- Will there be a coordinator at each school responsible for that school's content, teacher pages, etc.? **Yes**
- Will teachers have full control of their pages or will a coordinator/administrator need to approve? **There will probably be approval needed**
- Do you anticipate any student input? **No**

15. Can you share the budget that has been established for this project? **Over \$25,000 but under \$50,000**

16. There is no mention of it, so are we correct in assuming the sports site -- [www.colonialssports.com](http://www.colonialssports.com) -- is NOT a part of this RFP? **Correct.**

17. What are the Central Administrative capabilities that the district is looking to have on this site? There are many options available such as payroll, cafeteria point-of-sale, scheduling and more that can be worked into a website, giving the users (admins with different security clearances) access to multiple tasks with one login instead of having several platforms to work from. These items are not part of the design - there are other systems that cover this.

18. Under Structure for the site, it states "School website – up to 14 sites". Does the design require a template for each school or is this simply linking the existing school websites to the district site? Design a template for school sites that compliments the district one. The schools will develop their own content based on the template.

19. I would also like to know what is needed in the parental portal. Is the portal for parents to login and get specific information on their child, such as grades and attendance, or it more for general information such as school closings and events? general info, security for individual data is not necessary

20. Are the teacher pages strictly for information purposes such as bios or is a more advanced page needed such as adding grades, homework drop boxes, and assignment postings? assignment postings but not grades or drop boxes



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21. Is there any specific technology (Platform) you are looking? if not what technologies you have right now?

Structure: Ability to later add unrestricted number of teacher pages per school. Open to vendor recommendations

22. Is these internal Pages (teacher Sites templates) OR External pages? presently external

23. Will you need software? no

24. Are you looking for CMS? probably

25. What is the time line? begin immediately, complete by March 2012



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**ACKNOWLEDGEMENT OF BID ADDENDUM**

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**Addendum No.:** 1  
**Date:** August 17, 2011  
**From:** Emily L. Ryan *(signature)*  
**RFP No.:** 4-12-09  
**Commodity:** School Website Design & Implementation – Colonial School District

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This is to acknowledge receipt of this Addendum. Failure to acknowledge receipt of this Addendum may result in the disqualification of your bid.

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY, STATE, ZIP

\_\_\_\_\_  
TELEPHONE NUMBER

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FAX NUMBER

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E.I. NUMBER

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SIGNATURE OF AUTHORIZED  
REPRESENTATIVE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME OF LOCAL REPRESENTATIVE (PRINT)

\_\_\_\_\_  
TITLE