Southwestern Community College District

RFP No. 1617 -153 Web Content Management Services

Addendum No. Three (3)
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Note:

All documents remain unchanged except section(s) or part(s) added to, revised, deleted and clarified by this Addendum. This Addendum consists of the following changes/clarifications to the RFP document.

1. Section 4. WCMS REQUIRED FEATURES on Page 18 of the RFP has been changed from:

ADA Compliance
- ADA/508 Compliance – The selected WCMS will be compliant "out of the box" with the most current Section 508 requirements.
- ADA/508 Compliance (cont'd) – The selected WCMS will offer tools that make it simple for faculty and staff to ensure that their web pages are in compliance with Federal and State guidelines for accessibility by people with disabilities, i.e. a system that requires the user to enter an "alt tag" for each image."

To read as follows:

ADA Compliance
- **ADA/508 Compliance – The selected WCMS will be compliant "out of the box" with the World Wide Web Consortium's (W3C) Web Content Accessibility Guidelines (WCAG) 2.0 (Level AA compliance) and Section 508 of the Rehabilitation Act of 1973. In addition, the vendor should follow best practices and guidelines developed by the World Wide Web Consortium's (W3C), Web Accessibility Initiative (WAI), i.e. can someone navigate through the interface without using a mouse? Is all the content (including images and frames) accessible to a screen reader user?**
- **ADA/508 Compliance (cont'd) – The selected WCMS will offer tools that make it simple for faculty and staff to ensure that their web pages are in compliance with Federal and State guidelines for accessibility by people with disabilities, i.e. a system that requires the user to enter an "alt tag" for each image."**
- **The WCMS shall be compliant with all changing regulations and statutes as it relates to 508 Compliance, including but not limited to any version changes as they may apply.**

Licensing/Legal/Training
- Licensing for Unlimited Users – The license must permit an unlimited number of authenticated users with editing and approval privileges/capabilities, on multiple domains (Intranet and/or Public sites, staging and developments servers, with an unrestricted number of CPUs, **and/or cores** on the provided servers).

2. Section PROPOSAL FORM B MANDATORY RESPONSES on Page 27 **has been modified to include 1 additional Mandatory Response** as included in the updated enclosed Document A.

3. Section PROPOSAL FORM D SPECIFICATIONS AND FEATURES:
    -   Page 30 has been modified to change SSL certificates with 2048 bit keys as a Mandatory Feature as included in the updated enclosed Document B.
    -   Page 33 has been modified to include 1 additional Mandatory Feature as included in the updated enclosed Document C.
    -   Page 34 has been modified to remove Course Catalog as a Preferred Feature in its entirety as included in the updated enclosed Document D.
    -   Page 35 has been modified to remove the minimum five (5) years of experience working with the CA Community Colleges as an additional requirement as included in the updated enclosed Document E.

4. PROPOSAL FORM E: FEE AND RATE PROPOSAL on Page 36, this form has been modified in its entirety and is as included in the updated enclosed Document F.

5. PROPOSAL FORM I: IT ACCESSIBILITY STANDARDS AND COMPLIANCE REQUIREMENT is a mandatory form and all Firms are required to complete this Form in its entirety.

End of Addendum 3

8. **Implementation Summary**
   8.1. Provide a high-level description of the implementation process including primary steps or phases, approximate timelines, Firm resources and required District resources necessary to launch the WCMS.

9. **Data Ownership**
   9.1. Define how ownership of District data will be transferred to the District upon request or contract termination.
   9.2. Also define any cost related to the data transfer.

10. Please provide at least three samples of websites (URLs) currently using your WCMS that you have developed for public agencies, preferably in higher education, in the last three years.

MANDATORY FEATURES	CONFIRM INCLUDED
• News Management – will include the ability to automatically syndicate and generate RSS items when a page is created or updated, and add items to an RSS feed when the page is published.	___Yes ___No
• Mobile Website and Responsive Design – will include the ability to create and maintain a separate mobile site or use responsive design.	___Yes ___No
• Separation of Content and Design — Content shall be stored in open-standard XML files within the CMS and transformed with the appropriate output styling through XSL templates. Site redesigns will not require changes to content files. Use of XSL or similar tool will provide the ability to sort, index, and group data in the presentation layer; change the output depending on actual values; use data structure information to drive your UI.	___Yes ___No
• Multi-file output — will include the ability to associate content with additional XSL style sheets to provide multiple file outputs, such as text, .pdf or mobile formats.	___Yes ___No
• Ability to integrate all major server-side scripting languages, for custom coding as needed — examples include PHP, ASP.NET, Java and Python.	___Yes ___No
• Security– The WCMS shall have the following security features: -SSL certificates with 1024 2048 bit keys -SSL security for authentication -SSL secured user input for forms	___Yes ___No
• Modularized and nested templates — allows developers to maintain modular and extremely granular template control.	___Yes ___No
• Extensible Platform – integration of WCMS with other campus systems such as portals, student recruitment, and student information systems.	___Yes ___No
• Flexible Hosting Options – WCMS can be managed via the cloud or hosted on user's own servers. Will provide the same functionality and features, regardless of the hosting choice.	___Yes ___No

notifies the user of external broken links (which may be fixed manually.)	
• Photo gallery – The system should have an application for displaying a thumbnail/image repository.	___Yes ___No
• WYSIWYG browser-based editor – The system should have a web-based rich text editor to allow publishers to create formatted content without knowing HTML, CSS, XML or XSL.	___Yes ___No
• Undo and Revert – the system should allow users to "undo" operations if they make a mistake, and to "revert" to a previous version.	___Yes ___No
• CSS (Cascading Style Sheet) - The cascading style sheet (CSS) should be incorporated at the template level.	___Yes ___No
• Table Tool – The system should include a tool that can set parameters for columns/rows and input for attractive display of statistical information.	___Yes ___No
• Online Help – The system should include an integrated context-sensitive help system should is built in to the WCMS.	___Yes ___No
• ADA/508 Compliance – The selected WCMS will provide detailed information about the accessibility of their product or services. Please provide a Voluntary Product Accessibility Template (VPAT) of your product.	___Yes ___No

PREFERRED FEATURES	CONFIRM INCLUDED
• Social Media Integration – will include the ability to publish content to Facebook and Twitter whenever a page gets published, as well as synchronize a Facebook page tab with any page on the site.	___Yes ___No
• Forms, Surveys & Polls – will include the ability to easily create and manage forms, surveys, and polls.	___Yes ___No
• Course Catalog – will include the ability to manage an online course catalog. Information can be maintained completely in the WCMS or pulled from another system.	___Yes ___No
• Campus Maps – will include the ability to easily design and make edits to a campus map.	___Yes ___No
• Calendar – will include the ability to integrate an event calendar into the website; calendars can be customized and personalized.	___Yes ___No
• Add-On gadgets or widgets – allows developers to add contextual functions to customize and configure small apps to their user's specific needs.	___Yes ___No
• Drag-and-Drop – The system will offer the ability to move files and upload files via a simple drag and drop scheme.	___Yes ___No
• HTML5 Compatible User Interface – allows fast, responsive access to WCMS system and multi-media options.	___Yes ___No
• Google Translation Tool (or equivalent) - allows for incorporation of Google translation feature for English, Spanish and Vietnamese into WCMS.	___Yes ___No
• Multi-Channel Analytics – Integrated analytics combine Google, Twitter, and Facebook activity for pages published. Graphs show analytics activity both site-wide and at the page level, with the ability to view page activity by version.	___Yes ___No

ADDITIONAL REQUIREMENTS	INCLUDED
All system data shall be the property of the District.	___Yes ___No
The system must allow for exporting of District data.	___Yes ___No
Extensive experience in Higher Education web content conversions.	___Yes ___No
~~Minimum five (5) years of experience working with California Community Colleges.~~	~~___Yes ___No~~
Are there recurring costs for the Enterprise license (not including maintenance and support)? If "Yes" response, please provide information regarding those additional costs.	___Yes ___No

PROPOSAL FORM E
FEE AND RATE PROPOSAL

The Total Basic System Proposal price must be inclusive of all applicable sales taxes, shipping costs, perpetual software license(s), migration and implementation costs, annual support for a minimum five years (due annually), and all training costs as described in Section 4 – Scope of Service.

TOTAL BASIC SYSTEM PRICE		
	Per Hour Rate	Total Cost
A. One-time License cost - Enterprise license District-wide with unlimited users	$	$
B. Training, Include all services and 20 hours training as indicated in Section 4	$	$
C. Implementation, Include all services and professional service hours indicated in Section 4	$	$
D. Content Migration, Include all services and professional service hours indicated in Section 4	$	$
E. Annual Enterprise Maintenance and Support	$	$
F. Professional Services (above and beyond those required in Section 4) Additional professional services will be billed at the hourly rate provided on a time and material basis	$ per hour	$ per hour
SUB-TOTALS:		
G. Total onetime cost (A+B+C+D)	$	$
H. Total yearly maintenance and support cost – Year 1 through Year 5 (Ex5)	$	$
GRAND TOTAL:		
I. TOTAL 5 years start-up cost (G+H)	$	$

List any other types of services generating a cost to the District which are not included in the fees shown above, plus a formula or explanation as to how these additional costs will be determined and billed to the District.

Pricing / Fees for all five (5) years shall be firm.