



**The Maryland-National Capital Park & Planning Commission**  
**Department of Finance – Corporate Procurement Division**

---

6611 Kenilworth Avenue, Suite 300 • Riverdale, Maryland 20737 • 301-454-1600 Fax: 301-454-1606

June 16, 2022

Project: WEBSITE RE-DESIGN TASK ORDER

Proposal No.: P42-153

SUBJECT: Addendum Number One

The following changes and/or clarifications to the above referenced project are being provided to all prospective Bidders:

**Pre-Proposal Meeting PowerPoint Slides and Attendee List**

Attached is the attendee list and PowerPoint Slides from the pre-proposal meeting

**Updated Closing Date/Time**

This solicitation's closing date/time has been extended to Wednesday June 29, 2022 at 2:00 PM EST.

**Responses To Bidders Inquiries**

1. Are you open to non-US vendors completing this work? Do you have a preference for domestic vendors?  
**No**
2. Can you share a budget for this project?  
**The budget for the task orders deriving from this contract is unknown at this time.**
3. Can you confirm that the required CMS for the website is Wordpress?  
**Yes**
4. Is the M-NCPPC able to provide traffic numbers, so our team can select an appropriate hosting package? We will need the following insights:
  - a. Anticipated Uptime Guarantee **99.9%**

- b. Pageviews per month **30k**
  - c. Visits per month **50k**
  - d. Data storage **Unknown at this time**
  - e. Concurrent user sessions (**Currently 200-300**) **Expect 1,000**
  - f. Number of doc routes **Unknown at this time**
  - g. Page load time **Under 2 Seconds**
  - h. Peak period traffic **8:00AM-10:00PM**
  - i. Is a Content Delivery Network needed **Unknown at this time**
  - j. Is a Web Application Firewall (WAF) needed **Unknown at this time**
  - k. Is personalization needed? **Yes, for Different Departments will have their own color schemas look and feel and Users should be able to use different languages.**
5. We understand that there is a requirement for a Maryland Business License. Having just negotiated and signed contracts with the State of California and Colorado with our FEIN, would this be acceptable?  
**No, we would need a Maryland Business License.**
  6. We understand this to be both a design as well as a development contract, could you please confirm?  
**This will be a design, develop, and migration contract.**
  7. Would you need any copywriting or content migration services? If yes, could you quantify the requirement and let us know what CMS you currently use?  
**The Commission will need migration services and are currently using CivicPlus.**
  8. Would you need any original or stock photography or videography?  
**Potentially in the future.**
  9. Are we able to receive a recording of the conference call for our review as we were unable to join the call that reviewed the project goals and objectives?  
**A slide deck and sign-in sheet will be available.**
  10. Could you let us know if you have a local preference or are you open to a Canadian agency that has done similar work with clients across North America?  
**This contract will have an MFD sub-contracting level of participation of 10% for task orders over \$30,000, as applicable.**
  11. Should the second "Tab D" be labeled "Tab F" in the Forms section?  
**Yes**
  12. This checklist is designed under the assumption that all insurance is provided under a single agent. Can MNCPPC provide guidance on how bidders should proceed if some insurance is not part of the package offered by a single agent. For example, our Workers Comp is provided and managed through our payroll provider and therefore, would not be included in the insurance from our agent.  
**You can submit your firm's insurance through more than one agent.**

13. Under this section, the final statement states that any TO over \$30K will have a recommended level of participation for MFD subcontracting. Does this mean there would be a requirement to use subcontractors for any work over \$30K?  
**Yes.**
14. Does this subcontracting requirement apply if the prime contractor is an MFD?  
**Yes, an MFD Prime must still propose a MFD subcontractor.**
15. Is there an incumbent for this project?  
**No.**
16. PART VI. FORMS: PROPOSAL PRICING FORM-FORM A- Offerors shall include the Proposal Pricing Form as part of their Price Proposal. Offerors shall also provide a complete cost breakdown of all tasks. Can you please confirm that, as you stated in the pre-proposal information meeting, you are only requesting the Pricing Form and rates with the Price Proposal at this stage, and cost breakdowns will be provided for individual task orders when issued?  
**Yes.**
17. Can you clarify the points/percentage of the total Evaluation Criteria allotted to item 5, "Fees and charges related to the level of work proposed"? The main RFP states 25 points/25%, while the Task Order RFP states N/A.  
**Pricing is worth 25 points/percent.**
18. As stating and key personnel requirements will vary by Task Order over the two-year base period, can the Commission confirm that we may propose a Project Coordinator as Key Personnel, and provide representative personnel resumes for the task order project team?  
**Yes.**
19. Can you confirm the offeror may propose any combination of personnel who bring the required skills and levels of expertise, or do you have expectations for specific personnel roles?  
**You can propose any combination of personnel.**
20. For personnel and rates, do you require naming of specific individuals outside of the key personnel? For example, general, low-level production work like content migration that may be performed by a lower cost, broader internal team?  
**We do not require, but your firm can submit.**
21. Regarding prior work and references as it relates to proposal scoring, will you consider work done for organizations that are not public sector agencies, but where the scope of work is similar?  
**Yes.**
22. Do you anticipate awarding this to more than one vendor?  
**The Commission anticipates to award to just one vendor**

All other terms and conditions of the bid document apply.

Bidders **must** acknowledge receipt of this Addendum by signing and returning with their bid.

---

Richard Colbert  
Corporate Procurement Specialist

---

Acknowledge Receipt by  
Authorized Representative

---

Name of Firm Submitting Bid

---

Typed Name/Title

---

Date