



Housing Authority of the City of Pittsburgh

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December 1, 2016

Development of New HACP Website, Website Hosting & Maintenance Services

RFP# 800-50-16

ADDENDUM NO.8

This addendum issued December 1, 2016 becomes in its entirety a part of the Request for Proposals RFP#800-50-16 as is fully set forth herein:

Item 1: Q: We are still confused if the project takes the Fixed Bid approach or the Time & Material approach?

A: Fixed Price. As stated in Item 7 of Addendum No. 4

Item 2: Q: Who are the users that would participate in Procurement Functions? Would it only include internal users?

A: HACP staff in the Procurement Department and HACP staff on evaluation committees (internal users) are the primary users of the Procurement functions. Procurement staff members would be creating procurements and uploading documents. Evaluation committee members would use the evaluation and ranking functions.

Vendors (external users) would be the secondary users of the Procurement application. Vendors would download procurement documents and potentially upload bids and proposals.

Item 3: Q: Create Procurement: Could you please explain us the process of Creating Procurement? and functionality of it?

A: See Posting Proposals to Web Site in Scope of Work

Item 4: Q: Notification of the procurement: How are the notifications expected to be sent to the vendors? Email, text, and so on?

A: See Procurement Notification in the Scope of Work

Item 5: Q: Who is the incumbent and are they eligible to submit a response to this proposal?

A: Fireman Creative is the incumbent. They are eligible to submit a response.

Item 6: Q: Page 4: Is there a list of external site applications and client portals that the current site interacts with?

A: See Item 4 in Addendum 4

Item 7: Q: Page 5 - In reference to Access Logs / Analytics in Section II: "Content Management System should include a tracking system that allows Web Master and designated users to access data about site usage, including tracking user log-ins and activity." Does this need to be a function of the CMS or can this feature be provided by another service?

A: The service is required. The method should be the vendors best method to provide the service.

Item 8: Q: Page 5 - Site Security - Section II: Is there a complete list of all roles that a user can request or be assigned?

A: Not at this time. The intention of the proposal is that roles may be created as the need arises with security set and users assigned as needed.

Item 9: Q: Page 8 - Client Groups: Can HACP confirm that "Internal Site" means the intranet and "External Site" means the webpage (e.g. <http://www.hacp.org/>)?

A: The Internal/External in client groups refers to the user, not the site. Internal users would be HACP staff or other HACP entities. External users would be HACP clients and partners. The assumption is that generally internal users would authenticate through the HACP Active Directory and that External users would have a username and password managed by the CMS.

Item 10: Q: Page 10 - #4 Vendor Activity Monitoring: Will the system need the requirement to automatically logout a user after a period of inactivity?

A: Yes. The inactivity period should be set as a default for the site with the ability to create an override value based on role assignment.

Item 11: Q: Page 10 - #7 Vendor Escrow: How is HACP currently accepting these payments? Will the new system need to have the ability to accept these payments directly online?

A: This is a new function.

Item 12: Q: Page 11 - Procurement Notification: Does HACP currently have a SMTP email server? If so, would HACP be willing to consider a different solution?

A: HACP currently has an internal SMTP relay. However, it is assumed that this site will be hosted outside the HACP firewall. Vendor should propose what they consider the best option. Any functional option will be considered.

Item 13: Q: Page 13 - Management Reporting: Do the reports need to include any charts or graphics?

A: Formatting of reports can be negotiated between the project manager and successful vendor. It is highly likely that these would need to include screen shots and the new website is developed.

Item 14: Q: Can HACP confirm that the landlord's hub referenced on page 8 is the same as the landlord portal referenced on page 13?

A: Yes, they refer to the functions.

Item 15: Q: Page 14 - Content Migration: How many pages of content are behind password protected areas? Vendor login, landlord log in, etc

A: Approx. 200

Item 16: Q: Page 14 - Content Migration: How many news posts will have to be migrated?

A: If "new posts" refers to pages created between now and the launch of a new site, approx. 10 to 20.

Item 17: Q: Page 14 - Content Migration: How many user records exist?

A: Approx 5,000. Many are duplicates or obsolete.

Item 18: Q: Page 15 - Messaging System: Is this system meant to be a one-way broadcast system or a two-way interactive system? For example, is HACP imagining a "Notifications" area that allow one or two statements to appear, but which eventually get overwritten by the next update, or are they picturing something more complex?

A: This is anticipated to be a wiki or blog format.

Item 19: Q: Page 15 - Calendar: Is HACP looking for a robust Outlook style calendar with recurring events, etc., to which any staff member could post events, or is it a simpler event listing with a limited number of administrators? Is HACP open to 3rd party system?

A: For our outward facing calendar, no, we do not require an Outlook style system. It can be more simple. Yes, we are open to a third-party system.

Item 20: Q: Page 15 - Training Hub: Is the human resources site referred to in this section the same as the intranet website?

A: No. This is a punch out to the Ceridian Dayforce site.

Item 21: Q: Page 15 - Training Hub: What content topics are covered? What types of content is included? How large is this section?

A: This is a punch out to the Ceridian Dayforce site.

Item 22: Q: What is the budget for this project?

A: That information cannot be provided at this time. Once the contract or contracts are awarded you may file a Right to Know Request.

Item 23: Q: What was the budget of the last website redesign project?

A: You will have to submit a Right to Know Request. The Right to Know Request contact and form can be found on our website (www.HACP.org) on the contact tab under Open Records Officer.

Item 24: Q: Regarding HACP's Professional Service Contract for Hosting, Maintenance and Development signed 11/2/2012 and its addenda; Was the site completely redesigned as a part of the functional enhancements described in the scope of work? If not, when was the last time the site was completely redesigned?

A: The contract signed 11/2/2012 was for hosting, maintenance and upgrades. The site was not completely redesigned as a part of that contract. A complete site rebuild occurred began in mid-2010 with the current version of our site launched in Sept. 2011.

Item 26: The proposal due date, time and location remain unchanged at December 7, 2016 at 10:00 AM, at the HACP Procurement Dept., 100 Ross St. 2nd Floor, Suite 200, Pittsburgh, PA 15219.

END OF ADDENDUM NO. 8


Mr. Kim Detrick
Procurement Director/Contracting Officer

12-1-16
Date