City of Springfield

SPRINGFIELD
OREGON

March 20, 2023

Addendum #1 to RFP 3307 City of Springfield Website

The City of Springfield is hereby amending the above mentioned RFP. The original document can be found on the City's website at www.springfield-or.gov (select CITY > Finance > Purchasing and Contracts then RFP# will be linked to the RFP/ITB page).

Question 1. What are the different types of user accounts needed for the website? Such as Admins, Editors, and the City of Springfield general employees?

Is there any account creation needed for the general public? If yes, what are the detailed scope and requirements?

Answer 1. All employees would need an account. The admin, editor and general accounts are representative of the types needed. There is no plan for the general public to have accounts at this time.

Question 2. You need an integration for Mitel Phone and an active address book for the employee database, which must be synchronized with the Mitel data. To implement this, do we need to make a provision for all the staff of the City of Springfield to create an account in the system?

In that case, what additional features are needed for staff other than the address book?

Are there any other requirements, such as Online training resources,
Collaboration tools such as online forums, discussion boards, News and announcements, Performance management tools etc.?

Please provide detailed requirements such as the features needed for staff when they login to the system.

Answer 2. Yes it is anticipated that all staff will have an account. The staff directory is the main focus for integrations in the employee portal. There will also be webpages with documents and information in the employee portal, but those should not need an integration. There are no plans at this time to provide forums, discussion boards or performance management tools. There may be a news and announcements section.

Question 3. In Answer 32 on page no. 21 you have mentioned that no legacy content will be brought in the new website, but in Answer 62 on page no.26 it's mentioned that vendor will work to bring the legacy documents to the new website. Kindly clarify this point.

The present website has 597 pages of blog. Kindly let us know whether the new website should have the same pages of blogs or it can vary?

Answer 3. The blog content is not part of content that will carry over to the new website. The documents that are referenced previously were things such as applications to apply for a building or planning permit, as one example.

Question 4. Regarding the single sign-in functionality: If some form of pass-through access by "network credentials" is required, what network is being referred to here. What is the technical authentication service being being used by employees to actually log in (MS Active Dirctory? Oracle? Google? Exchange?) and is this solution accessible outside of Springfield's internal network?

Answer 4. The network login credentials are referring to the City's windows network login. This is available externally provided the employee logins in via the city approved VPN and uses 2FA.

In the event that it is necessary to further amend, revise or supplement any part this RFP, additional addenda will be posted on the City's website at http://www.springfield-or.gov (select CITY > Finance > Purchasing and Contracts then RFP#XXX and name of project). As stated in the original solicitation, City will make a reasonable effort to provide the addenda to all Proposers who asked to be on the Interested Parties List. This addendum shall be considered part of the specification of the RFP. The City is not responsible for any explanation, clarification, interpretation or approval made or given in any manner except by written addenda issued by City.

ALL BIDDERS MUST ACKNOWLEDGE THIS ADDENDUM BY SIGNING AND DATING THIS DOCUMENT AND INCLUDING IT AS PART OF THEIR SUBMITTAL PACKAGE.

 Signature   Date