

KANSAS STATE UNIVERSITY
Division of Financial Services / Purchasing
21 Anderson Hall
919 Mid-Campus Drive
Manhattan, KS 66506

July 23, 2015

IFB/RFP # 40471

ADDENDUM NO. 1

ITEM: Website Development

DEPARTMENT: Kansas State University – Great Plains Interactive Distance Education Alliance

CLOSING DATE: July 31, 2015 @ 2:00 PM

CONDITIONS OF ADDENDUM:

- Attached are the responses to the questions submitted.

Please send a signed copy of this addendum with your bid proposal.

Cathy Oehm
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I (we) have read and understand this Addendum and agree it is a part of my (our) bid on the above proposal.

NAME OF COMPANY OR FIRM: _____

SIGNED BY: _____

TITLE: _____ DATE: _____

IFB/RFP 40471 – Website Development
KSU – Great Plains Interactive Distance Education Alliance

Response to Vendor Questions submitted to Purchasing by the deadline.

- Q1. *Copywriting is mentioned in the scope of work, will Great Plains IDEA be providing any written content for the website? Or will all content be provided by the copywriter?*
 A1. The majority of the content is on the current site (gpidea.org) and with some revision, can be moved over. We envision some new content with a marketing focus.
- Q2. *Illustration is mentioned in the scope of work, what types of illustrations do you anticipate requiring? What will the illustrations be used for?*
 A2. We are looking for ways to make the website more interactive and visually appealing. This might include a variety of techniques from video, images, or some type of graphic design. We will rely on the web designer to make recommendations about the best ways to present information.
- Q3. *Page 8 mentions video. Will video production services be required? Or will Great Plains IDEA be providing videos to be used on the website?*
 A3. Yes. Video production services will be needed.
- Q4. *Page 8 mentions a member's only area of the website. Who will have access to this area? Will everyone have access to the same content/information once logged in or will access be account specific? If access will be account specific, what differences in content will be reflected?*
 A4. The member's only section of the website has been used in the past to share organization documents and information with faculty and staff—students have not had access. For example, the site currently has templates for brochures, the logo, and minutes of board and cabinet meetings, specific forms that are distributed to students by the various campuses. We do not envision a need for account specific access. We need to be able to easily archive documents, video etc. for access by faculty and staff.
- a. *What types of content/information will be housed in the password protected area?*
 A.4.a. See above
- Q5. *What additional marketing collateral (aside from the logo) should be included in the rebranding quote?*
 A5. Redesign of print materials such as brochures.
- Q6. *Will the new website be required to integrate with and internal databases or 3rd party systems?*
 A6. No
- Q7. *Does Great Plains IDEA have a CMS/technology preference (i.e. open source vs. .NET)?*
 A7. No—as long as it is stable.
- Q8. *Are all 3 sites included in this project: www.gpidea.org, www.hsidea.org, and www.agidea.org?*
 A8. Yes, all three sites are included.
- a. *If so will all 3 sites utilize the same design templates?*
 A.8.a. Yes, we will use the same design templates for the entire organization. AG*IDEA could have a slightly different look but the overall design theme should remain the same.
- Q9. *Where is the information reflected in the course matrix coming from? I.E. is this housed in database that would be integrated?*
 A9. It is not now housed in a database. This information is updated on a regular basis and is currently entered manually in json programming language. There has to be a better way.

- Q10. *Where is the information reflected in the course information section coming from? I.E. is this housed in a database that will be integration or is this managed manually?*
A10. Also managed manually.
- Q11. *Does Great Plains IDEA have a budget range in mind for this project?*
A11. The Purchasing Office does not release budgetary information.
- Q12. *How does this project/website interact with ExpanSIS?*
A12. The website does not interact with ExpanSIS.
- Q13. *What functions does the Alliance wish to have in the membership portion of the website? What current functions do they have--- and do they wish to expand on those?*
A13. The member's only section of the website has been used in the past to share organization documents and information with faculty and staff—students have not had access. For example, the site currently has templates for brochures, the logo, and minutes of board and cabinet meetings, specific forms that are distributed to students by the various campuses. We do not envision a need for account specific access. We need to be able to easily archive documents, video etc. for access by faculty and staff.
- Q14. *Whether companies from Outside USA can apply for this? (From India or Canada)*
A14. We anticipate that this project will require a great deal of interaction and multiple face-to-face meetings on campus.
- Q15. *Whether we need to come over there for meetings?*
A15. Yes, on a regular basis.
- Q16. *Can we perform the tasks (related to RFP) outside USA? (From India or Canada)*
A16. We anticipate that this project will require a great deal of interaction and multiple face-to-face meetings on campus.
- Q17. *Can we submit our proposals via email?*
A17. No. As stated on page 2, Bid Instructions, Marking and Mailing Bids, "Bids shall be sealed securely in an envelope or other container addressed and marked on the outside..."