

General Proposal Questions	IJC Response
<p>1. In which language should the proposal be prepared. Is English more intuitive for the steering committee?</p>	<p>The IJC is an international organization whose working language is English, thus we would prefer receiving proposals in English.</p>
<p>2. Section 4.2.5 of the RFP states: The proponent must identify the team that will be working on the project. A one page CV per team member identifying at a minimum relevant and related education, project experience and skills. Each team member must have a minimum of 3 years' experience working on projects of a similar scope and complexity.</p> <p>Is this a maximum of 1 page per team member? Our personnel profiles are typically two pages. I have attached an example. Please advise if we need to trim to one page or if our two page format is acceptable.</p>	<p>Yes, please limit team CVs to a single page per team member.</p>
<p>3. It notes that IJC does not want elaborate or unnecessary proposals. That said, as part of the Understanding of IJC and the Project, does IJC want vendors to address each individual Deliverable in the SOW or would that be considered too much unnecessary content?</p>	<p>We expect the proposals to address each deliverable identified in the RFP along with at a minimum a recognition of each of the functional requirements that are required and if deemed necessary an explanation of your approach to that particular functional requirement if it will add value to your proposal. We are not looking for pages of boilerplate content around basic functionality, only content that adds value to your proposal and differentiates you from potential competition.</p>
<p>4. "Le soumissionnaire a réaménagé trois (3) sites Web Drupal d'importance similaire au cours des trois dernières années.": Est-ce possible de mentionner les aspects qui déterminent "un site similaire"?</p>	<p>Similar aspects include: Public engagement, Sub-sections (board sites), Taxonomy driven structure, etc.</p> <p>-----</p> <p>Les aspects qui déterminent un "site similaire" sont les suivants : des sites Web qui favorise l'engagement du public, des sites Web avec sous-sections (par exemple, sites Web de Conseils), des sites Web avec une structure axée sur la taxonomie, etc.</p>
<p>5. Will all vendor questions and responses be shared with all vendors?</p>	<p>Yes. As clearly stated in the RFP all questions and responses will be shared with all vendors.</p>
<p>6. Est-ce que vous partagerez les questions des soumissionnaires?</p>	<p>Yes / Oui</p>

General Proposal Questions	IJC Response
7. Company Summary: 'Other science-based public sector or non-governmental organizations...' meaning: science-based public sector and/or science-based non-governmental organizations, or science-based public sector and/or (simply) non-governmental organizations	Science based public sector OR NGOs (not necessarily science based NGOs)
8. 4.2.3 Company Summary: 'Demonstrate experience developing similar websites...in the past 5 years' conflict with M3: '3 Drupal websites in the past 3 years'.	Should be past 3 years in all cases.
9. 4.2.3 Company Summary: 'Demonstrate experience developing similar websites...in the past 5 years': conflict with M3: '3 Drupal websites in the past 3 years'.	Past 3 years
10. In section 5.2.3 can we assume that the lowest submitted price must at a minimum meet the Mandatory Requirements?	Yes, only proposals that meet the mandatory requirements will be included in the financial evaluation. Please note that price only accounts for 20% of the final score.
11. Do we need to come to Ottawa for meetings?	An in person meeting may be required as part of the proposal evaluation if deemed necessary. There is no absolute requirement for in person meetings during the project.
12. Can companies from Outside Canada apply for this?	Yes, this proposal is open to both Canadian and U.S. companies. Work related to this project can be completed outside of Canada. Please identify in your proposal where your team members are located and what tasks will be completed where if outside of Canada. All pricing must be provided in Canadian dollars.
13. Can the tasks related to the RFP be performed outside Canada?	See above
14. Can we submit a proposal considering we are located in the east coast in Canada and not in Ontario?	See above
15. Can we submit the proposals via email?	Yes, email submissions in electronic format (PDF) are required.
16. Rated Requirements - Could you provide a scoring example?	Rated Scoring breakdown is provided in section 5.2.2 of the RFP.
17. The cover page of the RFP has a request for signature - does this page need to be submitted to the IJC?	No, please ignore this request.

General Proposal Questions	IJC Response
<p>18. Who is responsible for managing the RFO process? Who else will be involved in making the decision?</p>	<p>The RFP process is being managed by the IJC's Public Affairs Advisor. The decision will be made by a committee of IJC staff based upon the scoring of each proposal based on the rated requirements and financial proposal as detailed in the RFP.</p>
<p>19. How many responses does the IJC expect to receive?</p>	<p>Impossible to know until the proposals are received.</p>
<p>20. With regards to: Proponent has completed a minimum 3 Drupal Web Sites of similar scope in the past 3 years. We far exceed this requirement should the IJC be open to WordPress experience, which also fit's the requirements stated 2.1 under the "ReBuild on Open Source" area.</p>	<p>We are looking for experience with Drupal.</p>
<p>21. Based on the attached IJC Planning doc, it's assumed that you worked with Longship Consulting to produce the findings. Is Longship allowed to bid on this project as the incumbent vendor? Or, if they are not intending to bid/not allowed to bid, will they be involved in the project in any capacity and if so to what capacity?</p>	<p>Longship Consulting has assisted in the discovery, initial planning and tendering process phases of the project. They are not bidding on the Design and Development project. They will be available to consult on the planned approach throughout the project if needed.</p>
<p>22. Were any external agencies involved in the scoping or was it developed exclusively with internal resources?</p>	<p>See above</p>
<p>23. Did IJC engage with a contract for the discovery exercise and does IJC expect the contract to bid on the project?</p>	<p>See above</p>
<p>24. Is there an incumbant or agency that IJC has already been working with for work of this type?</p>	<p>There is a firm that currently provides website maintenance support for the IJC's website. They did not build the original IJC site and were not involved in the Discovery or the RFP process.</p>
<p>25. Is there an incumbent?</p>	<p>See above</p>
<p>26. Can you share the name of the firm(s) that developed and support the current IJC Drupal solution? What was the contract value?</p>	<p>The current IJC site is not built in Drupal (It is built in Quicksilk CMS). The IJC sites built in Drupal are listed in the proposal. The firms that built those sites are unknown to the RFP committee and have not been specifically asked to bid. The firms and contract values are not available for release</p>

Budget and Schedule Questions	IJC Response
27. Will IJC please share the budget for this project (or a budget range)?	The IJC will not be releasing a budget for this project. Firms are asked to submit their pricing based on the details provided in the RFP and the associated planning document.
28. Is IJC able to disclose a budget or budget range for this project?	See above
29. Do you have an anticipated budget for the project?	See above
30. Do we have cost constraints associated with this website re-development project? If 'yes', what might those be?	See above
31. Would you be able to provide a range for this project:	See above
32. What costs has IJC incurred with the creation and maintenance of the existing website?	Unavailable
33. When is the expected start date of the project?	Ideally the project will commence around June 1st 2017 but this date is dependent on selection of a proponent and negotiating of a contract and may be delayed.
34. Do we have a constraint date in which this re-developed website need to be live?	No launch date as of yet. No expected periods of unavailability. ----- Aucune date de lancement à ce jour. Aucune période d'indisponibilité prévue.
35. Mise en production: Vous visez quelle date pour la mise en ligne du site? Et est-ce que vous avez des périodes d'indisponibilité prévues durant le développement?	Voir ci-dessus
36. Do you have a timeline for launch? (I possibly just didn't see the date in there)	See above

Scope of the project	IJC Response
37. With your current website – what works, and what does not?	This has been documented in the discovery exercise and provided as part of the RFP and associated planning documents.
38. What are you hoping to achieve with the redevelopment of the website that you do not have with the current?	Please read section 2 of the RFP.
39. What are the primary objectives, in priority sequences, we want to achieve with complete re-development of the website?	Please read section 2 of the RFP.
40. What are the secondary objectives, in priority sequence, we would want to achieve with intended website re-development?	Please read section 2 of the RFP.
41. The TWO sites that are mentioned in the RFP to be migrated and hosted are not expected to be part of the 12 months maintenance cycle. If it is required in this time frame, it will be considered to be a new project. Is this assumption correct?	No. All the sites including IJC.org, its Board sites as well as Great Lakes Association of Science Ships website (http://www.canamglass.org) and the Great Lakes-St. Lawrence Research Inventory (http://ri.ijc.org) will be part of the 12 month maintenance cycle. However, the canamglass.org and the ri.ijc.org websites do not require ongoing maintenance but they do need to be up and running and both need to be migrated and hosted on the IJC.org server.
42. The RFP description denotes the following: “The International Joint Commission (IJC) is looking to redevelop its corporate website (www.ijc.org) and associated board sites as a single web site built on Drupal open source CMS.” a. Accordingly, what are the associated boards that are in-scope of this project?	See the planning document and existing IJC website.
43. Within the scope of this project will we be required to facilitate the sourcing and/or implementation of board collaboration tools? If not, to what extent should we be investigating these collaboration tools?	No. Board collaboration tools are outside the scope of this project.
44. Is IJC looking for us to provide suggestions for a 3rd party tool that can support its need to deliver content, incorporate various forms of media, meet high design standards and integrate seamlessly with the IJC web site?	Yes. We are open to all recommendations and suggestions.
45. Do we need any additional function other than what is currently available?	The functionality requested was detailed in the RFP and associated documents

Accessibility	IJC Response
<p>46. Norme WCAG 2.0 AA : Vous mentionnez que cela INCLUT le contraste du site et le dimensionnement des polices. Mais WCAG20 a beaucoup plus de critères autre qu'au niveau des documents. Est-ce possible de préciser quels éléments en vous référant au lien suivant qui doivent être tenus en compte dan notre offre? https://www.w3.org/TR/WCAG20/</p>	<p>The IJC expects the entire site to meet all WCAG 2.0 AA Guidelines (within reason). ----- La CMI s'attend à ce que l'ensemble du site respecte tout les directives WCAG 2.0 AA (dans la limite du raisonnable).</p>
<p>47. As part of our normal course of development we would build in functionality to ensure compliance on some of the basic requirement (e.g., we will add checks to ensure Images posted include proper "alt" tags), but some (or potentially many) of the requirements fall outside the scope of a general website migration / development project. This leads us to ask if you would like us to include an optional deliverable to cover off general Accessibility Training to help staff acquire basic knowledge around the publishing of accessible HTML, PDFs, Word documents, and other formats?</p>	<p>You are free to include optional deliverables in your proposal. We ask that you separate them from the core pricing to ensure that we are comparing similar value. Optional elements must be clearly identified both in the technical proposal and the financials.</p>

Architecture and Structure	IJC Response
<p>48. Page 9, 3.2.3.2: Earlier in the RFP, you mention that Board sites are not separate sites, but this suggests that they are. Can you please clarify? Does this instead mean that you want to be able to create new board sections on the site that have unique permissions for that board?</p>	<p>All active Board sites are separate sites but are still under IJC.org. They are microsites of IJC.org and do not have different domain names. Moving forward we want all board sites to be part of the IJC site as sub-sections that allow for customization of content and structure but that follow the IJC design and structure. Some of the old inactive Board sites are WordPress sites. Please note that "Board Sites" in this context are not private sites but rather "working group sites" for various watersheds and studies and are publicly available.</p>
<p>49. Capacité de créer des sites distincts pour les conseils: Est-ce possible de précise ce que vous entendez par "site"? Est-ce des sections dans le site, ou des instances indépendantes avec leur propre base de données liées à des noms de domaine distincts? Dans le second cas, quels aspects diffèrent entre eux au niveau fonctionnalité et design?</p>	<p>Tous les site Web actifs des conseils sont des sites distincts mais font partie de IJC.org, c'est-à-dire ce sont des microsites de IJC.org. Ils n'ont pas de noms de domaine distincts. Nous voulons que tous les sites des conseils fassent partie du site de la CMI en tant que sous-sections qui permettent la personnalisation du contenu et de la structure, mais qui suivent la conception et la structure de la CMI. Veuillez noter que les «Sites du Conseil» dans</p>

Architecture and Structure	IJC Response
	ce contexte ne sont pas des sites privés, mais plutôt des «sites de groupes de travail» pour divers bassins hydrographiques et des études et sont accessibles au public.
50. Do the subsites have different domains or are more like sub-pages on the site?	See above
51. 3.2.2 Can we get more explanation here	Please see page 4 of the planning document included as an appendix to the RFP. https://buyandsell.gc.ca/cds/public/2017/03/14/2812e431a107b861aa1320741445a036/ijc-planning-v01.pdf
52. Page 8, 3.2.2.3: Can you please expand upon the Controlled Taxonomy expectation? Specifically, if you have more detail regarding the OR and AND qualifiers, that would be helpufl.	Please see page 4 of the planning document included as an appendix to the RFP. https://buyandsell.gc.ca/cds/public/2017/03/14/2812e431a107b861aa1320741445a036/ijc-planning-v01.pdf
53. Page 8, 3.2.2.4: Can you give an example of Dynamically pulling and grouping Related Publications from a workflow and display perspective (i.e., how you expect it to happen and what you expect it to look like)?	Please see page 4 of the planning document included as an appendix to the RFP. https://buyandsell.gc.ca/cds/public/2017/03/14/2812e431a107b861aa1320741445a036/ijc-planning-v01.pdf
54. Page 9, 3.2.3.1: Is there more information available about your expectations when it comes to populating the Board sites if there is sparse content?	Please see page 3 of the planning document included as an appendix to the RFP. https://buyandsell.gc.ca/cds/public/2017/03/14/2812e431a107b861aa1320741445a036/ijc-planning-v01.pdf
55. Can we consider the Information Architecture and Content Flows produced by Longship Consulting to be final, or will the selected vendor work with IJC to review, validate, and refine these documents?	The planning documents provided as part of this RFP are very high level. We expect that there will be some adjustments to the IA and Content flows based on further feedback from the content audit and discovery during the design process. The planning documents as they exist serve as a guide for the direction and intent of the IJC website.
56. Is the data-model different between a board subsite and a committee subsite?	No.
57. Board Collaboration Tools. Should this be priced, or just addressed? Does IJC have an existing system they use to communicate with the	The Board Collaboration Tools are outside the

Architecture and Structure	IJC Response
Board?	scope of this project.
58. Are there existing sites that need to be migrated over? If so, how many current board sites are there? What do these board sites consist of? Or are you looking to have the ability to create 'board sites' moving forward? How many board sites are expected to be created? Can you provide a couple example board sites ?	There are approximately 28 board sites. http://ijc.org/en_/boards
59. Can you please let us know an approx. amount of Boards or provide an example.	At present there are 28 Boards.
60. Are any part of the "board" structure to be viewable by public users (i.e., ones who are not logged into your site)?	To be clear: Board sites are all public facing. What the IJC refers to as a Board is a public working group or study site.
61. 3.2.3.3 Ability to archive board: 'Board sites will stay visible but filtered out of lists': What lists does this refer to - The Boards primary nav dropdown? List of all IJC boards on Boards Home?	Yes. Lists of Boards on home page and board listing page must differentiate between live and archived boards. Archived boards must be maintained but removed from areas where it would clutter the content being presented to users

Content	IJC Response
62. For Content Cleanup that IJC will undertake, can you confirm which file format website content will be provided to the vendor? For example, will some content be migrated directly from the existing website without change, and new/updated content provided to the vendor in MS Word documents?	The majority of content will be provided in MS Word files.
63. Sous quelle forme nous sera remis le contenu texte? Un accès entier à votre CMS et base de donnée sera disponible? Est-ce qu'il y aura des changements majeurs au niveau du contenu?	See above
64. Content Clean up: Will this be done within the current website or offline (ie. WORD files) This would change migration requirements.	See above
65. How will (content) be accessed? E.g., via database or through some sort of export report in excel?	See above
66. Following the content clean-up effort by IJC, in what format will the remaining content be in? If within the current CMS, what known integration points do we have to access the content.	See above

<p>67. When does IJC expect to have content complete to be added to the website?</p>	<p>The IJC is currently working on its content. The actual date will be provided to the successful bidder once it is known. It is fully expected that the IJC and the successful bidder will negotiate a mutually amenable schedule once these details are available.</p>
<p>68. Content Clean Up - Could you provide a timeline for the IJC's content clean up exercise?</p>	<p>See above</p>
<p>69. Are you looking for us to include content migration as part of this project?</p>	<p>Yes.</p>
<p>70. Is migration of existing content in scope of this project?</p>	<p>See above</p>
<p>71. We need to understand the magnitude of the content being migrated:</p> <ul style="list-style-type: none"> - number of pages - Size of data (in MB or GB) - Attachments/files/ documents: are they in scope? How big are they? And how many - Are boards going to be migrated? 	<p>The IJC site currently consists of approximately 2000 pages (HTML and PDF) (Split between @ 75% English and 25% French).</p> <p>Files are included in this process and are included in the above numbers. Files sizes vary dramatically.</p> <p>Total amount of files in disk size is not available at this time.</p> <p>All current board sites (@28) will need to be migrated as part of this process. Archived boards and Public Engagement exercises do not need to be migrated.</p> <p>The IJC will be undertaking a content clean up exercise to eliminate redundant, out-of-date and trivial (ROT) content and will make all efforts to have final content ready for migration into the new website as required. We expect the development firm to populate the site with the content that is available for migration.</p>
<p>72. How much content do you estimate for this site once all of the content refresh is done (total english and french)</p>	<p>See above</p>
<p>73. We understand that you will be going through a ROT process but do you have rough idea/range as to how much content is to be migrated?</p>	<p>See above</p>
<p>74. How much content do you anticipate requiring migration?</p>	<p>See above</p>

75. Does IJC have an estimated page count (separately for English and French) for the new website? If not, can we assume it will be similar to the current website size?	See above
76. Could you let us know how many boards including the main site for the Commission are we talking about? There was mention of 20 boards and task forces, would this be all of them plus the main site?	See above
77. Are you going through a content strategy? Inventory? Do you expect us to migrate what's left OR do you expect access to CMS early	See above
78. Will the WCAG 2.0 AA Accessibility Guidelines (also mentioned below) inform your decision as to what is potentially eliminated? For example, will IJC work to eliminate content, such as PDF files, images and videos that lack proper tags, captions and structure?	Yes, however some content cannot be presented in fully accessible formats and will be maintained as is.
79. Does IJC have a strategy for dealing with (Accessibility for) files that may be posted to the website, such as PDF documents, Images, etc.?	Not at present. This will need to be developed as part of ongoing governance and process definition and is outside the scope of this project.
80. Is it correct to assume that we will be programatically migrating the content into Drupal?	While it may be possible to migrate some content from the CMS it is expected that the majority will need to be edited prior to migration and will be provided as MS Word files.
81. Will IJC need support in a content strategy for the website?	Not at this time
82. Do you need any copywriting services as part of this project?	Not at this time
83. Sous quelle forme nous sera remis les documents et images?	Most documents will be provided in their native format (MS Word, PDF and JPEG) ----- La plupart des documents seront fournis dans leur format natif (MS Word, PDF et JPEG)
84. How much content will be re-written vs migrated?	The majority of the content will be edited and/or re-written.
85. Is this migration expected to be manual (internal IJC staff) or automated?	The migration is part of the requested scope of the project.

Translation and Language	IJC Response
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<p>86. Page 11, 3.2.7.5: Can you please elaborate on inline translation? We assume that there will be a French and an English page; does this mean that you'll see the French and Eenglish together at once? Publish together or to separate pages?</p>	<p>Separate pages with the ability to create an alternate language version of the page and edited it in the CMS in the alternate language.</p>
<p>87. The CMS and web process must support inline translation of web content. (Translated content added manually to the CMS during the publishing process) Do you mean translating content on the fly (like Google Translation Service)? Or having a placeholder for translated content to be added by the author?</p>	<p>Human translation inline within the CMS.</p>
<p>88. How many languages are you looking for as part of the translation feature?</p>	<p>The site need only support English and French.</p>

Controlled Taxonomy	IJC Response
<p>89. For section 3.2.2.3 Controlled Taxonomy, we're looking for clarification on: This functionality should use OR within a list AND between lists. Our understanding is that you would like to be able to filter content by taxonomy tags using AND operators and groups of OR operators. Is this correct?</p>	<p>Please see page 4 of the planning document included as an appendix to the RFP. https://buyandsell.gc.ca/cds/public/2017/03/14/2812e431a107b861aa1320741445a036/ijc-planning-v01.pdf</p>
<p>90. Controlled taxonomy functionality: needs clarification. Could you provide several examples?</p>	<p>Please see page 4 of the planning document included as an appendix to the RFP. https://buyandsell.gc.ca/cds/public/2017/03/14/2812e431a107b861aa1320741445a036/ijc-planning-v01.pdf</p> <p>You can see a controlled taxonomy and faceted navigation here: https://cupe.ca/issues-research and here: http://www.cupw.ca/en/campaigns-and-issues</p>
<p>91. 3.2.2.3 Controlled Taxonomy: 'Categories will include Topics, Watersheds, Docket#, Authors, Date Published, Content type'. Conflict with Web Architecture PDF (Information Architecture: IJC Site) that outlines the need for a 'Board' filter category.</p>	<p>Yes, "Board" will be a necessary tag and filter.</p>

Design	IJC Response
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Design	IJC Response
<p>92. Do you have brand guidelines that will determine part of our design or would you like to keep that independent of the design we pursue?</p>	<p>The IJC currently does not have brand guidelines. The redesign of the IJCs graphic identifier is not part of this project. Development of Brand Guidelines or a redesigned visual approach to the brand is not part of the scope of this project. The design for the IJC's website should accommodate for the existing identifier and provide a solid foundation for the IJCs visual identity.</p>
<p>93. Au niveau d'image de marque du CMI: Est-ce que vous cherchez à avoir un concept d'image dans la présentation de notre offre?</p>	<p>No. The IJC identifier is not being redesigned. ----- Non. La CMI ne cherche pas à redessiner son image de marque.</p>
<p>94. Is it anticipated that there should be visual or design differences in how the "boards" (once logged in) should look?</p>	<p>The boards should maintain the same look and feel as the IJC but may support unique visual differences if defined as part of the design.</p>
<p>95. In section 3.1.1 it is stated that the vendor is to provide 3 distinct visual concepts with up to 3 rounds of revisions. Is this 3 revisions per concept or 3 revisions to a chosen concept?</p>	<p>Three revisions to a chosen concept.</p>
<p>96. How many third party tools and social media platforms would you need the design to be developed for?</p>	<p>We require a working file (editable with fonts and layers) to create graphics as required along with a standard template for graphics to brand 3rd party sites such as SurveyMonkey, LinkedIn, Facebook, Twitter, and any other tools chosen as part of the development of the site.</p>
<p>97. Would you require any photography or videography as part of this project?</p>	<p>No. Any photo licensing costs should be included in your proposed pricing.</p>
<p>98. Design and Style Guide. Can you please elaborate on this? Will the style guide be ready once the project commences? It seems that both these statements contradict each other. Please elaborate.</p>	<p>No, a basic web style guide is requested as part of the design deliverables for this project.</p>

Integration (DAM, GIS, and APIs)	IJC Response
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Integration (DAM, GIS, and APIs)	IJC Response
<p>99. Intégration DAM: Est-ce possible de détailler ce que vous cherchez à faire au niveau maintenance de contenu à partir de OpenText Media Management?</p>	<p>The DAM will serve as a repository for content (PDFs, Documents, Reports) that need to be published on the web site. There is no need to allow for editing of those documents from the web.</p> <p>-----</p> <p>Le DAM servira de référence pour le contenu (PDF, Documents, Rapports) qui doit être publié sur le site Web. Il n'est pas nécessaire d'autoriser l'édition de ces documents sur le Web.</p>
<p>100. Page 10, 3.2.5.5: What kind of data do you plan to pull from the DAM tool?</p>	<p>See above</p>
<p>101. In relation to the this phase - The site must allow content to be maintained and pulled from the OpenText Digital Asset Management tool. Can you expand on this requirement? Will content continue to be edited in the OpenText environment? Is there a reason it would not be migrated?</p>	<p>See above</p>
<p>102. 3.2.5.5 DAM Integration: Content to be maintained and pulled from the OpenText Digital Asset Management. Conflict with Web Architecture PDF (Tagging & Content Flow), 'FUTURE REQUIREMENT: Integration with the IJC OpenText Digital Asset Management tool'.</p>	<p>Integration with the Opentext DAM is a current requirement.</p>
<p>103. DAM: Are you able to provide the version or API associated with the OpenText Digital Asset Management you are currently running?</p>	<p>OpenText DAM 10.5 or newer</p>
<p>104. Social media Integration: Much of this integration on a page basis is handled mostly by either browser plugin or IOS/Android functionality. Are there specific possible sub page items that would need this functionality?</p>	<p>We are looking for a Share this / Add this type functionality that does not impose significant load times.</p>
<p>105. Is the intention to allow a discrete list of users (board members, staff) access to a login portal with your DAM, or is the requirement actual file viewing and manipulation through the Drupal site?</p>	<p>Documents in the DAM selected for publishing on the public website are read only and publicly available.</p>
<p>106. Can you provide additional details on the type of content / assets that will be pulled via the OpenText DAM API?</p>	<p>PDFs, Images, Videos, Excel Files, Word Documents, etc.</p>
<p>107. API Integration: We need more details about which 3rd party systems will be integrated in scope of this project</p>	<p>ArcGIS 10.4 or newer OpenText DAM 10.5 or newer In addition to recommended 3rd party applications like Mailchimp, Eventbrite.</p>

Integration (DAM, GIS, and APIs)	IJC Response
	Youtube, etc.
108. Page 5, Ability to integrate with other systems and APIs: Can you expand on what other systems/APIs?	See above
109. Is there a specific API integration that the IJC has in mind? Or does IJC want to know if there is availability within the platform?	See above
110. What databases/webserver do we use in the current website?	None.
111. What other end-points does the IJC intend to publish content to? potential or know end-points?	None known at present.
112. What is the nature of the data sources? Will they be datasets, and if so, will they be of a specific format?	Data sources may come in a variety of formats including 3rd party online data sources, DBs and flat files (Excel, CSV, etc.). Currently there is no specific details on these.

Visualization	IJC Response
113. Are we to do any data visualization or is this just a requirement?	Just a requirement to support.
114. Regarding Data Visualization and the use of tools such as D3.js, leaflet.js, or Tableau, can you be more specific on the various types of data source you are seeking to visualize using such tools?	Example types of data, include: Water levels (rule curves), Fish populations, Invasive species, Impact of precipitation on water levels, historical data for river/lake volume and levels, water temperature, etc.
115. Page 10, 3.2.5.1: What will you be mapping? Can you clarify why the GIS integration is required to help us determine the right solution?	See above
116. Page 10, 3.2.5.2: What kind of data are you looking to visualize?	See above
117. Are the data visualization requirements to integrate specific apps or known data?	See above
118. Visualisation des données: Vous parlez de compatibilité avec des outils de visualisation. Est-ce que vous voulez parler d'intégration de code "embed" dans les contenus, ou vous cherchez à interagir avec des API externes?	Interact with external tools using 3rd party visualization tools. ----- Interagissez avec des outils externes à l'aide d'outils de visualisation tiers.
119. In section 3.2.5.2 Data Visualization you ask that the “Site must be able to accommodate Data Visualization tools such as D3.js, leaflet.js and Tableau pulling from 3rd party and IJC data sources.” Our question: regarding Tableau integration, can you clarify if you have an existing Tableau server we will have to integrate with? Can you describe the integration you wish to accomplish?	The IJC does not have an existing Tableau server. The IJC wishes to be able to use 3rd party tools to publish data visualizations.
120. In section 3.2.5.1 GIS integration, you state that “Site must be able to display maps from the ESRI system and other common GIS formats. Integration with Google Maps API is desirable.” Our question: Do you run your own ESRI/ArcGIS server? Can you describe which features/functions you’d want to use ESRI maps vs Google maps? Are there maps on your current site that demonstrate the type of implementation you require?	Yes, the IJC has its own ESRI/ArcGIS server. Features/functions include presenting custom maps and data layers on those maps.

Public Engagement	IJC Response
<p>121. Public Engagement: Does the IJC group have a specific list of 3rd party tools to be used in this manner so we can do an assessment as to API requirements?</p>	<p>Currently the IJC uses Mailchimp, Eventbrite, EngagementHQ, SurveyMonkey and Fluid Surveys. We are looking for recommendations for public engagement tools (both custom or 3rd party) IJC is open to either 3rd party or custom Drupal options depending on which best serves the need of the IJC.</p> <p>Proprietary pricing must be included.</p>
<p>122. Does IJC wish to keep options open for a variety of types of third party engagement systems or, if a custom solution was proposed that leverages Drupal's engagement features would that be considered a more viable/preferred option?</p>	<p>See above</p>
<p>123. 3rd party tool Integration: Do you have a specific list of these desired/required "3rd party tools"?</p>	<p>See above</p>
<p>124. Stakeholder contact management - ... are you looking for a new tool and if so paid or free?</p>	<p>See above</p>
<p>125. Are you seeking recommendations from the vendor and based off this statement is open to third party systems for this piece of functionality?</p>	<p>See above</p>
<p>126. Regarding Public Engagement, does IJC desire that the www.participateijc.org website be migrated into the new Drupal website as part of the project scope, replacing it as the public engagement platform?</p>	<p>The functionality of the participateijc.org site should be created on the new IJC.org website. Note: The participateijc.org uses EngagementHQ. The IJC is open to continuing to use EngagementHQ as a third party tool if it can be better integrated into the IJC website.</p>
<p>127. Regarding Public Engagement, does IJC require that all members of the Public who will submit comments - or interact in any other way - first Register with IJC and provide a baseline level of information? For example, similiar to what is currently available here: http://www.participateijc.org/users/sign_up</p>	<p>Comments for public engagement must register as the IJC cannot accept comments from anonymous sources. Commenting made through public engagement tools will need to capture the users name, contact info (email, phone) and geographic location (not complete address). Only the name, comment and Province/State are shown publicly.</p>
<p>128. Public Engagement: Do you plan on requiring "commenters" to register with the website to facilitate monitoring and/or moderation of content posted to the site?</p>	<p>See above</p>

Public Engagement	IJC Response
129. Regarding Public Engagement, will Comments submitted by the public only be visible to IJC administrators, or can the public view the comments of other users and reply to them?	See above
130. Does IJC have experience using Disqus for comment management? If so, will the product meet the needs of IJC?	See above
131. Per section 3.2.3.7 of the RFP, "Stakeholder contact management," how does IJC currently maintain it's contact database across stakeholder groups? Is a CRM in use? How large is the current dataset of stakeholders/users?	The IJC currently does not have a CRM in place.
132. 3.2.3.6 Your public engagement is a significant aspect of the project...do you have more clear requirements on this topic?	See above

Newslists and Calendar	IJC Response
133. In section 3.2.3.5 Platform for newsletters and blogs, is your preference that newsletter distribution and subscriber lists be handled with a third-party service (e.g. Mailchimp) or that a newsletter management module be used to allow management of newsletters within the site?	No preference. Please recommend the best approach.
134. 3.2.4.1 Aggregated Calendar: 'Can be filtered by board or type of event' Conflict with 3.2.4.6 Calendar Filtering: 'Filter by Board, Event Type, (+ necessary additional filters: Issue and Location?)	Calendar items must (at a minimum) be able to be filtered by Board, Event Type, Topic and Location. Type of events include: 3rd party events, IJC Public Engagements, IJC Corporate events. Currently Eventbrite is used by the IJC. A list view is acceptable.
135. Page 10, 3.2.4.1: Is a list view okay for the calendar? Can you confirm the filters you require (board, type of event...)?	See above
136. 3.2.4 Can you provide an example of what you are looking for here?	An online event calendar that lists activities, meetings and public engagements
137. Page 9, 3.2.3.6: Do you have a preference for particular tools? Survey Monkey for surveys? MailChimp for newsletters? Eventbrite for events?	No preference. Currently Mailchimp is used for Newsletters. Eventbrite is used for events. Surveymonkey and Fluid surveys have been used in the past.

Newslists and Calendar	IJC Response
138. Blogs and Newsletters: Is there a specific tool at this point that your group is looking at or do you require a recommendation?	See above
139. Page 9, 3.2.3.5: What are you currently using for newsletters?	See above
140. Page 10, 3.2.4.7: Are you looking for complete integration of a full calendar, or the ability to add an event directly to Outlook, iCal, Google Calendar upon registering?	Both. The calendar must support online events and dates as well as permit users to add events to their own calendars through iCal or Google Calendar.
141. Intégration du calendrier: Pour clarifier, vous désirez que le calendrier présente un fil RSS/XML iCAL pour intégration dans des calendriers externes?	Voir ci-dessus
142. Is there a preferred platform for email solutions such as Mailchimp or Drupal mail module.	No preferred platform. IJC currently uses Mailchimp for Newsletters.
143. The 3rd party tool for newsletters and blogs - do you have this purchased or are you looking for us to recommend one? Are you looking for free options and/or paid options as well?	Please recommend. If proprietary, then licensing costs must be included.
144. For the (Newsletters and blogs) are there current tools in use and if so are you looking to migrate information from there to the new tools? If so, could you let us know what tools you are using currently?	The IJC currently uses Mailchimp for Newsletters.
145. Calendar - Once again, does it matter if it is paid or free? Also, is there one now you want to move content from into the new calendar?	There is no existing calendar to migrate from. Ideally any calendar solution would be opensource.
146. listes de distribution: Quel est l'outil actuellement utilisé? Est-ce que vous désirez migrer vers de nouveaux outils tels Mailchimp ou autre?	<p>The IJC currently uses Mailchimp. We are looking for your recommendations.</p> <p>-----</p> <p>La CMI utilise actuellement Mailchimp. Nous cherchons à obtenir vos recommandations.</p>

Publishing and Workflow	IJC Response
147. In section 3.2.3.2 Ability to create separate "Board" sites, you ask that "The system must allow the web master to easily create a new board site and assign ownership and rights to the site." Our question: Is the expectation that new Board sites be created from within the administrative interface or is the web master in this case a system administrator who will be logging in to the server to add sites and	Within the administrative interface.

Publishing and Workflow	IJC Response
databases?	
148. Can you please provide more clarification regarding web publishing?	Distributed web publishing refers to the need to have multiple web publishers have access to various parts of the website and to be able to share content across the entire site.
149. Is what is meant by 'distributed web publishing and content' the ability to update other websites from the primary IJC website? Similar concept to NPR and COPE (create once, publish everywhere)?	See above
150. Are the subsites managed by the same web teams?	No. Some of the Board sites are managed by Board members. However, and IJC team oversees all of the sites associated with IJC.org.
151. In section 3.2.7.4 Live and Stale Dating, you ask that "The site must support both Live and Stale dating of content based on predefined date and times." Our question: Could you please clarify how you expect this to work? For example, how you expect the predefined dates to be determined and what happens to content after the "end date"?	<p>Dates are set by the web publisher when the content is created.</p> <p>Live Dating - Published content is set to go live at a specific time and date. It stays unpublished until that time and then publishes itself at the correct time.</p> <p>Stale Dating - Content that reaches the end of its lifecycle (stale date) alerts the web publisher via an email that the content requires review and that its lifecycle has been reached.</p>
152. Page 11, 3.2.7.4: Can you please clarify what you mean by "Stale dating"?	See above
153. Cyberédition et distribution: Merci de préciser ce que vous entendez par "Le site doit permettre la cyberédition et distribution du contenu."	<p>The site must allow for distributed web publishing and content editing. - IJC users are located in a number of locations across North America and must be able to log into the site from remote locations to edit and publish content.</p> <p>-----</p> <p>Le site doit permettre la publication sur le Web et l'édition de contenu. - Les utilisateurs de la CMI sont situés dans un certain nombre d'endroits en Amérique du Nord et doivent</p>

Publishing and Workflow	IJC Response
	pouvoir se connecter au site depuis des sites distants pour éditer et publier le contenu.
154. Page 5, Workflow functionality: Can you explain more about what this is?	Workflow functionality includes the ability to customize workflow to accommodate various levels of approvals and review translation and notifications for live and stale dating.

CMS	IJC Response
155. Can you describe this "proprietary CMS" to help us gain a better understanding as to what would be required during the content migration? For example,	The current CMS is Quicksilk CMS. We do not anticipate migrating directly from the existing CMS will be viable.
156. Is Drupal a must? Can we use other Open Source CMS such as WordPress?	A technical review was undertaken and Drupal is the selected CMS option. We are asking the proponent to recommend the version of Drupal (7 or 8) that best meets our needs.
157. Some of the modules that will be required to address the functional requirements might not yet have stable Drupal 8 versions available, requiring that we develop the functionality using custom-made modules. For costing purposes, do you require that the website be built using Drupal 8 or would you also consider Drupal 7 as a viable solution?	See above
158. We notice Drupal 8 is mentioned as being used in one of the affiliated websites. Given the anticipated requirements for your current site, we would not advocate migrating the content into Drupal 8 at the current moment as we do not feel that platform offers as many robust third-party modules as currently the case in Drupal 7. From your perspective, does this represent a fair assessment? In other words, is Drupal 8 a requirement for this proposal or can that be planned as an upgrade for when that platform is more fully supported?	See above
159. What version of Drupal are you comfortable to use? (Or a better way to ask if they care if D7 or D8)	See above

CMS	IJC Response
160. Are you absolutely committed to Drupal as your platform of choice? Would you consider CMS alternatives?	See above
161. The RFP is clear that Drupal is the preferred technology based on some analysis that was done. Would you be open to WordPress instead as an alternative?	See above
162. In order to maintain consistency with other Drupal-powered IJC websites, is there any preference between Drupal 7 or Drupal 8 for the purpose of this project?	See above
163. The website will use the Drupal version 8.X – is this assumption accurate?	See above
164. Would IJC consider other CMS options?	See above
165. Will IJC consider an enterprise version of the CMS with an annual cost?	See above
166. Could you let us know if WordPress, also an open source system was evaluated and if so, could you let us know if you are open to this platform or are you looking for Drupal alone? If Drupal, could you also verify which version of the same?	See above

Hosting	IJC Response
167. In section 3.2.6.3 Production and Staging Environment, you state that “the hosting environment must include development, production and staging environments.” Our question: will you require access to the development server?	The IJC will require administrative access to its hosting environment.
168. Hosting: Are there specific technical requirements that lead the IJC IT team to specify "a Windows environment"? For example, is this required due to one of the other software systems you intend to integrate with the Drupal site? (In general, Drupal runs more efficiently on Linux based servers.)	<p>The IJC's internal IT team is a windows based environment. It is preferred to maintain this environment to facilitate management to leverage existing skill sets. As per the proposal: There is a desire from the IJC IT team for the site to be hosted on a Windows environment to facilitate maintaining the hosting environment as necessary. The IJC will entertain hosting on other environments provided that concerns regarding access and maintenance are addressed.</p> <p>-----</p> <p>L'équipe informatique interne de la CMI est un</p>

Hosting	IJC Response
	<p>environnement basé sur Windows. Il est préférable de maintenir cet environnement pour faciliter la gestion afin de tirer parti des ensembles de compétences existants. Selon la proposition : l'équipe informatique de la CMI souhaite que le site soit hébergé sur un environnement Windows afin de faciliter le maintien de l'environnement d'hébergement si nécessaire. La CMI accueillera l'hébergement sur d'autres environnements à condition que les préoccupations concernant l'accès et la maintenance soient abordées.</p>
<p>169. Hébergement Windows: Drupal étant une application PHP mySQL, il est fortement recommandé de l'installer sur Linux. Afin de bien guider, en quoi vous considérez qu'un environnement Windows est plus facile d'entretien pour vous?</p>	<p>Voir ci-dessus</p>
<p>170. Vitesse de téléchargement: La vitesse mentionnée doit se réaliser sur quel type de connexion? Et cela en https? Pour toutes les pages?</p>	<p>We are targeting an initial page load (uncached first load) of less than 2 seconds. Additional pages should be less than 1 second. Pages with specialized content and functionality (GIS maps, videos) may be excluded from these thresholds. - This is a general guideline for performance and may vary based on connection speed and other factors.</p> <p>-----</p> <p>Nous ciblons une première charge de page (première charge non sauvegardée) de moins de 2 secondes. Les pages supplémentaires doivent être inférieures à 1 seconde. Les pages avec du contenu et des fonctionnalités spécialisés (cartes SIG, vidéos) peuvent être exclues de ces seuils. - Il s'agit d'une ligne directrice générale pour la performance et peut varier en fonction de la vitesse de connexion et d'autres facteurs.</p>
<p>171. Mises à jour et correctifs: Nous devons inclure gratuitement toutes les mises à jour pour 12 mois?</p>	<p>The successful firm will be responsible for implementing all patches and updates to the CMS and associated plugins and modules for a minimum of 12 months after launch.</p> <p>-----</p> <p>L'entreprise retenue pour le projet sera responsable de la mise en œuvre de tous les</p>

Hosting	IJC Response
	correctifs et mises à jour du CMS et des modules complémentaires et modules associés pendant au moins 12 mois après le lancement.
172. For hosting, vendors are to suggest hosting options but are we to assume pricing of hosting will be separate/not included in our response and will be determined/discussed during the project with the chosen vendor?	Hosting pricing should be separate from your Bid price and will not be considered in comparing financials. Final decision on hosting providers will be made with the successful bidder.
173. It's understood that Windows hosting is preferred, would Apache be acceptable?	No.
174. Can you elaborate on the need to host on a Windows-based environment? Is this because of familiarity of the internal IJC IT staff with Windows environments as opposed to Linux?	Yes
175. Regarding the maintenance of the development, staging, and production hosting environments, will IJC's IT team (if such a team exists) play a role in maintaining these environments, or will IJC be "hands off" and rely on the selected vendor to maintain and manage such environments?	The IJCs IT team will be "hands off" but requires access to the environment.
176. Do IJC have standards related to website performances or require (us) to recommend?	No.
177. Require 24/7 technical support for hosting environment?	Technical support is required during standard business hours with a SLA of maximum 2 hrs initial response.
178. Could you provide us with your current hosting and usage information to accurately gauge hosting parameters and costs accordingly?	This information is not currently available.

Search	IJC Response
179. Search: Does the search need to provide access to content contained "within" files, such as PDFs or Word files, that are attached to specific html pages?	Yes. The site search should index PDF files.

Browser Compatibility	IJC Response
<p>180. Are there specifications with regards to what OLDER browsers need to be met, for example, IE 10, FF 48, etc.?</p>	<p>At present there is no requirement to support older browsers with less than 4% market share. HOWEVER, due to the large number of institutional audiences including GoC and USGov, the site should be built to degrade gracefully for known issues with IE 10 and FF 48.</p>
<p>181. What versions of Internet Explorer are we looking at supporting?</p>	<p>See above</p>

Security	IJC Response
<p>182. Security: Does the organization have a current SSL certificate or does this need to be obtained as part of the hosting requirements?</p>	<p>IJC does not currently have a SSL certificate. A 3 year - Wildcard SSL Certificate is required to be included with the hosting with the ownership of this SSL certificate belonging to IJC. Ongoing maintenance of the SSL certificate will be IJC's responsibility.</p>
<p>183. Are there any areas of the website or microsities that require authentication for access to content? Or is all content publicly available?</p>	<p>Not as part of the scope of this project. All content is publicly available.</p>

Analytics and Metrics	IJC Response
<p>184. For Google Tag Manager, can the vendor assume that IJC is familiar with this tool and the vendor's role will be to integrate IJC's GTM account into the website?</p>	<p>IJC staff are not currently familiar with GTM/. It is desired that GTM be implemented to facilitate management of tags on the site in the future and to allow vendors to assist in managing the IJC's web presence.</p>
<p>185. What kind of web analytics do you elicit from the current website? a. Would you be able to share that data?</p>	<p>We use Google Analytics. We are unable to share a login. However, during the first three months of 2017, we saw averages of 12,000 sessions per month, 8,200 users per month and 28,300 pageviews per month. Monthly averages were similar during 2016.</p>
<p>186. Do you have analytics that you can share?</p>	<p>See above</p>

Analytics and Metrics	IJC Response
187. How many page-views do you get per month?	See above
188. How many concurrent logged in users do you currently get?	The site will support more than one logged in user at a time, but we are unsure as to what the limit is.
189. Are there any event driven spikes in traffic?	Yes. But generally not significant. (related to releases of reports, etc)

Documentation and Training	IJC Response
190. Documentation: Is there a preferred format here? For example, would you prefer a "stand-alone" user-manual, or perhaps contextual help embedded directly into the site, or would IJC prefer walkthrough videos? We are simply trying to determine the amount of effort required to build this manual post hands on training.	Inline contextual help would be the most beneficial. We are not looking for anything fancy. Simply documentation to ensure that users who use the system infrequently can make common edits and updates easily.
191. Page 7, 3.1.3 - Training, ongoing maintenance and support: Is on-site in Ottawa, or other locations?	Onsite training would be located in Ottawa at the IJC offices. Other training will be remote as candidates are located in disparate locations.
192. For the onsite training sessions, could you let us know where this is to take place and how many individuals would need to be trained?	Onsite training would be located in Ottawa at the IJC offices. There would be no more than 6 people involved from the IJC.