

SEN 020 17/18
Re- Designing of the Senate Intranet Site (IntraSen)

QUESTIONS AND ANSWERS #4

Question 1:

Is the new website going to have the same contents and sitemap (sections and pages), but different design? or the contents will change as well?

Answer 1:

The contract asks both for architecture and design. The site map (sections and pages) should be looked at both from the architecture and design perspective. While we don't anticipate significant changes to the content, we cannot confirm that it will stay exactly the same. As noted in the SOW, a key part of the contract will be to perform consultations to identify what needs to change and incorporate the findings in the proposed architecture and options for design solutions.

Question 2:

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION, Section 1-III) seems to imply that we should be submitting an Oral Presentation (it asks for the page number) as part of the proposal. Can you please clarify?

Answer 2:

An oral presentation is part of the contract award process. Its key purpose is to present the proposed methodology

Question 3:

M2 and R2 both request a methodology. Do you have any concerns with developing one, more detailed methodology that would address the requirements in both M2 and R2?

Answer 3:

M2 pertains to the existence of a methodology as part of the proposal
R2 pertains to the quality of the proposed methodology

Question 4:

In the SoW, under objectives, you mention “design concept and a governance structure that will ensure the ongoing maintenance of and updates to the renewed intranet site.” The last part of the sentence implied that you wanted some sort of system for updates. But, when this element is mentioned later on it seems to refer to designing a management or business process-type governance structure rather than a technical solution or mechanism that would support the ongoing maintenance of and updates. Can you please confirm your intention?

Answer 4:

The requirement is for a governance structure, not for a technical solution

Question 5:

The RFP does not address any budgetary parameters. Can you provide some guidance as to the anticipated budget as this would help define the scope of the methodology.

Answer 5:

Please refer to Question and answer 2 of Addendum Questions and answers #1:

“The budget for the subsequent phases of the project will be established based on the requirements, concept and recommendations identified as part of the deliverables to be provided by the vendor over the course of the contract (please refer to the Statement of Work for more details).”
