



# City of Concord, New Hampshire

## PURCHASING DIVISION

COMBINED OPERATIONS & MAINTENANCE FACILITY

311 NORTH STATE STREET

CONCORD, NH 03301

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[www.concordnh.gov/Purchasing](http://www.concordnh.gov/Purchasing)

April 19, 2012

### ADDENDUM NUMBER ONE

RFP14-12

### WEBSITE DESIGN & CONTENT MANAGEMENT SYSTEM SERVICES

**TO ALL FIRMS OF RECORD:** This addendum forms a part of and modifies the bidding and contract documents and technical specifications for the project named above. The following changes, additions and clarifications are made to the original Contract Documents:

- 1. Question:** Do you have any reference sites that you would like to mention for designing purposes?  
**Answer:** No.
- 2. Question:** Do we require traveling and having meetings in person during implementation of the project? If yes, would the travel and boarding expenses be reimbursed?  
**Answer:** Yes, the presentations of the top selected vendors will need to be made in person. No, the travel will not be reimbursed.
- 3. Question:** Do you have any specific budget identified for the project?  
**Answer:** The funds for this project will not be approved and available until July 1, 2012 pending approval of the FY13 budget by the City Council.
- 4. Question:** Is there any onsite training required or work can be done remotely?  
**Answer:** Training must be done onsite.
- 5. Question:** Is hard copy submission a must? Would not an email submission be sufficient? We submit all our proposals electronically (via Email); in efforts to go green and keep our costs for submitting proposals low. Is this something that you accept or you will need the hard copies?  
**Answer:** Hard copy submission is required per policy of the City of Concord.
- 6. Question:** Do you have any preference for CMS?  
**Answer:** This would be at the vendor's discretion to meet the criteria listed in the RFP.

7. **Question:** When do you wish to start the project?

**Answer:** As close to July 1, 2012 as possible.

PLEASE BE ADVISED THAT THE PROPOSER MUST ACKNOWLEDGE RECEIPT OF  
ADDENDUM ONE AS PART OF THE PROPOSAL SUBMISSION.

CITY OF CONCORD, NEW HAMPSHIRE

A handwritten signature in blue ink, appearing to read "Douglas B. Ross", is written over a horizontal line.

DOUGLAS B. ROSS  
PURCHASING MANAGER