



## ADDENDUM #1

**To:** All Companies Interested in Submitting a Proposal  
**From:** Rebecca Johnson, CPPB, Purchasing Agent  
**RFP:** Website Accessibility Consultant (RFP #PUR0216-155); Dated: March 22, 2016  
**Subject:** Addendum #1 (4 pages)  
**Date:** April 1, 2016

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The following questions and/or clarifications were asked relative to the above-listed Request for Proposal. This memo is sent for clarification to all companies to whom the RFP was sent.

**Question:** How many days are you looking for in total for consulting?

**Answer:** We are not measuring the effort in number of days rather in auditing all pages. We need an independent audit to ensure that our website is ADA compliant. So, as many days as it takes to certify that ALL pages and links are compliant or if not, which pages and links require mediation and what kind.

**Question:** Will you need for us to come on site?

**Answer:** No

**Question:** Do you have a budget set for this RFP? If so, what is the budget?

**Answer:** Yes, there is a budget, but not a specific budget for the audit. It is part of the overall ADA funds that the City has set aside.

**Question:** How long do you want us to monitor your website for compliance? Is this just a report of compliance and performance or is this a continuous education/training of compliance? What do you want this to look like?

**Answer:** This is a point in time annual audit. The deliverable shall be a report of percentage of compliant pages, which pages and links are not compliant, and how to make them compliant. Audit services are requested for four (4) years, with the first audit due in August 2016. There may be some education/training involved to ensure that City staff are knowledgeable to create and maintain compliant webpages in the future.

**Question:** Are you planning on redoing your website?

**Answer:** The City has just completed a website redesign that will be launched this month. One of the requirements for the newly design website is ADA compliance. The selected consultant will be auditing the City's new website, not the current one.

**Question:** What are your long term and short term goals for this proposal?

**Answer:** Long and short term goals are the same. Annual ADA compliance audit of the City's website, including all pages and all links, by a third party consultant.

**Question:** Should the website accessibility audit being requested be performed on desktop only, or should mobile devices/platforms be included as well?

**Answer:** The audit should include desktops and mobile devices.

**Question:** Regarding "...with links to approximately 300 more": are those 300 pages on other websites? And are they within the audit scope?

**Answer:** They will not be included in this year's audit, but may be included in subsequent years.

**Question:** If feasible, can you provide a list of the publicly-facing URLs of some or all the properties that would be audited?

**Answer:** The public facing URL is [www.cedar-rapids.org](http://www.cedar-rapids.org). There are no properties included in this audit other than the content of this website. As stated above, the City will be launching a redesigned website at this URL this month. The current content at the time this Addendum is issued is not the content that will be audited.

**Question:** Approximately how many sites or subsites make up the scope of the City's web presence (i.e. approximately how many distinct audits and corresponding audit reports does the City anticipate requiring within the contract period)?

**Answer:** There are approximately 1200 pages/subsites on the redesigned website.

**Question:** Will the audit include any pages that are not necessarily publicly facing (e.g. intranet and/or password protected areas)?

**Answer:** No

**Question:** Will the audits include pages or features that can only be reached with password protected credentials?

**Answer:** No

**Question:** Do all of the products to be audited already exist?

**Answer:** Yes. The new website exists but has not been launched yet.

**Question:** Will we be required to audit for these platforms: MacOS, iOS, Android, Blackberry, Windows Mobile?

**Answer:** Yes. Windows desktop operating systems, Apple desktop operating systems, iOS, Android and Windows Mobile platforms are within the scope.

**Question:** Will the auditing include PDF content? If so, can you provide an approximate number of documents on the site?

**Answer:** Yes. There are approximately 8300 pdf documents.

**Question:** Will the auditing include the accessibility of multimedia content?

**Answer:** Yes

**Question:** Shall our deliverable include a WCAF-EM compliant audit report?

**Answer:** Yes

**Question:** Shall our deliverables include recommendations to remediate any gaps discovered during the audits?

**Answer:** Yes

**Question:** shall our deliverables include presenting the audit results in a meeting to management and/or the development team?

**Answer:** No

**Question:** Shall our deliverables include coaching the development team on how to follow the recommendations?

**Answer:** No

**Question:** The RFP states that the contract could possibly be through 2019. Can I assume that you are looking for an annual price and not one lump sum price for 2016-2019?

**Answer:** Yes. We are requested a price per page for each year.

**Question:** I don't believe I saw anything related to regression/re-testing in the RFP. Would the City also like this priced out?

**Answer:** No, we do not anticipate having fixes regression tested or re-tested. We will wait until the next annual audit.

**Question:** In section 4.2.1 b, the City mentions enlisting individuals with different disabilities to do use case testing. Are there any specific Assistive Technologies (ATs) that are requested?

**Answer:** Individuals on the City's ADA committee are willing to test in addition to the auditing that the RFP is asking for. We will use that group for getting preferences and "look & feel" feedback. The audit consultant shall be able to certify compliance.

**Question:** Does the City have an in-house accessibility team? If so, can you provide any information into what tools/platform you are currently using for accessibility testing?

**Answer:** No

**Question:** Are vendors able to attend a walk-through of the website led virtually by the City? This would allow for more accurate overview of the audit and aid in pricing.

**Answer:** No. The new website will not be launched until after proposals are submitted.

**Question:** According to the RFP, the City will be granting an award on or around April 26, 2016. Do you have an estimate as to when the audit will kick off?

**Answer:** We would like the audit to begin by June 1, 2016.

**Question:** In regards to pricing, we find it most effective to do a representative sampling of one's website during an audit. It isn't realistic from a time or money standpoint to test all 1700 pages with links to 300 additional pages. With that being said, we feel more comfortable giving the City one all-inclusive price for an annual audit, as opposed to price per page. Will this be acceptable?

**Answer:** The RFP is for total website ADA compliance, not a representative sample. The City expects the first year to be more costly than successive years. Pricing is requested to include all of the time and cost to certify that the website is 100% ADA compliant, with a deliverable that documents any areas of the website that are not.

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All addenda that you receive shall become a part of the contract documents and shall be acknowledged and dated on the bottom of the Signature Page (Attachment C). The deadline for proposal submittal is Friday, April 8, 2016 before 3:00 p.m. CDT.