CITY OF SOMERVILLE, MASSACHUSETTS
Department of Purchasing
JOSEPH A. CURTATONE
MAYOR

To: Prospective Proposers RFP 13-65, Central Library Website Redesign

From: Karen Mancini, Asst. Purchasing Director

Date: February 15, 2013

Re: Questions, Answers and Clarifications

Addendum No. 1 to RFP 13-65

The City is issuing this addendum to RFP 13-65, Central Library Website Redesign

1. **The Proposal Due Date is confirmed as follows:**

    Proposal Due Date confirmed for: Wednesday, 2/20/2013 @ 11:00 AM

2. **Questions, Answers and Clarifications**

    ****PLEASE BE SURE TO ACKNOWLEDGE THIS ADDENDUM ON
        PRICE PROPOSAL PAGE****

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2.   **Questions, Answers and Clarifications:**

Q. The RFP mentions an easy-to-use Content Management System specifically Wordpress, Joomla or Drupal. Is the Library open to other CMS recommendations? Is open source a requirement?
A. Yes, the Library is open to other CMS recommendations, but would prefer to stay with open source options.

Q. Page 9 of the RFP mentions offering mobile services ie paying fines. Does the Library currently allow patrons to pay fines through the website?
A. Yes, the Library does allow fine paying via credit card, but it is through the Minute Man consortium.

Q. Page 13 of the RFP discusses content audits and strategies. Will the selected vendor be tasking with copy writing as part of this project?
A. No.

Q. The current site allows patrons to access the virtual catalog by linking out to mln.lib.ma.us. Will the new site continue to link out in a similar fashion?
A. Yes, patron access to the Virtual Catalog is via our Minuteman OPAC. With all the questions about linking out, it would be optimal to not have silos of data such as we currently have. It is of interest to see if a vendor has a possible solution.

Q. The current site allows patrons to access the Minuteman Network Catalog by linking out to library.minlib.net. Will the new site continue to link out in a similar fashion?
A. Yes.

Q. The current site allows patrons to access audio and e-books through Overdrive by linking out to digital.minlib.net. Will the new site continue to link out in a similar fashion?
A. Yes.

Q. The current site allows patrons to access various databases by linking out to mln.lib.ma.us. Will the new site continue to link out in a similar fashion?
A. Yes, although some databases are bought individually by the SPL, most are supplied by the Minuteman consortium and we will continue to access all through them.

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Q. The current site allows users to reserve meeting rooms by linking out to eventkeeper.com. Will the new site continue to link out in a similar fashion?

A. Yes. Although the vendor for reserving rooms and museum passes may change, we will continue to link out for those functions, or alternatively, the vendor might build a meeting room application.

Q. Section 4.6 (page 9) - Commence Mobile Services - Will these services be through a third-party vendor?

A. Some will be through a 3rd party vendor (ebooks, reserving materials, paying fines), some will be through the site itself (feedback and calendar for programs, IM a librarian

Q. Section 2.4 (page 7) - Customize look and feel - To what extent should look and feel be customizable? Would this entail basic font styles/colors or site-wide things like backgrounds and headers?

A. To some extent. In the future, we may have a new logo, that may have a different color palette and you may have a set of guidelines from the city in the future. Elements that you can see working regardless of the branding include great photography of the city and the library spaces and its people.

Q. Section A. and B. (page 20) - Since this RFP is web-related, are printing samples necessary for proposal? If so, can you elaborate on what you require?

A. What the City is expecting with the proposal is brief samples of previous website designs/ redesigns you have completed that would work with our Library. If further sample information is required, that will be requested during the evaluation period.

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