

Purchasing Department
135 Van Ness Ave., Room 123
San Francisco, CA 94102

**Communications and
Department of Technology**
555 Franklin Street
San Francisco, CA 94102

Addendum #1

RFP No. 021-220-17
Posted 4/11/2017

DUE DATE: APRIL 14, 2017 at 2:00 P.M.

TO: ALL BIDDERS

Bidders are advised, the following provisions of RFP #021-220-17 have been amended and will supersede the corresponding terms and/or conditions of the RFP, as set forth in this Addendum No. 1.

All terms and conditions of the RFP that are not amended by this Addendum No. 1 shall remain the same as set forth in the RFP.

Please note the following changes to the subject Request for Proposals before submitting your offer.

A signed and dated copy of this Bid Addendum No. 1 must accompany your bid.

The following highlighted information has been revised; all other information remains the same.

Location: Page 19

The entirety of the highlighted struck-through section below (located on page 19) should be considered as part of Phase 1 on page 15.

~~Interface with Other SFUSD Technology Systems/ Application~~

~~For permissioned pages, sites (e.g., the intranet), or folders, Proposer will collaborate with SFUSD's Department of Technology to determine the best way to integrate the CMS with SFUSD's other applications, including push for single sign on to various SFUSD applications and possible inclusion the possibility of a customizable dashboard that presents user specific data from one or more SFUSD systems. Through this collaboration, the Proposer and SFUSD will determine whether it's best to use Active Directory, ADFS, SAML, Google Single Sign On, OAuth, or some other process that will ensure the login process links to the person's SFUSD profile and their appropriate permissions.~~

~~The customized CMS will integrate with Google and include any plugins deemed necessary to implement the final page designs and prototypes. CMS customization and design should support/ enhance effective content copywriting and be flexible enough to support less tech savvy content creators—for example, WYSIWYG or rich text editing options, in addition to HTML/ other coding options.~~

~~The customization of the CMS will also include the creation and setup of user account types according to the recommendations from Phase I and from DoT's guidelines. The customization of the CMS should be done in iterations that incorporate feedback from the project team and content providers (the users of the system), as well as extensive user testing.~~

Location: Page 15

Location: Page 15 should now read as follows with the section added from page 19.

Recommend an appropriate content management system and hosting

Recommend a content management system that will be user friendly for content owners (e.g., WYSIWYG or rich text editing for those who are less tech-savvy), flexible enough to publish public and permissioned pages, and extensible enough to accommodate the future development of web applications (e.g., web commerce). SFUSD anticipates a preference for an [open-source system](#) with a vibrant developer community, in accordance with the provisions of this RFP. Provide the pros and cons of the recommended CMS and contrast it with a few potential alternatives. Provide recommendations for hosting, with a detailed rationale explaining why the recommendation is made and how it fits the District's needs.

Interface with Other SFUSD Technology Systems/ Applications

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The customization of the CMS will also include the creation and setup of user account types according to the recommendations from Phase I and from DoT's guidelines. The customization of the CMS should be done in iterations that incorporate feedback from the project team and content providers (the users of the system), as well as extensive user testing.

Advise SFUSD on web redesign and management best practices and governance issues

Provide guidance to the SFUSD project management team on web property redesign, redevelopment, and ongoing web property management best practices. Provide recommendations on web property governance needs/ issues. Best practices and governance recommendations should include issues such as:

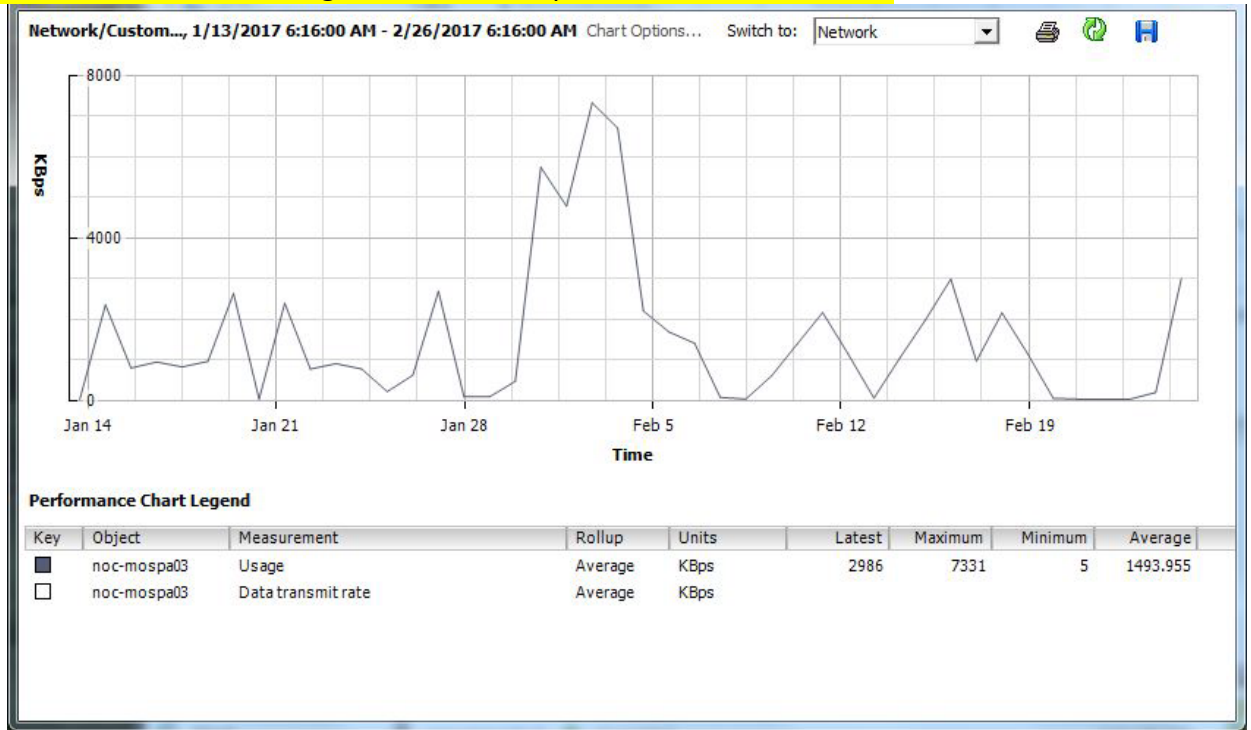
- Document management recommendations/ best practices (e.g., when to archive)
- Distributed vs. centralized content creation and management
- Development of user permissions matrix/ community management
- Integration with other SFUSD systems and applications
- Best practices for accessibility, non-English languages and graceful degradation for older browsers or devices

Location: Proposer Financial Report (page 23)

Proposer's Proposal shall include a copy of the Proposer's latest reviewed or audited financial statement with accompanying notes and supplemental information. If the Proposer does not have reviewed or audited financial statements, the Proposer shall include unreviewed or unaudited financial statements. SFUSD reserves the right to request a third-party review of the Proposer's unreviewed or unaudited financial statements. This documentation is mandatory.

Location: [RFP Questions and Answers Question #29](#)

Our systems report an average rate of 1494 Kbps for data usage from 1/13/2017 to 2/26/2017 for our intranet. Bandwidth usage over that time period is visualized below:



All other terms and conditions in RFP #021-220-17 shall remain unchanged.

If you have already submitted a bid, you are required to submit your bid amendment(s) before the bid due date in order to comply with the change(s) indicated above. You must submit your bid amendment(s) together with this Bid Addendum signed and dated in a separate sealed envelope stating the RFP number and due date.

This Bid Addendum No. 1 must be signed and submitted as required, otherwise the bid offer shall be deemed unresponsive.

As with the bid, any bid amendments and bid addenda received after the bid due date will not be considered.

Contractor/Bidder Acknowledgment of Receipt and Agreement:

Signature Date



Print Name and Title

Print Company Name