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Division of Procurement

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April 05, 2021

**TO:** Responders to RFI No. 21020JL

**FROM:** City of Dayton, Ohio  
Department of Procurement, Management and Budget

**SUBJECT: ADDENDUM 1 – Questions and Answers for the above RFI**

The City of Dayton has received questions relating to RFI No. 21020JL.

The following are the questions with answers for this RFI. Please consider this document in preparation of your response. In the answers of these questions the City of Dayton shall be denoted as “City”.

To ensure the integrity of this process, a signed copy of this addendum notice shall be included with your company’s response to this document.

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Company Name)

Sincerely,

Javon S. Lewis, CPPB  
Senior Buyer



**CITY OF DAYTON  
Request For Information (RFI) NO. 21020JL  
Content Management System  
March 2021**

In the answers of these questions the City of Dayton shall be denoted as “City”.

1. Can you please give us an idea of how much data you have (Pages, Posts, PDF's, etc.) to help us understand the extent of the migration?

**Answer: Approximately 624 pages, 9558 documents, 742 Agenda / Minutes, 138 Staff directory entries (departments / people), 181 Resource Directory entries (Neighborhood associations), 14 News flash items (news posts), 28 electronic forms, 1116 items in our Archive Center (mostly PDFs / press releases), 46 Facility entries (RYS locations, etc.), 291 Frequently Asked Questions, & 202 “Quick Links”.**

2. What are the approximate monthly pageviews? (our estimate is 100k/month)

**Answer: The average monthly pageviews from January 2020 – March 2021 is 127,700.**

3. Is 99.5 uptime an acceptable level?

**Answer: Yes**

4. For SMS and email notifications, will they require a full service (e.g. Adobe Campaign) for messaging, or do website requests get pushed to an existing CRM/ESP/SMS provider?

**Answer: SMS and email notifications are handled by the City’s current vendor. It’s unknown if the City’s vendor uses a third party service for these services.**

5. What integration requirements are there for the website? Where is collected data stored?

**Answer: There are no specific integration requirements; rather, the City prefers the new system to have the ability to integrate with any future software implementations.**

6. How many forms are required for the site? What type of data is collected on the forms?

**Answer: There are currently 28 published forms; however, this requirement constantly changes as a result of departmental needs. These forms collect basic information such as full name, phone, email, attachments, etc. The City’s forms can be located following this link:**

**<https://www.daytonohio.gov/FormCenter/>**

7. Are data migration services offered by the vendor? What type of data? What format is it in today?

**Answer: Data is stored in "modules" on the current system. These modules contain data such as calendar items, agendas & minutes, news items / blog posts, forms & their fields, etc. Data can be exported to excel or CSV in most modules.**

8. What is the anticipated budget for this project?

**Answer: The City does not have an anticipated budget for this project.**

9. Do respondents only need to fill out the "response form" page and the "questionnaire" table for the submission? Or is there other information that would be helpful to include?

**Answer: Yes; however, any additional information vendors may provide would be beneficial.**

10. The RFI mentions front-end design services in addition to the new CMS platform. Are you open to evaluating a CMS vendor and a services agency independently? Or, looking to contract with one company for both?

**Answer: The City prefers vendor provide design services in addition to a new CMS platform, but the City is also open to contracting for design services.**

11. Are you looking to migrate the current site over to the new CMS and then work on the new site after? Or, are you looking to keep the current site on the same CMS and launch the new site/CMS only once it's completed?

**Answer: The current site will stay online on its current system until the new website is completely ready for rollout.**

12. If responses received to this RFI are sufficient, does this evaluation have to go to a formal RFP? Or will the city be able to engage directly with vendors they are interested in?

**Answer: Yes, a formal RFP would still be required. Responses received from this RFI will help tailor the City's requirements for a potential RFP.**

13. If responses received to this RFI are sufficient, are there any key dates to keep in mind for starting on the new site, launching, etc?

**Answer: No, not at this time.**

14. When does your contract with your current CMS provider expire?

**Answer: The contract with the City's current vendor will remain until a new system is successfully implemented.**

15. How many different websites (domains & subdomains) does the city have?

**Answer: While the City of Dayton has a wide range of domains and subdomains, this RFI is focused solely on the <http://www.daytonohio.gov> website and the system that hosts it.**

16. If it was easier to create new websites, would the city create new websites more frequently?

**Answer: Yes**

17. Is there a need for microsite development?

**Answer: Yes**

18. Who built the current site(s)?

**Answer: CivicPlus**

19. How much was spent on the implementation of the current site(s)?

**Answer: This information may be requested through our Public Records request using the following link: <https://www.daytonohio.gov/342/Public-Records-Requests>**

20. Are you open to evaluating an open source CMS if it has a proven, secure commercial backing?

**Answer: Yes**

21. Is the team open to a cloud-hosted solution?

**Answer: Yes**

22. Outside of Active Directory, what are some integrations that are needed?

**Answer: There are no specific integration requirements; rather, the City prefers the new system to have the ability to integrate with any future software implementations.**

23. Is the team interested in any DXP-related solutions that are natural compliments to a CMS (like communication/campaign automation)?

**Answer: The City is open to any solution that meet the requirements of the RFI.**

24. Is there a desired budget range that the City of Dayton would like to stay within for this upcoming initiative?

**Answer: There is no budget for this initiative.**

25. Does the City of Dayton have any preferential treatment to any programming languages or content management systems?

**Answer: No, the City is open to any systems that meet the requirements listed in the RFI.**

26. Is there a desired time to completion for this opportunity?

**Answer: At this time, the City has no plans for implementation.**

27. When is the RFP expected to be released, and when is the target start date for this opportunity?

**Answer: At this time, the City has no plans of releasing a RFP.**

28. Are there any restrictions we need to be made aware of when it comes to hosting providers?

**Answer: No; however, website hosting should provide acceptable load time for City of Dayton residents and meet measurable uptime requirements as mentioned in the RFI.**

29. How many people have been invited to this RFI process?

**Answer: Ten (10) vendors were solicited for this RFI; however, the RFI is also posted on the City's website and therefore available to any interested firms.**

30. Is there an incumbent being included in the RFI process? If so, are they in good standing?

**Answer: Yes, the City's current vendor was solicited for this RFI and this vendor remains in good standing.**