



**PROCUREMENT SERVICES**

**CITY OF SURREY, SURREY CITY HALL**  
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**ADDENDUM No. 1**

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**REQUEST FOR PROPOSAL No.:** 1220-030-2022-030  
**TITLE:** Website Maintenance and Enhancements  
**ADDENDUM ISSUE DATE:** November 3, 2022  
**CLOSING DATE AND TIME:** ON OR BEFORE THE FOLLOWING DATE AND TIME (THE “CLOSING TIME”):  
**TIME:** 3:00 P.M. (LOCAL TIME)  
**DATE:** November 16th, 2022

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**INFORMATION FOR PROPONENTS**

Proponents are advised that Addendum No. 1 to 1220-030-2022-030 is hereby issued by the City. This addendum shall form part of the contract documents and is to be read, interpreted and coordinated with all other parts. The following information is provided to answer questions raised by Proponents, for the above-named project, to the extent referenced and shall become a part thereof. No consideration will be allowed for extras due to the Proponents, or any sub-contractor not being familiar with this addendum. This Addendum No. 1 contains two (2) pages.

**QUESTIONS AND ANSWERS:**

**Q1.** Is the Aquia Studio Tool a mandatory requirement?

**A1. No, it's use is highly desirable.**

**Q2.** Are there any estimates of maintenance hours? How would you like to see the responses look in this area?

**A2. Enhancement projects will be done via SOW. Please elaborate on methodology, team members, rates, etc for enhancement projects.**

<b>Maintenance</b>	<b>Enhancements</b>
<b>~40 hours per month total</b>	<b>~55 hours per month total</b>

**Q3.** Is there an incumbent currently providing the services? If so, are you open to having a “ramp up” period to ensure site performance while new proponent is onboarded?

**A3.** **The end date of the current contract is December 31<sup>st</sup>, currently preparing relevant documentation. Please elaborate what you would need for onboarding/discovery.**

**Q4.** Does the City have a Development server for testing updates, enhancements and UI testing? Or is this to be provided by the successful proponent?

**A4.** **Yes, part of Acquia Cloud Services.**

**Q5.** What is the approximate number of people at the City of Surrey that provide support internally?

**A5.** **Web team is about 4 people who will act as point of contact. Web development expertise is limited. City has other services areas like cybersecurity, business transformation, infrastructure, etc.**

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All Addenda will become part of the Contract Documents.

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- END OF ADDENDUM -