



PROCUREMENT SERVICES

CITY OF SURREY, SURREY CITY HALL
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ADDENDUM No. 2

REQUEST FOR PROPOSAL No.:	1220-030-2022-030
TITLE:	Website Maintenance and Enhancements
ADDENDUM ISSUE DATE:	November 8, 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

INFORMATION FOR PROPONENTS

Proponents are advised that Addendum No. 2 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. 2 contains two (2) page/s.

QUESTIONS AND ANSWERS:

- Q1.** Are the sites all clones of each other with variance in theme?
- A1.** No. Surrey.ca and Multisites share a base theme but with brand differences for each of the sub-sites on the Multisites. All other web properties have unique brand and site themes developed independently.
- Q2.** What are some technical enhancements you are predicting in the mid to long term?
- A2.** Surrey.ca is the only web property that will have any significant enhancements. Enhancements range from minor improvements to project work. Potential enhancements include front end tweaks and fixes, theme updates, website feedback prompt and a new dynamic information solution pulled from API from external city systems. Most projects for 2023 are still in the discovery phase.

Q3. What is your ideal working relationship with the vendor who provides the maintenance and support - would you benefit from a proactive team that reaches out periodically for a steady stream of improvements or would you prefer to prompt us when you have need?

A3. Proactive with guidance from our team on priorities and core needs. We expect the vendor/proponent to communicate clearly on progress and timelines. We will rely on the vendor/proponent for project management with guidance from the City.

Q4. Would you be interested in a redesign to benefit the cohesiveness of all of your sites?

A4. No.

All Addenda will become part of the Contract Documents.

- END OF ADDENDUM -