PURCHASING SECTION
13450 – 104th Avenue, Surrey, B.C. V3T 1V8
Tel: 604-590-7274   Fax: 604-599-0956
E-mail: purchasing@surrey.ca
ADDENDUM NO. 1

REQUEST FOR QUOTATIONS (RFQ) NO.:	**1220-040-2016-039**
TITLE:	**WEBSITE DEVELOPMENT FOR SURREY PUBLIC LIBRARIES**
ADDENDUM ISSUE DATE:	**April 4, 2016**
CLOSING DATE:	**PREFER TO RECEIVE QUOTATIONS ON OR BEFORE APRIL 7, 2016**

INFORMATION FOR CONTRACTORS

This Addendum is issued to provide additional information and clarifications to the RFQ 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 contractor not being familiar with this addendum. This Addendum No. 1 contains two (2) pages in total.

Q.1.   What is the budget for this project?

A.1.   At this time the budget is set at $100,000. This may change based on obtaining the required approvals, changing business requirements and/or resource availability.

Q.2.   Is there a preferred hosting solution for the new website?

A.2.   There is not a preferred hosting solution; however, due to privacy legislation the core data and functionality, especially personal information on the new website will need to be hosted within Canada. We do understand that certain elements may be drawn from U.S. based sources (ie. Google Analytics as well you may pull common JS libraries from a CDN, or push static assets up to a CDN to improve speed).

Q.3.   Do you require a hosting solution?

A.3.   The solution is not required to be vendor hosted but preferred for a non-SaaS solution.

Q.4.   Are you seeking a firm to assist in the migration of content?

A.4.   Yes, this will be a part of the solution but it is not expected to be a great portion of the overall work. We have undergone an extensive content audit and deleted all unnecessary assets and content while some of the existing content will not be moved at all.

Q.5. How many page views does the website currently receive?

A.5. The following data is for 2015:

Metric	2015 Total
Total Visits	1,227,532
Unique Visitors	464,959
Page Views	2,053,514
Pages Viewed per Visit	1.67
Average Time on Site	0:01:19

Q.6. Does Surrey Libraries plan to run multiple sites on the new platform?

A.6. No.

Q.7. How many content items (pages) does Surrey Libraries have in its existing website?

A.7. The most current number we have is 267 pages.

Q.8. How many authenticated (content writer) page views does Surrey Libraries receive per month?

A.8. Surrey Libraries does not currently have an answer for this.

Q.9. How much file system space does your existing Website(s) use?

A.9. The published website uses 142MB. This includes all assets from the asset manager that are currently used by pages.

Q.10. Does Surrey Libraries currently use a Content Delivery Network (CDN)?

A.10. A CDN is not currently used. For any proposed solution the selected Contractor can decide if a CDN is useful.

Q.11. Does Surrey Libraries require any specific networking rules or customization?

A.11. There are no site-specific rules or customizations with the exception of the site search powered by the Google Search Appliance.

Q.12. Does the Surrey Libraries website require external authentication (LDAP, SAML, etc.)?

A.12. External authentication is not used.

Q.13. Does the Surrey Libraries website process any e-commerce transactions?

A.13. No.

Q.14. Does Surrey Libraries require a Service Level Agreement (SLA) for uptime (99.95%)?

A.14. Surrey Libraries does require a SLA.

END OF ADDENDUM

All Addenda will become part of the RFQ Documents.