ADDENDUM #1
October 19, 2021

This Addendum #1 is issued to the Kansas City Public Library's Request for Proposals (RFP) for WEB DEVELOPMENT SERVICES to make the following changes, additions, deletions, and/or clarifications:

A.   Questions/Responses:

The following information is a response to questions asked by vendors on October 19, 2021. If you feel that a question has been asked that is not represented/addressed below, please contact Reed Beebe as soon as possible at purchasing@kclibrary.org to address the question. The responses to the questions are indicated in **BOLD**:

1. Is the year one budget of $100K expected to cover both migration of the main site and maintenance on all six sites for a year?

    Yes, though there may be tasks related to the migration that need to be delayed until year two given the budget constraints. For example, the Library could delay implementation of external integrations, repeating events functionality and custom module porting until after launch of the redesigned site in year one, and pick those projects up in subsequent years.

2. The RFP states the budget is up to $100K annually. How many years will the contract from this RFP cover?

    As stated in the RFP, the contract term would run from the date of award and run through June 30, 2022, with an option for up to two annual (12 month) renewals a mutually agreed by both parties.

3. Do we understand correctly that the branding firm will provide a new logo and style guide and create a new website design from those assets as part of this project?

    That understanding is correct. The firm will provide the style guide, image assets and logos that should be used to create the new website design. The selected web development vendor will create and implement a theme based on those elements.

4. Why was the existing D8 site abandoned? How close was it to completion?

    The Drupal 8 site was abandoned due to loss of web developers on staff. The process of mirroring content between the live site and the Drupal 8 site was opaque to remaining staff. A number of design and layout customizations were put in place that would need to be reverted or changed, so it was determined that a clean start would be preferable. However, the Library can make the site available to the selected vendor in case it provides any efficiencies or serves as a base point for development of the new site. The Drupal 8 site is about 50% complete, as many layout and design decisions were never implemented.

5. The RFP indicates that the library staff can take on significant work for part of this project. Can you list the specific areas or tasks that are beyond the internal staff's ability?

    Current Library staff do not have Drupal theming expertise or PHP/MySQL skills. Generally, Library staff are quite adept at using the web administrative interface to create content but rarely interact with code itself.

6. It's not clear where the line between "consulting to help the library migrate" and "outsourcing this work" is with the proposal. Are you interested in an approach where we provide the design, theme, and a detailed technical blueprint that your team can follow to build out the Drupal entities in the D9 site? Or are you expecting a more hands on approach from us for the development and migration components?

    The Library would like the selected vendor to perform the actual content migration and the theme development. Once the "bare bones" of the theme is in place, the Library can configure and populate site components based on the selected vendor's specifications. The Library would characterize this latter role as one of consulting, where the selected vendor provides a toolkit for the Library to use in developing pages of different types.

7. Why did KCPL abandon the Drupal 8 project?

    The Drupal 8 site was abandoned due to loss of web developers on the Library's staff. Remaining staff could not effectively manage or migrate the site. The process of mirroring content between the live site and the Drupal 8 site was opaque and it soon became outdated. A number of design and layout customizations were put in place that would need to be reverted or changed, so it was determined by the Library that a clean start would be preferable.

8. Can we look at the current status of the D8 project / login to assess reusability?

    The Library can make the site available to the selected vendor in case it provides any efficiencies or serves as a base point for development of the new site. The Drupal 8 site is about 50% complete, as many layout and design decisions were never fully fleshed out.

9. What does development collaboration between vendor and Library look like? It was mentioned that rules and views may be handled by library team.

    In an ideal scenario, the selected vendor would perform the content migration and develop the theme without hands-on help from the Library (other than testing, advising, etc.). At that point, the Library would be looking for specifications and workflows from the selected vendor that would allow the Library to build out the rest of the site via content types, blocks, views, forms and rules. Basically, the Library can use the administrative web interface effectively and would like to be set up for success to manage the site that way going forward. The Library would welcome

collaboration with the selected vendor at every step of the process, and can provide background information, data, and analytics to help inform the vision.

10. What do your current user admin flows and permissions look like? Example: are there admin users for designated sections of the site that do not have permissions to edit or manipulate other sections in the site?

    There are currently a large number of roles and associated permissions that will be scaled back due to workflow changes on the Library's end. There are two full admin users at the Library, as well as 4-5 other users with direct content-posting permissions for certain areas of the site. Approximately 50 other users have fairly limited permissions, mostly to create unpublished content, view event registrations and view form submissions.

11. Is there a development or staging site we could log into to assess content type fields?

    Yes, access to a development site and the Drupal 8 project site will be provided to the selected vendor.

12. Can this project be worked on in the vendor's git servers?

    Yes, the Library can accommodate whatever workflow and version control processes the selected vendor needs.

13. Where will the site be hosted?

    The Library would prefer to maintain its existing vendor, Cloudways, though the Library would be open to changing hosts if there are efficiencies or savings to be gained, as recommended by the selected vendor.

14. What is the extent of the 'redesign' - swapping out colors / logos, full page redesigns, home page redesign only, etc?

    The Library anticipates a fairly substantial redesign, incorporating a new look and feel, an immersive home page, and new options for layouts on sub pages. Beyond the home page, much of the Library's content can be categorized 2 or 3 different ways, so having a few options for laying out new and existing pages would be ideal.

15. Does the $100,000 annual budget apply to this budget year through June 30th, 2022 and additional years after that or is the budget for the renewal periods smaller?

    The $100,000 budget applies for each of the first two years. Should the agreement extend further, the budget will be adjusted to reflect the needs of the coming year and will be coordinated with the selected vendor.