



SUBJECT: Amendment No. 1 to Request for Proposal No. DEP 15-002
DATE OF AMENDMENT: May 14, 2014
DATE OF RFP RELEASE: May 1, 2014
DATE AND TIME OF OPENING: **May 22, 2014 @ 3:00 p.m.**
AGENCY CONTACT: Adele Basham, Contract Manager

The following shall be a part of RFP No. **DEP 15-002** for *Website Redesign*. If a vendor has already returned a proposal and any of the information provided below changes that proposal, please submit the changes along with this amendment. You need not re-submit an entire proposal prior to the opening date and time.

Questions and Responses to RFP:

- 1. We need to register with the Nevada Secretary of State's Office to get a Nevada Business License. Can we provide a response to the RFP given that we still need to obtain the license #?**

Yes, a vendor can respond to the RFP without first obtaining business license #. According to section 4.1.1.2 of the RFP "The selected vendor, prior to doing business in the State of Nevada, must be appropriately licensed by the Office of the Secretary of State." In your response to the RFP, state "pending" under the business license.

- 2. We submitted a proposal in response to RFP 14-034. We would like our proposal to be considered in the evaluation of RFP 15-002, but we have additional information that we want to submit in response to RFP 15-002. Do we need to submit the complete proposal again or can we only submit the additional information?**

Only the additional information needs to be submitted. We will add it to your proposal in response to RFP 14-034.

- 3. The RFP was re-issued in order to include Section 7.2 which states that top vendors will demonstrate their CMS solutions. However, nowhere in the task section #3 and #4 is there a task to move the NDEP website to a CMS. The closest one gets to such a task is Task 3.3.4 which says that the winning vendor will advise NDEP on a CMS. All of this makes me ask, "Is the winning vendor building a CMS for NDEP, or transferring the site to an existing CMS solution such as WordPress?"**



The winning vendor is building a CMS for NDEP; however, if a vendor has a particular CMS that they use or have developed, we may request a demo.

- 4. On page 10, Section 3.4.3 there was an inclusion regarding templates. Throughout the RFP response I stated examples of my firm's web design and development experience. Do I need to re-submit my RFP response to directly address these 5 templates?**

Vendors do not need to resubmit proposal to address 5 templates. This information was provided in RFP 15-002 based on questions we received on RFP 14-034.

- 5. Given that the original proposal had not previously stated that the winning vendor would build a CMS for NDEP, and in the revised RFP there is not a new task line specific to this, where should I allocate the hours to building a CMS for NDEP? Would it be Task 3.3.4?**

Building a CMS fits into 3.4 probably 3.4.1. Wherever a vendor feels it is appropriate is acceptable as long as it is clear to us. If a vendor would like to revise their cost proposal that was submitted in response to RFP 14-034, but not the technical proposal, submit only the cost proposal (1 master and 4 copies).

- 6. We're a UK based web agency with clients located in the US and Canada. Assuming we meet your RFP requirements and we furnish you with only references located in North America would our UK location preclude us from being considered?**

Vendors based in the UK are eligible to be considered.



STATE OF NEVADA

Department of Conservation & Natural Resources

DIVISION OF ENVIRONMENTAL PROTECTION

Brian Sandoval, Governor

Leo M. Drozdoff, P.E., Director

Colleen Cripps, Ph.D., Administrator

ALL ELSE REMAINS THE SAME FOR RFP DEP 15-002.

Vendor shall sign and return this amendment with proposal submitted.

NAME OF VENDOR _____

AUTHORIZED
SIGNATURE _____

TITLE _____

DATE _____

RFP No. DEP 15-002 Amendment 1

This document must be submitted in the "State Documents" section/tab of vendors' technical proposal