7. The above numbered solicitation is amended as set forth in Item 9 below.

8. The hour and dates specified for receipt of proposals/quotations: ☒ is not extended; ☐ is extended as described in Item 9 below.

9. Description of Amendment/Modification:

The purpose of this solicitation amendment is to inform prospective offerors/bidders that the above numbered solicitation is hereby amended to provide responses to questions as follows.

### Q&A

#### Proposal Requirements

We have 541511 and are adding 541512. Are either of these NAICS codes acceptable for us to qualify to bid for this RFP?

The size metrics associated with NAICS 541519 is $34,000,000. The offeror is eligible to apply if it certifies to IIE directly that the average receipts over the last five years are within this size metric.

We are an out of state vendor from VA, We have an active SAM account, do we need any local state registration required in mandation to bid for the RFP?

No, you do not need any local state registration to bid for the RFP.

We have past references and experience with private entities but do not have any government references directly, will we qualify to bid for this RFP?

No prior experience or references with/from government is needed. Please be reminded of the small business size metric for this opportunity.

Please clarify total page count of proposal submission and whether it would be inclusive of Cover page and Table of Contents.

The page maximum is 11 pages excluding the cover page, letter of transmittal, and basic information pages (no more than 14 pages total).
Please confirm the mode of submission is email in PDF format to: araad@iie.org.

Confirmed. Please submit the RFP in PDF format by email to Aziz Raad at araad@iie.org.

Can the IIE extend the deadline by a week?

No, the deadline will not be extended.

Are there any budgetary constraints or limitations on resources that should be considered in the proposal?

As noted in the RFP, the cost proposal will be a major factor in the merit review process.

Can the work be performed remotely?

Yes.

Can some portion of the work be performed outside of the United States (Canada, India, or Singapore)?

Yes.

Does IIE expect the vendor to submit resumes for the key personnel?

No.

Can the offeror provide the pricing as mentioned in Attachment B?

Yes. Please provide a cost proposal that includes all required elements as specified in attachment B.

**Hosting and Maintenance**

What is the current hosting platform used for this website? Are there known issues with the current hosting platform? Is the expectation to simply turnover the ownership of Hosting Platform OR switch to another hosting platform?

The current hosting platform is Amazon Web Services (AWS). There are no known issues. Final decision on transfer of hosting is to be determined.
Should the offeror provide hosting solutions as well, or does IIE have a dedicated hosting provider?

Please provide your recommended hosting solution and include it as a line item. IIE may ultimately choose to use its own hosting solution but we would like details on what your proposed hosting solution is.

What is the current hosting platform? Is there any preference for the hosting platform?

The current hosting platform is AWS. The preference for the hosting platform for a major, known vendor, but there is no preference for a specific vendor.

We are not a hosting company but can make a recommendation to you for a hosting vendor and would act as your liaison to the hosting vendor. Is this acceptable? And would you be willing and able to contract directly with the hosting vendor for hosting services?

Yes, a recommendation would be acceptable and we would be willing and able to contract with them directly.

We are not a 24x7x365 agency but the hosting vendor we would recommend would provide that level of service. Is that acceptable to you?

Yes.

In the cost proposal template, it lists website maintenance time at 30 hours annually. Is IIE looking for pricing for exactly 30 hours, or is there a range that bidders should stick within?

The estimate of 30 hrs of basic maintenance was a baseline that was calculated based off of maintenance LOE for similar sites. Offerors may propose something different if they believe it necessary to conduct maintenance.

Roles and Support

Will the IIE IT Team provide full-page designs, wireframes, and components for the agency to develop/implement? Or will the Offeror be expected to provide the new design?

The offerer will not be asked to provide designs or components, as there is no redesign of the site requested. Should the upgrade from Drupal 8 to Drupal 10 require design changes, the IIE team will engage with the offerer to provide support as needed.
Would Brand guidelines, sitemap, and wireframes for all pages be provided by the IIE IT team or would they be designed and developed by the Offeror?

These will be provided by IIE.

Will IIE handle content strategy and copywriting, or would you be looking for support in those areas from the agency?

Yes, in coordination with the program sponsor, IIE will handle strategy and copywriting.

Do you need any support with digital marketing efforts (social, SEO, SEM, email)?

No.

Do you have any in-house developers who will be working and supporting the selected vendor on this project?

Yes.

Are there any training session requirements for the IIE staff during the transition?

Yes, but the team is experienced with Drupal and training should be minimal.

Who are the key stakeholders from IIE who will be involved in the project, and what level of involvement is expected from them?

The key stakeholders from IIE include The Language Flagship program team and the IIE Business Systems team. IIE Business Systems team will provide support to the vendor with any technical aspects of the work and the program team will make regular content edits and manage external users of the site.

You mention in section V your access needs. Are those access requirements for your team?

Yes, the IIE IT/admin team should have full administrative access to the site and any associated systems.

Questions about the Website and Requested Updates

How many pages/screens behind this login to the Staff Resources? How complicated is the feature functionality – For example there is a complex search, what else?

Institutional level users would need to be able to add files /basic pages to the staff resources section (documents, videos, images, etc.) that would be shared with others who have access to the staff resources section. Admin users would need the same functionality to create and share information as
well as to update and edit taxonomy of staff resource categories. After login, users should be able to search files in the staff resources section but there are no additional functionality needs for this section.

**How large is the current site (total number of pages and files)?**

The current site is around 50 pages total, and the size:

<table>
<thead>
<tr>
<th>Site</th>
<th>CMS code</th>
<th>Artifacts</th>
<th>Database</th>
<th>~ Total in GB</th>
</tr>
</thead>
<tbody>
<tr>
<td>thelanguageflagship.org</td>
<td>300M</td>
<td>5100M</td>
<td>195M</td>
<td>5.595</td>
</tr>
</tbody>
</table>

The majority of the files are either pictures, graphics, PDFs stored on the site for populating the pages.

The current owner of the site exported the content and zipped the contents into a file that is approximately 780,000 KB. The zipped file contains 54,000 items.

**Question regarding – “Hardware and software upgrades, as required to maintain operations” :** We are assuming that it means working with the Hosting Platform Provider to make the necessary Hardware Upgrades.

That is correct.

**Is the current website compliant with all the major browsers? If not, at a high level what needs to be done to achieve compliance? That will enable us to estimate what effort this will be.**

Yes, the current site is compliant with all major browsers.

**Is the current website ADA level AA compliant? If not, then what the percentage compliance? That will enable us to estimate what effort this will be.**

The current site is ADA compliant; for federal purposes we call that “Section 508” compliant.

**Question regarding the statement in “Purpose of Request Proposal section- and provide enhancements to existing functionality.”: In reading through the rest of the RFP document, it was not clear exactly what new enhancements were required? Shall we just assume certain “number of hours”? OR is there a high-level enhancement list that can be shared?**

The only current enhancement requested is the creation of a staff resources section of the website.
Any known customization of the current theme using Drupal 8? Some functionality may have been deprecated in Drupal 10, and therefore the migration to Drupal 10 might require redoing of the theme customization.

There is currently no customization in the site.

**Does the current website use custom Drupal 8 modules?** The custom modules may not be compatible with Drupal 10 and therefore the migration to Drupal 10 might require redoing of the custom Drupal 8 modules.

We use existing Drupal modules as provided by the platform, and have not customized these.

**What are the major pain points with your current site?**

There are no major pain points as reported by the current owner of the website.

**Is there any section of the website that is not in scope?**

No.

**Integration Requirements: Are there any existing systems or databases that the enhanced IIE needs to integrate with? If so, what are the integration requirements?**

No.

**Can the IIE clarify “page #12 - point 4 – Enhancements/plug-ins-Flagship Website – Provide rate sheet”? What should the offeror provide for this line item?**

Plug-ins and enhancements are not needed at this time. You may disregard this line of the RFP. However, if plug-ins are required as part of the upgrade from Drupal 8 to Drupal 10 (and this is something you are aware of in advance), please include that in the proposal and provide your own rate sheet.

**As part of the Drupal 8 to Drupal 10 upgrade, are there any plans to improve the current design of the website?**

Beyond the addition of the Staff Resources section as described in the RFP, no additional changes are currently planned.

**On page 10, you mention that the vendor would provide security reviews "including all associated databases". Are there databases other than the database for the Drupal website? If so can you please describe what they are and their purpose?**

It is only the database for the Drupal website.
Can you please tell us if there are any 3rd party services that your website integrates with? For example you have a newsletter subscription box in the footer and your lead forms? Do those integrate with any services?

None.

On page 9, you mentioned that there is a login feature that allows users to access the Staff Resources section. Are these just Drupal logins or do you have any sort of SSO tool that you use to manage user access and logins?

These are Drupal logins.

Aside from upgrading from Drupal 8 to 10, what other development goals does IIE currently have for this website (totally fine if there are no specific goals as of right now, I know these things are often quite fluid)

There are no other development goals at this time.

Other Questions

Is there an incumbent for this contract? If so, please provide the incumbent name, current contract number, duration, historical level of effort, and value of the contract.

IIE is taking over management for the website from the program sponsor at DoD, so there is no incumbent for this contract.

Will the incumbent be eligible to bid on this project?

N/A.

Can you tell us approximately how many hours per month your existing vendor is using to support you?

The current owner of the site was unable to answer this question specifically but noted that it was minimal.

END OF AMENDMENT