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MDGO4IT WEBSITE REDESIGN TORFP

RFP #R62B440007 – Pre-Bid Minutes

Welcome to the Maryland Higher Education Commission's Pre-bid Conference for MDGO4IT Website Redesign TORFP. My name is La Juan Lee. I am the Procurement Officer for Maryland Higher Education Commission.

We will start with introductions, followed by the background, primary goals for the redesign of the website and then we will take questions and answers.

Introductions:

La Juan Lee Procurement Officer of MHEC; Isaiah Ellis Outreach Specialist at the Outreach Office of Grants and Management at MHEC; Robyn Brayton Senior Systems Specialist at MHEC, Andrenette Mac-Augins Grant Manager for Outreach and Grant Management. Vendors – Tom Gardner with the Canton Group; Christ Forhan Canton Group; Narayan Athreya ICUBE Systems; Ken Mattola Software Consortium; Brian Zernhelt Software Consortium; Nandita Guduolori at AP Ventures; Susan Howells AP ventures and Sandeep Harjani with Infojini Inc.

Background

We currently have a MDGO4IT website. However, it was created back in 2009 when the students weren't have tech savvy as they are now. It's the purpose why we want to update it. We did most of our research doing that time with paper passing out pamphlet things like that. This website was built for our GEAR UP Student's (Gaining Early Awareness and Readiness for Undergraduate Programs) a federal program. The website is geared towards middle school and high school students. We want to move our target audience to another place. We still want to include them but we want to make our website more interactive. So the first website was fine but it was geared to younger children.

Primary Goals

We hope this website to encompass our nine goals. We want to take what she just said and enlarge our audience for focus audience. We want to have our adult learners, our K-12, as well as our disabilities. We want a very increased audience. We also want this to be responsive for

web and mobile platforms. We understand people have cell phones and tablets (Samsung, iPad) and we want it to make sure it can perform to those particular platforms.

We are responsible for giving presentations as well as distributing financial aid brochure. We want to make sure people can go in request these items that the website is intuitive, interactive and user friendly. These are must haves that we look to for the ideal website. Great for our customers and constitutes.

QUESTIONS AND ANSWERS

Do you expect the team to be at MHEC site to do this or can we do it off site?

It will be completed offsite with the exception of our kick off, deployment and some meetings. For a large portion of the project you will be offsite.

Section 2.6.2.1 All development to be done in Windows 2012 with IIS 8 and Microsoft Access 2013. The website with mobile capabilities development language is ASP.NET using Visual Basic in Visual Studio. Are you requesting the site be built with visual basic and visual studio? Or are you open to other options. Sounds like that's were exist now or what it is currently built in. Or is that what you are requesting it be built in.

It's been built in ASP right now. It has to be maintainable by our IT department. In other words you are delivering this and if there are changes that need to be made to it maybe the state need to add to it some Java Script or Branding or some things like that. We have to be able to go into it and make those changes. Or if outreach needs changes and need to make changes. It needs to be something we can change; we are not a Java shop. We do all our coding a visual basic Java Script, Sequel Server, Access for data base storage. The technology mentioned in here is what we have in house.

When you say you need to make changes you aren't talking about the content you talking about the source code.

Yes, we want to be able to go into the code and make the changes.

On page 14 of the proposal Section 2.6.1.2 #4 says the site should display rotating pictures of the target audience. How many rotating pictures do you need? And they are already predefined.

We are looking for 6 – 12 pictures. Yes, they are predefined. They may have to be resized and they would be rotated out.

On the Key Information Summary Page indicates this is a fixed price then on 3.4.1.C Provide a Staffing Management Plan that demonstrates how the Offeror will provide resources in addition to the personnel requested. Is this left over from the Template or are you looking to see what staff is provided? Or is it just a fixed price this is what we want and deliver it.

This project is funded by a Federal Grant and we need to make known all the people working on the project regardless of their status within in project.

This is a redesign of a site that was designed back in 2009. Was this site designed internally by the staff members or did a vendor come in and design this sight? Do you know who designed the website.

A vendor came in designed the site. The site was designed by the Cidus Group.

You also said you would like it in Microsoft basic. Are you open to looking at some other sources particularly for content management like **June Lawd** which is much easier and kind of user friendly?

We have had that proposed before and it was not received well. We have access to Microsoft Licensing so we would like to say with those products.

How often do your content change?

Content could quarterly.

You mentioned this is a federally funded project. I was wondering if there is specific budget that you are trying to work with in or can you disclose that.

No we don't disclose budgets.

Section 2.8.3.5 referencing in the User acceptance Test/ the question is should it say 2.6.3.2.2 instead of

Yes that is correct it should reference 2.6.3.2.2. We will make that change in the TORFP.

In 2.8.3.6 and it references Section 2.8.3.2 and 2.8.3.4 I want to verify that those section reference are correct as well.

Yes, believe that to be correct. We will examine that further and make those changes in the minutes. Upon further examination

Because this was written for a specific market the opening page was kind of laid out that way. Dose MHEC have a vision for that they are looking for that they can rely. More of a format.

We have a few sample websites to generalize our direction and give you will have a little bit of creative flexibility.

Trying to eliminate people saying I like this part don't like that part when we get into the graphic design phase.

Websites are somewhat similar in our direction that we are going.

Do you have a timeline in mind when this redesign effort should start and finish?

Yes, 30 weeks from the NTP date.

The funding is federal grants. Do we have to track anything because all the grants are subject to audit? Do we have to do some tracking or will MHEC have the reports internally.

There are some attachments in the TORFP that lends itself to tracking. Anything outside of that MHEC will be doing.

On page 39, C 3 and C 5 what's the difference between those two requirements?

Let us check into this and get back to you.

Its' my understanding that sometimes we don't have to do both 5A and 5B.

It depends on the TORFP what you submit.

Are you asking for reference on company and key personnel? Resume' are fine but you have staff who works in-house and they don't typical work directly with clientele. A developer my not have any client interaction so he won't have reference.

I believe that is what they are asking. We will get back to you. We have determined that we would like the resume' on the company, key personnel working on the project. However we only need references on the company and lead personnel.

A question about your questions is there any way you can extend that to early next week, submitting questions on this TORFP.

I will give everyone until 2:00 pm Monday 20, 2014 for follow-up questions.

What is the target week for award?

We are looking at end of December or beginning of January 2015 for award at the earliest. Keep in mind the State of MD has several holidays in November.

Who will take the lead on MHEC's side in taking the lead on what MHEC's vision is?

It's is Andrenette Mack-Augins will be the lead person and she will have Isaiah and Robyn working with her. It will be a team.

Submitted Questions Not Discussed

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