

DEPARTMENT OF GENERAL SERVICES

Central Services Division



SOLANO COUNTY

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March 20, 2023

AMENDMENT 3 SOLANO COUNTY PUBLIC WEBSITE REDESIGN RFP NUMBER: 915-0203-24

Pursuant to Request for Proposal, RFP No. 915-0203-24, Solano County Public Website Redesign, the County of Solano has amended the RFP to reflect the following change(s):

1. Revised Schedule of Events

1/30/2023	RFP issued
2/16/2023	Optional pre-proposal conference – Attendance, though not mandatory is highly recommended.
2/16/2023	Questions concerning RFP and project emailed to kpoole@solanocounty.com or submit digitally via Bonfire E-Procurement platform Solano County Portal at https://solanocounty.bonfirehub.com no later than 5:00 PM PST.
3/01/2023	The County's response to questions posted on Bonfire E-Procurement Platform website at https://solanocounty.bonfirehub.com
4/04/2023	An electronic submission of Proposals via Bonfire E-Procurement Platform Solano County Portal at https://solanocounty.bonfirehub.com are due no later than 5:00 p.m. Late submittals will not be accepted.
4/19/23 - 4/21/23	If required Interviews and Presentations
4/25/2023	Notification of selected contractor
4/25/2023	Contracting Process Begins
6/1/2023	Project commences

2. RFP Section 3.1 THE PROJECT APPROACH.

CHANGE TO:

- Phase 1 – Audit, Assess Requirements, Plan and Design: Professional Services to audit present-state, capture requirements, analyze, recommend, design and plan for Phase 2
- Phase 2 – Implement plan and approach detailed in Phase 1.

3. RFP Section 4.0 CONTRACT DURATION AND FUNDING AVAILABILITY.

CHANGE TO:

The County intends to award one (1) contract for Phase 1 with an estimated total cost not to exceed \$90,000, to the responsible proposer(s) whose proposal is determined to be the most responsive to the requirements of this RFP. The County may at its sole discretion utilize the selected proposer for Phase 2.

4. RFP Section 6.0 INSTRUCTIONS TO PROPOSERS

CHANGE TO:

Please prepare your proposal in accordance with the following requirements:

- Phase 1 – Provide all details as required in the proposal, as described in Section 6.0 a-n.
- Phase 2 – The proposal requires an overview of the Phase 2 approach with qualifications, and history of similar cases, experiences, and customers. Phase 2 is the proposers
- opportunity to provide unique qualifications in working with government entities on similar web-based projects as well as sharing their overview of how their plan will be launched. The full approach, plan and budget with details will be required as a deliverable in Phase 1, Phase 2 is not required as part of the RFP submittal.

5. RFP Section 6.0 INSTRUCTIONS TO PROPOSERS

CHANGE TO:

i. Budget.

The amount budgeted for this contract is estimated and is not to exceed \$90,000 for Phase

1. The budget should include the following:

i. A single agency line-item Budget Worksheet (Attachment 2) for Phase 1 of the proposed contract – Audit, Assess Requirements, Plan & Design.

6. RFP Section 7.0 EVALUATION OF PROPOSALS

CHANGE TO:

b. Categories: The evaluation criteria and their respective weights are as follows:

CATEGORIES	MAXIMUM POINTS POSSIBLE
General Qualifications and Experience for Phase 1	30
Scope of Work/Program Description for Phase 1	30
Budget	25
Experience and General Approach for Phase 2	15
Total Possible Points	100

7. Amended Attachments: Attachment 1 SAMPLE BUDGET NARRATIVE SAMPLE,

RFP NO.: 915-0203-24

FINAL SUBMISSION DATE: 4/4/2023 5:00 PM (PST)

Attachment 2, BUDGET WORKSHEET SUMMARY.

All other terms and conditions and other requirements contained in the RFP remain unchanged. Also, please complete amendment acknowledgement letter (attached) and return with your RFP submittal.

This amendment shall be considered part of the Request for Proposals for the above-mentioned services as though it had been issued at the same time and shall be incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original RFP package, this amendment shall govern and take precedence.

Interested firms are hereby notified that they shall make any necessary adjustment(s) in the response to this RFP as a result of this amendment. It will be construed that each firm's response is submitted with full knowledge of all modifications and supplemental data specified herein.

The County of Solano thanks you for your expressed interest in its RFP and looks forward to your response to this RFP.

Respectfully,



Karen Poole
RFP Coordinator

Attachments

- 1: Sample Budget Narrative
- 2: Budget Worksheet Summary
3. Amendment Acknowledgment

**SOLANO COUNTY
RFP NO.: 915-0203-24
SOLANO COUNTY PUBLIC WEBSITE REDESIGN**

**SAMPLE- BUDGET NARRATIVE
PHASE 1 – REQUIRED**

(Note: The Budget narrative is the justification of “how” and/or “why” a line item helps to meet the program deliverables. The categories will change based on the proposed budget)

1. Personnel

A. Salary –

Total: \$55,396.00

Program Director currently oversees the program and will spend 100% of their time hiring, supervising and training staff. This individual’s annual salary is \$26,596.00 and will be covered for the 12 months of the contract.

Program Coordinator will spend 100% of their time providing direct service to the participants (describe services). This individual’s annual salary is and will be covered for the 12 months of the contract totaling \$22,000.00.

Program Assistant is a part-time assistant which will provide (describe services). This individual's annual salary is \$10.00 per hour for 20 hours a week for 34 weeks of the contract year totaling \$6,800.00.

2. Operating Expenses

A. Travel –

Total: \$1,689.00

The staff is expected to travel around the county/State to visit sites, attend meetings and trainings/conferences, meet with county partners, visit families etc. The agency reimbursable rate is 0.445 and not the Federal rate of 0.585.

Program Director 300 miles x 0.445 = \$134; Daily Subsistence \$91.75 x 5 days = \$458.75; Total \$593.00.

Program Coordinator 200 miles x 0.445 = \$89; Daily Subsistence \$91.75 x 5 days = \$458.75; Total \$548.00.

Program Assistant 200 miles x 0.445 = \$89; Daily subsistence \$91.75 x 5 days = \$458.75; Total \$548.00

B. Equipment Purchases –

Total: \$1,200.00

One computer package including printer, scanner, and Word Programs will be purchased. The computer will be based in the administrative office and will be used to develop and maintain client databases in addition to performing administrative work connected to this program.

C. Transportation –Recipient

Total \$5,280.00

Due to the lack of transportation services in the county, transportation is provided for families and children to participate in activities.

Gas: \$100.00 a month x 12 months = \$1,200.00

Insurance: Automobile Liability per year for \$1,380.00

Repair and Maintenance: Routine Maintenance for Van (oil change, tires, etc.) as needed \$300.00
Van Rental for use of County Transportation Vans (\$200.00 a month x 12 months) = \$2,400.00.

D. Indirect Costs –

Total \$0

Please provide a percentage based on the agency's cost allocation plan unless the agency is using the Direct Allocation Method.

3. Estimated Technology Cost (Web Platform / Stack)

Total \$0

A. Cloud Services Cost

B. Subscription

C. Software Cost

D. Hardware Cost

Total: \$120,000

**SOLANO COUNTY
RFP NO.: 915-0203-24
SOLANO COUNTY PUBLIC WEBSITE REDESIGN**

**BUDGET WORKSHEETS- SUMMARY
PHASE 1 – REQUIRED**

The Budget Worksheet (ATTACHMENT 2) must be prepared according to the Budget Worksheet Instructions found on pages 12-13. The total cost on the Budget Worksheet must equal or be less than the amount of the annual budget listed in the RFP as described on page 7.

NOTE: A separate budget must be completed for start-up and each term for which funding is requested.

PROPOSER NAME _____

BUDGET SUMMARY

COST CATEGORY	Start Up Budget	Phase 1 Dates: _____
A. Personnel		
B. Operating Expenses		
C. Subcontractor		
D. Indirect Costs		
E. Technology Costs		
TOTAL		

COMPLETE THIS FORM AND RETURN WITH BID DOCUMENT

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AMENDMENT ACKNOWLEDGMENT

REQUEST FOR PROPOSALS (RFP) RFP NO.: 915-0203-24 SOLANO COUNTY PUBLIC WEBSITE REDESIGN

FINAL DATE FOR SUBMISSION: APRIL 4, 2023 5:00 PM (PST)

This document may be found at www.solanocounty.com and
<https://solanocounty.bonfirehub.com>
Updates and any amendments will be posted on the same websites.

DATE OF AMENDMENT: MARCH 20, 2023

ACKNOWLEDGEMENT

This Amendment must be signed and returned with your bid, or otherwise acknowledged, prior to the Closing Date and Time listed on the RFP cover sheet. If you have already submitted a Proposal and need to make corrections, submit a corrected Proposal with this Amendment prior to the closing.

Offeror

Signature

Name and Title

Date

RETURN WITH RESPONSE

RFP NO.: 915-0203-24
FINAL SUBMISSION DATE: 4/4/2023 5:00 PM (PST)