



OFFICE OF THE PURCHASING DIRECTOR
1443 N. ROBBERSON AVE., SUITE 1000, SPRINGFIELD, MO 65802

BOB DIXON
PRESIDING COMMISSIONER

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COMMISSIONER, 1ST DISTRICT

JOHN C. RUSSELL
COMMISSIONER, 2ND DISTRICT

ADDENDUM #1 TO REQUEST FOR PROPOSAL #25-11113

RFP NO: 25-11113

TITLE: Website Development & Maintenance

ISSUE DATE: 10/02/2025

CONTACT: Shelly Williamson

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E-MAIL: Swilliamson@greencountymo.gov

RFP OPENING DATE REMAINS: 2:00 P.M., CST, on October 16th, 2025

RETURN THIS SIGNED ADDENDUM ALONG WITH PROPOSAL RESPONSE BY THE RFP OPENING DATE LISTED ABOVE TO:

GREENE COUNTY PURCHASING DEPARTMENT
1443 N ROBBERSON AVE., 10TH FLOOR
SPRINGFIELD, MISSOURI 65802

This addendum forms a part of the RFP document for the services identified above. All remaining portions of the RFP document not specifically mentioned or otherwise revised by this addendum or previous addenda remain in full force and effect.

Questions/Answers

1. What was the annual spend for the previous year on this Project?

Answer: [There was no previous project.](#)

2. If this is a new Contract, what is the annual Budget for this?

Answer: [This will not be shared.](#)

3. Are you open to a hybrid delivery model with a mix of offshore and onshore resources?

Answer: [Proposals will only be accepted from firms that are legally authorized to conduct business within the United States. In addition, all County data, applications, and related services must be hosted and supported on servers physically located within the United States and subject exclusively to U.S. privacy and data protection laws.](#)

4. Work will be onsite or remote?

Answer: [We would expect the work to be primarily remote, but some onsite work may be required for content creation.](#)

5. Can you please give us an extension of 1-2 weeks to submit our proposal?

Answer: **No, due to the project timeline the RFP dates shall be followed.**

6. Is this contract intended to be awarded to a single vendor or to multiple vendors?

Answer: **Single vendor, however if a vendor intends to utilize subcontractors this shall be noted in the RFP response.**

7. Can our commercial project experience be considered as relevant domain expertise for the website development/redevelopment requirement?

Answer: **Submit experience as specified in Form No. 3: List of References and Experience. Evaluation points will be determined from the information provided in this form.**

8. Could you please clarify whether the requirement is for the complete design and development of a brand-new website from scratch, or for enhancing the existing website with a new design and content migration?

Answer: **This is for the design and development of a new website.**

9. Who are previous incumbents on this project?

Answer: **Not applicable.**

10. Are international contractors eligible to submit a proposal for the website development project?

Answer: **Proposals will only be accepted from firms that are legally authorized to conduct business within the United States. In addition, all County data, applications, and related services must be hosted and supported on servers physically located within the United States and subject exclusively to U.S. privacy and data protection laws.**

11. Can you clarify your expectations for Tentative Timeline for the Project identified on page 16?

Answer: **We would like to have the website launched prior to the end of this year; however, we do understand that we may need to go into the new year in order to provide enough time for collaboration and content creation.**

12. Is the December 1, 2025, Website Launch Deadline the date the County expects to start the implementation process? Or does the County anticipate that the finished website is launched on this date?

Answer: **We would like to have the website launched prior to the end of this year; however, we do understand that we may need to go into the new year in order to provide enough time for collaboration and content creation.**

13. Is there any regional requirements or preferences since the project is based in Missouri?

Answer: **No. Proposals will only be accepted from firms that are legally authorized to conduct business within the United States. In addition, all County data, applications, and related services must be hosted and supported on servers physically located within the United States and subject exclusively to U.S. privacy and data protection laws.**

14. Does the County currently work with an incumbent vendor, and if so, which Content Management System (CMS) is in use?

Answer: **There was no previous project.**

15. For Form No. 3, would the County accept a mix of government and private-sector references that demonstrate experience with projects of similar scale and complexity, in lieu of ten exclusively county government references?

Answer: [Submit experience that as specified in Form No. 3: List of References and Experience.](#)

[Evaluation points will be determined from the information in this form. The form states: List no more than ten \(10\) total projects. Ten is the maximum not the minimum number of references that may be submitted.](#)

16. Is it mandatory to provide ten project references, or would the County consider fewer references that still demonstrate comparable experience and capability?

Answer: [Form No. 3 states: List no more than ten \(10\) total projects. Ten is the maximum not the minimum number of references that may be submitted.](#)

17. Has the incumbent vendor been invited to respond to this RFP, and is the solicitation primarily due to contract expiration, performance considerations, or another strategic initiative?

Answer: [There was no previous project.](#)

18. What is the anticipated timeline for evaluation, interviews, and final award selection following the October 16th proposal submission deadline?

Answer: [The following is a tentative timeline of events following the RFP opening:](#)

- [Evaluation](#) Completed by 10/27/2025
- [Potential Interviews:](#) Completed by 10/31/2025
- [Notification of Award:](#) Completed by 11/14/2025
- [Contract Execution:](#) Completed by 12/1/2025

19. Can the County provide any analytics or performance data from the current website to help guide our design and development approach?

Answer: [This is a new website being developed.](#)

20. Is there a target launch date? Is it tied to an event or some sort of date deadlines like a fiscal year or event?

Answer: [See RFP for timeline. We would like to have the website launched prior to the end of this year, however, we do understand that we may need to go into the new year in order to provide enough time for collaboration and content creation](#)

21. How will the winning vendor be selected? Is there a scoring matrix or something similar?

Answer: [See RFP for evaluation criteria and scoring matrix.](#)

22. Is there an incumbent? Will they be bidding?

Answer: [Not applicable.](#)

23. Is there any preference for local vendors?

Answer: [No. We would expect the work to be primarily remote, but some onsite work may be required for content creation](#)

24. What is the budget for this project?

Answer: [This will not be shared.](#)

25. What is your current annual spend on CMS, hosting, and related support?

Answer: [This will not be shared.](#)

26. Who built the current websites - your internal team or a vendor?

Answer: [There was no previous project.](#)

a. If it was a vendor, who was it?

Answer: [Not applicable.](#)

b. If you used an outside vendor, how much did you spend on the implementation of your current sites?

Answer: [Not applicable.](#)

27. How many websites are in-scope for this project?

Answer: [One](#)

28. Is there a plan (or desire, if it's easy to do so) to create more sites in the future?

Answer: [Not at this time.](#)

29. Are there any sites (or web apps) that are not directly referenced in this RFP that the county would benefit from consolidating into this new platform? If so, approximately how many?

Answer: [The scope of work shall be limited to the requirements specified in the RFP.](#)

30. Is there an organizational preference for open source vs. a proprietary CMS?

Answer: [Our primary concern is that the CMS meets current security standards and allows for secure handling of online forms. We don't have a strict preference between open source or proprietary systems, as long as the chosen solution is widely supported, regularly updated, and compliant with security requirements. What matters most is that sensitive data submitted through forms can be transmitted and stored securely, and that the system is maintainable without excessive cost or reliance on a single vendor](#)

31. What are some things you DO like about your current CMS?

Answer: [Not applicable.](#)

32. What shortcomings of the current CMS do you hope to remedy with this effort? What are some things you DO NOT like about your current CMS?

Answer: [Not applicable](#)

33. Please describe all integrations with other sites or data sources more complex than an iFrame or embed code.

Answer: [No integration is required; we will be linked to the county website but not integrated.](#)

34. Will single-sign-on be used to control administrative access to the site? If yes, please elaborate.

Answer: [At launch, we will use **native CMS authentication** with the following security measures:](#)

- [MFA: Required for all admin accounts \(password + additional factor\).](#)
- [Password policy: Minimum 12 characters; common/compromised passwords blocked.](#)

- **Role-based access & least privilege:** Users only get the permissions they need (e.g., author vs. admin).
- **Session security:** Automatic logout after inactivity or set time; re-authentication required for sensitive actions.
- **Auditing:** Logs of admin logins, content publishes, and permission changes retained for at least one year.

35. Please confirm that the awarded vendor will primarily work remotely, with regular web conference meetings as needed.

Answer: We would expect the work to be primarily remote, but some onsite work may be required for content creation.

36. Please describe the internal team who will be responsible for the website post-launch (developers, non-tech users, etc.)

Answer: The web site will be managed by the Executive Team with limited tech experience, primarily non-tech users.

37. Do different teams/departments manage their own sites? Or does one team own all web work?

Answer: Per the RFP scope of work, this project is for the Greene County Juvenile Office.

38. We are a US company with some remote team members working from outside of the US. Is there any restriction on their ability to contribute to the project?

Answer: Proposals will only be accepted from firms that are legally authorized to conduct business within the United States. In addition, all County data, applications, and related services must be hosted and supported on servers physically located within the United States and subject exclusively to U.S. privacy and data protection laws.

39. Are there any AI related policies that we should be aware of?

Answer: Not at this time. This is subject to change.

40. Are you interested in website tools that will enhance the user experience (search, chatbots, etc.) using AI?

Answer: Not at this time. This is subject to change.

41. How do you envision the relationship with the developer post-launch? Do you need a maintenance contract to keep sites patched and secure?

Answer: See the RFP scope of work.

Each bidder shall acknowledge receipt of this Addendum # 1 of Request for Proposal #25-11113 titled Website Development & Maintenance with his/her signature affixed hereto; and **shall submit this signed acknowledgement and any attachments provided herein with their original bid submittal. Failure to do so shall render your bid non-responsive.**

Addendum #1 acknowledged by:

Bidder Name

Title

Company Name

Date