


Purchasing & Accounts Payable

Date: 19 August 2014

To: Prospective Bid Proposers

From: Nikolaus D. Lentner
Director of Purchasing & Accounts Payable

Re: **ADDENDUM #1**
RFP SU-072314
Neuberger Museum of Art
Website Identity, Design, Architecture and Development



The following modifications and corrections are made to the above referenced Request for Proposals:

- 1) On **Page 1**, the **Contract Term** ends on June 30, 2015.
- 2) On **Page 1 in PART I: GENERAL STANDARD INFORMATION AND INSTRUCTIONS in Section B, Number 4**, the museum recommends that vendors submit one copy of their proposal on a USB drive (in addition to the paper copies requested by SUNY) so that hyperlinks are active, examples are rendered in correct resolution, elements are interactive and in RGB/web fonts, etc. so that your work is more accurately depicted.
- 3) On **Page 10 in Section D Project Scope and Deliverables**, the third sentence should be corrected to: The contract payment schedule will be tied to the deliverables and will be negotiated between the Museum and the Contractor.
- 4.) A deliverable was omitted from **Page 11 in Phase 4: Website Development, Number 6**. The correction is as follows: 6. Deployment of code/APIs enabling full usage statistics through Google Analytics including event and ecommerce tracking. Work with museum toward SEO strategies, including capacity for the museum to create title and meta tags in header, names of pages and page headings, metadata to images and other content, and inclusion of alt tags in WYSIWIG templates, and creation of an updateable HTML sitemap on the website and an XML sitemap for submission to search engines.
- 5) A deliverable was repeated on **Page 11 in Phase 4: Load Testing, Beta Launch, Troubleshooting and Modification, Launch, Number 11**. The correction is as follows: 11. Museum staff review and greenlight for close of project.