Addendum No. 1 to RFP #21-13

CITY OF SOMERVILLE, MASSACHUSETTS
Department of Purchasing
JOSEPH A. CURTATONE
MAYOR

To: All Parties on Record with the City of Somerville as Holding **RFP #21-13**
        Drupal Upgrade, Migration, Administration, and Hosting

From: Thupten Chukhatsang, Procurement Analyst

Date: 8/31/2020

Re: Option to submit Proposals electronically via Bid Express
        Questions & Answers
        Attachment: Methods of Bid Submission & BidExpress User Manual

Addendum No. 1 to RFP #21-13

Please acknowledge receipt of this Addendum by signing below and including this form in your proposal package. Failure to do so may subject the proposer to disqualification.

NAME OF COMPANY / INDIVIDUAL: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE/FAX/EMAIL: _____

SIGNATURE OF AUTHORIZED INDIVIDUAL: _____

ACKNOWLEDGEMENT OF ADDENDA:

Addendum #1 _____ #2 _____ #3 _____ #4 _____

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Addendum No. 1 to RFP #21-13
Option to submit proposals electronically now available via BidExpress:

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BidExpress.com is an online bidding platform where bidders can submit all required documents. The fee to use this service is approximately $35.00 unless your company has a subscription with BidExpress.

You can now access the bid package and forms via the City of Somerville BidExpress page at: https://www.bidexpress.com/businesses/33100/home

A user guide is attached below for your reference.

For any technical assistance while submitting the online bid, please contact the BidExpress Customer support team at www.bidexpress.com.

__Do not email your bids/proposals__

Questions & Answers:

1. **Is there an in-person meeting requirement?**

   No.

2. **Is there an incumbent and are they competing for this RFP?**

   Interpersonal Frequency, LLC provides our administration and hosting currently, and they have expressed interest in bidding. However, one of the reasons we chose Drupal as our CMS is that it gives us the flexibility to change website vendors. The initiative to create a Drupal 9 website is a new project and is a bigger part of this RFP's scope than administration and hosting. Finding the firm with the best proposal for doing that—and with the best portfolio of similar work—is our main objective.

3. **Is there a budget for this project?**
   Our budget for annual website administration and hosting is $27,500 per year (totaling $55,000 over the life of the contract).

   Our budget for redeveloping the website in Drupal 9, migrating content from our existing website, and making necessary interim improvements to our Drupal 7 website is $100,000.

4. **Is there any possibility of electronic submission?**

Yes. An option to submit your bids/proposals electronically is now available via BidExpress. See instructions above.

5. **Which managed hosting provider is the City of Somerville website currently using? Are you satisfied with this arrangement or are you looking for options?**

   Interpersonal Frequency, LLC provides our administration and hosting currently. While we are satisfied with their work in these areas, we need to find the best vendor to take on the Drupal 9 redevelopment project. This is a new and complex project, and we are open to =whichever vendor has the most advantageous proposal.

6. **When was the current website completed, and by which vendor? Is that vendor able to win this current RFP?**

   The current website was completed in late 2016 by Interpersonal Frequency, LLC, and they are eligible to submit a proposal for consideration.

7. **In the time of COVID-19 pandemic, would you be open to remote collaboration vs. on-site work by the vendor, especially if the vendor is from out of state?**

   Yes, all of this work may be performed remotely.

8. **Will the City of Somerville accept 100% remote support for this effort?**

   Yes, all support may be provided remotely.

9. **Do you have a style guide or a brand guide?**

   Yes. The awarded vendor will be given a copy of brand assets, including a style guide, but this is NOT a website redesign. The City needs a vendor to rebuild the existing front end on Drupal 9.

10. **Do you have a budget you are able to share? Does the budget include tech support and hosting?**

    Please read the RFP.

11. **What was the investment in the previous website?**

    The previous website was built in a much larger process that included a complete responsive redesign, several rounds of usability testing, and content consultation.

Because we are keeping so many of those components, the previous budget is not relevant.

12. **Does the city have a CMS preference? Open source? Drupal/WordPress?**

    Please read the RFP.

13. **Who are your primary and secondary users?**

    Our primary users are residents, visitors, and business owners/employees of the City of Somerville. Our secondary audience is City staff who rely on the website as a reference guide, compliance tool, and outreach platform.

14. **Would you like detailed research in terms of your audience in the form of an audience needs assessment?**

    No.

15. **Do you have a desired launch date? Is there a specific event driving the launch date?**

    The redeveloped website needs to launch by June 2022. Drupal 7 support will end in Fall 2022 and we need time to triage technical and content issues.

16. **What is the current hosting environment?**

    The website is currently hosted on AWS with Fulcrum, a Drupal cloud management PaaS.

17. **How many visitors does the current website receive on a monthly basis?**

    Between August 2018 and August 2020 we saw an average of 60,840 monthly users.

18. **How many pages of content do you anticipate transferring to the new site?**

    There are 41,306 nodes on the website, of which 40,280 are published (active). We anticipate migrating all of these, in addition to any content generated prior to the launch of the Drupal 9 website.

19. **What are your current pain points with the existing website?**

    We wish to consolidate some existing fields and content types to streamline our Drupal

database and workflow. For example, we currently need to create two different nodes of differing content types to have a press release about a City event show up on both the news feed and calendar. If possible, we'd like to make a single content type that's capable of both.

Meeting documents have their own content type as well, and are linked to calendar events with an entity reference. We want to make these into a field of a news/events content type for simplicity's sake. The Vendor will address these changes while ensuring that old content is properly mapped/migrated to the new consolidated content type(s).

20. **What are the current technical challenges (if any)?**

    See above.

21. **How many site administrators will you have?**

    We will manage all site administrator accounts. We currently have around 10 regular administrators in various roles.

22. **Will you require different levels of admin permissions?**

    Yes. We don't have specific roles outlined yet, but managing roles/permissions in Drupal is easy and is something the City can take care of.

23. **Drupal has following modules and each module has features/functionalities:**
    Core – Drupal vanilla download
    Contributed – standard Drupal modules downloaded from Drupal.org like views, etc.
    Custom - Module developed by Somerville or IT dev partner for customization or custom feature requirement.
    Theme – Base/Parent theme and subtheme or custom theme.

    Could you please provide the details of modules and features that are currently used in the existing system (website https://www.somervillema.gov/)

    We use a custom theme built on the Neato framework.

    We currently have a total of 21 custom modules.

    A listing of the modules in use can be found at the end of this document.

24. **We understand you are currently using Drupal. Can you please elaborate on the version of the platform and how it has been implemented (we see a decoupled/headless approach)?**

    We are using Drupal 7.72 with a coupled approach and wish to continue to do so.

25. **To provide an accurate scope of the migration can you provide a list of existing content types?**

    Please see the Existing Content Types listing at the end of this document.

26. **How many custom modules would the City like built?**

    We have no specific custom modules in mind; the Vendor will create whichever custom modules are needed to achieve the redevelopment of our website and its features for Drupal 9.

27. **How many custom modules does the City currently have?**

    21; Please see the Existing Content Types listing at the end of this document.

28. **Referring to the address search mentioned in the RFP. How is the address search currently implemented?**

    The address lookup, https://www.somervillema.gov/MySomerville, is a Drupal view that displays fields from several content types linked by the Entity Reference module. The user-facing filter is powered by a custom module that offers a drop-down menu of suggested text matches.

29. **Does the City plan to continue to use Angular?**

    Only if needed by the Vendor to achieve the redevelopment of our website and its features for Drupal 9.

30. **Which mobile devices must the platform support? We recommend, at a minimum, web-kit enabled iOS and Android devices.**

    Those recommendations are in line with our expectations.

31. **Which browsers must the platform support? We recommend, at a minimum,**

Internet Explorer 11.x and later, Firefox 5.x and later, Opera 12 and later, Safari 5.x and later, and Google Chrome.

Those recommendations are in line with our expectations.

32. **How many people manage and update content on a regular basis?**

    Fewer than 10 people.

33. **How do you currently support and maintain your Drupal platform?**

    The website is currently hosted on AWS with Fulcrum, a Drupal cloud management PaaS. Interpersonal Frequency, LLC is the vendor presently managing this architecture (including Drupal updates, CDN configuration, deployment environments etc.)

34. **We have different levels and layers of support, would you be open to us offering you the many different offerings and letting you choose within the SLA's you've requested?**

    Yes, we would be open to that.

35. **The different layers of support I'm referring to are the Drupal updates, patches, bug fixes, regular maintenance. Is this different or the same from "Ongoing Development and Support"**

    Drupal updates, patches, bug fixes, and regular maintenance are to be included in the fixed annual fee for hosting. "Ongoing development and support" refers to new features or refinements outside of the Scope of Work.

36. **When we see "Ongoing Development and Support" is it safe to assume those are mostly ongoing development, design, etc hours and will be billed at an hourly rate?**

    Yes, that is correct.

37. **Do you want a retainer of an hourly rate for all of the above? Or Is it ok to break down updates/drupal support separately? Our Drupal Support is usually a one-time annual cost.**

    We are looking for three prices:

    <u>Annual Web Hosting and Administration Project Fee</u>: Vendors should propose a fixed

annual fee for these services.

Drupal 9 Website Development, Content Migration, and Production Deployment
Project Fee: Vendors should propose a fixed price based on the work outlined in the
Background, Scope of Work, and Deliverables.

Hourly Fee Schedule for Additional Support: Vendors should propose a fixed hourly rate
(or rates) for additional services requested outside of the project scope (such as making
improvements to the existing website before the Drupal 9 version is launched).

38. **Are you currently happy using the AWS platform would you like to stay on it or is
the City open to hosting recommendations centric to the proponent's Drupal 9
technology such as Pantheon and Acquia?**

The website is currently hosted on AWS with Fulcrum, a Drupal cloud management
PaaS. We are happy with this platform but open to hosting recommendations.

39. **How many page views do you receive per month?**

Between August 2018 and August 2020 we saw an average of 243,986 monthly
pageviews.

40. **How many authenticated (content writer) page views do you get per month?**

This is not a metric that we capture or track.

41. **Do you plan to run multiple sites on your new platform? If so, how many?**

No.

42. **How much file system space does your existing website use?**

Our database is approximately 1 GB and our filesystem is approximately 55 GB.

43. **Do you currently use a Content Delivery Network (CDN)?**

Yes, Cloudflare.

44. **Do you require any specific networking rules or customization?**

No.

45. **Does your site require external authentication (LDAP, SAML, etc.)?**

    Content is checked against standards and guidelines during the creation process, and content that predates this workflow is checked and upgraded as often as staff resources allow.

46. **Do you process any e-commerce transactions?**

    No.

47. **Is The City open to hosting recommendations centric to the proponent's Drupal 9 technology such as Pantheon and Acquia? Or Would you like to stay with AWS?**

    The website is currently hosted on AWS with Fulcrum, a Drupal cloud management PaaS. We are happy with this platform but open to hosting recommendations.

48. **What tools and processes are you currently using to evaluate the accessibility status of the website?**

    We use Google Webmaster Tools and the WAVE Web Accessibility Evaluation Tool. The website was designed with input from the testing lab at the Perkins School for the Blind.

49. **How often is content checked against standards for compliance?**

    Content is checked against standards and guidelines during the creation process, and content that predates this workflow is checked and upgraded as often as staff resources allow.

50. **Is there a plan to ensure legacy content (copy) carried over from the current website meets accessibility guidelines? Will this be the responsibility of the proponent or internal?**

    Legacy content will be modified by the City to meet accessibility guidelines as an ongoing process, and the Vendor is not responsible for this.

51. **How are organizational content policies enforced during publishing?**

    Content publishing privileges are limited to key staff and content is evaluated on an

ongoing basis.

52. **Do content editors require educational resources and training on accessible content publishing best practices?**

    No.

53. **Do you plan to incorporate digital experience platforms (DxPs) in this project or in the future? We recommend using DxPs if you are looking to build complex personalizations, custom user journeys, and targeted advertising.**

    No.

54. **Are user personas and customer journey mapping an important part of this project?**

    No.

55. **Is action- and location-based contextual content an important part of this project?**

    No.

56. **Is an enterprise-level digital asset management suite an important part of this project?**

    No.

57. **Do you require an enterprise search appliance to help users find content? We recommend Apache Solr, an open source search appliance that is often used with Drupal CMS.**

    Yes, Vendor will provide a robust search solution as referenced in the Scope of Work.

58. **Do you require engagement tools, such as commenting or social sharing?**

    We do not require or desire a comment feature. We do require social sharing that replicates or improves on our existing functionality (a ShareThis widget in the header). We also require the ability to allow residents to propose (but not publish) calendar events.

59. **Do you require forms as part of this project? If so, how many? Can you provide examples demonstrating the complexity of the forms?**

Yes. Please see the "Existing Content Types" section at the end of this document.

60. **Are there any third party applications that need to be integrated with the CMS? If so, can you elaborate on which applications and the level of integration?**

No.

61. **What content governance and workflow requirements do you have for this project?**

Workbench scheduling capabilities are required, as are content revisions across all elements.

62. **Do you have requirements for web analytics and tracking?**

The Vendor will ensure that the City's Google Analytics tracking code is in the header of all pages.

63. **Which specific Integrations are you looking for?**

There are no third party integrations needed beyond iFrames, embedded JavaScript etc.

64. **With exponential growth in content volume, the migration of content to a web content management system control can be a lengthy process that requires a great number of resources. Are you seeking a firm to assist in content migration?**

Please read the RFP.

65. **How many pages do you plan to migrate?**

There are 41,306 nodes on the website, of which 40,280 are published (active). We anticipate migrating all of these, in addition to any content generated prior to the launch of the Drupal 9 website.

66. **Please specify the format of the source data to be migrated (database, .csv, XML, etc.).**

MySQL database

67. **Can you provide a sample of the data to be migrated?**

Please refer to the "Existing Content Types" section at the end of this document.

68. **Do you have a preferred project management methodology? We use the Agile methodology to ensure that we are able to deliver the projects that our clients envision.**

    We fully support the principles of Agile. We see Agile more as an approach to software development than any one specific project management methodology, but we would consider a methodology that uses an Agile approach.

69. **Hosting: Where are you currently hosting? Is there an expectation that the selected vendor conduct the migration and host the site as well, or are you open to a vendor who can recommend (and facilitate) a move to a third-party hosting solution? (assuming they meet all your requirements such as staging environments).**

    Interpersonal Frequency, LLC provides our hosting currently. The site is hosted on AWS using the Fulcrum platform, and the vendor administers these products. Similarly, the Vendor for this new project will provide managed hosting using the platform(s) of their choosing, so long as any third party relationships allow for the Vendor to meet our support requirements.

70. **Hosting Support: The RFP lists support requirements under Website Hosting, such as "The Vendor will provide telephone and email support with a two-hour (2) response time from 8 a.m. to 6 p.m. EST Monday through Friday". Assuming a third-party is handling support, could they also be the ones to meet specific hosting support requirements? We are viewing ongoing development support as separate, with separate terms from hosting support.**

    Yes, but this would be contingent on the third party agreeing to meet the same SLA terms. In most cases, urgent response times are more critical for hosting/DevOps than for feature building etc.

71. **Hosting, Current Site: Are you expecting the selected vendor to host the current Drupal 7 immediately upon project start, or could that site continue to be hosted as is until the new site is complete?**

    The Vendor will host and support the current Drupal 7 website immediately upon project start.

72. **Timeline: The RFP requires site assessment within "two weeks of the contract start**

date", and a plan within 1 month. Is there any flexibility to this timeline? What is driving this specific timeframe? Could you see a difference between a contract start time and project start date? For example, if we agreed on a contract in September, but actual work didn't start until October. Typically we need some lead time before beginning work.

We can be flexible on this. Assessments can be performed and plans can be delivered by the end of CY2020.

73. **Timeline (launch): After the migration plan is delivered, is there a specific timeline to completing the work and launching the site on Drupal 9?**

We are open to discussing a specific timeline for milestones, with the exceptions of launch (which must occur by June 2022), and the final content migration, which must occur no more than one month prior to launch (to ensure that all content is up to date).

74. **Post-launch support: Do you have any expectations for how many hours per month will be needed for support after the migration?**

The amount of post-launch support needed will be determined by how much work remains on the items in the Scope of Work. For example, the City and the Vendor may decide that certain features or refinements can be implemented after the launch and migration. This work will be included in the fixed project fee. Work outside of the SoW will be billed at an hourly rate, and we expect to limit this to 15 hours or fewer per month.

75. **Q&A: The RFP states "Vendors with questions relating to the Scope of Work are asked to review the attached Questions & Answers before inquiring with Purchasing," but we couldn't locate such a document online. Is this available?**

Our apologies, that mention was in error. There was no Questions & Answers document to be attached.

76. **Current Site: Did your team build the current site or was it done by an outside vendor? Is there a current vendor you work with who is also bidding on the new website?**

The website was designed by Velir Studios, and developed by Interpersonal Frequency, LLC. The latter continues to provide web hosting and solutions, and they are invited to bid on this project.

77. **Content Migration: Clients will often rewrite or edit some content during migration. Are you planning to do a full content audit, and rewrites of any content, or should we assume a 1 to 1 migration of all content?**

    Our production site is under continuous review and revision, and that process will continue during redevelopment. For that reason, the final content migration must occur as close to launch as possible so that content does not need to be added/updated in both places for longer than a month or so.

78. **Single Sign On: Are there any single sign on login requirements or do all your users login directly to Drupal?**

    All users log in directly to Drupal; we don't use SSO.

79. **Address Lookup: is this current tool built entirely within Drupal?**

    The address lookup, https://www.somervillema.gov/MySomerville, is a Drupal view that displays fields from several content types linked by the Entity Reference module. The user-facing filter is powered by a custom module that offers a drop-down menu of suggested text matches.

80. **Homepage Dashboard: Does this refer to the homepage status bar or something else?**

    Yes, this refers to the status bar.

81. **Content Importers: How are these currently handled within Drupal?**

    We have a scheduled import of an RSS calendar for the City's legislative meetings as well as manual/as-needed importers of CSVs to update our employee address book and street address listing.

82. **Site Complexity: In your experience are there certain areas or sections of the site that you perceive as complex or otherwise difficult to work with? Are there any known problem areas on the current site?**

    We wish to consolidate some existing fields and content types to streamline our Drupal database and workflow. For example, we currently need to create two different nodes of differing content types to have a press release about a City event show up on both the news feed and calendar. If possible, we'd like to make a single content type that's capable of both.

Meeting documents have their own content type as well, and are linked to calendar events with an entity reference. We want to make these into a field of a news/events content type for simplicity's sake. The Vendor will address these changes while ensuring that old content is properly mapped/migrated to the new consolidated content type(s).

83. **Your Team: Who will be involved in the project from your team? Who would be the project lead? Do you have technical staff versed in your current system available to help with migration related work?**

   Dan Moore here. I'm the project manager for this effort and the manager/primary administrator of the City's website. I am versed in the current system from an architecture and front-end standpoint, and plan to advise and collaborate on the migration logistics. I don't have any experience writing or executing scripts/Drush commands for migration, however.

84. **Design and Content: Should we assume no hours for design and content strategy, or would you recommend reserving some hours for potential edits as needed? Sometime technical requirements, accessibility, responsive design, or other content edits require it.**

   Vendors should reserve some time for these elements. While our overall design and information architecture will largely carry over, as you mention, there will likely be a need for some adaptation.

85. **Do you have any new or planned content types or functionality requirements in the new website? If so, please explain what new features and functionality will be required.**

   We plan for there to be fewer content types on the new site: the Vendor will collaborate with us on consolidating them to reduce overhead and streamline content authoring.

   We don't plan on any new features per se, but as mentioned in the RFP the Vendor will redevelop existing features for the new system. For example, the Google Custom Search we use now must be replaced with a new system that gives us better control over how results are displayed.

   The multi-pane "tabbed" interface of our interior pages is to be remade using a "jump link" behavior as described in the Scope of Work.

Existing Content Types

Highlights indicate content types not being migrated

Content Type Name	Node Count
Animal	N/A
Article	N/A
Basic page	229
Bid Posting	634
Building	65
COVID-19 Reopening Status	N/A
Commercial Real Estate	N/A
Document	981
Elections Finance Report	332
Event	10,260 (Example)
Event Document	5,628 (Example)
FAQ	N/A
Gallery	9 (Example)
HPC Case	320 (Example)
Homepage Status Item	17 (Example)
Job Posting	343 (Example)
Map pin	N/A
News	1,854 (Example)
Official	28 (Example)
Organizational Unit	114 (Example)
People	433 (Example)
Programs & Initiatives	83 (Example)

Reports And Decisions	1,589 (Example)
Resident Address	16,338 (Example)
Street Sweeping Section	N/A
Trash Pickup Section	N/A
Webform	15 (Example)

Enabled Modules

Highlights indicate custom modules

Module Name	Module Description
Address Field (addressfield)	Manage a flexible address field, implementing the xNAL standard.
Administration menu (admin_menu)	Provides a dropdown menu to most administrative tasks and other common destinations (to users with the proper permissions).
Administration menu Adminimal Theme (adminimal_admin_menu)	Clean and minimal theme for the administration menu module.
Administration views (admin_views)	Replaces all system object management pages in Drupal core with real views.
Automatic Nodetitles (auto_nodetitle)	Allows hiding of the content title field and automatic title creation.
Bean (bean)	Create Bean (Block Entities)
Bean Admin UI (bean_admin_ui)	Add the ability to create Block Types in the UI
Better Exposed Filters (better_exposed_filters)	Allow the use of checkboxes or radio buttons for exposed Views filters
Block (block)	Controls the visual building blocks a page is constructed with. Blocks are boxes of content rendered into an area, or region, of a web page.
Cache Expiration (expire)	Logic for expiring cached pages.
Calendar (calendar)	Views plugin to display views containing dates as Calendars.

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CAPTCHA (captcha)	Base CAPTCHA module for adding challenges to arbitrary forms.
CFV4Purge (cfv4_purge)	CloudFlare Purge clears urls from CloudFlare cache by issuing HTTP POST requests with purge command.
Chaos tools (ctools)	A library of helpful tools by Merlin of Chaos.
City Hall Map Feature (city_hall_map_feature)	City Hall content type and Leaflet map
CKEditor (ckeditor)	Enables CKEditor (WYSIWYG HTML editor) for use instead of plain text fields.
Context (context)	Provide modules with a cache that lasts for a single page request.
Context layouts (context_layouts)	Allow theme layer to provide multiple region layouts and integrate with context.
Context UI (context_ui)	Provides a simple UI for settings up a site structure using Context.
Contextual links (contextual)	Provides contextual links to perform actions related to elements on a page.
Custom breadcrumbs (custom_breadcrumbs)	Allows administrators to define custom breadcrumb trails for node types.
Custom breadcrumbs identifiers (custom_breadcrumbs_identifiers)	Provides special identifiers for custom breadcrumbs.
Dashboard (dashboard)	Provides a dashboard page in the administrative interface for organizing administrative tasks and tracking information within your site.
Database logging (dblog)	Logs and records system events to the database.
Date (date)	Makes date/time fields available.
Date API (date_api)	A Date API that can be used by other modules.
Date Popup (date_popup)	Enables jquery popup calendars and time entry widgets for selecting dates and times.
Date Repeat API (date_repeat)	A Date Repeat API to calculate repeating dates and times from iCal rules.
Date Repeat Field (date_repeat_field)	Creates the option of Repeating date fields and manages Date fields that use the Date Repeat API.
Date Views (date_views)	Views integration for date fields and date functionality.

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Devel (devel)	Various blocks, pages, and functions for developers.
Drafty (drafty)	Facilitates handling of draft revisions.
Entity API (entity)	Enables modules to work with any entity type and to provide entities.
Entity Construction Kit (eck)	ECK (Entity Construction Kit) Allows users to create and administer entity types, bundles, and entities from an easy to use UI
Entity Reference (entityreference)	Provides a field that can reference other entities.
Entity tokens (entity_token)	Provides token replacements for all properties that have no tokens and are known to the entity API.
Entity view modes (entity_view_mode)	Allows administrators to define custom view modes for entities via the administration user interface.
Event Landing Page (somv_event_landing_page)	*No description available.*
Fast Token Browser (fast_token_browser)	A more efficient browser for the Token module.
Features (features)	Provides feature management for Drupal.
Feeds (feeds)	Aggregates RSS/Atom/RDF feeds, imports CSV files and more.
Feeds Admin UI (feeds_ui)	Administrative UI for Feeds module.
Field (field)	Field API to add fields to entities like nodes and users.
Field Collection (field_collection)	Provides a field collection field, to which any number of fields can be attached.
Field Collection Node Clone (field_collection_node_clone)	Clones field collections along with cloned nodes.
Field Group (field_group)	Provides the ability to group your fields on both form and display.
Field SQL storage (field_sql_storage)	Stores field data in an SQL database.
Field UI (field_ui)	User interface for the Field API.
Field Validation (field_validation)	Add validation rules to fields.
File (file)	Defines a file field type.
File Entity (file_entity)	Extends Drupal file entities to be fieldable and viewable.

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File Field Sources (filefield_sources)	Extends File fields to allow referencing of existing files, remote files, and server files.
Filter (filter)	Filters content in preparation for display.
Filter permissions (filter_perms)	Provides role and module filters to simplify the user permissions page.
Fulcrum Whitelist (fulcrum_whitelist)	Fulcrum Whitelist
Fulcrum Whitelist Feature (fulcrum_whitelist_feature)	*No description available.*
GatherContent (gathercontent)	Imports items from GatherContent to your Drupal CMS
Geocoder (geocoder)	An API and widget to geocode various known data into other GIS data types.
Geofield (geofield)	Stores geographic and location data (points, lines, and polygons).
geoPHP (geophp)	Wraps the geoPHP library: advanced geometry operations in PHP
GMap (gmap)	Views plugins to show Google Maps from entities.
GMap Location (gmap_location)	Display location.module information on Google Maps
Google Analytics (googleanalytics)	Allows your site to be tracked by Google Analytics by adding a Javascript tracking code to every page.
Google CSE (google_cse)	Use Google Custom Search to search your site and/or any other sites.
Google CSE Settings (google_cse_settings)	Custom module for integration of Google Custom Search. Will NOT be used in Drupal 9 website; Vendor will provide a robust search replacement.
Help (help)	Manages the display of online help.
Homepage Status Bar (homepage_status_bar)	*No description available.*
Honeypot (honeypot)	Mitigates spam form submissions using the honeypot method.
Image (image)	Provides image manipulation tools.
Insert view (insert_view)	Input filter which allows to embed views.
Job Scheduler (job_scheduler)	Scheduler API

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jQuery social stream (jquery_social_stream)	Provides blocks for displaying social stream
jQuery Update (jquery_update)	Update jQuery and jQuery UI to a more recent version.
Leaflet (leaflet)	Integration with the Leaflet map scripting library.
Leaflet More Maps (leaflet_more_maps)	Adds a swag of map styles to Leaflet, e.g Thunderforest, Esri, MapBox
Leaflet views (leaflet_views)	Views integration for the Leaflet module.
Libraries (libraries)	Allows version-dependent and shared usage of external libraries.
List (list)	Defines list field types. Use with Options to create selection lists.
Location (location)	The location module allows you to associate a geographic location with content and users. Users can do proximity searches by postal code. This is useful for organizing communities that have a geographic presence.
Location CCK (location_cck)	Defines a Location field type.
Location Entity (location_entity)	Provide information about Location field to Entity module.
Media (media)	Provides the core Media API
Media CKEditor (media_ckeditor)	Provides a bridge between Media and the stand-alone CKEditor module.
Media Internet Sources (media_internet)	Provides an API for accessing media on various internet services
Media WYSIWYG (media_wysiwyg)	Adds support for embedding media using client-side WYSIWYG editors.
Menu (menu)	Allows administrators to customize the site navigation menu.
Module filter (module_filter)	Filter the modules list.
Multiple Fields Remove Button (multiple_fields_remove_button)	Add remove button for mutli showing fields .
Net Tango CSE (nt_gss)	Styling overrides for Google CSE.
Node (node)	Allows content to be submitted to the site and displayed on pages.
Node clone (clone)	Allows users to clone (copy then edit) an existing node.

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Node export (node_export)	Allows users to export content and then import into another Drupal installation.
Node export dependency (experimental) (node_export_dependency)	Helps maintain relationships to dependent entities. Intended to make Node export relation obsolete.
Node export features (node_export_features)	Adds Features support to Node export, so you can put your exports into Features modules.
Number (number)	Defines numeric field types.
Options (options)	Defines selection, check box and radio button widgets for text and numeric fields.
Path (path)	Allows users to rename URLs.
Pathauto (pathauto)	Provides a mechanism for modules to automatically generate aliases for the content they manage.
Pathologic (pathologic)	Helps avoid broken links and incorrect paths in content.
Phone (phone)	The phone module allows administrators to define a field type for phone numbers.
Protocol Relative URLs (protocol_relative_urls)	Convert all file URLs generated by Drupal to be protocol relative.
RDF (rdf)	Enriches your content with metadata to let other applications (e.g. search engines, aggregators) better understand its relationships and attributes.
reCAPTCHA (recaptcha)	Protect your website from spam and abuse while letting real people pass through with ease.
Redirect (redirect)	Allows users to redirect from old URLs to new URLs.
Redirect 404 (redirect_404)	Redirects 404 allows you to specify a number of servers that should be attempted to be redirected to if a 404 (Page not found) error is encountered.
Remote File Source (remote_file_source)	Provide a way to add external files without transfering the file locally.
Remote stream wrapper (remote_stream_wrapper)	Provides the ability to use external files with filefields without saving the files to your local files directory.
Rules (rules)	React on events and conditionally evaluate actions.
Rules Webform Submitted (somv_rules_webform_submitted)	Rules module condition to test if webform is submitted

Scheduler (scheduler)	This module allows nodes to be published and unpublished on specified dates and time.
Search (search)	Enables site-wide keyword searching.
ShareThis (sharethis)	Add the [ShareThis](#) widget to nodes on your site.
Shortcut (shortcut)	Allows users to manage customizable lists of shortcut links.
Site Alert (site_alert)	Simple module to display text alert site wide with an expiration date.
SMTP Authentication Support (smtp)	Allow for site emails to be sent through an SMTP server of your choice.
Somerville Administration Module (somv_admin)	Administration Updates
Somerville Bean Types (somv_bean_types)	*No description available.*
Somerville Content Types (somv_content_types)	*No description available.*
Somerville Context (somv_context)	*No description available.*
Somerville Documents (somv_documents)	*No description available.*
Somerville eNews Signup (somv_enews_signup)	Signup form for Constant Contact eNewsletter
Somerville Feeds Board Meetings (somv_feeds_board_meetings)	Specific functionality for the Feeds import of board meetings.
Somerville Field Collections (somv_field_collections)	*No description available.*
Somerville Form Alters (somv_form_alters)	Alters forms
Somerville Location (somv_location)	*No description available.*
Somerville Miscellaneous Module (somv_misc)	Miscellaneous functionality
Somerville PathAuto Configuration (somv_pathauto)	*No description available.*
Somerville Resident Address (somv_resident_address)	Resident Address Data
Somerville Text Zoom	Creates a block with text zoom controls

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(somv_text_zoom)	
Somerville Views (somv_views)	*No description available.*
Somerville Webform (somv_webform)	*No description available.*
Somerville Workbench (somv_workbench)	*No description available.*
Strongarm (strongarm)	Enforces variable values defined by modules that need settings set to operate properly.
System (system)	Handles general site configuration for administrators.
Taxonomy (taxonomy)	Enables the categorization of content.
Text (text)	Defines simple text field types.
Token (token)	Provides a user interface for the Token API and some missing core tokens.
Ultimate Cron (ultimate_cron)	Cron
Universally Unique ID (uuid)	Extends the entity functionality and adds support for universally unique identifiers.
User (user)	Manages the user registration and login system.
UUID Features (uuid_features)	Provides features integration for content (nodes, taxonomy, etc) based on the UUID module.
Varnish (varnish)	Provides integration with the Varnish HTTP accelerator.
Views (views)	Create customized lists and queries from your database.
Views Aggregator Plus (views_aggregator)	A Views plugin that operates on the results *after* the database query has run, thus offering aggregation functions not otherwise possible.
Views Autocomplete Filters (views_autocomplete_filters)	Views Autocomplete Filters
Views Bulk Operations (views_bulk_operations)	Provides a way of selecting multiple rows and applying operations to them.
Views UI (views_ui)	Administrative interface to views. Without this module, you cannot create or edit your views.
Webform (webform)	Enables the creation of forms and questionnaires.
Webform Default Fields (webform_default_fields)	Specify default webform fields for each content type and new nodes of this content type will be created with this

	webform fields.
Webform References (webform_references)	Defines a webform component type for referencing the node/term/user. (Warning: Don't disable/uninstall the module because some components of this module are in used.)
Webform Rules (webform_rules)	Adds rules integration for webform submissions.
Webform UUID (webform_uuid)	Enables basic UUID/Deploy support for webforms, components and validation rules.
Workbench (workbench)	Workbench editorial suite.
Workbench Moderation (workbench_moderation)	Provides content moderation services
Workbench Scheduler (workbench_scheduler)	Provides ability to schedule state changes
XML sitemap (xmlsitemap)	Creates an XML sitemap conforming to the sitemaps.org protocol.
XML sitemap custom (xmlsitemap_custom)	Adds user configurable links to the sitemap.
XML sitemap engines (xmlsitemap_engines)	Submit the sitemap to search engines.
XML sitemap menu (xmlsitemap_menu)	Adds menu item links to the sitemap.
XML sitemap node (xmlsitemap_node)	Adds content links to the sitemap.

SomervilleMA.gov System Specifications	
Drupal	7.72
Database system	MySQL, MariaDB, or equivalent
Database system version	MySQL 5.6.10 equivalent
Nodes	41,264
Modules	160 enabled
Database size	1.03 GB
jQuery	jQuery 1.8.3 and jQuery UI 1.10.2
PHP	7.2.33
PHP extensions	Core ctype curl date dom filter ftp

	gd
	gettext
	hash
	iconv
	imap
	json
	ldap
	libxml
	mbstring
	mcrypt
	mysqli
	mysqlnd
	openssl
	pcre
	PDO
	pdo_mysql
	readline
	redis
	Reflection
	session
	SimpleXML
	soap
	sockets
	SPL
	standard
	tokenizer
	xml
	xmlreader
	xmlwriter
	Zend OPcache
	zip
	zlib
PHP memory limit	256 MB
Web Server	Nginx 1.19.1
Front-end Caching	Required (Currently using Varnish)
Files	55 GB
Pageviews	243,986 (Current monthly average)
Document Roots	1
Drupal Multisite	No
Encryption	TLS (Required for Production environment only)

Methods of Bid Submission:

Bidders may submit bids in any of the following ways. All bids will be time-stamped and must be received no later than due date and time.

1) Deposit your sealed bid package in the black drop box located by the School Street entrance to City Hall, located near the corner of School Street and 93 Highland Avenue.

2) Sealed bids can be sent to City Hall through the US Postal Service or other delivery service (e.g. FedEx, UPS).

3) BidExpress.com is an online bidding platform where bidders can submit all required documents. The fee to use this service is approximately $35.00 unless your company has a subscription with BidExpress. You can access the bid package and forms via the City of Somerville BidExpress page at:

https://www.bidexpress.com/businesses/33100/home A user guide is attached for your reference.

4) For any technical assistance while submitting the online bid, please contact the BidExpress Customer support team at www.bidexpress.com.

THE CITY OF SOMERVILLE, MASSACHUSETTS
BidExpress User Manual

In an effort to improve efficiency and standardization, transparency, paper savings, and to provide contractors and suppliers in all industries an equal, fair and unbiased access to opportunities, the City of Somerville (www.somervillema.gov) is transitioning to electronic bidding, through the use of BidExpress. This online bidding platform is located at www.bidexpress.com. Unless stated otherwise in the bid package, paper bids will continue to be received and accepted for most bids.

This guide provides information about how to use BidExpress.

- **Subscribing to BidExpress**

Step 1. **Click Here** to navigate to the Bid Express signup page.

Step 2. From there, you'll be prompted to enter some basic company/contact information to set up your account. Tip: It is best to set up your company's Bid Express account in the authorized signer's name – this is who will need to sign the bid once you are ready to submit an offer.

*Please note: On the signup page you will see some information on how to pay-per-solicitation, or to buy a monthly subscription for $50. Please select the best suited option.

Step 3. Once you submit your registration form, you'll be asked to confirm your account via the email address you provided during registration. Log into your email inbox, find the email notification, and activate your BidExpress account.

Step 4. Once the account is activated, you will be able to search for and select any **City of Somerville** bids available on BidExpress by going to the 'Solicitations' tab in the Green Ribbon. Use the search bar at the top of that page to navigate to **City of Somerville** bid.

Step 5. Once you find the bid you are looking for, click on it and you will be brought to the solicitation. From this page, you'll be able to read over the bid specifications, categories, terms, etc. or download any relevant attachments. However, to begin entering information, you'll first need to click the green 'Select for Bidding' button at the top-right of the page. This will activate the solicitation, enabling you to fill it out and securely submit your bid.

Step 6. Once you have clicked **Select for Bidding**, you'll see some new buttons/features appear at the top of the solicitation:

a. The **Estimated Time Remaining** bar displays at the top of your bid. This lets you know how many days/hours/minutes remain to complete the bid. Once the bid deadline passes, the bid is locked and you will no longer have access to submit or make changes to your bid.

b. As you work on your bid, click **'Save Draft'** to save your progress as you go along.

c. When you feel your bid is complete, click **'Check Bid'** to ensure you have not missed any required fields.

d. You'll see a group of Blue ovals at the top of the bid. Clicking on any of these ovals will bring you down to that particular section of the bid. *Please note that you can collapse any section of the bid by clicking on the section title. This may help you navigate the bid more quickly & easily*

Step 7. Take your time when completing the bid, and make sure to read all directions carefully. All required fields are marked with a red asterisk (*). If you come across a required field that doesn't apply to your business, simply enter **'N/A'** in that field so as not to be flagged for missing information later on.

Step 8. Make sure all required documentation is uploaded in the **'Attach Bid Documents'** section of the bid. **The following forms are REQUIRED of every bidder and must be included signed & dated**: Non-Collusion and Tax Compliance Form, Quality Requirement Form, Signed W-9, Reference Form and other Standard Contract Forms for the City of Somerville.

Step 9. When your bid is complete, click the **'Check Bid'** button at the top of the solicitation. Enter any missing information that displays, then click **'Submit Bid'**. You will receive a notification that your bid has been submitted.

The City of Somerville highly encourages bidders to watch BidExpress Training videos given here:

1. https://youtu.be/qiR1NBaPhzs
2. https://youtu.be/p4PXtzP8Cng
3. https://youtu.be/Zf8euWzViu0
4. https://youtu.be/H2FpqZw2Y-w

For any additional questions, bidders can contact Bid Express Support Team:
Email: support@bidexpress.com
Toll Free Phone: (888) 352-2439, Option #1
Phone: (352) 381-4888 • Fax: (888) 971-4191