



**Request for Proposal
Website & Mobile Application Services
OPA-RFP-20-002**

**Preproposal Conference Questions & Responses
Friday, September 4, 2020**

A request for a Preproposal Conference was received from Quantum Technology Group on Thursday, August 13, 2020

We summarized below all the questions received from prospective bidders as of 10:00 AM, September 1, 2020.

1. **Question:** Is the OPA website hosting locally based or cloud based?

Answer: Currently, the OPA website hosting is cloud-based.

2. **Question:** Is there a requirement for the OPA website hosting to be locally based?

Answer: There is no requirement for a locally based website hosting.

3. **Question:** What are security responsibilities required by the awarded party?

Answer: The awarded party shall safeguard OPA's website & mobile application by applying security protocols and website & mobile application encryptions. (*pg 11, Hosting*)

The awarded party shall do its utmost due diligence in mitigating loss of any and all website & mobile application data. (*pg 11, Hosting*)

4. **Question:** What is the description of content posted publicly on the OPA website?

Answer: The OPA website maintains a comprehensive inventory of audit files (performance, financial, etc.) and other documents (agencies, board and commissions). (*pg 11, Maintenance and Optimization*)

5. **Question:** What is the description of website visitor traffic?

Answer: Approximately, 2,000+ visitors per month representing public, private, and other government and territorial interests visit the OPA website.

6. **Question:** Will the awarded party be required to overhaul the website appearance upon award?

Answer: There will be no changes to the OPA website in the short term; however, the OPA is striving for the website to be relevant in today's time.

7. **Question:** What will be the function of the OPA's Mobile Application?

Answer: The OPA's mobile application shall be synced in terms with our website content and updates. In addition, the mobile application is an instrument to disseminate information to our local community and abroad. (*pg 12, Mobile Phone Application*)

8. **Question:** Will Legacy documents be a part of the transfer of data from the current vendor to the awarded party?

Answer: Yes, Legacy documents currently on the OPA website will be a part of the transfer from the current vendor to the awarded party.

9. **Question:** What is the role from current vendor regarding the transition of the OPA data to the awarded party?

Answer: The current vendor is contractually obligated to surrender control rights to the domain names to the OPA upon completion of contract. The incoming provider shall coordinate the transition and keep the OPA informed of the developments in the process. (*pg 14, Ownership and Transition*)

10. **Question:** What is the daily/weekly cycle of adding files to the OPA website?

Answer: The cycle of adding files varies depending on workload and seasons. Financial audit releases typically range from January to June, annually. Since January 2020, the office has averaged 50 added files per month, majority of which are audio postings for various Government of Guam boards and commissions that OPA is mandated to receive.

11. **Question:** Does the OPA have any issues with the current website?

Answer: Currently, the website framework being used is Drupal 7 and we have not encountered any user-access related issues.

12. **Question:** What are the lead times for the awarded party to upload received OPA documents and files?

Answer: The awarded party may be required to coordinate and prepare the website & mobile application for these releases within an hour's notice, and may be asked to accommodate releases on weekends, holidays, and/or business hours. (*pg 13, Management*)



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