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ADDENDUM NO. 1

**Website Hosting, Maintenance & Support Services
Maryland Stadium Authority
MSA Project No. 22-013**

Date Issued: June 16, 2022

This Addendum is hereby made a part of the Contract Documents dated June 3, 2022, on the subject work as though originally included therein. The following amendments, additions, and/or corrections shall govern this work. **This form should be acknowledged below and submitted with the Bids.**

This Addendum incorporates the following items:

1. Pre-Bid Summary
2. To register on the website of Merzell (Negometrix) website, go to:
<https://app.negometrix.com/registration>
Negometrix Help Desk: 724-888-5294
3. Revision - Public Bid Announcement to read July 1, 2022 at 11:45 a.m.
4. Questions and Answers.

Issued by:

Maryland Stadium Authority
333 W. Camden Street, Suite 500
Baltimore, MD 21201
Sandra Fox, Procurement Officer

Company

Acknowledgment
(Name and Title)

Date

Pre-Bid Summary

Solicitation: Website Hosting, Maintenance & Support Services
Maryland Stadium Authority
MSA Project No. 22-013

Subject: Pre-Bid Summary of June 13, 2022 at 1:30 p.m.

Bids due: No later than 11:30 a.m. (local time) on July 1, 2022

Attendees: Sandra Fox, John Samoryk, Joe March

Sandra Fox opened the meeting with introductions and by stating the instructions for submitting Bids. Bids should be delivered electronically through MSA's third party e-procurement system as set forth in the IFB. All Bidders must be registered with Negometrix (Merrell-Source-to Contract) eProcurement System in order to submit a bid. Please refer to Attachment J–Video Website for instructions on how to register on this e-procurement system. This system will not allow bids to be received after the closing date and time stated in the solicitation. Late, faxed, or emailed bids will not be accepted. It is the Bidders' responsibility to make sure they have received all appropriate documents prior to the due date.

There is no MBE subcontract participation goal or bonding required for this contract.

Mr. Samoryk noted that all questions should be put in writing and emailed to Sandra Fox at sfox@mdstad.com. Responses will be issued in an addendum and posted on eMaryland Marketplace Advantage and Merrell Source- to -Contract (Previously known as Negometrix).

All Bidders must be certified as a small business by Maryland Department of General Services, registered with eMaryland Marketplace Advantage and be in good standing with the State of Maryland before a contract can be awarded.

Questions and Answers:

- 1. While two hours a month can support Drupal patching, it will not support feature enhancements or modifications. Will the selected vendor be able to request additional funding to support a development request?**

Security patches and regular updates should be provided as regular maintenance service and not included in the two hours. It is anticipated that two hours per month should be sufficient to meet the requirements for enhancements and modifications requested by MSA. In instances where more than two hours is required for enhancements and/or modifications to the site, the contractor may request additional billable time. Any billable hours must be approved in writing by MSA in advance.

- 2. Is there a preference in Cloud hosting?**

No.

- 3. The IFB outlines Drupal 9 support. Drupal 10 is planned for December 2022. While Drupal 9 to 10 is anticipated to be a relatively low level of effort, is it to be included as an expectation of the contract?**

Drupal 10 upgrade is not included in the scope of work for this contract.

- 4. Can companies from Outside USA (India or Canada) bid on this project?**

Bids will only be considered from firms that are properly registered to do business in the State of Maryland and maintain a permanent place of business within the USA.

- 5. Is the vendor required to come over for meetings?**

Not in person. Meetings can be conducted virtually.

- 6. Can we perform the tasks (related to RFP) outside the USA (like from India or Canada)?**

See response to Question 4.

- 7. Can we submit the bids via email?**

No. Please see Section 1.06 of the IFB for instructions. Emailed bids will not be accepted.