



**To:** Prospective Supplier

**From:** Kip Smalligan, Sr Strategic Sourcing Specialist, Procurement Services  
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**Date:** June 28, 2016

**Subject:** Request for Proposal #216-33  
Web Development/Design for the Small Business Development  
Center/MEDC Emerging Technologies Fund Website

**ADDENDUM #1**

**June 22, 2016 Pre-Bid Meeting Notes & Additional Requirements**

- A. If companies outsource any work, preference will be given to companies using Michigan sources/labor (programming may not be outsourced).
- B. Website administrator needs to be able to run ad hoc custom queries for information requests from the State of Michigan with limited working knowledge. Automated report templates would be helpful. Occasionally new metrics must be added to reports.
- C. Note: The Appendix A wireframes take a while to fully load. You may see some unreadable text until loaded.
- D. The firm who helped create the wire frames, Bright Street Group, is a potential bidder on this project. During the RFP process, please direct questions to Kip Smalligan, smalligk@gvsu.edu 616/331-3211. In the development phase, awarded company should contact Zara Smith or Phil Tepley from the SBDC with questions.
- E. The website must prevent applications from applicants that are ineligible based on the number of ETF or SBIR/STTR awards per the ETF program guidelines.
- F. For purposes of the ETF system, there is nothing sequential about SBIR/STTR Phase I vs Phase II. This only has relevance at the federal level.
- G. The site is used strictly for administrative purposes. While multiple SBDC employees will need to access the site, no features are needed to support peer review or discussions or ranking of proposals.

- H. Most ETF annual rules changes don't affect the software.
- I. Mobile device capability is needed on the client side; cost will be a factor in determining if we add it for the Administration side.
- J. In your proposal, identify what phase(s) you want the SBDC staff to be available for discussion.
- K. Data retention: Our preference is to keep the data forever.
- L. Migration.  
Please outline the migration process separately.  
SBDC hopes to avoid needing to have clients re-enter their data in the new site.  
  
Preferably the only thing the client will need to do for the new site is to create a new password.  
  
SBDC could do a temporary site shut down for a week or two maximum.  
  
GVSU has access to the existing data in our current site. Attached are the Excel fields to import.