



**BID 2020-07 OTSEGO COUNTY WEBSITE UPGRADE
ADDENDUM #7
DATED 9/10/2020**

THE FOLLOWING QUESTIONS WERE EMAILED TO OTSEGO COUNTY ADMINISTRATOR RACHEL FRISCH ON WEDNESDAY, 9/9/20. THE ANSWERS ARE PROVIDED BELOW, IN RED TYPE:

General Question:

Are you open to working with an agency outside of the state of Michigan?

This question has already been answered with Addendum #2, dated 8/24/20.

1.3 Objective

7. How many forms do you anticipate living on the new site? **To be determined.** Do you have existing examples and/or new forms that you want on the new site that doesn't currently exist? **The desire is to utilize fillable forms with online submission capabilities whenever possible.** Can you please elaborate on the extent of what kinds of forms will be required? **To be determined and will vary by department.**

8. How many products/items do you want to include to be for sale on the new website besides dog licenses and birth certificates? **To be determined. We want to maximize our online payment capabilities.** Are you currently using an existing payment gateway like Stripe or Authorize.net? **We use GovPay as our current gateway and we are in the process of converting to G2G.**

11. Are the county's current maps all embeddable or are you looking for specific API integration with a 3rd party? **We have a separate GIS mapping system hosted by a 3rd party that only requires a link to that system.** If the latter is the case, can you please provide the names of the services you are currently using to power those maps and examples? **We have no plans to change the GIS mapping system.**

13. Can you elaborate on the functionality required for job postings? Is this simply the ability to post a list of jobs with some basic info and a form to apply? If so, are there examples of a working application the county has in mind? Any specific features that are required? Are you open to using a 3rd party job tools that offers embeddable postings on the website or are you specifically looking to manage all listings through the website only?

Job postings that can be added and stored on the site. An employment application that is a fillable form. Search capability by job title, applicant name, date applied. Ability to archive applications by date and still have them accessible. Ability to export information for reports – such as list of applicants for a certain position is an easy way. Our current employment opportunities page is functional but it doesn't archive applications in an easily retrievable way. It also doesn't send a confirmation email to applicants when their employment application is received so many applicants aren't sure if their application went through when they hit submit. It would also be helpful if a potential applicant could

sign up for notification when a new job opens in their area of interest. Currently, the HR Director also receives the employment application via email as well and we would like to retain that feature. We may be open to using a 3rd party tool depending on the price.

14. Are you looking for the ability to self-host audio and video files or simply just using 3rd party tools like YouTube and Vimeo to embed onto the website? **We have no plans at this time to self-host videos.**

**Exhibit C
Certificate of Compliance**

Is this document required to be notarized for the proposal submission? Can it be notarized in the state of California? **Yes, that will be accepted.**