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**Questions/Responses No. 2  
RFP Project No. K14-0025-28  
Upgrade the People's Law Library Website to Drupal Version 7  
November 20, 2013**

Ladies and Gentlemen:

The following questions for the above referenced RFP were received by e-mail and are answered and posted for all prospective Offerors who received the RFP. The statements and interpretations contained in the following responses to questions are not binding on the Judiciary unless the RFP is expressly amended. Nothing in the Judiciary's response to these questions is to be construed as agreement to or acceptance by the Judiciary of any statement or interpretation on the part of the Offeror asking the question.

Question 1. Can you please provide us the information on Theme and Modules used on site.

**Response:** The site uses the People's Law Library Theme, which was created as a sub-theme of the Zen base theme.

Question 2. Based on your traffic report provided I am sure you need minimum VPS hosting if not dedicated server. Cost of hosting will vary depending on your hosting configuration, if you can provide us your current hosting configuration that will greatly help us determining the costs involved. If you can provide any must-have compliances requirements on hosting side please let us know now so we can establish appropriate hosting environment for you.

**Response:** The specifics about the current hosting configuration are unknown. It is sometimes problematic, based on observable lag time in page loads. The data is served from a 3-node MySQL cluster.

There is no must-have data security or accessibility compliance requirements beyond the existing terms of the RFP.

Question 3. Do you have a list of modules in use?

**Response:** See page 2.

**Based on /admin/build/modules/list**, the following modules are enabled on the site. They may not all be in use or necessary.

AddThis, 6.x-2.10  
Administration menu, 6.x-1.8  
Advanced Forum, 6.x-1.3  
Advanced help, 6.x-1.2  
Aggregator, 6.28  
Author Pane, 6.x-2.3  
Autoload, 6.x-1.4  
Backup and Migrate, 6.x-2.7  
Block, 6.28  
Block translation, 6.x-1.10  
Blog, 6.28  
Bonus: Paged Feed, 6.x-1.1  
Bonus: Views Export, 6.x-1.1  
Book, 6.28  
Browscap, 6.x-2.0  
Calendar, 6.x-2.4  
Calendar iCal, 6.x-2.4  
CAPTCHA, 6.x-2.5  
CCK translation, 6.x-1.10  
Chaos tools, 6.x-1.10  
Charts and Graphs, 6.x-2.7  
Clone module, 6.x-1.3  
Color, 6.28  
Comment, 6.28  
Content, 6.x-2.9  
Content Access, 6.x-1.2  
Content Copy, 6.x-2.9  
Content Permissions, 6.x-2.9  
Content Profile, 6.x-1.0  
Content Profile Tokens, 6.x-1.0  
Content Profile User Registration, 6.x-1.0  
Content translation, 6.28  
Content type translation, 6.x-1.10  
Database logging, 6.28  
Date, 6.x-2.9  
Date API, 6.x-2.9  
Date Locale, 6.x-2.9  
Date Popup, 6.x-2.9  
Date Repeat API, 6.x-2.9  
Date Timezone, 6.x-2.9  
Date Tools, 6.x-2.9  
Diff, 6.x-2.3  
Embedded Audio Field, 6.x-1.26  
Embedded Image Field, 6.x-1.26  
Embedded Inline Media, 6.x-1.26  
Embedded Media Field, 6.x-1.26  
Embedded Media Thumbnail, 6.x-1.26  
Embedded Video Field, 6.x-1.26  
Embedded Wave Field, 6.x-1.26  
External Links, 6.x-1.15  
Featured Content, 6.x-1.5  
Fieldgroup, 6.x-2.9  
Filter, 6.28  
Flat comments, 6.x-2.0  
Flat comments existing, 6.x-2.0  
Forum, 6.28  
Frequently Asked Questions, 6.x-1.13  
Google Analytics, 6.x-3.6  
Google Maps Embed, 6.x-1.2  
Help, 6.28  
Image CAPTCHA, 6.x-2.5  
IMCE, 6.x-2.5  
IMCE Wysiwyg API bridge, 6.x-1.1  
Internationalization, 6.x-1.10  
jQuery plugins, 6.x-1.10  
jQuery UI, 6.x-1.5  
Lexicon, 6.x-1.4  
Lightbox2, 6.x-1.11  
Link, 6.x-2.10  
Link checker, 6.x-2.7  
Locale, 6.28  
Matching question, 6.x-4.4  
Menu, 6.28  
Menu Block, 6.x-2.4  
Menu translation, 6.x-1.10  
Module filter, 6.x-1.7  
Module Grants, 6.x-3.9  
Module Grants Monitor, 6.x-3.9  
Nice Menus, 6.x-2.1  
Node, 6.28  
Node Reference, 6.x-2.9  
Node Reference URL Widget, 6.x-1.11  
Node Repeat, 6.x-1.1  
Node Tools, 6.x-3.9  
NSMI, 6.x-1.0  
NSMI Alias, 6.x-1.0  
NSMI Directory, 6.x-1.0  
Number, 6.x-2.9  
Option Widgets, 6.x-2.9  
Page manager, 6.x-1.10  
Panels, 6.x-3.10  
Path, 6.28  
Pathologic, 6.x-3.4  
PHP filter, 6.28  
Poll, 6.28  
Printer-friendly pages, 6.x-1.18  
Profile, 6.28  
Quiz, 6.x-4.5  
Quiz Direction, 6.x-4.5  
Quiz Multichoice, 6.x-4.5  
Quiz Question, 6.x-4.5  
Quote, 6.x-1.2  
Revisioning, 6.x-3.16  
Scanner, 6.x-1.0  
Scheduler, 6.x-1.9  
Search, 6.28  
Search config, 6.x-1.6  
Send by email, 6.x-1.18  
Short Answer, 6.x-4.4  
SimpleMenu, 6.x-1.15  
SimpleMenu Multi-Menu support, 6.x-1.15  
Site map, 6.x-2.2  
Smart tabs, 6.x-1.8  
Statistics, 6.28  
Statistics advanced settings, 6.x-1.5  
String translation, 6.x-1.10  
Synchronize translations, 6.x-1.10  
System, 6.28  
Taxonomy, 6.28  
Taxonomy Access Control, 6.x-1.3  
Taxonomy Lineage, 6.x-1.1  
Taxonomy Menu, 6.x-2.9  
Taxonomy Menu Custom Path, 6.x-2.9  
Taxonomy Menu Hierarchy, 6.x-2.9  
Taxonomy Menu Vocabulary Path, 6.x-2.9  
Taxonomy translation, 6.x-1.10  
Text, 6.x-2.9  
Text Size, 6.x-1.9  
Token, 6.x-1.19  
Token actions, 6.x-1.19  
TokenSTARTER, 6.x-1.19  
Trigger, 6.28  
True False, 6.x-4.4  
Update status, 6.28  
Upload, 6.28  
User, 6.28  
User Reference, 6.x-2.9  
User Stats, 6.x-1.0  
User Tools, 6.x-3.9  
User Visits, 6.x-1.4  
Views, 6.x-2.16  
Views Calc, 6.x-1.3  
Views Charts, 6.x-1.1  
Views exporter, 6.x-2.16  
Views UI, 6.x-2.16  
Webform, 6.x-3.19  
Workflow, 6.x-1.5  
Workflow access, 6.x-1.5  
Wysiwyg, 6.x-2.4  
XML sitemap, 6.x-1.2  
XML sitemap engines, 6.x-1.2  
XML sitemap node, 6.x-1.2  
XML sitemap taxonomy, 6.x-1.2  
XML sitemap user, 6.x-1.2

Question 4. What is the exact current version of the site?

Response: Drupal core 6.28.

Question 5. Are there any modules currently in use that are deprecated or not yet available in Drupal ver7.x

Response: It is not known which of the modules currently enabled are available in Drupal 7.

Question 6. Are there any custom modules? If yes, is there any documentation available?

Response: Yes, NSMI. Unknown.

Question 7. Are you open to using your own external SMTP server for email?

Response: There is no need to have email messages themselves hosted. There are two needs that are related to email. First, when an anonymous user submits a feedback type webform, the data submitted should be both saved to the database, and emailed to an external email address. (For instance, [xyz@abc.com](mailto:xyz@abc.com)). Second, the need to have the ability to forward any emails sent to our domains to an external email address. (For instance, [anything@peoples-law.org](mailto:anything@peoples-law.org) → [xyz@abc.com](mailto:xyz@abc.com)).

There is no need for the vendor to be the general email provider or host.

Question 8. Section 2.3.8.1.d - Languages - what are the different languages required to be implemented?

Response: English, Spanish, French, Chinese, and Korean. The site should be capable of hosting content in any language.

Question 9. What are (if any) hosting issues experienced in the current?

Response: Slow page load times.

Question 10. (Section 2.3.7) New theme has to be developed. Is the scope of this project to change the entire navigation scheme and page scheme or only the look & feel?

Response: The goal is to maintain the current look, feel, functionality and navigation paths to the extent possible and practicable, when the site is viewed from a desktop computer. It is anticipated, the upgrade to Drupal 7 will result in minor changes in the theme.

Question 11. Is any translation work by the vendor anticipated?

Response: No.

Question 12. Is the glossary of terms in the future anticipated to have future functions and features Wiki or Wikipedia like?

Response: The current glossary, which sets the current expectations, can be viewed at <http://peoples-law.org/glossary>.

Question 13. How many MD Courts staff work in the Drupal6 CMS on a daily regular basis?

Response: 1-3.

Question 14. How many staff should be anticipated to be trained to use the new Drupal7 implementation?

Response: One.

Question 15. Is SOLR Search implemented currently and working for other MD Court website?

Response: Unknown.

Question 16. Are there any Personally Identifiable Information (PII) such as email address, street address, telephone number or social security number within the website Drupal content management system

Response: Yes.

Question 17. What level of security do you anticipate to have for the Hosting provider?

Response: Industry standard levels.

Question 18. How many developments or enhancements PLL will be needed so we can make a good assessment for the required resources of this project?

Response: Unknown.

Question 19. Is MSLL happy with the current performance of the hosting Drupal content management system?

Response: The MSLL has experienced slow page load times.

Question 20. URL of Drupal 6 site: [www.peoples-law.org](http://www.peoples-law.org), are there any other URLs or sites that are in-scope?

Response: The following domains set up to point to the main site. They do not serve different information.

[Peoples-law.info](http://Peoples-law.info)  
[Peoples-law.com](http://Peoples-law.com)  
[Peopleslaw.org](http://Peopleslaw.org)

Question 21. Who developed original site (in-house/external). Are any components/modules of the website developed or supported by an external vendor?

Response: Unknown. It is believed the site was developed externally, and heavily modified in house.

Question 22. Number of nodes? Please specify any additional nodes beyond those listed in Section 2.4.

Response: See Section 2.4 of the RFP.

Question 23. Number of users? Please specify.

Response: There is currently a total of 23 active user accounts on the system.

Question 24. Number of roles? Please specify.

Response: The site currently has 6 general roles, and 15 additional roles set up to allow users to edit content in certain categories.

Question 25. Number of views? Please specify.

Response: There are 38 enabled views. Some may not be in use, or be development attempts.

Question 26. Number of content types? Please specify any additional Content Types beyond those listed in Section 2.4.

Response: Additional content in use:

Traditional blogging, FAQs, forum discussions, or news boards are not supported.

Benefit Program - This content type holds benefit program information.  
Blog entry - A blog entry is a single post to an online journal, or blog.  
Book page - A book page is a page of content, organized into a collection of related entries collectively known as a book. A book page automatically displays links to adjacent pages, providing a simple navigation system for organizing and reviewing structured content.  
Directory: Organization - An organization, will be listed in the Directory  
Directory: Person - A person, will be listed in the Directory  
Event - An event, will be displayed in the Calendar.  
FAQ - A frequently asked question and its answer.  
Forum topic - A forum topic is the initial post to a new discussion thread within a forum.  
Legal Resource - A legal resource item, will be listed in the Legal Library  
Link - A link, will be displayed on the Links page. If you choose an NSMI term for a link, the link will also appear in the library.  
Matching - Matching question type for quiz module. A question type for the quiz module: allows you to create matching type questions, which connect terms with one another.  
Multiple choice question - This provides multiple choice questions for use by the Quiz module.  
News Story - A news story item, will be displayed on the News page. Latest news headlines are also displayed on the home page.  
Page - A page is a simple page used in displaying information that rarely changes, such as an "About us" section of a website.

Question 27. Number of vocabularies/terms. Please specify.

Response: These vocabularies are in use:

1. substantive legal topics vocab (~100 terms)
2. event type vocab (6 terms)
3. service category vocab (about 22 terms)
4. jurisdiction vocab (about 25 terms)
5. glossary vocab (less than 250 terms)
6. access vocab (2 terms)

Question 28. Number of nodes tagged with taxonomy terms. Please specify.

Response: See Section 2.4 of the RFP.

Question 29. Number of custom theme templates (.tpl.php files). Please specify.

Response: Unknown.

Question 30. Hacks (yes/no). Please specify.

Response: One recent creation of a profile page without registration.

Question 31. Custom PHP (yes/no). Please specify.

Response: Custom PHP code has been used on the site. The exact extent is unknown.

Question 32. Custom Blocks. Please specify.

Response: The site makes use of a variety of blocks to present information and site features.

Question 33. JS Libraries. Please specify.

Response: JavaScript and JavaScript libraries are in use on the site. The exact extent is unknown.

Question 34. Feeds. Please specify.

Response: The site includes an RSS feed announcing changes to site content.

Question 35. Performance mechanism (Boost, Varnish, Pressflow, etc.). Please specify.

Response: The site uses built-in Drupal caching, as well as CSS and JavaScript optimization.

Question 36. Search (Solr / Google, internal). Please specify.

Response: Internal.

Question 37. Content authoring mechanisms (e.g., custom workflows, dashboards, etc.). Please specify.

Response: A workflow is used to allow volunteers to create and edit material. The edits are queued for administrator review and approval. Two classes of editor are required: the volunteer level, who can save changes, and the administrator who can review and publish those changes.

Question 38. Permissions matrix (permissions, access control, Views access). Please specify.

Response: Please clarify question.

Question 39. Rules and triggers. Please specify.

Response: Workflow and account creation are enabled.

Question 40. Hosting environment (resources committed). How many resources are currently hosting the website? Any numbers of support requests being handled currently (e.g. 10 major tickets per month, 2 minor enhancements per month, 5 outages per month)?

Response: One. Less than two per month.

Question 41. Layout Architecture (Panels, DS/Context, block.tpl.php, etc.). Please specify/provide.

Response: Please clarify question.

Question 42. Navigation Architecture (Book, Taxonomy). Please specify/provide.

Response: Book architecture for procedural content (which is thematically more linear and process-oriented) and taxonomy organization for most of the substantive legal articles.

Question 43. Data components (fields, attachments, files, images, etc.). Please specify/provide.

Response: Please clarify question.

Question 44. Any data integration with 3<sup>rd</sup> party systems? Please specify.

Response: No.

Question 45. Server Configuration? (Version and flavor of Linux, Apache, PHP, MySQL and machine configuration). Please specify.

Response: Unknown.

Question 46. Current functionality, features and relationships on the current site + wireframes. Do we have any functional requirement documents or wireframes for existing site?

Response: No.

Question 47. Post go-live support. What is the expected SLA during support (e.g.4 hours for critical issues, 8 hours for major issues, etc.)?

Response: See Section 2.3.6.5 and 2.3.6.7.



Question 48. Section 2.3.8 “Contractor shall provide content and functionality to the following three general classes of users - Unauthenticated users, Site staff and External contributors. Is the contractor supposed to write+format the content (e.g. articles), or would it simply upgrade the existing content to be available with Drupal 7.

Response: Is the contractor supposed to write+format the content (e.g. articles) – No, or would it simply upgrade the existing content to be available with Drupal 7 – Yes.

Question 49. Performance Testing. Is the contractor supposed to conduct any performance testing before final go-live (e.g. load testing, volume testing, stress testing, etc.)? If yes, please provide details of expected user volume, acceptable response times, peak/normal load, etc. and confirm if AOC would provide any performance testing tools like LoadRunner, etc.

Response: The Contractor shall perform industry standard performance testing commensurate with the scale of site activity detailed in Section 2.4 of the RFP. AOC will not provide testing tools.

Question 50. Security Testing. Is the contractor supposed to conduct any security testing before final go-live (e.g. load testing, volume testing, stress testing, etc.)? If yes, please provide details of any AOC/State of Maryland security standards that the website must comply with. What is the level of compliance for such standards for the current website? Please also confirm if AOC would provide any security testing tools

Response: The site should be secured to industry standard levels. AOC will not provide testing tools.

Question 51. User Acceptance Testing. The specifics and duration of testing will be based on agreement with the selected vendor. What is the expected duration for AOC to complete UAT (e.g. 5 days, 10 days, etc.)?

Response: Ten business days.

Question 52. Functional Testing. Does AOC use any specific tool for Test Management and Defect Reporting? If yes, please provide details. If not, is the vendor expected to provide and maintain such a system?

Response: No.

Question 53. ADA/Section 508 compliance Section 1.29 - Nonvisual and Hearing Impaired Access Clause. Please provide ADA/Section 508 compliance standards that must be observed by the upgraded website. What is the level of compliance for such standards for the current website? What is the expected level of compliance for the upgraded website?

Response: See Section 1.29 of RFP.

Question 54. Desktop Browser Compatibility. Which desktop browsers + OS combinations are required to be supported (e.g. Win7 + IE10, Win7 + Firefox, etc.)?

Response: Industry standard.

Question 55. Hosting. Any expectation for growth of content from present size? If yes, please provide some indicative numbers (e.g. 50% growth per year) Any expectations for uptime requirements (e.g. 99.9999% availability)?

Response: The rate of expected growth is less than 10%, but unknown. Hosting and performance levels should be industry standard.

Question 56. Site lockdown. During the upgrade, the existing website would require a lockdown (i.e. no updates of content, etc. to be made) for a certain period? Are there stipulations from AOC in this regard (e.g. site can be locked down for maximum of 5 days)?

Response: Not at this time.

Date Issued: November 22, 2013  
By: Kelly Moore