

**REQUEST FOR QUOTE (RFQ)**  
***Consulting and development services for PORTAL and BikePed Portal***

**Addendum #1**  
**Questions and Answers**

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**Responsibility of Each Respondent Participating in the RFQ Process**

It is the responsibility of each participating respondent ("Respondent" or "Respondents") to refer daily to the Bid Locker website to check for any available amendments or addenda, responses to inquiries and/or questions, cancellations, and any and all additional information regarding this opportunity. It is not Portland State University's (PSU's) responsibility to notify participating Respondents by email or by any other means of any of the above.

The web link is as follows: [https://bidlocker.us/a/psu\\_or/BidLocker](https://bidlocker.us/a/psu_or/BidLocker)

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**Questions and Answers**

REQUEST FOR QUOTE #1352039:	ADDENDUM #1
TITLE:	Consulting and development services for PORTAL and BikePed Portal
DATE RFQ ISSUED:	January 5, 2026
DATE ADDENDUM ISSUED:	January 19, 2026
<b>PURPOSE OF THIS ADDENDUM #1:</b>	The purpose of this Addendum #1 is to answer questions submitted in response to the RFQ.

**QUESTIONS AND ANSWERS**

The questions are in *italics*. PSU's response is underlined.

**1. *VENDOR QUESTION:***

Who is the incumbent vendor currently providing similar services?

**PSU's RESPONSE:**

There is no incumbent vendor currently providing similar services.

**2. VENDOR QUESTION:**

*Is the incumbent vendor allowed to participate in this RFP?*

**PSU's RESPONSE:**

N/A.

**3. VENDOR QUESTION:**

*What are the current limitations and challenges that you are facing?*

**PSU's RESPONSE:**

We are in the process of hiring a data architect with some full stack development experience and it will take time to fulfill that position. In the meantime we need someone already well versed in maintaining our current fullstack and has some familiarity with data engineering experience to help maintain and manage our current infrastructure.

**4. VENDOR QUESTION:**

*Do you expect the vendor to perform any tasks on-site, or can all work be performed remotely?*

**PSU's RESPONSE:**

All work can be remote.

**5. VENDOR QUESTION:**

*Do you accept offshore resources?*

**PSU'S RESONSE:**

N/A

**6. VENDOR QUESTION:**

*Can we propose a team of consultants, or must services be provided by a single individual?*

**PSU'S RESPONSE:**

We manage and maintain multiple data sources. We prefer one or two people max. Based on previous experience, there is a steep learning curve to understanding the complexities of how we manage multiple data sources and we do not want to spend the bulk of our time training multiple people how to navigate the backend.

**7. VENDOR QUESTION:**

*Must the VPAT be submitted with the RFP quote (before award), or can it be submitted after contract award but before work starts?*

**PSU'S RESPONSE:**

N/A (no new digital products or infrastructure will be created).

**8. VENDOR QUESTION:**

*If VPAT can be submitted after award, how much time will PSU provide for the contractor to prepare and submit the VPAT before the work commencement date?*

**PSU'S RESPONSE:**

N/A

**9. VENDOR QUESTION:**

*What is the specific WCAG conformance level that PSU requires (Level A, AA, or AAA)?*

**PSU'S RESPONSE:**

N/A

**10. VENDOR QUESTION:**

*Must the proposed consultant's full resume be included with the Quote submission? Or can it be provided after contract award?*

**PSU'S RESPONSE:**

Full resume must be included with the RFQ, not after award.

**11. VENDOR QUESTION:**

*How should we structure the bid-fixed price or hourly?*

**PSU'S RESPONSE:**

Hourly.

**12. VENDOR QUESTION:**

*Do we need to provide any hours estimation?*

**PSU'S RESPONSE:**

No

**13. VENDOR QUESTION:**

*What's the expected award announcement date? What's the expected contract start date? and how much time will there be between award and the actual start of services?*

**PSU'S RESPONSE:**

Ideal award announcement date: Feb 1. Expected contract start date: ASAP. Not sure how much time there will be between award and actual start of services.

**14. VENDOR QUESTION:**

*Can vendor replace the proposed staff with equally qualified consultants if they are not available at the time of award notice?*

**PSU'S RESPONSE:**

Ideally, no. See answer 6

**END OF ADDENDUM #1**