YAKIMA VALLEY LIBRARIES

ADDENDUM #1

Project Name: RFP-26-002 Website Redesign and Catalog Overlay
Date of Issuance: November 13, 2026

PART 1: PURPOSE OF THIS ADDENDUM

The purpose of this Addendum #1 is to clarify specific vendor inquiries. All other terms, conditions, and specifications of the original RFP remain unchanged.

PART 2: VENDOR QUESTIONS & OFFICIAL RESPONSES

Question 1: Would YVL accept a proposal from a developer working remotely from Pakistan, with hosting and backups kept on US servers as the RFP requires? If yes, I'll send a complete proposal well ahead of the deadline.

YVL Response: No. Section 7 of the RFP requires all project work to be performed within the United States by individuals legally authorized to work in the United States. This requirement is mandatory and is not subject to exceptions. Compliance with U.S.-based hosting requirements does not replace the requirement that all project work be performed within the United States.

Question 2: Section 7 asks for at least two public library websites delivered, plus three comparable references. A couple of things I'd like to confirm:

1. Would WordPress sites we've built for other clients, with the same accessibility standards, count toward that requirement if they aren't libraries?
2. If we teamed with a subcontractor who has public library website experience, could their library projects count toward the experience and references?

YVL Response:

1. No. The RFP requires the successful delivery of at least two public library websites and CMS implementations. Projects completed for other types of organizations do not substitute for this requirement.
2. Yes. Experience belonging to a subcontractor or teaming partner may count as required experience, provided they have a direct, substantive role in the project. Proposers must also provide at least three comparable client references from the prime vendor and/or the participating subcontractor, including contact information and project scope, as specified in Section 8.1.

Question 3: Will YVL accept comparable public-sector, education and nonprofit website and CMS experience in place of the two public library websites? I noticed that Addendum 2 to RFP-26-001 accepted comparable experience, and I wanted to confirm before we submit for RFP-26-002.

YVL Response: No. The requirement for at least two successfully delivered public library websites and CMS implementations is mandatory. Experience with other types of organizations does not satisfy or replace this requirement. The requirements established in RFP-26-002 are separate from those established in previous solicitations.

Question 4: A question regarding the vendor qualifications in Section 7, which states that proposers shall demonstrate that the vendor "must have successfully delivered at least two public library websites and CMS implementations."

1. Is this a minimum eligibility requirement for a proposal to be considered, or is it weighed as one factor within the evaluation criteria?
2. If it is a minimum requirement, may it be satisfied by the record of a teaming partner or subcontractor included in the proposal?

YVL Response:

1. The requirement for at least two successfully delivered public library websites and CMS implementations is a mandatory qualification, not an optional evaluation preference.
2. Yes. This requirement may be met through the experience of the proposing vendor or a named subcontractor or teaming partner, provided they will have a direct and substantive role in the project. Proposers must identify the qualifying party, document their relevant experience and project responsibilities, and provide the required company background, experience, and references outlined in Section 8.1. All project work must be performed within the United States by individuals legally authorized to work in the United States, including employees of the proposing vendor, subcontractors, and third-party partners.

Question 5: For the base website scope, are there particular patron journeys you would prioritize in discovery? I understand the optional catalog overlay should be considered and priced separately.

YVL Response:

1. As outlined in Section 6.1, YVL prioritizes convenient access to library locations and hours, library cards and account access, catalog search, events and programs, digital resources, research databases, policies, and contact information. The selected vendor will work with YVL during discovery to evaluate user needs, navigation, information architecture, and priority user journeys. Proposals should address how the proposed solution will support these requirements.

2. Yes. The catalog overlay is optional and must be considered and priced separately from the base website redesign. The base website proposal must be complete and capable of being implemented independently of the catalog overlay. YVL may elect to proceed with the base website only, both components, or retain its existing Polaris catalog interface.

Question 6: RFP-26-002 asks for staff-facing tools to create, remediate and validate accessible PDFs alongside the WordPress rebuild. For the base-site pricing, should the website vendor include a licensed PDF-remediation tool, or would training staff on YVL's existing tools satisfy that requirement?

YVL Response: A licensed PDF-remediation tool is not required but is preferred as part of the base-site proposal. Proposers should describe how their solution will provide staff with the tools, templates, workflows, and training necessary to create, remediate, and validate accessible PDFs. Vendors should identify any recommended software, licensing costs, and associated implementation and training costs.

Question 7: Would you like us to submit a proposal for the base website scope (and optionally price the overlay separately), or should we send clarifying questions before the November 24 deadline?

YVL Response: Proposers should submit a proposal for the base website scope in accordance with the RFP requirements. The optional catalog overlay may be included and priced separately but is not required. Any clarifying questions must be submitted no later than November 24, 2026, in accordance

with the RFP schedule. Proposals must be submitted in PDF format via email to mvickers@yvl.org by the proposal submission deadline specified in the RFP.

Question 8: Two questions:

1. May we bid the core website redesign, migration, hosting, and support only, without the optional Polaris catalog overlay?
2. Does YVL have a target budget range for the core website project?

YVL Response:

1. Yes. The Polaris catalog overlay is optional, and proposers may submit a proposal for the base website scope without the overlay. The base proposal must be complete and independently deliverable without the optional overlay, as specified in Section 5.
2. YVL has not established a target budget range for the project. Proposers must provide complete, itemized pricing in accordance with Section 8.2.

Question 9: Does RFP-26-002 require a U.S. business registration or a U.S.-issued insurance policy for a vendor delivering remotely?

YVL Response: Section 7 requires all project work to be performed within the United States by individuals legally authorized to work in the United States, including vendor employees, subcontractors, and third-party partners. The selected vendor must meet the applicable registration, insurance, licensing, and other contractual requirements established in the final agreement. The U.S.-based project work requirement is mandatory and will not be waived.

Question 10: I read your website redesign RFP and wanted to check one point before preparing a response: can an overseas studio bid if it meets the stated US hosting and other requirements?

YVL Response: No. Section 7 requires all project work to be performed within the United States by individuals legally authorized to work in the United States. U.S.-based hosting does not satisfy or replace this requirement. YVL will not grant exceptions to this requirement.

Question 11: Section 7 says all project work must be performed within the United States by individuals legally authorized to work in the U.S. I run a small WordPress design and development agency based in Pakistan. We serve clients in the U.S. and our pricing is typically lower than U.S.-based agencies, which is part of why I'd like to bid. All of the work would be done by me from Pakistan, with all website data and backups hosted on U.S. servers as required in Section 6.5. Is the U.S.-performance requirement strict, or is there any flexibility for a vendor working remotely from outside the U.S.?

YVL Response: No. Section 7 requires all project work to be performed within the United States by individuals legally authorized to work in the United States. U.S.-based hosting does not satisfy or replace this requirement. YVL will not grant exceptions to this requirement.

Question 12: Would comparable WordPress projects for other public-sector or nonprofit organizations be considered, or does it need to be libraries specifically?

YVL Response: The requirement is specifically for at least two successfully delivered public library websites and CMS implementations. Comparable projects for other types of organizations do not replace this mandatory qualification.

Question 13: Two questions before Nov 24:

1. Is a proposal from an independent developer based in Serbia eligible, if hosting is provided by a US-based provider?
2. Which catalog/ILS platform should the overlay integrate with?

YVL Response:

1. No. Section 7 requires all project work to be performed within the United States by individuals legally authorized to work in the United States. U.S.-based hosting does not replace this requirement, and YVL will not grant exceptions.

2. YVL currently uses Polaris as its Integrated Library System (ILS). The optional catalog overlay must be compatible with and integrate with Polaris, as described in Section 5.2.

Question 14: Is the current website style guide available to prospective vendors? I'd like to see how the library's branding could carry through to a homepage that makes catalog search, branch hours, and events easy to find on a phone.

YVL Response: YVL has established brand graphic guidelines, approved brand assets, and a website style guide. As stated in Section 5.1, these materials will be provided to the selected vendor.

Question 15: Two questions before we finalise: Is the optional overlay priced as a separate line item in the cost proposal? Do you accept proposals from an international firm working fully remotely?

YVL Response: The optional Polaris catalog overlay must be priced separately from the base website project, as specified in Sections 1, 5, and 8.2. No. All project work must be performed within the United States by individuals legally authorized to work in the United States. This requirement applies to all vendors, subcontractors, and third-party partners and is not subject to exceptions.

Question 16: Would you like me to send my full proposal as a PDF to this address?

YVL Response: Proposals must be submitted as a PDF by email to the designated RFP contact, mvickers@yvl.org, no later than December 15, 2026, at 3:00 p.m. Pacific Time. Please refer to Section 8 for the complete proposal submission requirements.

Question 17: Content volume. The RFP estimates 150 to 200 standard pages and blog or news posts. The published sitemaps on yvl.org currently list 178 pages and 172 posts, which is 350 URLs before media attachments. Does every published post need to be migrated, or may older news posts be archived with redirects to the nearest relevant page? We are pricing the base scope against the measured figure of 350 URLs and will state that assumption explicitly.

YVL Response: The RFP requires the selected vendor to develop a content inventory and migration plan in coordination with YVL. The inventory and plan should identify content to be retained, revised, consolidated, archived, or removed. YVL will review and approve all content decisions and provide revisions as needed.

Older news posts are not required to be migrated. Decisions regarding the retention, archiving, consolidation, or removal of other existing content will be addressed during the content inventory and migration planning process in coordination with YVL. Proposers should clearly identify their content volume assumptions, proposed migration methods, and any associated costs. Proposers should not

assume that all currently published URLs or content will automatically be migrated, or that content may be removed without YVL's approval.

Question 18: Optional Polaris overlay. The RFP makes the catalog overlay optional and states that the base proposal must be complete without it. VALVET does not offer a Polaris discovery layer and will bid the base website scope only. Please confirm that a base-only response remains fully eligible for evaluation.

YVL Response: Yes. The Polaris catalog overlay is optional. Proposers may submit a proposal for the base website redesign and CMS scope without proposing the optional overlay. The base proposal must be complete and independently deliverable without the overlay, as specified in Section 5. The base website proposal will be evaluated in accordance with the RFP evaluation criteria.

Question 19: References. Section 8.1 asks for at least three comparable client references including contact information. Will live URLs of delivered sites, plus named referees supplied on request with client consent, satisfy this requirement? We will not publish a client contact without their consent, and we will not invent one.

YVL Response: No. Section 8.1 requires at least three comparable client references, including contact information and project scope, as part of the submitted proposal. Live website URLs alone, with references provided only upon request, do not satisfy the stated submission requirement.

Question 20: Hosting and security review. Does YVL require vendor-provided U.S.-based hosting, or will YVL host the WordPress instance? Please also confirm whether the Washington state IT security review or any data residency requirement applies to the selected vendor.

YVL Response: The selected vendor is responsible for providing and maintaining the hosted WordPress production and staging environments. YVL is not planning to host the WordPress instance on its own infrastructure. All website data, including backups, must be hosted and stored on servers physically located within the United States.

The vendor is responsible for identifying and implementing appropriate security measures for the proposed website, hosting environment, integrations, and data storage. Proposers should describe their recommended security practices, applicable standards or frameworks, and any relevant certifications, assessments, or compliance measures as part of their proposals. YVL reserves the right to review the proposed security measures before implementation.

Question 21: Schedule. Please confirm that April 26, 2027 is a fixed completion date for the base scope, and that the December 15, 2026 submission date stands with no addenda issued to date. We will acknowledge every addendum in writing.

YVL Response: The RFP schedule identifies December 15, 2026, at 3:00 p.m. Pacific Time as the proposal deadline and April 26, 2027, as the deadline to complete the work. These dates remain the established schedule requirements. Proposers must recommend a realistic project schedule demonstrating their ability to meet the completion deadline and identify any assumptions or dependencies. Any changes to the published schedule will be communicated through formal addenda as needed. This is the first addendum, released on 11/13/2026; any additional questions received will be addressed in subsequent addenda as needed.

Question 22: May we submit as prime with a named website implementation partner whose two public-library website/CMS projects and three comparable references satisfy the experience requirements, with primary remaining accountable for delivery?

YVL Response: Yes. A named implementation partner or subcontractor may satisfy the public library website and CMS experience requirement and comparable references, provided they have successfully delivered at least two public library websites and CMS implementations and will have a direct and substantive role in the project. The proposal must identify the partner, document the qualifying projects, and describe their responsibilities. The prime vendor remains responsible for overall project management, coordination, and successful delivery. All project work, including work performed by subcontractors and third-party partners, must be performed within the United States by individuals legally authorized to work in the United States, as required by the RFP.

Question 23: Could you also share any available contract template and insurance requirements? We understand final terms will be negotiated.

YVL Response: YVL does not have a separate contract template to provide. The selected vendor will be required to maintain appropriate insurance throughout the contract term, including Commercial General Liability, Professional/Technology Errors and Omissions, Cyber Liability, and Workers' Compensation as required by law. Specific coverage limits, endorsements, proof of coverage, and subcontractor insurance obligations will be established in the final contract.

Question 24: Could you confirm whether an India-based vendor may bid for the core WordPress redesign without proposing the optional Polaris overlay? Are there any U.S. registration, hosting, or staffing requirements that apply to the core website scope?

YVL Response: No. The U.S.-based project work, registration, and hosting requirements apply to the entire project. Section 7 requires all project work to be performed within the United States by individuals legally authorized to work in the United States, including vendor employees, subcontractors, and third-party partners. Additionally, Section 6.5 requires all website data and backups to be hosted and stored on servers physically located within the United States. These requirements are mandatory and will not be waived.

Question 25: I would appreciate clarification on the minimum qualification requiring two previously delivered public-library websites. **Is that an absolute eligibility requirement for the prime proposer, or may a prime satisfy it through a named, qualified subcontractor or partner with that experience or equivalent?**

YVL Response: The experience requirement is mandatory and may be satisfied by the proposing vendor or a named subcontractor or implementation partner, provided they have successfully completed at least two public library website and CMS implementations and will have a direct and substantive role in the project. Proposers must identify the qualifying party, document their relevant experience and project responsibilities, and provide the required company background, experience, and references outlined in Section 8.1. All project work must be performed within the United States by individuals legally authorized to work in the United States, including employees of the proposing vendor, subcontractors, and third-party partners.

Question 26: Could you please confirm the next steps, submission process, and any additional requirements we should consider before preparing our proposal?

YVL Response: Proposers are responsible for reviewing the complete RFP and following all requirements, instructions, and deadlines outlined in the document and any subsequent addenda. Questions must be submitted in writing to the designated RFP contact, mvickers@yvl.org, no later than November 24, 2026. Complete proposals must be submitted as PDFs by email no later than December 15, 2026, at 3:00 p.m. Pacific Time, and must include all required information, documentation, references, and pricing. Proposers are responsible for ensuring their submissions are complete and received by YVL before the deadline.

Question 27: Does the minimum of two completed public-library website/CMS implementations need to have been performed by the proposing prime contractor itself, or may the requirement be satisfied through a named, committed U.S.-based subcontractor or teaming partner with two verified implementations?

YVL Response: The experience requirement is mandatory and may be satisfied by the proposing vendor or a named subcontractor or implementation partner, provided they have successfully delivered at least two public library websites and CMS implementations and will have a direct and substantive role in the project. The proposal must identify the qualifying party, document the relevant experience, and describe their project responsibilities. All project work must be performed within the United States by individuals legally authorized to work in the United States, including work performed by subcontractors and third-party partners. The prime vendor remains accountable for overall project management, coordination, and successful delivery.

Question 28: Would a U.S.-based project team composed of properly authorized U.S. employees and/or subcontractors meet the requirement that all work be performed in the United States, even if the prime LLC also maintains other resources outside the United States, provided that none of those resources works on this project?

YVL Response: Section 7 requires all project work to be performed within the United States by individuals legally authorized to work in the United States, including vendor employees, subcontractors, and third-party partners. The RFP does not prohibit a vendor from maintaining other business resources outside the United States, provided those resources have no involvement in performing any work under this project. All personnel assigned to the project must meet the stated requirements.

Question 29: Would YVL permit a proposal that clearly identifies the proposed U.S. project team and conditions on subcontractor engagement prior to award, or must every team member and qualifying partner be under executed agreement at submission?

YVL Response: Proposals must identify the proposed project staffing, responsibilities, subcontractors, and third-party products or services, as required by Section 8.1. All individuals who perform project work must meet the U.S.-based work and work authorization requirements in Section 7. While subcontractors are not required to have a fully executed agreement at the time of proposal, the named partner must be committed to participating in the project. YVL will not waive any vendor qualification or project performance requirement.

Question 30: For the catalog overlay, is there a public sandbox or integration guide vendors can review before proposing an approach?

YVL Response: YVL does not have a publicly available Polaris sandbox or integration guide. Proposers offering the optional catalog overlay are responsible for identifying and securing any necessary Polaris documentation, integration guides, or technical resources needed to develop their proposed solution. Proposals must describe demonstrated capabilities for Polaris and OverDrive integration, including supported versions, APIs, connectors, authentication methods, and integration approaches, as outlined in Section 5.2. Any required access or coordination with YVL or third-party vendors will be addressed as appropriate during the project.

Question 31: For the three comparable references, may a proposal include projects completed by a named implementation or accessibility subcontractor if their role and responsibilities are clearly identified, or must all three references be for the prime vendor?

YVL Response: This requirement may be met through the experience of the proposing vendor, a named subcontractor, or a teaming partner, provided they have a direct and substantive role in the project. Proposers must identify the qualifying party, document their relevant experience and project responsibilities, and provide the required company background, experience, and references outlined in Section 8.1. All project work must be performed within the United States by individuals legally authorized to work in the United States, including employees of the proposing vendor, subcontractors, and third-party partners.

Question 32: Is international UX subcontracting eligible for the design phase if the prime handles development and hosting?

YVL Response: No. The U.S.-based project work requirement applies to all phases of the project, including discovery, design, user experience, development, testing, implementation, and support. Section 7 specifically includes subcontractors and third-party partners in this requirement. International subcontracting for any project work is not permitted.

Question 33: Would you be open to a brief 15-minute conversation to confirm whether an international web partner may respond and whether this approach fits the RFP process?

YVL Response: YVL will not make exceptions to the requirements established in RFP-26-002. All questions regarding the RFP must be submitted in writing to the designated RFP contact by November 24, 2026. Responses and any applicable clarifications will be distributed through the established RFP process to ensure consistent information is provided to all prospective proposers. YVL will not conduct individual discussions to negotiate or modify the published requirements.

Question 34: Would comparable public-sector and nonprofit website and CMS projects, such as these, be considered in place of two public library projects?

YVL Response: No. The RFP requires a minimum of two successfully delivered public library website and CMS implementations. Comparable public-sector or nonprofit website and CMS projects may demonstrate additional relevant experience but cannot be substituted for the required public library projects. This is a mandatory vendor qualification, not an optional evaluation preference.

Question 35: Would you be open to a quick call or email exchange to discuss how I might support the RFP requirements?

YVL Response: YVL will not make exceptions to the requirements established in RFP-26-002. All questions regarding the RFP must be submitted in writing to the designated RFP contact by November 24, 2026. Responses and any applicable clarifications will be distributed through the established RFP process to ensure consistent information is provided to all prospective proposers. YVL will not conduct individual discussions to negotiate or modify the published requirements.

Question 36: Does Yakima Valley Libraries publish a list of interested prime vendors or provide a public channel for qualified primes and testing subcontractors to connect?

YVL Response: Yakima Valley Libraries does not maintain or publish a list of interested prime vendors or provide a designated public channel for connecting potential prime contractors with subcontractors. Proposers are responsible for identifying and coordinating with any subcontractors or partners they choose to include in their proposals.

Question 37:

1. RFP 26-002 asks for pre-launch accessibility findings and the status of corrections. Would Yakima Valley Libraries consider a separately commissioned written check of one approved public patron journey on staging, or should that work be arranged through the selected implementation vendor?
2. The review would tie the agreed checks and one retest to the staging build and route, and list findings and evidence gaps for the library and implementation vendor. If a separate review is eligible, could you point me to the procurement path and written acceptance requirements?

YVL Response: Accessibility testing and evaluation should be coordinated through the selected implementation vendor as part of the website development, testing, and pre-launch process. Yakima Valley Libraries is not establishing a separate procurement opportunity for independently commissioned accessibility reviews under this RFP. The selected vendor will be responsible for conducting the required accessibility testing, documenting findings, and addressing identified issues in accordance with the RFP requirements. Any proposed testing methods, deliverables, or independent review activities should be included in the vendor's proposal for evaluation.

Question 38: Could you clarify whether an India-based remote development firm may participate directly or as a disclosed technical subcontractor, and whether hosting, patron-data access or support-location restrictions apply?

YVL Response: As outlined in Section 8.1 of the RFP, all project work must be performed within the United States. Accordingly, an India-based firm may not perform project work directly or as a technical subcontractor. Any subcontractors or other project personnel must also comply with this requirement.

The selected vendor is responsible for ensuring that its proposed hosting environment, data handling practices, patron-data access, and ongoing support arrangements meet all applicable security, privacy, and data protection requirements. Proposers should identify their proposed hosting, data access, and support arrangements and demonstrate how they will comply with the RFP requirements.

PART 3: VENDOR ACKNOWLEDGEMENT (REQUIRED)

Bidders must sign and include a copy of this and all addenda published in their final proposal package. Failure to acknowledge receipt of this addendum may result in proposal rejection.

Authorized Vendor Signature: _____
Company Name: _____
Date: _____