

CITY OF ISLE OF PALMS

South Carolina

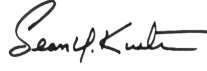


From the Office of the Deputy City Administrator

MEMORANDUM for Record, Addendum one (1)

21 September 2026

TO: All Prospective Proposers

FROM: Sean H. Kuester, Deputy City Administrator 

C: N/a

RE: RFP 2026.10 "Recodification and Hosting of City Code"

Question 1: May the mandatory municipal recodification, hosting, migration experience, three municipal references, and three public hosted-code links be satisfied collectively by the prime contractor and an identified subcontractor, and will the City evaluate the combined team's qualifications for these requirements?

Answer 1: Yes. The City will evaluate the qualifications and experience of the proposed team collectively. The prime contractor and identified subcontractor(s) or affiliated providers may collectively satisfy the municipal recodification, hosting, migration, reference, and hosted-code example requirements.

The proposal must clearly identify each participating entity and its respective responsibilities. Experience and references should be attributable to the entity that performed, or will perform, the corresponding work. The three required public hosted-code links must be municipal codes currently hosted on the platform proposed for the City.

The prime contractor will remain the single point of contractual accountability to the City for the complete solution and performance of all required services.

Question 2: What source and export formats does the City expect to receive from the current provider, and can the City provide estimated counts for Code sections or pages, uncodified ordinances, attachments, metadata records, and other materials requiring migration?

Answer 2: The City does not currently possess a definitive backend export package or data schema from its current Code-hosting provider and therefore cannot guarantee that a particular proprietary or structured export format will be available.

The City will provide the selected contractor with source materials in the City's possession and will reasonably cooperate with the selected contractor in obtaining available exports from the current provider. The proposer should identify in its proposal any preferred or required export formats, data fields, or other migration dependencies.

Consistent with the RFP, the selected contractor will be responsible for the conversion, loading, configuration, and other implementation work necessary to migrate the available materials to its proposed platform.

The City's current online Code is Municode Supplement No. 27 and is codified through Ordinance 2025-11. The current public platform provides electronic Code content and, among other functionality, allows portions of the Code to be downloaded in Microsoft Word format. This should not, however, be interpreted as a representation that the City's eventual provider-to-provider export will be limited to or provided in that format.

The City has not established authoritative counts for individual Code sections, pages, attachments, or backend metadata records. Because the Code is maintained electronically, a page count may also vary depending on the format in which it is generated. Proposers should review the City's publicly available Code and historical ordinance repository when developing their estimates and should clearly state any volume assumptions used in their pricing.

For additional planning purposes, the City's public ordinance repository presently contains approximately 100 ordinance/document records covering 2018 through 2026. The current hosted Code is codified through Ordinance 2025-11; the City's ordinance page presently identifies approximately five subsequently adopted ordinances—2025-12 and four 2026 ordinances—that should be considered during the initial review for incorporation or other appropriate treatment. These figures are provided for estimating purposes only and are subject to verification during project initiation.

Question 3: Approximately how many historical ordinance files are included, what file formats and metadata are presently available, and does the City expect the contractor to remediate legacy scans for accessibility or only make them available with an accessible repository interface and identifying metadata?

Answer 3: The City's current public ordinance repository contains approximately 100 ordinance files, covering 2018 through 2026. This quantity is provided for estimating purposes and is subject to verification during project initiation. The ordinance documents currently available through the City's website are primarily PDF files. The existing public index generally identifies the year, ordinance number, and a title or brief subject description. Adoption and/or ratification dates may be contained within individual ordinance documents but are not consistently maintained as separate structured metadata on the current webpage.

The City does not intend to require wholesale accessibility remediation or recreation of every legacy scanned ordinance as part of the base scope. The base expectation is that the contractor provide an accessible, searchable repository interface; migrate and make the available historical documents publicly accessible; and associate the documents with available identifying metadata, including ordinance number, date where available, and title/subject. OCR or comparable processing that improves full-text searchability is preferred where practical, consistent with the RFP.

The contractor should describe its treatment of legacy scanned documents, Optical Character Recognition (OCR) capabilities and limitations, and any recommended or legally required accessibility remediation. If additional document remediation is proposed beyond the base repository migration, the proposer should clearly identify the approach and any associated unit or project costs. All vendor-controlled platform elements and vendor-created content must comply with applicable accessibility requirements.

Question 4: What target dates does the City anticipate for delivery of the initial recodification draft, City Council adoption, final acceptance, and public platform go-live?

Answer 4: The City has not established mandatory calendar dates for the initial recodification draft, City Council adoption, final acceptance, or public platform go-live. Proposers should provide a realistic project schedule based on their proposed methodology and experience, including anticipated durations and milestones for project initiation, preparation of the recodification draft, City and City Attorney review, resolution of comments, migration, testing, Council consideration and adoption, final acceptance, and public platform go-live.

The City anticipates establishing the detailed project schedule with the selected contractor at project initiation, including review cycles, decision points, comment deadlines, and recurring progress meetings.

City Council adoption will occur after the recodification has progressed sufficiently for City and City Attorney review and will be coordinated with the City's meeting schedule. The contractor is expected to assist in preparing the adopting ordinance and related materials. Final acceptance and public platform go-live should occur as closely together as practicable, and the current Code should remain publicly available until the replacement platform is accepted and ready for cutover.

Proposers should clearly identify their proposed timeline and any assumptions regarding City review periods or other dependencies.

Question 5: What initial contract term and renewal structure does the City anticipate, and may a proposer waive or amortize one-time implementation costs through a fixed multi-year SaaS subscription while still separately disclosing those cost components?

Answer 5: For proposal and pricing purposes, proposers may assume an initial three-year contract term with up to two additional one-year renewal periods, for a total potential term of five years. Pricing should clearly identify costs applicable to each of the first five years, including any annual escalation or other pricing changes. *The final contract term and renewal provisions will be established through the resulting agreement consistent with the City's Procurement Code.*

Yes. A proposer may waive, discount, or amortize one-time implementation costs through a fixed multi-year subscription or similar pricing structure. However, the proposal must still separately disclose the applicable cost components so the City can understand and compare the underlying economics of the proposal. If implementation costs are amortized or otherwise incorporated into recurring subscription charges, the proposer should identify the amount being amortized, the amortization period, and any minimum-term, early-termination, repayment, or remaining-balance obligation associated with that arrangement.

If a one-time cost is fully waived, the proposer should identify the applicable cost component and show it as \$0 or waived, rather than omitting the item. Proposers may also provide alternative pricing structures or multi-year incentives, provided the required five-year total cost of ownership and all assumptions are clearly disclosed.

Respectfully,

Sean H. Kuester
Deputy City Administrator