

Bridges Prep RFP for Website Design, Development and Hosting

Questions and Answers

Aug. 3, 2018, 4:50 PM

- 1. Number of Designs** – The RFP requests “1) one template for elementary schools / departmental use; 2) one template for middle schools; 3) one template for high school; 4) one template for administration/departmental use; 5) one template for staff intranet; 6) one template for special projects (Bond); and 7) one template for alternative Language Sites (Spanish, etc.) or as determined. **Are you looking for different designs for each template or a schoolwide design with individualized looks for the different sub pages?**

ANSWER: We desire a schoolwide design that carries through the entire website. Sub-pages (sections/tabs) for the above referenced areas such as Elementary, Middle, etc. should reflect the overall design but have unique characteristics to set them apart. We want users to notice that they are in the High School section of the website rather than the Elementary, for example.

- 2. Invoice: Our invoices are issued once we start the project and will be invoiced for Net 30. Is that acceptable?**

ANSWER: Yes, as long as you track and submit hours expended, for what part of the project, and keep the entire project within budget.

- 3. Training** – The RFP calls for “up to 3 on site sessions for basic use and 2 on-site or virtual trainings for intermediate/advanced users and should be included in the quoted pricing.” **Are these the specific total number of trainings required, or do you wish to have them on a needs-based where you can pay each time you need additional training?**

ANSWER: We require 3 on-site sessions to train our staff on basic use, plus 2 on-site OR virtual sessions for our few (fewer than 6) intermediate/advanced users. This should be included in your cost proposal AS WELL as hourly rates for ADDITIONAL TRAINING both on-site (include travel costs) and virtual.

- 4. Our CMS is proprietary. Is that acceptable for this RFP and if so, what additional requirements are made?**

ANSWER: We prefer an open source CMS BUT will accept proprietary IF additional training sessions are provided should we need it. Our primary users are experienced in WordPress and a few other typical CMS systems and we don't anticipate any issues with a proprietary software, but if you submit with proprietary, be prepared to provide additional training (on-site and virtual) should it be requested. These additional training should be built into the overall proposal and pricing.

- 5. Translation/Language capability: Is a translation/alternate language capability required?**

ANSWER: Yes. At a minimum the website must translate to Spanish, but we prefer an option that enables the user to select from multiple languages.