



## Questions

### Request for Quote #2024-200

#### Website Redesign and Hosting

Please be advised that all questions are keyed as submitted, however, some information has been edited to protect the privacy of our proposers.

1. Questions for submission must be submitted by Today is 8/23(Friday). The RFP Response is due Wednesday September 3rd? **The Questions and Answer period concludes 08/23/2024 and Proposals are due 09/03/2024.**
2. Do we have an approximation for the number of users requiring access? Is this Frontend Access (ex User Portal) or backend access allowing changes to be made to the content? **About 5 users. Backend - We will only look to update the information on the website, add or modify pages, update images, etc.**
3. Why are you looking to avoid open-source CMS? **Do not wish to use and open CMS due to security, maintenance, and update issues.**
4. Will both sites ([elcmdm.org](http://elcmdm.org) and [vpkhelp.org](http://vpkhelp.org)), be migrated into one new site design, or will these sites both need to be redesigned? **VPKhelp.org will be a redirect to the ELCMDM.org – the pages will be integrated to the current site map.**
5. What third party integrations will be needed on the new site? **None.**
6. Do you need more robust multilingual functionality beside google translate? **No, google translate is fine.**
7. Is there a preference for both websites to be on the same server/hosting, and if so, is it safe to assume that you want them on the same CMS? **Yes, same CMS.**
8. Is the subdomain <https://trainings.elcmdm.org/> part of this RFQ, or is it intended to stay as-is, hosted where it currently is? **Stays as is, not part of this RFQ**
9. Can you please provide the reason(s) why the RFP is excluding an open-source website technology such as WordPress? **Do not wish to use and open CMS due to security, maintenance and update issues.**
10. Do you have current traffic and data stats on the existing websites (as cloud hosting is priced based on traffic/bandwidth usage)? If a dedicated web server or a scalable

- Virtual Private Server (VPS) were a more affordable solution, offering the same uptime guarantee, would that be an acceptable solution? **Yes, will have to see cost comparison**
11. The RFQ mentions web font hosting through a third-party provider. Google Fonts hosts a library of 3<sup>rd</sup> party fonts, is this an acceptable method? **Yes**
  12. Is there a reason you are departing from either of your current website technologies or service/hosting providers? **No**
  13. What are the current pain points with the existing websites? **None**
  14. Have you conducted any user research or usability testing that can be shared? **Not relevant to the scope of work.**
  15. Do you have any existing branding guidelines or design preferences? **Please refer to the scope of work.**
  16. Are there examples of websites you admire or wish to emulate? **Not relevant to the scope of work**
  17. Are there preferences for certain cloud providers? **No preference.**
  18. What specific reports and documentation will be required during and after the project? **Please refer to the posting for evaluation criteria details. If awarded, the contract manager will proceed to request documentation and will provide guidance.**
  19. How will the success of the project be evaluated? **Please refer to the posting for evaluation criteria details.**
  20. What are the steps and timeline for approvals, especially for design and content? **Please refer to the Proposal for details. Further details will be provided upon selection based on the evaluation criteria Exhibit 1.**
  21. How often do you expect updates and progress reports? **To be determined.**
  22. Do you have a preferred CMS in mind? **No preference as to CMS.**
  23. What are the criteria to review existing content? **Please refer to the posting for evaluation criteria details.**
  24. What are the reasons for avoiding open-source CMS options? **Do not wish to use and open CMS due to security, maintenance, and update issues.**
  25. Is there any post login content in vpkhelp.org or elcmdm.org? **Please expand on this question.**
  26. Is font redesign in scope? **No font redesign is not in the scope.**
  27. Is redesigning VPK Guide and VPK Parent Handbook in scope? **unable to download - link is broken. VPKhelp.org will be a redirect to the ELCMDM.org – the pages will be integrated to the current site map.**
  28. How is the VPK provider list maintained? **This list is maintained separately and will just need to be redirected.**
  29. Are any of the subdomains of elcmdm.org included in scope? **The subdomain <https://trainings.elcmdm.org/> is NOT part of the RFQ.**

30. Does staff require training on Web Analytics tools? **No we use Google Analytics , we don't need training.**
31. Will there be in-house resources for translation, or will this be outsourced for more culturally appropriate translations? **We can use google translate to translate pages.**
32. What specific SEO goals do you have? **No specific goal, only to maintain visibility of our services in Miami-Dade and Monroe counties.**
33. What analytics tools are currently in use? **Google Analytics**
34. What is the current status of the ADA, GDPR and CCPA compliance? **Unknown**
35. Is there a compliance officer or legal advisor involved? **If the matter so requires.**
36. Have you experienced any past security breaches or issues that need addressing in these sites? **No**
37. What specific third-party tools or services are currently integrated into the websites? **Currently-none.**
38. Are there any new third-party tools or services integrations planned for the redesigned site? **VPKhelp.org will be a redirect to the ELCMDM.org – the pages will be integrated to the current site map.**
39. In your scope of work, you detail 2 different sites (elcmdm.org and vpkhelp.org). To confirm, as part of this project there are two separate website redesigns being requested? **VPKhelp.org will be a redirect to the ELCMDM.org – the pages will be integrated to the current site map.**
40. To confirm, will these 2 sites (elcmdm.org and vpkhelp.org) be hosted and managed separately/independently from each other? **VPKhelp.org will be a redirect to the ELCMDM.org**
41. Is the \$34,500.00 budget outlined in the RFQ the budget for a 12-month contract? **Yes.**
42. Additionally, is the budget outlined in the RFQ the budget for the redesign of the 2 sites you outlined: elcmdm.org and vpkhelp.org. **Yes.**
43. When does the Coalition want to go live with their new websites? **As soon as possible to avoid down time.**
44. To clarify, Attachment B is included for our reference only at this point and does not need to be signed and submitted with our proposal, correct? **Correct, Attachment B was included as a reference.**
45. What is the intent to award date for this RFQ? **To be determined.**
46. Can you provide an estimate of how many pages are on each site: elcmdm.org and vpkhelp.org? **Elcmdm.org – about 80 pages (plus news articles we won't bring over all the news articles there are about 400 articles, but we'll only want last year's about 20 articles). Vpkhelp.org – about 30 pages.**
47. What are the specific functionalities required for the CMS? Is there a preference for any hosting provider and/or CMS? **We do not have a preference.**

48. Do you have existing design guidelines or branding assets that need to be followed, or should we anticipate developing new guidelines as part of the redesign? Do you have existing user personas and journeys, or should we plan to create them alongside your team to guide the redesign? **We only look to update the information, ass, or modify pages, and images. VPKhelp.org and ELCMDM.org will be integrated into the current site map.**
49. Do you have a current inventory of all the content on your websites, including pages, documents, images, and media, or will we need to conduct this inventory? Will the content migration involve primarily transferring existing content as-is, or should we anticipate editing and/or updating? **Yes, we have a current inventory. The sites will be integrated, and updates are expected.**
50. Will the Coalition define all content to be migrated, archived, and used on the new website? **Yes**
51. How will the ADA compliance testing be evaluated? **To be determined.**
52. Does the Coalition have an existing account with a compliance testing platform it favors? **No preference.**
53. Will the cost of a suggested compliance platform and testing reports fall outside of this budget? **No, the budget must not exceed \$34,500.00**
54. Is the Professional Development Institute content to be included in the new website? **To be determined after comprehensive review of existing content and verification of links.**
55. Will the translations for Spanish and Haitian Creole be provided by the Coalition for existing, and future content? Should the CMS provide automatic translation? If so, will the Coalition oversee? **We can use google translate to translate pages.**
56. Have you conducted any previous ADA compliance audits, and are there specific accessibility challenges you've identified that need to be addressed? **No**
57. Have you conducted any competitor analysis for SEO, or would you like us to perform this as part of the project? Do you have an existing SEO strategy that you'd like to build upon, or are you looking for us to develop a new approach tailored to the updated site? **No existing SEO strategy. We are looking to optimize the search engine.**
58. What are the specific criteria for choosing a third-party hosting provider? **Please refer to the post RFQ 2024-200 for details.**
59. Will we be asked to cover hosting costs beyond the 12-month contract period? **After the expiration of the 12-month period, we may choose to renew services.**
60. Will training be required before or after the launch date? How many staff will require CMS training? **No, we use google analytics. We don't require training.**
61. Are we responsible for creating the incident response plan, or do you have an existing plan that requires updates? **Yes, you'd be required to establish a clear incident response plan for security breaches.**

62. Do you have any existing security protocols that you expect us to maintain or enhance, or are you looking for us to establish a new security framework? **We expect regular maintenance and updates.**
63. What type of data and/or system access is currently at risk, or will be at risk after migration? **None**
64. Will the Coalition desire proactive security reviews, and performance audits to prevent issues before they occur? **Yes, we desire regular security audits. Please refer to the post for further details.**
65. Will the Coalition be interested in training sessions and documentation to empower its team to be self-sufficient in an effort to reduce costs? **No**
66. Are there any new features, functionality or content types we should keep in mind to support post launch? **No**
67. Is the \$34,500 budget flexible, or are there opportunities for negotiation based on additional requirements and/or opportunities identified as a result of this document? **No, the budget is not flexible. It must not exceed \$34,500.00.**
68. Are there any additional costs anticipated for ongoing maintenance and support outside the defined budget? **No**
69. What is the expected time-line? **As soon as possible. The September 3<sup>rd</sup> deadline is the date the proposal must be submitted. If selected, then the project would be completed as soon as possible to avoid down time.**
70. Can you provide more details on how the proposals will be scored, particularly regarding the "best value" assessment? **Please refer to the post for details.**
71. Will there be an opportunity for a presentation or Q&A session after submission? **No**