SJPC 22-125RI

WEBSITE REDESIGN

ADDENDUM NUMBER 1

May 8, 2024

1. Question: Are you able to provide any guidance on SJPC's budget expectations for this project? For the redesign part? And then the hosting (annually)?

   Answer: SJPC cannot share budget information and proposers should prepare a budget based on scope of work specified in the RFP.

2. Question: How many total pages do you have?

   Answer: There are currently 75+ pages

3. Question: When was the last time you had your website updated and designed?

   Answer: More than 10 years ago.

4. Question: Who currently pushes content for your current website?

   Answer: Staff and Consultant.

5. Question: Is there an internal team currently monitoring the performance of your current website or is it through an external vendor that you are working with?

   Answer: Internal.

6. Question: How often do you push new content through your website? What are the types of content you publish (educational, updates for community, etc.)

   Answer: Weekly updates.

7. Question: Do you have any current vendors that you have worked with previously for this initiative?

   Answer: No.

8. Question: Do you have SMEs that we can work with on the content that will be on the website?

   Answer: Yes, and this information is included in the RFP scope of work section.

9. Question: How many internal resources have you allocated to this project and what are the areas you are wanting them to contribute to?

    Answer: This information is in the RFP.

10. Question: Are you open to us making suggestions not only on overall design and esthetics but the content?

    Answer: Yes.

11. Question: How many staff members do you need us to train during the initial launch?

    Answer: 4-6.

12. Question: What are key things that are important for you in an organization that you partner with?

13. Answer: The proposals will be evaluated based on the scope of work submissions and overall repose to the RFP.

14. Question: Is similar industry reference of priority or are you open to more so the quality of work done on different websites?

    Answer: We are open to design and functionality recommendations.

15. Question: Do you need us to migrate all of your current content?

    Answer: No, as indicated in the RFP, all new content will be provided.

16. Question: Are you open to an off-the-shelf intranet or are you more interested in something custom built?

    Answer: No, we are not open to that.

17. Question: What date are you planning on going live?

    Answer: The contractor is expected to provide a project schedule as outlined in the project scope of work.

18. Question: Is there a set pricing range that you would like to be within for this project? This will allow us to better make the best recommendations on various aspects of your project.

    Answer: No, we are not able to provide budget information per public contracting law.

19. Question: Do you have a preference for contractor location? Onshore, offshore, and if offshore workers are allowed are there any special conditions? We can accommodate both but wanted to check.

    Answer: The preference is for an onshore contractor.

20. How many people are there in total in the Corporation?

    Answer: There are approximately 120 people in the corporation plus a Board of Directors.

21. Question: Regarding content for the site: Will the outline provided by SJPC include the navigation and information architecture of the site? Please clarify what will be included in the outline.

    Answer: Yes, the outline will contain the desired information architecture, however please note that the selected vendor will have input into the structure.

22. Question: Will there be any additional functionality beyond what the current site has? If yes, please provide a brief description and/or appropriate detail.

    Answer: The ability to digitize publications in a more user-friendly format than downloading PDF's in addition to current functionalities is expected.

23. Question: The site currently has a login option in the upper right menu area. Could you please provide details of what is behind that login? If it includes users beyond WordPress admins/editors, please provide information relating to how many users and what functionality and/or content they are interacting with on the site.

    Answer: It is solely a Wordpress login and will not be required on the public-facing homepage for the new website.

24. Question: How many editors or administrators will be accessing the WordPress backend?

    Answer: Approximately 4-6.

25. Question: Are you able to provide any guidance on SJPC's budget expectations for this project? For the redesign part? And then the hosting (annually)?

    Answer: No, we are not able to provide budget information per public contracting law

26. Question: Do you require a bid bond for this RFQ? The instructions include it, but it is unclear if it is required.

    Answer: A bid bond is not required.

27. Question: Please clarify the order of the RFQ documents. Is this the correct order in which you would like to receive the information requested? Also, should we be including the RFP, or should we just include Exhibit B the Proposal or RFP response.

Letter of Transmittal
Required Insurance Acknowledgement
Bid/Proposal Form
(as supplied in the RFQ)
Subcontractor Declaration
Access to Terminals - TWIC Requirement form
Additional Applicant Responsibilities
(all the forms that do not have N/A listed on the checklist)
Exhibit A: RFP
(Is this necessary to include in our RFQ response?)
Exhibit B: Proposal
(Our RFP/RFQ response)
Exhibit C: Insurance Requirement

Answer: Please submit required documents in the order of the REQUIRED BID DOCUMENTS SUBMISSION CHECKLIST.