Pajaro River Watershed Flood Prevention Authority
Request for Proposals
for
ADA Compliant Website Redesign

Question and Answers
All questions received by the April 20\textsuperscript{th}, 4pm PDT deadline have been compiled and answered below:

1) Are you required to work with a company based in CA?

   No. Proximity to PRWFPA is not a requirement.

2) The requirements mention content migration- how many pages are on the current site?

   Currently, 7 pages (Home, Board of directors, Pajaro Study, Document download, Accessibility, Meetings, Contact Us)

3) The beta testing listed in requirements, do you anticipate beta testing with internal stakeholders or is this testing intended for external users of the site? Is this requirement referring to user acceptance testing or quality assurance testing?

   Yes to both internal and external users of the site. Also, includes user acceptance testing which may include quality assurance.

4) Under Task 1: a requirement is to “develop functional modules within Drupal” – can you please elaborate and provide additional information regarding the modules that you are looking for vendors to propose and scope out in their estimates?

   Modules within Drupal may include drop down menu listings for meetings, agendas, and archive of documents. Also, search bar tools and compatibility with social media.

5) Is the content migration of the current website part of the scope?

   Yes.

6) Do we need to adhere to the current design branding for the new website?

   No. A complete redesign is needed and would be discussed once vendor is selected, after the kickoff meeting is held.

7) Is your existing vendor bidding on this project?

   Unknown.

8) Are there preferred vendors?

   No.

9) Is it an absolute requirement to use Drupal for the project or are you open to using another popular CMS such as Wordpress or ExpressionEngine?

   Drupal is a requirement.
10) Does PRWFPA want to have a formal letter of conformance with ADA, WCAG2.1 and Section 508?

The website has to be in compliance with ADA, WCAG2.1 and Section 508 standards. A formal letter of conformance would be preferred, but not required.

11) Does PRWFPA want to have a formal certification of web accessibility from a firm like WebAim or Dque?

A formal certification of web accessibility would be preferred, but not required.

12) What level of search engine optimization do you want for the website? A simple SEO audit and tag updating or an in-depth search of keywords performance, etc?

A simple SEO audit and tags is sufficient.

13) What pages shall be included in the website besides, a page for the Board of Directors, a page listing public meetings, a contact page and a page describing accessibility?

Assume up to 15 pages of content.

14) Would you be willing to consider a Wordpress site?

No.

15) Is it okay if we (our Account Manager as well as Technical Support Team) work remotely?

Yes, as long as selected vendor contact is reachable and a dedicated point of contact person is outlined in bid.

16) Is it ok with you, we would like to participate in this RFP process. Kindly let us know if that is possible?

Yes, you may. All website developers are encouraged to submit a bid.

17) We are an MDOT MBE Certified Firm. Do we qualify for the Disadvantaged Business Enterprise (DBE) policy?

DBE certification is determined at the state level, as PRFWPA falls within the State of California, any firms would have to be DBE certified for California.

18) Is there a local preference?

No.

19) Is there any incumbent? Are you happy with its services?

There is no incumbent.

20) Please clarify the responsibilities you anticipate the vendor to perform, for e.g. (redesign, hosting, domain naming, etc.).
Please see “Requirements” page 2 of the RFP.

21) We have a question about the website being built with Drupal. Is that the only platform that could be used for the rebuild?

Yes.

22) Is there a reason you’re wanting to move forward with Drupal?

Existing staff are familiar with Drupal CMS and want to migrate all sites that staff will maintain to same Drupal platform.

23) Would you be open to Word Press?

No.

24) Also, how many pages do you estimate to want initially included?

See question #13.

25) The first page of the RFP states “Not to Exceed $20,000” can you shed light on the preferred budget range?

The total project cost is to not exceed $20,000. As part of the “Evaluation and Selection Process” listed on page 5 of RFP, 30 points maximum are awarded for “Cost or Best Value”.

26) If PRWFPA decides it needs ongoing support and maintenance has a budget been set? If so what should that include? Support, maintenance, site monitoring, ADA 60 day auditing, and reporting or all?

Website hosting, domain name, security certificates, and monthly website support are not part of this scope, refer to page 1 of “Introduction” of the RFP.

27) How many content administrators are there expected to be within your organization after the site launch?

Three.

28) Will the new site require different backend user roles? If so what are they?

No, all three backend users will have same roles as site administrators.

29) For the current site can you provide the number of site views per month?

Unknown as this is not tracked.

30) Can you advise on the level of ADA compliance required?

Please see “Scope of Work & Project Deliverables” on page 1-2 of RFP.

31) Will a Q&A be issued on your current site of other questions asked by other bidders?
Yes.

32) Are there any third-party system integrations we should be aware of? If so are you able to share what they are?

Currently there are no third-party system integrations; however, social media may be used in the future and should be included in scope and design as part of this RFP.

33) What is the average bandwidth usage per month?

Unknown as this is not tracked.

34) Can you provide current storage requirements?

This is outside the scope of this RFP. Please see page 1, “Introduction” section of this RFP.

35) How many pages from the current site are expected to migrate to the new site? The current site is noted to have around 26 pages and 12 pdfs. What’s happening with existing deeper content on the site? Are those expected to be maintained, migrated, re-created?

Please see question #13. All existing content will be migrated by selected vendor. Additional archived documents and content will also be included in new redesigned site.

36) Would PRWFPA be open to the popular WordPress CMS?

No.

37) Is PRWFPA accepting proposals from VA based agencies?

Yes.

38) The RFP requests a great amount of information and in our experience of responding to both non-profit and government RFPs, we’d generally need more than 25 pages for our response this is more for your benefit to allow us to ensure you have all the necessary information to make a well-informed decision. Is the page count firm?

Yes, 25 pages maximum for proposals is firm.

39) Can you expand on why you have specifically chosen Drupal?

See question #22.

40) The current site shows @7 pages of content, is there more than that?

See question #13.

41) There are a few files linked on the existing server. Is this all of them? Or are you planning on having an archive?

See question #35.
Currently, there is only one type of content (page) using a modern CMS like Drupal will allow for multiple types of content. E.g. Blog, news, announcements etc. Do you have a plan for this? Can you share?

Yes. The proposal should also include an archive page for previously completed studies, agendas for the 2018/2019/2020 years, and archived meeting minutes.

Do you have a certain style of design in mind? Can you share some sample sites you would like to emulate?

We have not discussed the preferred design yet, except as to ADA compliance and mobile optimization. This will be discussed as part of the tasks after a kickoff meeting with selected vendor.

Is it safe to say that this site is an information site only and does not provide any special functionality? For instance, there is no community login needed or content that is hidden from the public and available for logged in user etc.

Yes, the site is informational only and all pages are public facing. No internal secure credentialed login or community login is needed.

Is there a specific date that the site needs to be launched by?

Ideally, the preferred candidate would have a draft launch of website in January 2021, which is 6 months after contract start date of July 1, 2020.

Are there any 3rd party applications that the site needs to connect with? Social media etc...

Yes, social media may be needed in the future. Include social media as part of scope and bid in your proposal.

Approximately how many administrators are needed for this site? Are there any specific permissions or roles that we need to account for? Or if you have an account you have the same level of permissions?

See question #28.

Who is the current consultant providing the monthly maintenance and support. Is the current consultant allowed to bid for the RFP?

Disclosing the current consultant’s name performing monthly maintenance does not pertain to firms bidding on this job. This will be disclosed upon contract execution with the awarded bidder. However, the current contractor providing the monthly maintenance is allowed to bid for the job.

Are you planning to expand the functionality of the website? If yes, who will be responsible for maintaining the newly Drupal 9 CMS website?
Yes. Internal staff will be responsible for maintaining the newly developed Drupal 9.0 CMS website.

50) If there is Drupal new core version release which requires an update for Drupal 9.0 version during project execution or post project execution, who will be taking care of the upgrade?

If a newer release than Drupal 9.0 occurs during website redevelopment term (July 1, 2020- June 30, 2021), but was not available at the start of the contract execution as of July 1, 2020, then it will not be required, with the exception if Drupal 9.0 release is delayed. If Drupal 9.0 release is delayed, then Drupal 9.0 is a minimum requirement and must be used and upgrade to as such as part of this scope. After launch of the newly redeveloped website, internal staff working with support of existing website maintenance contractor will be used.

51) Besides, website development, redesign as per the requirements and launching the website, are there any other tasks/responsibilities expected in the one (1) year contract?

Please see “Requirements” section on page 2 of RFP.

52) How will the PRWFPA be paying the vendor for the services, will it be deliverable based or phase wide?

Please see page 6, “Contractual Information and Payment Schedule” of the RFP.

53) What content should I update in website?

See question #13.

54) Please confirm that this RFP is still open and advise if there are any updated RFP documents available.

Yes it is open and accepting proposals due by April 30th, 4pm PDT.

55) Drupal 9.0 will not be release before June 2020 and could potentially be delayed by COVID-19. Will proposal based on the latest Drupal 8.0 version meet requirements?

Contract start date is July 1, 2020. Drupal 9.0 is a requirement.

56) Are the updates for ADA compliance and support for the latest Drupal version the only changes requested? Are there any other anticipated design changes or new features that are required?

In addition to ADA compliance, the newest Drupal version, a complete redesign of the look and feel of the website will be required in addition to added features, but not limited to, social media integration. See previous questions answered.
57) How will the Authority audit ADA compliance? Is there a preferred automated ADA compliance scanning tool?

Internal and external testing of the site will be leveraged. A preferred automated tool or service has not yet been selected yet.

58) Will the proponent be responsible for migrating content? If so, how many pages need to be migrated?

See question #5 and #13.

59) What is the total page count of the site?

See question #2 and #13.

60) Will the proponent be required to vet or “clean” the content as part of the migration?

Yes.

61) How will the new web content be provided?

The selected vendor should leverage a file share site, ftp, or portal to upload and track documents provided by staff.

62) When the RFP refers to “Develop Functional Modules”, what modules does the Authority expect to be redeveloped? Are there any custom modules currently in use?

See question #4. No custom modules are in use currently.

63) Is there any requirement for single sign-on or directory integration (e.g. Okta, MS Active Directory)?

No.

64) Are any external web services currently used?

No. See question #4.

65) How many internal Authority staff need to be trained in the new Drupal version?

Three.

66) We kindly ask for insight behind the driving force(s) that triggered this website redesign request?

The driving force for this project is the legal requirement for agencies within the State of California to have ADA Compliant websites.

67) Who are PRWFPA’s target audience users and why are they coming to the website?

General public, agency staff, and stakeholders are the audience to get information.
68) What are the top three issues/opportunities to improve concerning the website?

ADA compliance, design, and functionality of website need improvement.

69) Will there be any integration of third-party platforms? If so, can you please list the product and website link (if possible), so we can access the labor that will be involved?

See questions #4, #32, #46, and #56.

70) Are there any milestones/deadlines we should be aware of when proposing our solution?

Contract start date of July 1, 2020 to end date of June 30, 2021. Also, see question #45.

71) Can you please either identify the approximate number of basic website pages on the current website or share the rough number of basic web pages envisioned that will be on the new website (25-50, 50-75, 75-100. Etc)? This information will help us establish required labor and timeline information.

See question #13.

72) In addition to what has been expressed in the RFP, are there any operational bottlenecks, stakeholder interactions, or other workflow challenges/opportunities of improvements that are being faced which we may factor in our proposed solution?

No. Also, see question #68.

73) Would there be any agency/organization website links that can be provided which offer similar services that PRWFPA provides or would be considered a benchmark in general?

See question #43.

74) Are there any concerns with a NY based firm submitting a proposal?

No.

75) Can administrative doc/supportive documents (title, table of content, client references, etc) be excluded from proposal page limit?

See question #38.

76) As an alternative to the “Sample Cost Estimate”, can we use an alternative which is aligned with the type of services being offered?

Yes, it can be simplified. As long as it outlines rate per hour, total hours to achieve project goal, and total cost is specified. Each line item of task 1 and task 2 pricing needs to be listed separately, with a grand total listed at the bottom.

77) To confirm that we provide all the appropriate documents, please confirm that the Sample Draft Contract only needs to be signed by the selected vendor.
Yes, that is correct. Only the selected vendor will sign the contract. The sample draft contract was included so bidders could review it in advance as a courtesy.

78) In order to ensure that we are offering a suitable approach, range of deliverables and services, can you please provide a project budget range?

See question #25.

79) Why this project and why now?

See question #66.

80) Who are your target users today?

See question #67.

81) Is there any additional functionality you would like to add to the website that is not currently available to you?

82) What are your current pain points when interacting with the website (from a backend and front-end perspective)?

Currently in Dreamweaver which is antiquated and difficult to use on the backend. It is impossible to align text, load documents, and maintain. It also does not have modern look or feel, nor has the possibility to be ADA Compliant in current Dreamweaver platform.

83) What decisions led you to select Drupal as your CMS of choice, and would you be willing to consider other solutions (such as modular WordPress)?

See question #9 and #22.