

Request for Proposal #2001 to Create Website for Anderson County Government

Questions & Answers #2

1. Will this website replace the existing country's website as well as all the departmental websites?
Answer: Yes, it will replace the main county website at andersontn.org / anderson-county.com but it will not replace all departments website. Each department will have one page that will be a landing page /forward page to the other department's website. An example is the Sheriff's site will remain separate.
2. Is the vendor supposed to host and maintain the website as well?
Answer: The vendor will not be required to host the site after the first year. Maintenance will be a collaborative effort. For example, the county will be responsible for updating content but the vendor will be responsible for making design and technical changes/updates for the first year and performing any updates to ensure ADA compliance for the first year. The County requests hosting fees and technical assistance fees be listed in the RFP for year two to five.
3. How many pages total are expected to be developed? It is mentioned in the RFP that there are 30 departments and each need at least 1 page. What is the maximum number of pages that need to be developed?
Answer: The minimum number of pages are listed in the RFP in addition to the 30 department pages. The important part is that we need the ability to create new pages without the vendor's assistance. For example, if a department has a main page, which is included in the 30 pages, they need to have the ability to create an additional page in WordPress if so needed for additional information. The vendor will only be required to create the pages listed in the RFP.
4. Can a commercially available Wordpress template be used as the foundation template of the website that can then be further developed and customized to meet the country's needs and content structure?
Answer: Yes, a commercially available Wordpress template can be used as the foundation template of the website as long as it doesn't require additional annual fees and safe.
5. What is the approved budget for this project?
Answer: The budget is not being disclosed.
6. Please provide the mailing address and the person's name that this RFO needs to be shipped to.
Answer: The Anderson County Purchasing Office address is listed on the RFP Cover page.
7. Can we provide the State of Tennessee Business License Number after awarding the contract.
Answer: Yes.
8. Who is the incumbent vendor?
Answer: Host Monster hosts the County's main website. The County created and maintains the main website.

9. What is the estimated budget?

Answer: The budget is not being disclosed.

10. How many vendors will be awarded?

Answer: One.

11. What will be the mode of proposal submission (via paper copies or via email? If hard copy, how many copies of the proposal need to be submitted.

Answer: Vendors are to provide one (1) original and five (5) copies in hard copies.

12. The second paragraph of the "Scope of Work" section reference multiple sites. Can you confirm how many sites and what platforms those site use if these are expected to be migrated by the chosen vendor?

Answer: It is not relevant to the RFP process what the other sites use because we are not expecting them to be mitigated into the new site. If anything, they might be linked. The information was included as an explanation as to why we are building a new main site.

13. You reference ADA compliance in the RFP. What level of ADA compliance are you looking to achieve with this site?

Answer: The ADA compliance must meet the minimal federal ADA guidelines for local governments. Here is a reference from the ADA website:

<https://www.ada.gov/pcatoolkit/chap5toolkit.htm>

14. Are you allowing/accepting bids form organizations outside of Tennessee?

Answer: Yes. However, presentations and meetings must be in person.

15. You reference a minimum of 3 training sessions. Are these expected to be in person sessions or can they be virtual?

Answer: All meetings and training sessions must be in person.

16. Can you speak to the level of comfort the current team has with WordPress?

Answer: The current website is WordPress and was created by an employee of the county. Each department that is currently editing the site is comfortable with WordPress.

17. Can you provide more details about the timeline you are working on after proposals have been submitted? When do you expect to invite organizations in to present? When do you expect to make a final decision? When are you looking to have the project started?

Answer: The County plans for the process move as quickly as possible but a schedule with dates is not set. It is anticipated that the vendor will be chosen within a month from the RFP due date, with the project starting after contract execution. The proposals shall include details from the vendor as to how long it will take to build the site.