

WEBSITE REDESIGN AND DEVELOPMENT

QUESTIONS AND ANSWERS

- 1) With all the virus prevention precautions, do you prefer an emailed RFP proposal? or do you still want the hard copies?

We still prefer hard copies.

- 2) How many non-technical content editors do you want to allow to edit the new website?

We currently have 3 non-technical editors, but we are anticipating this grow to 7 with the new website.

- 3) We counted 91 web pages and 198 documents on your website today. How many pages and documents do you want us to move into the new website?

We anticipate we will have between 50 to 75 pages. Most of the documents are old and were never removed. We will have between 35 to 50 documents.

- 4) We would like to integrate as many Internet, and Social media communication applications as possible. Can you give us any idea on the budget range for this project so we can get the proper discounts to fit your budget?

We currently do not have a set budget and are open to any pricing.

- 5) Do you have a style guide or a brand guide?

No

- 6) Do you have a budget you are able to share? Does the budget include tech support and hosting? What was the investment in the previous website?

We currently do not have a set budget and are open to any pricing. On going tech support and hosting can be/is a separate line item. The last website was created in house so there was not investment or price that was paid to an outside vendor.

- 7) Does HACSB have a CMS preference? Open source? Drupal/WordPress?

We do not have preference, as long as it is user friendly for our non-technical staff.

8) Who are your primary and secondary users?

Our primary user is the IT Department who currently uploads or makes any updates that are requested by other departments. Community services is the only department who updates their own content. We would other departments to make simple changes to their own information online without having to go through the IT Department.

9) Do you have a desired launch date? Is there a specific event driving the launch date?

Our go live date is 7/6/2020. There is no specific event driving this date.

10) What is the current hosting environment?

Our website is currently hosted on a cpanel environment through Level 4 Services (www.lvl4.com)

11) How many visitors does the current website receive on a monthly basis?

15000

12) How many pages of content do you anticipate transferring to the new site?

We anticipate we will have between 50 to 75 pages. Most of the documents are old and were never removed. We will have between 35 to 50 documents.

13) What are your current pain points with the existing website?

Any updates require users to know some html. Looks old.

14) What are the current technical challenges (if any)

None

15) How many site administrators will you have?

1, The IT Department

16) Will you require different levels of admin permissions?

No, one level of admin.

17) Will the answers to my questions and other vendor questions be published as a FAQ or addendum?

As an FAQ.