

**Request for Information No. V**  
**RFP No. 20/21-02 Web Design & Hosting**  
*January 15, 2021*

**Response to Proposers' Questions**

5.1       **Question:** Do you have a style guide or a brand guide?

**Answer:** The Ed Tech JPA represents diverse agencies, including single schools and very large districts. We wrote this RFP to be very flexible in response to their diverse needs. There is no standard style guide or brand guide amongst JPA members.

5.2       **Question:** 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?

**Answer:** The Ed Tech JPA represents diverse agencies, including single schools and very large districts. We wrote this RFP to be very flexible in response to their diverse needs. JPA members who elect to purchase from vendors awarded through this RFP will have different budget and previous website details.

5.3       **Question:** Does the Authority have a CMS preference? Open source? Drupal/WordPress?

**Answer:** The Ed Tech JPA represents diverse agencies, including single schools and very large districts. We wrote this RFP to be very flexible in response to their diverse needs. There is no standard preference among JPA members.

5.4       **Question:** Who are your primary and secondary users?

**Answer:** The Ed Tech JPA represents diverse agencies, including single schools and very large districts. We wrote this RFP to be very flexible in response to their diverse needs. Each JPA member may have unique primary and secondary users.

5.5       **Question:** Would you like detailed research in terms of your audience in the form of an audience needs assessment?

**Answer:** The Ed Tech JPA represents diverse agencies, including single schools and very large districts. We wrote this RFP to be very flexible in response to their diverse needs. Each JPA member may have unique preferences related to audience needs assessments.

5.6       **Question:** Do you have a desired launch date? Is there a specific event driving the launch date?

**Answer:** The Ed Tech JPA represents diverse agencies, including single schools and very large districts. We wrote this RFP to be very flexible in response to their diverse needs. Please see RFI No. 2.11 for details related to anticipated member timelines.

5.7 **Question:** What is the current hosting environment?

**Answer:** The Ed Tech JPA represents diverse agencies, including single schools and very large districts. We wrote this RFP to be very flexible in response to their diverse needs. Each JPA member has different current hosting environments.

5.8 **Question:** How many visitors does the current website receive on a monthly basis?

**Answer:** The Ed Tech JPA represents diverse agencies, including single schools and very large districts. We wrote this RFP to be very flexible in response to their diverse needs. Each JPA member website may receive different amounts of visitors on a monthly basis.

5.9 **Question:** How many pages of content do you anticipate transferring to the new site?

**Answer:** The Ed Tech JPA represents diverse agencies, including single schools and very large districts. We wrote this RFP to be very flexible in response to their diverse needs. Each JPA member who elects to purchase from a vendor awarded for this RFP may have different amounts of pages of content to transfer to a new site.

5.10 **Question:** What are your current pain points with the existing website?

**Answer:** The Ed Tech JPA represents diverse agencies, including single schools and very large districts. We wrote this RFP to be very flexible in response to their diverse needs. Each JPA member has unique existing websites and would have unique pain points associated with their current websites.

5.11 **Question:** What are the current technical challenges (if any)?

**Answer:** The Ed Tech JPA represents diverse agencies, including single schools and very large districts. We wrote this RFP to be very flexible in response to their diverse needs. Each JPA member has unique existing websites and would have unique technical challenges associated with their current websites.

5.12 **Question:** How many site administrators will you have?

**Answer:** The Ed Tech JPA represents diverse agencies, including single schools and very large districts. We wrote this RFP to be very flexible in response to their diverse needs. Each JPA member has a unique number of site administrators.

5.13 **Question:** Will you require different levels of admin permissions?

**Answer:** The Ed Tech JPA represents diverse agencies, including single schools and very large districts. We wrote this RFP to be very flexible in response to their diverse needs. Each JPA member who elects to purchase from a vendor awarded for this RFP may desire different levels of admin permissions.

5.14 **Question:** Has a Q&A or an addenda been released yet? And is the due date still the same?

**Answer:** RFIs 1 - 4 include questions and answers from the PreProposal Conference and have been posted to the website. There has not been an addenda released at this time.

5.15 **Question:** And is the due date still the same?

**Answer:** The due date remains unchanged and is set for noon on January 27, 2021.

5.16 **Question:** For the tables that require a choice of Yes/No/P/C, is it acceptable to mark both "Yes" and "C" if the recommended solution employs both native and customizable features?

**Answer:** It is recommended to enter "Yes" if the Solution can be customized but does not require customization. If customization is available it is recommended to include the additional functionality in the notes.

5.17 **Question:** Regarding unit costs, if hourly rate is indicated as said unit cost, how should that be reflected in the estimated cost since we are unaware of the specific scope item(s) at hand?

**Answer:** It is acceptable to enter an hourly cost as the proposed price. Ed Tech JPA members who are interested in purchasing from a vendor awarded for this RFP would contact the vendor to obtain a quote that includes details specific to their needs/design. The quote should reflect the proposed hourly cost and quoted hours to complete the specific requests of the specific JPA member.

5.18 **Question:** Regarding sample reports and training materials, what kind of sample reports and training documentation are you looking to receive?

**Answer:** Vendors should provide sample training materials that are available for website administrators and website contributors. Sample training materials should demonstrate the quality of resources Vendors' support materials available to customers. Sample reports should highlight reporting/analytics available within the system to help customers track website usage and effectively manage website content. Examples of desired reports are listed in section 3.5 of the Response Template.

5.19 **Question:** Regarding the MSA, should we simply acknowledge? Or are we supposed to fill out specific portions?

**Answer:** Agreements included in the RFP (Master Agreement, Data Privacy Agreement, and applicable Purchase Agreements) are included for informational purposes and should be completed after award.

5.20 **Question:** For reports and other documentation, are links to Google docs acceptable or would you prefer to have the reports in the body of the RFP response?

**Answer:** Reports provided in the body or as attachments in proposals are preferred, however links to documents will be considered responsive. Please bear in mind that JPA members may require access to documents when conducting their scoring so any links provided will need to remain valid through the term of the contract.

5.21 **Question:** For Section 3.3.83 (optional solution available for purchase), do you prefer to have information linked as a separate document or embedded in the body of the RFP response?

**Answer:** Information provided in the body or as attachments in proposals are preferred, however links to documents will be considered responsive. Please bear in mind that JPA members may require access to documents when conducting their scoring so any links provided will need to remain valid through the term of the contract.

5.22 **Question:** Please clarify the following: "1.12.1 \*\* Vendor acknowledges and confirms compliance with all processes and requirements defined in RFP Section 2.00: Purchase Agreement Implementation Process." Is that referencing the entire Part 2 Technology Requirements? (There is no specific wording of "Purchase Agreement Implementation Process" in Part 2.)

**Answer:** Criteria No. 1.12.1 refers to section 2.0 Purchase Agreements, Payments & Order Fulfillment which starts on page 9 of the RFP. Part 2 Technology Requirements is in Attachment 1: Proposal Form, not the main body of the RFP.