

RFP-WDS-VA-24-031

Website Development Services

Subject: Questions¹ and Answers (Q&A)

Question(s) receipt date: 5/2/2024.
Question(s) response date: 5/2/2024.

Greetings,
We very much appreciate your interest.

Question(s):

As we reviewed the RFP, we had a few of questions to be able to best respond to some of the requirements. Can you help me with the following questions:

1. How many total pages do you have?

Response: 100+ under multiple sites.

2. When was the last time you had your website updated and designed?

Response: In place, periodically done.

3. Who currently pushes content for your current website?

Response: Vendor in place.

4. 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?

Response: In place.

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

Response: Community-wide services – workforce development services

6. Do you have any current vendors that you have worked with previously for this initiative?

Response: In place.

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

Response: In place.

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

Response: Please refer to Sec. VIII “Scope of Work Specifications”

¹ Question(s) are displayed as received.

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

Response: Please refer to Sec. VIII "Scope of Work Specifications"

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

Response: Please refer to Sec. VIII "Scope of Work Specifications"

11. What are key things that are important for you in an organization that you partner with?

Response: Please refer to Sec. IX "Qualification Factors"

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

Response: Please refer to Sec. VIII "Scope of Work Specifications"

13. Do you need us to migrate all of your current content?

Response: No, we do not.

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

Response: Please refer to Sec. VIII "Scope of Work Specifications"

15. What date are you planning on going live?

Response: The current website is live.

16. 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.

Response: Please refer to Sec. XI (B) of the solicitation.

17. 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.

Response: None of the matters associated with this solicitation are considered to be of preference; rather, as appropriate, and applicable, what is most relevant and suitable for the organization and the community we serve.

18. How many people are there in total in the agency?

Response: Not related to the required scope of services or work.

Regards,

The remainder of this page was left blank intentionally.

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Greetings,
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Question(s):

1. Can you provide more details on the types and purposes of videos that will be needed, as well as the frequency and volume of video content creation expected from the selected vendor for the website?

Response: Please refer to Sec. VIII "Scope of Work Specifications"

2. Does the Development Board have a preference for an hourly rate billing structure, or would they consider alternative pricing models such as discounted rates for prepaid blocks of hours?

Response: Please refer to Sec. IX "Qualification Factors"

3. Can you clarify the frequency and type of updates anticipated for the continual improvement and maintenance of the interactive career exploration tools on the physical kiosk, the specific requirements for mobile device optimization, and examples of the other platforms that may need to be integrated with the kiosk?

Response: Please refer to Sec. VIII "Scope of Work Specifications"

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Question(s) receipt date: 5/3/2024.
Question(s) response date: 5/3/2024.

Greetings,
We very much appreciate your interest.

Question(s):

A Quick Question regarding Submission of proposal by email or postal.

Page #10

V. General Provisions

A. Instructions for Submitting Proposals

1. Proposal may be submitted via email to webd2024@snvwc.org no later than the date and time specified in this solicitation. Late proposals will not be accepted. Technical proposal and cost proposal must be submitted separately.

Whereas in Page # 19

Section IX B Cost Proposal says

The cost proposal must be submitted to Workforce Connections in a separate sealed envelope and be clearly marked "Request for Proposals (RFP) Website Development Services" – RFP-WDS-VA-24-031, only if submitted via U.S. Postal Services, UPS, or any other type of delivery service.

Can you pls clarify if both Technical & Cost proposal be submitted by email ONLY or You prefer Technical Proposal by Email and Cost Proposal by Postal?

Submission Date : 5/9/24

Response:

You may submit your proposal via email or U.S. Postal Services, UPS, etc., as determined appropriate. If submitted via email, please send two separate emails, one with the technical and the other with the cost proposal.

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