

1. Submission Clarification

Questions are to be submitted by April 24 as reflected in updated timeline in NV EPro. Proposals are due April 30 by 3:00 PM PST.

Task	Date/Time
Deadline for submitting questions	04/24/2020 @ 3:00 PM
Answers posted to website	On or about 04/27/2020
Deadline for submission and opening of proposals	No later than 3:00 PM on 04/30/2020
Evaluation period (approximate time frame)	04/30/2020 - 05/05/2020
Deadline for submission of references	No later than 3:00 PM on 04/30/2020
Selection of vendor	On or about 05/05/2020
Anticipated BOE approval	05/15/2020
Contract start date (contingent upon BOE approval)	05/15/2020

2. The scope of work is general in nature and leaves much to our interpretation. Can you share the budget or range for this project so we can understand your expectations?

Budget is not to exceed \$48,000

The whole site will require reskin to match the brand guidelines of Lifeworks. Colors and logos will change to reflect a stronger presence of the Lifeworks logo based on the brand guidelines provided by The Department of Education and its vendors. All the illustrative icons and graphics on the site will need to change to be more stylistic. Vendor will need to plan to incorporate elements of parallax effects and animation. Some site structure / navigation changes are recommended to simplify the user experience and to appeal more to our audience.

3. The technical proposal instructions for Scope of Work state the following:

"Vendors shall place their written response(s) to Section 3, Scope of Work in bold/italics immediately following the applicable RFP question, statement and/or section."

There are no questions posed in the Scope of Work section. How should we address this requirement?

4. The reference form consists of 16 questions and will require significant time for our government customers to complete. Given that they are all focused on more pressing matters during the pandemic, can this requirement be delayed until there is a finalist or short list?

We will not extend or amend the deadline for submission of references or proposals. Timeline is

expressed within RFP and will not be amended. If references are not received proposals will be considered incomplete.

5. The website is running on the Drupal 7 CMS. Is migrating to Drupal 8 expected as part of this project?

This is not known at this time.

6. How many Drupal developers do you have on staff currently? What will their role be in the project?

OWINN currently has no Drupal developers on staff.

7. Please provide a list of Drupal modules in use on the site.

This is not applicable.

8. Please describe the functionality of any custom modules in use on the site.

The News & Events section on the homepage will need to show one big story on the left-hand side and two shorter stories stacked on top of each other on the right-hand side.

9. How many content types are in use on current site? How many are unused or have very little content?

Vendor will be tasked with taking an inventory of current content and its use on site to propose changes to maximize efficiency and accessibility of website content.

10. Please describe any existing taxonomy that needs to migrate to the new site.

Unknown.

11. How many files (PDF / Word /Etc.) need to be migrated?

Currently none that we are aware of.

12. Please describe media entities (videos, etc.) that need to be migrated.

OWINN will be looking to producing short, authentic and engaging videos to incorporate throughout the site.

13. Please describe the content layout model on the site. Is it mostly using D7 core, is paragraphs and/or panels used?

There should be main landing pages for each of our audiences: Students, Educators, Businesses. Right now, those pages are very simple and only link to other pages without providing any information. We see these serving as mini homepages for each of the audiences and therefore they should have more robust content.

14. How many nodes exist on the current site?

Unknown.

15. Please estimate the percentage of the above nodes and files you expect to migrate to the new site.

How many user types does the site contain?

Unknown.

16. **Are there any personalization features on the site?**
See response to question 1.
17. **Is the site using Drupal search, Solr, something else?**
Unknown.
18. **Does search need to index the contents pdf / Doc files?**
Yes.
19. **Please describe all integrations with other sites or data sources more complex than an iFrame or embed code.**
Unknown.
20. **Will single-sign-on be used to control administrative access to the site? If yes, please elaborate.**
Yes.
21. **What is the state of WCAG 2.x compliance across the site? What are the expectations for the vendor with regard to site accessibility?**
Unknown. Website should be ADA compliant and accessible.
22. **Where is the site currently hosted?**
Unknown.
23. **Will it stay with the current host or do you need cloud hosting provided? If yes to this, please provide SLA expectations, site traffic and data storage requirements.**
We are open to cloud hosting.
24. **Please confirm that the awarded vendor will primarily work remotely, with periodic onsite meetings as needed.**
All work will be done remotely in conjunction with teleconferencing/videoconference meetings as needed
25. **We are a US company will some remote team members working from outside of the US. Is there any restriction on their ability to contribute to the project?**
This is dependent on company capacity. Resumes of staff on project should be included in submitted proposals.
26. **How do you envision the relationship with the developer post-launch? Do you need a maintenance contract to keep sites patched and secure?**
This can be discussed. Proposals can include either/or option and negotiated during contract drafting.
27. **Do you have a style guide or a brand guide?**
Colors and logos will change to reflect a stronger presence of the Lifeworks logo based on the brand guidelines provided by The Department of Education and its vendors. All the illustrative icons and graphics on the site will need to change to be more stylistic.

28. **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?**
Please see answer to question #1
29. **Does Lifeworks have a CMS preference? Open source? Drupal/WordPress?**
No preference.
30. **What 3rd party vendor are you using for live bus tracking (avail, double map, trapeze, clever devices, etc.)?**
Currently none.
31. **Who are your primary and secondary users?**
Primary and secondary users will be OWINN staff.
32. **Would you like detailed research in terms of your audience in the form of an audience needs assessment?**
Please submit with proposal within scope for review.
33. **Do you have a desired launch date? Is there a specific event driving the launch date?**
Website is currently up, no launch date. Length of contract to term within this fiscal year.
34. **What is the current hosting environment?**
Estipona originally built but we are unsure as to who is currently hosting website.
35. **How many visitors does the current website receive on a monthly basis?**
Unknown.
36. **How many pages of content do you anticipate transferring to the new site?**
No new site is being developed, only reskinned.
37. **What are your current pain points with the existing website?**
Accessibility and navigation clarity.
38. **What are the current technical challenges (if any)?**
None.
39. **How many site administrators will you have?**
Pending.
40. **Will you require different levels of admin permissions?**
Pending.