Town of Southwest Ranches
RFP 21-005 Website Design Services
Addendum 1- Questions and Answers

1. What platform is your current website built on?
    WordPress.

2. How long is the contract for?
    No set time.

3. Do you folks have a budget or range you must adhere to for this project?
    Budget is $20,500

4. Is it expected to migrate the existing content, or will new content be provided? Or a mix of both?
    Would like to migrate existing content and incorporate new content as well.

5. Will a dedicated point of contact be assigned, or will we be working with multiple department contacts regarding the project?
    Dedicated point of contact (Russell Muniz, Assistant Town Administrator).

6. Is it expected to "301 redirect" the existing page links to the corresponding new page links (to prevent broken links at deployment)?
    Yes.

7. The scope contains "notice of content expiration". May this be further explained? Does this mean when RFP/Q's expire on the website?
    System will flag date specific events when the date of the event has expired, reminding administrator to remove item.

8. For the business directory, there are currently 9 entries. Is there a larger dataset of businesses that need to be displayed?
    No. This directory is essentially defunct and will likely be removed from the website.

9. What are the parameters of the service directory? Is this a contact directory for government services?
    If you are referring to the "Additional Resources" page, then yes. We do not have a page called "service directory."

10. Please define "JavaScript" listed in the scope of the system features. Is this meant to communicate that the system should use or support JavaScript?
    Yes.

11. Will you ask for Cyber Insurance?
    Yes, it should also include Cyber Insurance and must name the Town as additionally insured.

12. Has a Q&A or an addenda been released yet?
    No. This is the first.

13. Is the due date still the same?
    Yes.

14. Do you have a style guide or a brand guide?
    No.

15. Do you have a budget you are able to share?
    $20,500

16. Does the budget include tech support and hosting?
    We intend that the solution should include tech support and hosting.

17. What was the investment in the previous website?
    $12,000 in 2012-2013

18. Does the Town have a CMS preference?
    No.

19. Open source?
    Website solution should have the ability to reach tech support by phone, in addition to email and web-based support.

20. Drupal/WordPress?
    Current website uses WordPress platform. Don't know what Drupal is.

21. Who are your primary and secondary users?
    Residents and staff are primary end users. Those placing content on the website are primarily two staff members.

22. Would you like detailed research in terms of your audience in the form of an audience needs assessment?
    Not necessary but welcome to include at no additional cost.

23. Do you have a desired launch date?
    October 1, 2021 but we can be flexible on this.

24. Is there a specific event driving the launch date?
New Fiscal Year.

25. What is the current hosting environment?
City of Tamarac currently hosts the website on a Microsoft Windows server.

26. How many visitors does the current website receive on a monthly basis?
Unknown.

27. How many pages of content do you anticipate transferring to the new site?
110 +/-

28. What are your current pain points with the existing website?
Website is too busy visually. Often cumbersome to change content. Difficult for residents/visitors to find items that reside on Town website. Site does not render to appropriate scale when viewing on mobile devices.

29. What are the current technical challenges (if any)?
Compliance with WCAG guidelines. While a script is now running on the site provided by Accessibee to allow all pages to be WGAG 2.0 compliant most .pdf documents on the site are not WCAG 2.0 compliant.

30. How many site administrators will you have?
3-4 administrators.

31. Will you require different levels of admin permissions?
No.