REQUEST FOR QUOTES

Website hosting and maintenance

Addendum #1

Addendum #1 Issue Date: March 5, 2024

RFP Issue Date: February 22, 2024

RFP Closing Date: March 15, 2024

This Solicitation Addendum is issued to the above referenced RFQ and forms a part of the contract documents and modifies the original scope of work, specifications and drawings, requirements and deadlines. Except as changed by this Addendum, all terms, conditions, scope of work, plans, specification, requirements and deadlines in the original RFP and previous addenda remain unchanged.

PLEASE NOTE THE FOLLOWING CLARIFICATIONS, ADDITIONS, CORRECTIONS OR REVISIONS TO THE ABOVE REFERENCED RFP:

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Below are questions that have been submitted to Southwestern Oregon Community College since the publication of the RFQ. Questions posed are in red and answers are in blue.

1	Clarification	Q: Are there any platform specifications we should be aware of? Any preferences? A: The college uses WordPress and want to stay with that platform.
2	Clarification	Q: Can you provide more details on the specific features and functionalities you want to incorporate into the new website? A: We do not want to create a new website. This is a Request for Quotes to host the site on a server and serve as support, maintenance (includes updates) and security manager, with additional services for SEO and assistance with design updates.
3	Clarification	Q: How do you envision the content migration process from the existing website to the new platform? A: The college plans to stay with the existing platform.
4	Clarification	Q: How many pages will need to be migrated and how many content types are in the site? A: See above
5	Clarification	Q: What are your expectations regarding training and support for the Municipality's staff post-launch? A: Basic training as needed for SEO and Accessibility. Ideally, we would keep the same WP template at this time.
6	Clarification	Q: What are your SEO goals and expectations for the website regarding search engine visibility and rankings? A: Ongoing cultivation and maintenance. Keep Southwestern relevant in organic searches; would work with you to establish best practices for the site.

7	Clarification	**Q: Can you provide more information on the hosting arrangements for the website and any requirements for ongoing maintenance and support?** **A: Firewall protection, daily backup, maintenance and fixes, draft environment for work in progress (not sure if this goes here)**
8	Clarification	**Q: What's the current hosting provider? Are you open to the possibility of migrating to Pantheon.io?** **A: Currently hosted by the maintenance contractor. Would need more information about a variety of possibilities. Previously hosted on SiteGround.**
9	Clarification	**Q: Are there any third-party integrations or systems the website needs to connect with?** **A: There are obviously some third-party plugins used for donations, calendar, blog posts, chatbot software, etc.; otherwise, just linking to some of our externally-facing intranet sites that are built on the Jenzabar platform. Ideally, down the road, it would be great to have more connectivity with the Jenzabar system (myLakerLink)**
10	Clarification	**Q: Are there any budget constraints or limitations we should know when preparing our proposal?** **A: Yes. The college budgets a maximum $35K annually for website hosting, maintenance, security, design tweaks and updates.**
11	Clarification	**Q: How will communication and collaboration between the selected vendor and the Municipality be managed throughout the project?** **A: Communication occurs via email, chat platforms and online face-to-face conversation.**
12	Clarification	**Q: How do you plan to measure the success and effectiveness of the website once it is updated?** **A: Excellent functionality, ironclad security, ongoing tracking/measurement of site usage (Google Analytics)**
13	Clarification	**Q: Are there any specific security requirements or protocols the website must adhere to?** **A: Security is a TOP priority. The ideal scenario would be for the firm we work with to consult us on this.**

14	Clarification	Q: Are there any specific features or functionalities that you prioritize for enhancing customer service and transparent governance on the website? A: Security; Accessibility and Mobile functionality are priorities. Features and functionalities that contribute to these are what we're looking for the firm to consult us about.
15	Clarification	Q: Do you have any websites you would like to take as inspiration for your website? A: N/A – Not looking to re-design the site at this time.
16	Clarification	Q: How are you going to measure the success of the project? A: At a high-level: No major security breaches/issues; Ability to track/measure accessibility updates; Overall progress/maintenance of SEO work; Communicate and implement changes in a timely manner.
17	Clarification	Q: Please elaborate on SEO support. What are your expectations for that support? Are you thinking of third-party tools? A: Same as above: Ongoing maintenance (specifically with any new pages created). Keep Southwestern relevant in organic searches; would work with you to establish best practices for the site.
18	Clarification	Q: Are there any design features that you plan to add to the support? Or only functionalities? A: Not looking to redesign the site at this time—just maintain/support as stated above.
19	Clarification	Q: Does the support contract include what's in https://mylakerlink.socc.edu/ics too? A: No

End of Addendum #1