October 19, 2022
Bulletin No. 1
RFP No. 2088: Rebranding and Website Redesign Services

The following **response(s)** is provided per question(s) submitted by Bidder(s):

1. **Question:** Does the College have any CMS preference?
   
   **Answer:** The college is agnostic regarding the choice of CMS. The college has a history and experience with WordPress but is not requiring this, or any, technology.

2. **Question:** Do you need support & maintenance service?
   
   **Answer:** It should not be part of the formal scope or the not-to-exceed amount, but if a bidder expects the college will have ongoing costs, outlining these costs in a supplemental appendix is appreciated.

3. **Question:** Will you provide branding and styling guidelines?
   
   **Answer:** No, Rio Hondo will not be providing branding and styling guidelines. As indicated throughout the RFP, the bidder will be providing brand guidelines.

4. **Question:** Is content writing or copy writing services part of the scope?
   
   **Answer:** No.

5. **Question:** Provide reference of three website link you like.
   
   **Answer:** Pasadena City College (https://pasadena.edu/)
   Santa Monica College: (https://www.smc.edu/)
   Long Beach City College: (https://www.lbcc.edu/)

6. **Question:** Do you have a project timeline for launch?
   
   **Answer:** The project needs to be completed by September 30, 2023. Launch date to be determined.

7. **Question:** What are the challenges with the current site?
   
   **Answer:** 1) Too much white space
   2) Navigation is confusing
   3) Too many clicks are required to find information
   4) Accessibility issues
8. **Question**: Whether companies from Outside USA can apply for this (like from India or Canada)?
   
   **Answer**: No geographical limits have been placed on bidders, but bidders must be able to be paid in US dollars.

9. **Question**: Whether we need to come over there for meetings?
   
   **Answer**: The Rio Hondo team prefers to interact with the bidder's team for the initial kickoff and "get to know you" meetings. The same applies to the final presentation. However, much of the ongoing work can be performed remotely.

10. **Question**: Can we perform the tasks (related to RFP) outside USA (like, from India or Canada)?
    
    **Answer**: See number 8.

11. **Question**: Can we submit the proposals via email?
    
    **Answer**: No. See Article 13 of the RFP Packet "Submission of Proposals".

12. **Question**: In the RFP it states the following:
    
    **Answer**: Yes. Hard copy required.

13. Submission of Proposals:
    
    A. Bidders should submit their responses to this RFP in a sealed envelope with detailed RFP No. 2088 Page 6 of 32 Rebranding and Website Redesign Services financial information. B. Bidder's response should contain one (1) signed paper copy (bearing original signatures), ten (10) extra copies and one (1) electronic copy on a CD or flash drive

    Can you confirm if a hard copy submission as outlined above is required or will you accept digital submissions?

    **Answer**: Yes. Hard copy required.

Sincerely,

Felix G. Sarao
Director - Contract Management and Vending Services