



Rio Hondo Community College
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April 7, 2023
Bulletin No. 1
RFP No. 2097: Website Redesign Services

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

1. **Question:** The RFP's title is Website Redesign, but there are no redesign requirements mentioned in EXHIBIT A: Statement of Work. Can you confirm if the authority is seeking a website redesign or if we should follow Exhibit A?

Answer: This Request for Proposal (RFP) is not intended for a complete website redesign, but rather for specific services related to website redesign.

2. **Question:** How many stakeholders are involved in this project?

Answer: Our core team and task force members consist of 12 members.

3. **Question:** The RFP does not specify vendor selection dates, and it is mentioned that the scope of work should be completed by Dec 31, 2023. Can you please provide us with the vendor selection and expected project kick-off dates?

Answer: Kick-off would be as soon as possible. The District's goal is to submit a recommendation to the Board of Trustees for award on or before June 14, 2023 (See Page 2 of the RFP packet).

4. **Question:** The budget for this RFP is \$240,000. Could you provide information on the allocation of the budget for website redesign and the activities in Exhibit A?

Answer: The not to exceed figure is \$240,000. How a bidder wishes to allocate those funds is up to the bidder with reference to required services in the RFP.

5. **Question:** The RFP mentions that the solutions expected should go into the existing WordPress site (Ex: RFP objectives second bullet point) Could you clarify if this means there will be enhancements to the current website or if it will be part of maintenance activities?

Answer: The District is presently undergoing a website redesign, and any solutions or deliverables will be executed through collaboration with the current vendor.

6. **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.

7. **Question:** Whether we need to come over there for meetings?

Answer: Meeting can be conducted virtually through Zoom, but some meetings/services may require on-campus visits by the vendor.

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

Answer: See Question No.6.

9. **Question:** Can we submit the proposals via email?

Answer: No.

10. **Question:** Page 13: Section D (beginning on page 11) skips to Section G. Should we assume there are no sections E and F in the RFP? If there are, please provide.

Answer: There is no section E and F.

11. **Question:** Pages 33 - 37, Required Forms and Paperwork:

- a. Please clarify whether these forms require notarization.
- b. There is a place for a corporate seal, which we do not utilize. Is a corporate seal necessary?

Answer: No to both (a) and (b).

12. **Question:** Video editing clarification: Is the scope for optimizing the videos for the web or is there more extensive editing needed? If more extensive, please provide an example of an edit

Answer: There is no scope for optimizing videos for the web.

13. **Question:** Does the District have any CMS preference? Or want to stay with WordPress only?

Answer: The CMS for the District website is WordPress, and there are no plans to change it.

14. **Question:** Solution must integrate with the College's WordPress website. What is the url of college WordPress website?

Answer: The question needs clarification. The District's website URL is www.riohondo.edu

15. **Question:** Which website of the District needs to be redesign? Is there any sub-site or sub domain also to redesign?

Answer: This RFP is not aimed at a complete redesign of the District's website, but rather for specific services related to website redesign.

16. **Question:** Is Branding part of the scope or will be provided by the District?

Answer: There is no scope for branding.

17. **Question:** How many people from District will be part of the decision-making process?

Answer: The decision-making process consists of about 20 members.

18. **Question:** Is website hosting and support & maintenance the part of the scope?

Answer: No.

19. **Question:** Is new content development or copywriting services part of the RFP?

Answer: Yes. See (A) Page 17, Section A.5 "Model Content Pages", and (B) Page 18, Section A.7 "Page Writing, Optimization and Migration".

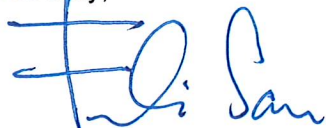
20. **Question:** What is the expected launch date of the website?

Answer: September, 2023.

21. **Question:** Is content migration a part of the scope?

Answer: Yes. See Question No.19 above.

Sincerely,



Felix G. Sarao

Director - Contract Management and Vending Services