

# TXNAHRO REQUEST FOR PROPOSALS – TXNAHRO.ORG WEBSITE REDESIGN ADDENDUM

1. How many pages do you see the new website having? How much of the existing content is being migrated to the new site?  
Based on the current site map, we anticipate approximately 80 pages. We would like to see the bulk of the content migrated to the new sites. However, we would entertain recommendations for decreasing the number of pages if the content can be condensed into other pages.
2. What is your budget for this project?  
We currently have not set a budget limit.
3. Are you looking for a local vendor in Texas?  
No.
4. Do you have a preference for the CMS to be used...Wordpress, Drupal, .NET based CMS etc?  
We prefer a CMS that is simpler to use and provides the ability for the Service Officer to add new pages and content easily. We would prefer to own any licensing acquired for the development of the website, such as for themes or plug-ins. If the proposer has a developer's license that cannot be transferred, please disclose as part of your proposal.
5. What is your annual hosting spend for your current website?  
\$100 per year
6. From your current website analytics, how many unique users currently visit your website per month? How many sessions and pageviews do you get per month?  
We do not currently track this information.
7. Do you foresee the selected vendor to provide ongoing maintenance for the website?  
Our goal is that the Service Officer would be able to maintain content for the site; however, we have asked for the cost to maintain website after going live, specifically requesting annual contract costs and detail on how many hours of service this would entail and any additional service costs.
8. What marketing plans do you foresee after the website is complete (e.g. search engine optimization, email marketing, social marketing etc.)?  
Email marketing, social media
9. Do you currently use Google analytics? Will you be able to share analytics from the past 6 months?  
We do not currently track this information.
10. Do you have a platform preference for the new website (e.g. Windows based, Linux based etc)?  
We would prefer Windows based.

11. How many people will need to be trained to administer the website after launch?

A minimum of two.

12. What are your average monthly disk space and data transfer requirements for web hosting for your current website?

2 GB

13. The RFP lists that you recommend the design of these websites [www.arnahro.org](http://www.arnahro.org) [www.pharrha.org](http://www.pharrha.org) [www.hacanet.org](http://www.hacanet.org) [www.utahnahro.org](http://www.utahnahro.org)

Can you explain why you like the design layout of these four websites?

The subcommittee reviewed several other websites and comments were summarized and discussed.

- Simple
- Clean
- Colorful
- Menus with submenus
- Lots of photos
- Easy on the eyes
- Large fonts and easy to read
- No clutter/ avoid lots of scrolling

Other items included:

- Links to Facebook, Twitter
- Current/ breaking news on home page
- Quarterly reports on training posted
- Events section
- TXNAHRO YouTube channel
- Sponsor links

All items support the original goals set by the subcommittee:

- Improved visual appeal and look
- Easy/ easier maneuvering through the site
- Modernized

14. Will a RFP response for a website that uses a proprietary CMS system –offering robust features/ security -- be acceptable?

Our preference would be a non-proprietary system.

15. Should the RFP response include hosting the new site as an option, or should hosting be included as part of the base package?

Proposers can provide both, as applicable.

16. If site hosting is to be included –either as an option or as part of the base package –will the vendor or TXNAHRO select the hosting platform?

TXNAHRO will make the final selection but we are open to recommendations from the proposers.

17. If hosting is to be included –either as an option or as part of the base package – should web services that provide information such as site traffic quantity &/or site visitor demographics be included?

We would be interested in site traffic information.

18. Should the RFP response include email accounts for the new site as an option, or as part of the base package?  
**Email accounts can be included as an option.**
19. If email accounts should be included, what is the number of emails that should be provided?  
**No fewer than two, no more than eleven (all Board officers).**
20. As of 4Q 2017, Google encourages all sites to have a SSL certificate for enhanced security— regardless of the sites features/functions. Should SSL certificate options be included?  
**Yes.**
21. Should SEO (Search Engine Optimization) Service options be offered?  
**They can be added but it is not imperative.**
22. Should additional web features (like e commerce for conference registration online; notifications feature for members to group email other select members: see [www.CarolinasCouncil.org](http://www.CarolinasCouncil.org) ) be offered as options? Or should web site security services not requested, but that might be beneficial, be proposed as options?  
**We would be interested in e-commerce options and related security services as well as notification features.**
23. Under the Key Personnel / Staff ( TAB 3 ) , request 3b: List of companies with whom the Respondent has had contracts within the last twelve (12) months, is this request for new website clients only that were won in 2017—or for all new clients won in 2017? My firm is a national marketing firm & wins many contracts annually for both websites & for other services we provide. And if the request is for websites only, are you requesting Housing Authority clients won in 2017 or government clients (which would include HA clients) won in 2017 or all new website clients won in 2017?  
**We are interested in clients and engagements that are comparable to the RFP, including Housing Authorities, Associations, or other similar website clients.**
24. #3: Under Information Required in the proposal: under the Key Personnel / Staff ( TAB 3 ) , request 3c: List of three (3) companies which the Respondent's organization (and any subcontractors ) has done business within the last five (5) years, include company, address, contact names, phone number, and email address(es) for checking references. Is this a request for vendors used by the Respondent to the RFP? or is this a request for three clients of the Respondent?  
**This is a request for three clients. TXNAHRO will contact these clients for information on proposers.**
25. Should client references &/or letters of recommendation be provided?  
**Per 3C, please provide three clients that TXNAHRO can contact to check references. Additional letters or references can be included as part of the proposal package.**

26. If yes, how many client references &/or letters of recommendation should, or can be provided?  
Per 3C, please provide three for checking references. Proposers cab provide additional references at their discretion.
27. #5c under Information Required in the proposal: cost to maintain website after going live (annual contract cost and detail specifically how many hours of service this would entail and additional service costs); Is this request for a CMS site content maintenance quote or is this a request for programming updates to the design that cannot be made via the CMS or is this a request for both services?  
We are interested in CMS site content maintenance quote.
28. Contract Award –#2d: Does the two or four months to be awarded cover only these services: Design/ Build/ Content Migration?  
Yes, that is our hope though we are open to discussing extending the time frame based on the work that is contracted.
29. If hosting is to be included as an option, what time period would that service be awarded for?  
We would like information on hosting on an annual basis and a three-year basis.