



October 16, 2024

***Prospective Proposers***

**RFP 2024-04: Website Hosting and Maintenance Services**

**Addendum #1**

This addendum is considered to be part of RFP Number 2024-04. All other terms of the RFP remain unchanged and in effect. This addendum is intended to provide additional information and/or to change requirements in the above referenced RFP.

1. Is an intent to bid required for the Website Hosting and Maintenance Services RFP?  
We did not see it listed as a requirement as we have with some other RFPs.

**Response:** This RFP does not require an intent to bid.

2. Is the listed \$20,000 budget set aside for a single year, or all three years of a possible contract?

**Response:** The budget is intended to be up to \$20,000 annually.

3. Website management training and basic HTML training are listed in the scope of work. How many internal users would be expected to need access to the website, and what would their responsibilities be with regard to what is expected of the proposer?

**Response:** At least three internal users are expected to need access; responsibilities of the Coalition's internal users will be determined upon award of the contract.

4. In the basic scope of work, "Plan for working on-site or virtually with the project manager" is listed. Would working on-site be a requirement, or would working with them virtually exclusively be acceptable?

**Response:** Virtual collaboration is acceptable, but the Coalition would like to reserve the right to discuss on-site collaboration if needed.

5. Is there an option to submit proposals electronically, either by email or another secure method? If not, would it be possible for us to submit an electronic copy prior to the deadline, with the physical copy arriving (potentially) after the 23<sup>rd</sup>?

**Response:** Electronic versions via email are acceptable, and an original hard copy will be accepted after the 23<sup>rd</sup> as long as it is post-marked prior to the due date.

6. What are some of the initial components of the website that you hope to address in this partnership?

**Response:** Components the Coalition hopes to address include but are not limited to:

- Incorporating social media feeds
- SEO
- Website analytics
- Implementation of chat bot feature and update current plug-ins

Attention to all proposers, if you have already submitted your proposal, you may augment your response via addendum, as necessary.

Thank you for your interest in this proposal.

Sincerely,

A handwritten signature in black ink that reads "Micaylee Clayton". The signature is written in a cursive, flowing style.

Micaylee Clayton

Grants & Contracts Specialist