Clackamas Soil and Water Conservation District - Website Design Services RFP

Questions and Answers – Set 1

April 24, 2024

Do you anticipate the need for any in-person support, visits, or meetings during the development/support phases?

In-person meetings are not required.

Can companies from outside of the United States apply for and perform the tasks related to the RFP outside of the United States?

Yes, we will accept proposals from outside of the United States.

Will local or in-state agencies be given preference?

We do not have a category to award preference to local or in-state agencies during the scoring of the proposals.

What Content Management System (CMS) is being used on the current website?

The Content Management System for our current website is WordPress.

Is there a preference on what CMS will be used for the redesigned website?

While preferred, the use of WordPress is not required.

What is your "not to exceed" budget?

We have intentionally not included a "not to exceed" budget. Please develop the RFP to address the desired values, functions, features, and outcomes and a budget that reflects the project's cost.

What is your yearly maintenance budget?

We have intentionally not included a "not to exceed" budget for yearly maintenance. Please develop the RFP to reflect the cost of the yearly maintenance.

Should my cost proposal include hosting expenses?

As per the RFP, proposers should include hosting, security, and maintenance of the site in their proposal with hard cost for year 1 and estimated annual cost thereafter.

How many pages from the current website, if any, will be migrated to the new website?

We anticipate migrating approximately 2500 images, 725 documents, 225 posts, and 75 pages from our main domain and subdomain.

Will any 3rd party applications need to be integrated into the website? If so, please provide which applications will be integrated.

Square Payment Processing and Invoicing integration is highly desired. We use several plug-ins on our current site for form handling, media handling, document management, and others that may need to be replicated, but we are open to alternate recommendations for these functions during the design process.

Can you expand on what SWCD hopes to use Square payments for on the site?

This application would be used to take payment from our equipment rental customers, for registration fees for workshops or events, and maybe even loan payments for our septic system loan program.

Can we submit the proposals via email?

The submittal process is outlined in the RFP. The RFP may be accessed from our website, https://conservationdistrict.org

The RFP Outcomes include "Orientation to the new site for staff and training on managing content." Approximately how many people will require training?

We would want training for approximately seven people.

Who is the key audience(s) this website needs to effectively reach?

Our website should be a source of information for residents of our county, organizations, and anyone who wants to know about how to preserve and protect our shared natural resources.