

RFP 2021.06 Website Redevelopment Services Submitted Questions and Answers

- Whether companies from Outside USA can apply for this? (like, from India or Canada)
 - Yes, companies outside of the USA can submit proposals for the RFP 2021.06 Website Redevelopment Services.
- Whether we need to come over there for meetings?
 - No, firms do not need to come to campus in order to have meetings. We are more than happy to perform virtual meetings.
- Can we perform the tasks (related to RFP) outside USA?
 - Tasks performed outside the USA - related to the RFP - must be clearly outlined in the proposal and include a brief justification which includes information on how the firm intends ensure the security of components or modules developed outside of their in-house teams.
- Can we submit the proposals via email?
 - No, proposals must be submitted by mail as stated in the RFP Proposal Delivery.
- Are you open to other CMS options?
 - Unfortunately, Percussion CM1 has been chosen as Brazosport College's preferred CMS.
- Do I need to submit a voided check at this point in the process, or can sending this type of information wait until my proposal is chosen?
 - Include a Brazosport College vendor application with your proposal, banking information and voided checks may wait until awarded proposal is chosen.
- Should this notarized form be included in the bound proposal or mailed separately since it will be notarized?
 - House Bill 89 Verification form needs to be included in the bound proposal.
- I am a sole-proprietor, so I am exempt from this form - do I still need to submit and notarize this form?
 - Yes, you will need to fill out the top portion of the form, select the applicable exemption, sign, and notarize the form.
- Who would I put for the "Name of Officer" in Section 3 of the Conflict of Interest Questionnaire?
 - If there is no conflict of interest enter "N/A" and sign.

- It says this should be notarized in the RFP instructions and mailed to you directly. Does this mean it should not be bound as a part of the RFP?
 - The CIQ form should be included in the bound proposal.
- The RFP says, "In Section 3, insert the "Brazosport College Sealed Proposal RFP 2021.06" for this sealed proposal" however, the electronic form only allows enough space to enter "Brazosport College Sealed Prop". Is there a different Contract ID that you'd like me to enter?
 - Brazosport College RFP 2021.06 or RFP 2021.06
- Also, the RFP instructions ask that this form be signed, notarized, and mailed to you, but it says right before this that it must be submitted electronically.
 - The 1295 form can be electronically submitted through the Texas Ethic Commission. It can be printed and needs to be included with your bound proposal.
- The RFP instructions also call this "The Conflict of Interest Questionnaire Form 1295" but these two forms are different, correct?
 - Yes, that is correct they are different forms, however, both comply with the Texas Government Code 2252.908 in regard to House bill 1295. One is submitted through the Texas Ethics Commission and the other can be found on the College webpage. Only one of the two will need to be signed and included in your bound proposal.
- Please clarify, will the vendor be working on any of the following related sites:
 - a. Career coach - <https://brazosport.emsicc.com/>
 - b. MyBC - <https://mybc.brazosport.edu/ics>
 - c. Virtual Campus - <https://online.brazosport.edu/d21/login>
 - d. Catalog - <http://catalog.brazosport.edu/>
 - e. BC Engage - <https://brazosport.campuslabs.com/engage>
 - f. Employment portal - <https://employment.brazosport.edu/>
- Please specify any others in scope sites not in the above list.
 - No, the vendor will not be working on any of the external sites. Work will be focused solely on the main www.brazosport.edu website.

- If vendors do not experience with Percussion CM1 will they be granted time to learn the necessary system(s). To clarify, Percussion CM1 looks like its jsp, xml, html, js, css, is this the case?
 - Vendors will have the time allotted in the timeline provided in the RFP. A demonstration video that provides a detailed look at Percussion can be found at the bottom following website: <https://www.percussion.com/request-a-demo/>
- Can Brazosport College please clarify: is this scope essentially a re-work of the current site?
 - We are essentially rebuilding the site from the ground up. Once complete, the site will have a new architecture and design aesthetic that follows college brand guidelines, is ADA Compliant, and streamlined to provide a better user experience. The only thing that we believe will need to be pulled from the old site is page content.
- Current site is using google translate to render the site in multiple languages. Is this desired in the new site? If so, does UX need to be considered, as the site will need to reformat to accommodate different languages? (e.g., is it necessary for all languages to render perfectly?)
 - Our priority is to make the site more accessible for all students. Google Translate is the most cost-effective option for us to ensure that the website can be translated. If the vendor has another cost-effective solution, we are open to suggestions that would better support our students. UX should be considered to accommodate the different languages.
- Is google search the preferred site search option? Does Brazosport College wish to implement a Custom Google Search skin to brand the search experience?
 - Funds have been budgeted to upgrade site search for the website to provide a better user experience for students. We have reviewed multiple site search options but are open to suggestions from the selected vendor. Site search would need to be branded to match our website and brand standards.
- We notice four separate fonts on the current site (with some being Google CDN). Will fonts (links or files) be provided?
 - Fonts can be updated with the redesign of the website. The current primary fonts used on the website are ASAP and Segoe. When originally chosen for the website, we were attempting to find fonts that match our brand font, Aller (www.fontsquirrel.com/fonts/Aller), as much as possible.

- Currently the homepage makes 55 analytics/tag management/advertising requests to 3rd parties. Can the vendor combine any of the tracking tags and scripts into a single Google Tag Manager instance?
 - Tracking tags would need to be reviewed to determine which are still in use and which can be removed from the website. Placing tags into an aggregator would be something our teams would be willing to discuss with the selected vendor.
- Will the vendor's team be expected to travel to Brazosport's campus at any point during the engagement?
 - No, vendors do not need to come to campus to have meetings. We are more than happy to perform virtual meetings.
- What is the approximate website redesign budget for this engagement? Even a range or ballpark figure will help.
 - We have not established a budget for this project.
- Does the College have up-to-date brand guidelines or style guide that the vendor will be able to leverage to create a consistent user and visual website experience?
 - Identity standards can be found at the following website:
www.brazosport.edu/Assets/pdfs/marketing/BC-Identity-Standards.pdf
- Will any content creation whatsoever (copy, photos, videos, etc.) be required?
 - No, at this time, we believe that our teams should be able to handle any content creation.
- What other College websites does Brazosport look at as exemplary?
 - Aspects of the following websites have been considered for our website:
 - <https://uh.edu/>
 - <https://www.hvcc.edu/index.html>
 - <https://siteimprove.com/en-us/> (design of site)
 - <https://www.agnesscott.edu/>
 - <https://www.alamo.edu/>
- What CRM/Marketing Automation platform does the College currently use?
 - We currently use Anthology Reach as our CRM. Anthology Reach is built on the Microsoft Dynamics platform.
- How many web pages are in scope for the website redesign?
 - Currently, the website has about 1,378 pages.
- When was Brazosport's most recent website redesign?
 - 2016

- How many images, PDFs, and files currently live in the College web ecosystem?
 - Images: 1,556
 - PDFs: 2,059
 - Files in total: 2,246
- If relevant, can the client specify its expectation for an SEO strategy? (A typical strategy might include title, meta descriptions, and alt tags for any pages the vendor is responsible for) How many pages are anticipated to be in scope for the SEO strategy?
 - SEO will be handled by the College. The vendor should not be responsible for content creation throughout the duration of this project.
- What specific third-party APIs and integrations are in scope?
 - Acalog:
 - Catalog Management System integrated into program pages
 - Example of Integration: <https://brazosport.edu/programs/Health-Professions/Nursing/registered-nursing-rn.html>
 - Vendor Website: <https://www.digarc.com/solutions/academic-catalog-management-software/>
 - Career Coach by EMSI
 - Career information integrated into program pages on third tab
 - Example of Integration: <https://brazosport.edu/programs/Health-Professions/Nursing/registered-nursing-rn.html>
 - Vendor Website: <https://www.economicmodeling.com/student-success/>
 - Integration of a new college calendar system (new system has not been chosen)
- For the redesign, how many levels are expected to be in scope (e.g., home page + two levels)?
 - Home page plus 5 levels (6 levels in total)
- Will content migration from the old site to the new site be in scope? Or will this be handled internally by the College?
 - Content Migration will be in scope for this project.
- Are there any coding standards that Brazosport subscribes to? (e.g., CSS methodologies, JavaScript design patterns, etc.)
 - No.
- What framework does Brazosport utilize (e.g., Foundation, Bootstrap)?
 - Percussion supports a number of CSS and JavaScript frameworks including support for custom JavaScript coding.

- Are there any preferred languages or technologies stacks that are preferred on the back-end, if the need arises? (e.g., LAMP stack, IIS and .NET, etc.)
 - No.
- Can the College please provide an ideal tentative launch date?
 - The launch date is stated in the RFP.
- Can proposal responses be submitted via email instead of hard copy?
 - No, proposals must be submitted by mail as stated in the RFP Proposal Delivery.
- Can we utilize a partner to bid on this opportunity?
 - Tasks performed outside of the selected vendor's teams - related to the RFP - must be clearly outlined in the proposal and include a brief justification which includes information on how the firm intends ensure the security of components or modules.
- What is the budget?
 - We have not established a budget for this project.
- Do you have an incumbent for this contract? If so, please provide the details
 - No.
- Can you share any budgetary information about this project with us, is there any assigned budget for this project, or any price range that you are looking for on this proposal?
 - We have not established a budget for this project.
- Do you have any CMS preference for this project like Open Source, WordPress, Drupal?
 - Percussion has been chosen as the Content Management System for the Brazosport College website.
- Is there any addendum release for this project, or any changes on the due dates?
 - No addendums or changes have been made at this time, any and all addendums will be posted on the Purchasing page on the Brazosport College website at: <https://brazosport.edu/faculty-and-staff/employee-services/business-services/purchasing/>.
- Have you received any other questions from vendors that you may share with us?
 - Yes, all questions and answers will be posted on the Purchasing page on the Brazosport College website on Friday, July 30, 2021 prior to 12:00 p.m.