

**Request for Quotes for
Anticipated Web Design and Training Services
BOE RFQ 17/18-1
Addendum A**

Scope of Work – Additional Details:

The Avon Public School District has contracted with Finalsity, a Connecticut based webpage design and services firm, to create and host a new webpage. At this time the shell design of the District's new webpage has been created. The District is interested in receiving quotes for the following services related to incorporating and populating the new page:

1. Consult on best practices including ADA compliance standards for the webpage.
2. Recommend webpage organization and setup including but not limited to menu items, content and layout.
3. Populate content into various established webpages.
4. Complete training for key staff members responsible for maintaining the webpage.

Additionally, any interested parties must have experience with the Finalsity platform to be considered for award.

Questions & Answers:

1. How many non-technical content editors do you want to allow to edit the new website?
Answer – Each building and department will have a minimum of one staff member required to perform general maintenance of the site, approximately, 15 – 20 employees.
2. How many pages and documents are on the websites today?
Answer – Unknown at this time.
3. Would you like to migrate all the content into the new one?
Answer – The request is for a complete re-population of data, no migration will be performed.
4. We would like to integrate as many Internet and Social media communication applications as possible. Can you give us any idea on the budget range for this project so we can get the proper discounts to fit your budget?
Answer – At this time the District will not be pursuing social media options.
5. What is the scope of the project in terms of pages?
Answer – Approximately 50 Homepage related pages, 15 for each of the 5 schools.
6. Have you reviewed the site for possible page consolidation?
Answer – Yes, above is the consolidated count.
7. Will we host the site? If so, do you need secure SSL hosting (e.g. https...) The current site is not on hosted in this environment.
Answer – No, Finalsity is hosting the site.
8. Approximately how many hours are spent per month managing site content on average.
Answer – An estimated 20-40 hours per month are spent on general site maintenance.

9. What is your target launch date?

Answer – Unknown at this time, this RFQ will be collecting estimates to complete the website.

10. Can companies from outside the USA apply?

Answer – Yes.

11. Does an individual need to be present on campus for meetings?

Answer – Yes, on campus meetings will be necessary to properly convey the wishes of the various stakeholders as well as to collect documentation.

12. Can proposals be forwarded by email?

Answer – Yes, this is a Request for Quotes process, not a formal bid or Request for Proposal course. The District is looking to understand the potential cost associated with these services. The Avon Public Schools reserves the right to award in the future utilizing these quotations.