CCEE Website Design and Development RFP
Responses to Questions
August 5, 2019

LEARNING MANAGEMENT SYSTEM (LMS)

Q: Is the vendor supposed to build a custom LMS application or integrate an existing LMS application? If it's the latter, what LMS system is desired? If it's the former, please include a needs requirements document for this.

A: The CCEE will collaborate with the selected Respondent to determine if a custom built LMS or integration within an existing LMS application will best meet the business and program needs of the organization. CCEE does not currently use an LMS system and will explore both options through the design and development phases of the project.

PLATFORM TO STORE, ORGANIZE, AND DELIVER A WIDE RANGE OF CONTENT

Q: The RFP seems to state that CCEE will take the lead on content development and will be responsible for day-to-day website maintenance. Is the expectation that the vendor just provides a platform with several templates that meet support requirements such as the ability to be responsive, ADA compliant, tracked by Google, etc. and then CCEE builds out the pages and sections? Or do you want the vendor to build out all pages and sections?

A: The selected Respondent will provide initial support to build out pages and sections that will be uploaded to the website. The selected Respondent will transition the day-to-day and content development to the CCEE with ongoing support from the selected Respondent.

Q: What is the expected number of documents and videos to be created?

A: Preliminary estimates of approximately 600 total resources (e.g., 25 "toolkits" with a range of 7-20 resources (files) posted within each toolkit for public access; approximately 100 resources for private access). Example files contained within the toolkits may include, but are not limited to, videos, PowerPoint presentations, and PDFs.

WEB CONTENT ACCESSIBILITY GUIDELINES (WCAG) LEVEL AA STANDARD FOR ADA COMPLIANCE

Q: Will CCEE be responsible for ensuring that the website content they develop is ADA compliant? Or will the vendor need to test and remediate everything that CCEE puts on the website?

A: The CCEE will collaborate with the selected Respondent to ensure that the website is ADA compliant. This may require the selected Respondent to test and remediate content before posting on the website and coordinate with the CCEE to develop an internal process that ensures the website is accessible.

Q: Is the vendor responsible for "Creation of accessible documents and videos?" Or is the vendor responsible to remediate the documents and videos after CCEE has created them?

A: The CCEE will collaborate with the selected Respondent to ensure that documents and videos posted on the website are ADA compliant. This may require the selected Respondent to create accessible documents and videos or coordinate with the CCEE to develop a process that ensures the content is accessible after the CCEE has created the content.

Q: What is the expected number of documents and videos for this requirement: "ADA remediation of existing documents and videos not included on current website?"

A: The CCEE will collaborate with the selected Respondent to determine the number of documents and videos not included on the current website that require ADA remediation.

BUDGET

Q: Has a budget been established for the project?

A: The CCEE does not have a set budget for the website design and development project, and anticipate that there will be variations depending upon the approaches that Respondents may take to addressing the requirements set forth in the RFP. The CCEE requests that Respondents provide an annual breakdown of the proposed fees and costs (including for organizational personnel) for the website design, development, and maintenance. The total annual fees and costs must be stated as a "not to exceed" amount. Each Respondent needs to describe their willingness to commit to the estimate provided, and clarify what factors may influence the estimate in the event of technical changes.

Due to the year-to-year nature of the CCEE's funding, the contract with the selected Respondent(s) will necessarily be written such that it is fiscal year-to-year with the ability to extend it to the next fiscal year at the exclusive option of the CCEE.

Respondents' cost estimates may be a factor in awarding the contract. Since an RFP is not required, the CCEE/MCOE is not obligated to accept a bid based on cost estimates.

REQUIRED TECHNICAL FEATURES

Q: On page 4 under the 'Required Technical Features' section you have listed "**API Integration**". Are you able to tell us what you need there? Are you looking to pull something from another systems or allow for other systems to pull from the website? What type of content are you looking to get in and out?

A: The CCEE is looking for the Respondent to provide API integration that allows for the capability to push and pull between the website and other systems. The initial launch of the website will not require this function, but over time, we anticipate the need to integrate with other systems such as an LMS and other systems (e.g., large data pull to support data analytics).