



**RFP for Website and Intranet Content Management System
Amendment 1**

Q1: Does the RFP include social media marketing, search engine optimization, or other services outside of the building of the website?

A1: The College desires to receive information regarding search engine optimization in the proposal. No additional services outside of the building of the website are requested at this time.

Q2: What is the timeframe for completing the project?

A2: The College expects the project to be completed during the Spring 2023 semester. Once a vendor has been selected, the College and selected vendor will work together to establish a more detailed timeline.

Q3: What backend capabilities will MSC support staff need to have for the intranet function?

A3: Content management, file management , source code access, and custom scripting.

Q4: We're trying to get an idea of what type of templates we will need to be ready to provide. Is this section referring to any templates we use to build the website?

A4: Webpage templates

Q5: Will there be any existing third-party services that MSC will want to maintain to integrate them into the new website?

A5: At this time there are no existing integrations.

Q6: Will this system be used to store student or financial data?

A6: No

Q7: Will pre-recorded video training assets – along with in-person or video conference training – be an option that we can provide for MSC staff?

A7: Yes

Q8: What is the payment structure for the project? Will there be annual payments for each one-year interval?

A8: The College is familiar with an annual payment for similar projects, however, the College is flexible regarding the payment structure.

Q9: We note the requirement that the “vendor shall be responsible for reviewing and maintaining programming code and associated infrastructure using industry standard best



practices.” Does this relate to the code of the pre-designed templates (i.e. the vendor would be responsible for maintaining them post-launch), or is this in relation to the code of the CMS platform?

A9: It is the College’s expectation for the vendor to be responsible for both.

Q10: Can you confirm that you are asking the vendor to include pricing for a website redesign? If yes, could you share the budget for the design portion of this project?

A10: Yes, the College is requesting proposals for a website redesign and content management system, as well as the development of an intranet. The budget for the design portion is unknown at this time.

Q11: You mentioned Athletics updates. How do you currently manage those? Is your intention to manage a separate Athletics site in the new CMS?

A11: No, it is not the College’s intent to manage a separate athletics site in the new CMS. The College will continue with the current Athletics website. The Athletics updates referenced in the RFP relate to publishing press releases or various communications on the College primary website when desired.

Q12: What type of information are you managing in your current intranet? Which system are you using now?

A12: Campus forms, Local hosted IIS website

Q13: What’s your current CMS and why are you looking to switch?

A13: In10sity Interactive, LLC. The current CMS does not provide flexibility in design and in ability to make updates.

Q14: Can you tell us a little about your current web team (how many people, what are their roles?)

A14: I.T. assist with content updates and user management. Public information office signs off on all public facing content, content updates and user management

Q15: Are you planning a content audit prior to moving your 700 pages into the new CMS?

A15: Yes

Q16: Which system are you currently using to manage program and course data? Are you planning to move this information into the new CMS?

A16: Our ERP houses that information. No it will live at the ERP level.

Q17: Do you prefer PULL/Open Source systems?

A17: No preference.



Q18: What is driving the dates of this project?

A18: Growing online population of students need access to admissions, enrollment, and student support information.

Q19: What happens if you miss any or all of the dates of this project?

A19: The College will miss out on important student populations that crucial to its enrollment management plan.

Q20: In regards to content migration:

Q20a: Will you require content migration services?

A20a: Yes

Q20b: Will the entire .edu domain need to be migrated?

A20b: Yes

Q20c: Are there parts of the site that will not be migrated?

A20c: No

Q20d: Are there additional domains that need to be migrated?

A20d: No

Q20e: In regards to migration, how many different page layouts do you have on your current site?

A20e: 17 layouts.

Q21: Who currently hosts your website(s)? Are you looking to change this arrangement?

A21: In10sity Interactive, LLC. Yes

Q22: How many developers do you have to maintain the new CMS?

A22: 0

Q23: How many individuals at your institution will need to use the CMS?

A23: 15

Q24: Can you share an established budget range for this project?

A24: Not at this time. The redesign of the website is a high priority for the institution. The financial impact on the institution for this project is important, however, the College recognized



the impact the website has on enrollment management, external relations and the operations of the College.

Q25: What systems do you have that you would like integration with? Is there a priority of system integrations? What specifically would you like to integrate within these systems.

A25: There are no existing integrations at this time.

Q26: How important is a support plan/option for you with the new CMS?

A26: Support options will weigh heavily in selecting the vendor for this project.

Q27: Could we please confirm that our proposal is to be made up of the 5 points underneath 9.0 SUBMITTAL? (Plus what is required under 6.4 Proposal Format)

A27: Yes, the proposal is to be made of the 5 points underneath 9.0, plus what is required under 6.4.

Q28: Would you like prospective vendors to respond individually to the points underneath 3. SCOPE OF PROJECT?

A28: No, that is not required.

Q29: Do you have a year one project budget?

A29: The College does not have a year one budget at this time. The redesign of the website is a high priority for the institution. The financial impact on the institution for this project is important, however, the College recognized the impact the website has on enrollment management, external relations and the operations of the College.

Q30: Do you have an annual recurring cost budget?

A30: The College does not have a recurring budget at this time.

Q31: Do you have a preference for an open-source or a commercial solution?

A31: The College does not have a preference at this time.

Q32: What is your current content management system, and what are your principal pain points with this system?

A32: In10sity Interactive, LLC. The current CMS does not provide flexibility in design and in ability to make updates.

Q33: Can you please let us know how many concurrent users you expect to have logged into the CMS at one time?

A33: 4



Q34: What websites do you aspire to?

A34: Parts of the following: University of Montana, University of Wyoming.

Q35: Do you have an estimated go-live date in mind for the new website?

A35: Spring 2023

Q36: Please advise how many end-users require training? Are you interested in a train the trainer approach?

A36: It is estimated the College would need training for 8 end-users. The College would be interested in utilizing a train the trainer approach.

Q37: Is the vendor responsible for the migration of content to the CMS? If so, please indicate whether we should assume migration of the 700 pages, or whether the intention is to reduce the number of content pages on the new website?

A37: The College expectation is for the vendor to be responsible for migrating content to the CMS. The College intends to reduce the number of pages on the new site.

Q38: We note that you'll be creating "an intranet section" on the website. Does this imply that intranet will be part of the website, with the same look and feel, or do you anticipate that it will have a unique look and feel?

A38: We are looking for a similar look and feel but different enough not to confuse end users on the site they are on.