



Below are the questions received regarding the WYOPASS Website Redesign RFP and corresponding answers.

1. **Question:** Does WYOPASS have any demographics of prospective users that can be shared with vendors?
Answer: WYOPASS does not have any demographics.
2. **Question:** What are the compression formats that you prefer?
Answer: Images: Jpeg, Files: Zip
3. **Question:** Is there a preferred technology stack that WYOPASS already has in place that we need to build upon?
Answer: No.
4. **Question:** Are there any digital assets that WYOPASS already has we have to build upon?
Answer: Our logo is trademarked and must be used.
5. **Question:** Will the content be given by WYOPASS?
Answer: Yes.
6. **Question:** Do you have any visual artefacts that we need to consider as mandatory usage?
Answer: None known.
7. **Question:** What are the form factors that we need to comply for RWD?
Answer: The website should be responsive to any device it might be displayed on (e.g. all mobile devices, PC/MAC, TV, etc.).
8. **Question:** Is there any preference of open stack Vs paid licenses for software?
Answer: WYOPASS has a limited budget.
9. **Question:** Do you have any time limits for page downloads?
Answer: Pages should not be so large that they don't immediately download.
10. **Question:** What is your existing CMS?
Answer: Website Console by "The Webwright"
11. **Question:** What are the Business Registration steps?
Answer: It is up to you to determine steps necessary for licensing with the State.
<http://sos.wy.state.wy.us/>
12. **Question:** Do you have a vendor information form to fill in our company details?
Answer: Please add this information within your response.
13. **Question:** Do you have a sample template for preparing and submitting the proposal?
Answer: No.
14. **Question:** Do local agencies have priorities over agencies based in Europe?
Answer: WYOPASS encourages all interested parties to submit a response.
15. **Question:** Is it possible to organize a conference call in order to discover more about this project and better prepare our proposal?
Answer: WYOPASS is not doing phone calls as this would not be fair to others submitting responses to the RFP.
16. **Question:** Has a budget or budget range been defined for this project? If so will that information be shared with vendors?
Answer: The WYOPASS Board has chosen to not disclose our budget until after the contract is awarded.

17. **Question:** Does this budget include hosting costs?
Answer: Hosting costs will be included in the budget.
18. **Question:** Do you have a preference for an open source or licensed content management system (CMS)?
Answer: The WYOPASS Board would like to see options, but is interested in a very user friendly CMS.
19. **Question:** Does WYOPASS have a CMS or technology preference?
Answer: The WYOPASS Board would like to see options, but is interested in a very user friendly CMS.
20. **Question:** Do you currently use or have a particular payment gateway for your online payments?
Answer: No, but WYOPASS does use Square and would like to integrate that ability into the website.
21. **Question:** Please provide a list of all third-party integrations, including existing applications.
Answer: None at this time.
22. **Question:** Is single sign-on (SSO) a requirement? If so, against which application will it authenticate?
Answer: SSO would be desired, but the Board will look for recommendations from the consultant selected.
23. **Question:** Do you have an anticipated launch date?
Answer: This will be determined at the project kick-off meeting.
24. **Question:** How many concurrent content editors will you have?
Answer: Three.
25. **Question:** As a volunteer organization, what resources do you have to maintain the site after launch?
Answer: Board members maintain the site as they have time.
26. **Question:** What type of search features are your visitors looking for?
Answer: Mobility, autocomplete, relevance, reports, etc.
27. **Question:** Do you have a content inventory of the site?
Answer: No, but one can be created fairly easily.
28. **Question:** The next-to-the-last page references college specifications and college interpretations of accessibility. Are these relevant to this project as well? If so, can you please share these with us?
Answer: Apologies, this reference to the college was from a previous RFP. However, the site should be accessible.
29. **Question:** What is being used for the Membership portal?
Answer: Currently not a lot. WYOPASS would like to keep a members page in order to offer additional benefits to our members. This area would likely have links to resources, a question/answer e-blast, etc.
30. **Question:** Would you like to have the Scholarship and Membership forms created as online forms instead of PDFs? If so, where would the information collected need to be saved?
Answer: Online forms will be considered. Information should be saved to both the website and forwarded to specific email accounts.
31. **Question:** Is the Forum still a desired requirement?
Answer: Only if it becomes more user friendly.
32. **Question:** Would you like search functionality to remain integrated into the site?
Answer: Search functionality is desired.
33. **Question:** Would you like to continue using the calendar functionality?

- Answer:** Having a calendar in some format is desired.
34. **Question:** Will the members page still exist? If so, can you please tell us a little bit more about the content behind that login and if that portion of the site is a part of the RFP?
Answer: WYOPASS would like to keep a members page in order to offer additional benefits to our members. This area would likely have links to resources, a question/answer e-blast, etc.
35. **Question:** Do you have a preferred or required online payment provider?
Answer: WYOPASS currently uses Square.
36. **Question:** Do you envision wanting to keep the News and Events functionality and ongoing feed of content on the new website?
Answer: WYOPASS believes that certain areas of the website can be combined, such as events and the calendar. A place for highlighting special information or doing a newsflash would be beneficial.
37. **Question:** Do you want to include all of the post archives back to 2009 on the new site? If not, how far back do you want the new archive to go?
Answer: WYOPASS board members intend to delete any content that will not need to be migrated.
38. **Question:** What is your current content management system (CMS)?
Answer: Website Console by “The Webright”.
39. **Question:** What are the steps for proceeding with submitting our proposals?
Answer: All submittal information you need is within the RFP document. You can find it on the Wyoming Planning Association website at www.wyopass.org.
40. **Question:** What roles are needed?
Answer: At a minimum Subscriber, Contributor, Author, Editor, and Administrator.
41. **Question:** Does WYOPASS have a CMS or technology preference?
Answer: The WYOPASS Board would like to see options, but is interested in a very user friendly CMS.
42. **Question:** The RFP mentions content development, do you plan to reuse any existing content from the website or will the selected vendor be tasked with writing all content?
Answer: WYOPASS plans to reuse any relevant content from the existing website and the Board will create any new content they wish to put on the new website.
43. **Question:** The RFP mentions video production and photography services, can you elaborate on the video production requirements? Are there specific videos WYOPASS is looking to have created?
Answer: At the time the WYOPASS Board has not specifically outlined any videos to create, but would like the opportunity to create videos if the budget allows.
44. **Question:** The RFP mentions accessibility requirements specifically, “Vendor must share their process for building in usability and accessibility. Please note that accessibility requirements must be built to the college’s specifications and is subject to the college’s interpretation of accessibility. Accessibility requirements will be subject to usability testing for functional accessibility by WYOPASS.” What college is being referenced? What level of accessibility compliance is required?
Answer: Apologies, this reference to the college was from a previous RFP. However, the site should be accessible. The site should be accessible to all users including blind and deaf users.
45. **Question:** How many users will require training on the new CMS?
Answer: 2-7
46. **Question:** Are there any internal or 3rd party systems or applications that will be required to integrate with the new website?
Answer: WYOPASS does use Square and would like to integrate that ability into the website.

47. **Question:** What is the intended term for the project? I.e., how far can we propose out the hosting costs?
Answer: This will be determined at the project kick-off meeting.
48. **Question:** What is the current size for the disk usage for the site?
Answer: This is unknown.
49. **Question:** Do you need assistance with redirects for the new URL paths for Google, or is that handled internally or by another resource?
Answer: Assistance for new paths will be needed.
50. **Question:** It doesn't appear that you have done any page SEO optimization, from the standpoint of page descriptions at minimum. Should that be considered in this proposal?
Answer: This is desirable but not required.
51. **Question:** In the Evaluation Criteria – “The proposed solution’s ability to integrate non-programmatically with existing business applications”. Can you be more specific concerning “existing business applications”?
Answer: Currently this would include Square and Microsoft.
52. **Question:** You don't mention much about hosting, are you currently on a shared hosting plan or a VPS? What are you interested in specifically for a hosting plan?
Answer: Hosting will be required for this website, the specifics of which will be determined with the selected consultant.
53. **Question:** How many WyoPass content editors and admins do you anticipate working on your new website?
Answer: 2-7
54. **Question:** Regarding your audience mix, what percentage of your total audience are your WyoPass members, friends, and/or affiliates vs. the general public?
Answer: WYOPASS does not have any data to answer this. I would estimate 80% are associated with WYOPASS in some way and 20% are general public.
55. **Question:** In the RFP you write, “The ability to have user accounts should they be required in the future.” Is there a reason online member accounts are not being required for the new website now?
Answer: WYOPASS membership needs to be polled to see if they would use that function on the website.
56. **Question:** Are there specific examples of content development (copy, imagery, video) you are looking for?
Answer: WYOPASS is looking for a mix of examples and tools the website could have.