



ST. TAMMANY PARISH

MICHAEL B. COOPER
PARISH PRESIDENT

December 3rd, 2021

Please find the following addendum to the below mentioned RFP.

Addendum No.: 1

RFP#: 21-21-3

Project Name: St. Tammany Parish Website

RFP Due Date: Wednesday, December 8th, 2021, 2:00 P.M.

QUESTIONS AND ANSWERS:

Question 1: Whether companies from Outside USA can apply for this? (like, from India or Canada)

Answer 1: No, we will need someone located within the United States.

Question 2: Whether we need to come over there for meetings?

Answer 2: Please refer to answer 1.

Question 3: Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

Answer 3: Please refer to answer 1.

Question 4: Can we submit the proposals via email?

Answer 4: Please refer to answer 1.

Question 5: Do you have a varying budget based on different website services dictated on page 5 section 2.1 Scope of Work/Services; redesign, host, manage, and maintain.

Answer 5: No, there is not a varying budget based on different website services. The budget is \$12,000 annually for all services listed under the scope.

Question 6: On page 5 under section 2.1 Scope of Work/Services, you detail that St. Tammany Parish Government will control the content of the website. Will copywriting be provided by St. Tammany to the Proposer for the website redesign?



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- Answer 6:** Yes, Copywriting will be provided by St Tammany to the Proposer for the website redesign. It is expected that copy/content provided will be posted in a timely manner, especially during emergency situations like tropical storms.
- Question 7:** Will St. Tammany require photography and videography services of the Proposer for the website redesign?
- Answer 7:** No, photography and videography services will be provided. The website services will include the ability to upload and maintain pictures and video.
- Question 8:** On page 5 under section 2.1 Scope of Work/Services, you ask for "the development of a mobile website or application." Are you requesting a mobile-friendly website or a brand new mobile application?
- Answer 8:** We are in need of a mobile-friendly website with the possibility of a future mobile application. A citizen should be able to view the same content on a mobile device as compared to a desktop.
- Question 9:** On page 5, under section "2.1 Scope of Work/Services, you mention the proposer must redesign the St. Tammany Parish Government's website. Does the Parish wish for website's current integrations, such as Vimeo and Mailchimp, to be integrated into the new website?
- Answer 9:** The Parish does wish for the website's current integrations to be integrated into the new website. St. Tammany Parish uses Vimeo and Mailchimp as a direct source to provide video and reach out to citizens. We are still utilizing those services.
- Question 10:** Are there any other additional features required by the Parish?
- Answer 10:** No, there are not any features required other than those provided in the scope.
- Question 11:** Is there any new functionality you'd like built into the website that does not exist on the current site?
- Answer 11:** No, only the ability to access information on a mobile device similar to the desktop version of the website.
- Question 12:** Does the Parish have other website(s) the Proposer can draw inspiration for the website redesign?
- Answer 12:** No, we are encouraging creativity; a clean, accessible website is the most important characteristic. Citizens must be able to find information easily.



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Question 13: Are there branding standards the Parish is required to maintain that the Proposer should consider in the website redesign?

Answer 13: There are no branding standards the Parish is required to maintain. St. Tammany Parish Government (STPG) does have a brand, although it is not imperative that it be followed. STPG generally follows the yellow and blue color scheme, with Times New Roman being a preferred font.

End of Addendum #1