

New Website Design, Development, and Support documented questions for reference only. January 13, 2023

QUESTIONS IN BLACK

ANSWERS IN RED

Will there be an accessible area to view all submitted and answered questions? **YES**

Part 3 gives a general outline of the Statement Of Work To Be Performed but is there a specific overview of content to be created? **We have not created a specific overview of content as we are seeking a contractor who can organically create our site. Generally, our new site will likely reflect the basic content of our existing site but with modern technology and influence.**

Are we using all current site content and putting in a new design on a new framework? **Yes, the content is good, just need it refreshed with modern themes and features.**

Are there any new pages that are required or planned for the new site? **None that I can think of now, but in the planning and design stages it may be apparent we need additional pages.**

Are there any current pages that are hidden on the current website that will need to go live leading up to Fair? **There are about 3-4 hidden pages that are insignificant, I do not plan on keeping them.**

Are there any pages that will not be included in the new website build? **No**

Are there any new functional needs required or planned for the new website? Ex - event calendar, 3rd party component integrations, forms, polls, etc. **We would like to explore all features and options; we are not tech savvy and are unaware of many available features, our goal is to develop a basic platform that can be expanded.**

Do you have a previous years estimate of weekly or monthly productions hours dedicated to website maintenance and content additions? **We do not have documented production hours; however, the goal of our team is to be as self-sufficient as possible with as little use of outside help as possible. An hourly rate may be appropriate to use in this case.**

Do you have a similar estimate for the three months leading up to Fair? We currently manage three Fair websites and while the production hours vary, the weekly production hours are significantly higher in the three month window leading up to Fair. **We do not have documented production hours; however, the goal of our team is to be as self-**

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sufficient as possible with as little use of outside help as possible. An hourly rate may be appropriate to use in this case.

What is the desired functionality for the directors, vendor, and exhibitor portal area?
- Do vendors, directors, or exhibitors need to have their own password-protected account, or does there simply need to be an area where vendor, director, or exhibitor-only information is available? **We would like a password protected account area where information can be shared, many times there are forms and tactile data that needs to be used.**

We know right now that the fair uses 3rd party sites and services for ticket sales, horse racing and for other functionalities. Does the fair want to continue to use these 3rd party services, or do we need to include the replacement of some or all of these services in our estimate? If so, which 3rd party services are you looking to keep, and which should become part of the new site? **We want to keep our 3rd party sites and services, the ability to conduct sales and use a shopping cart check out area is desirable.**

What do you consider within the scope of "support and maintenance"? Are new pages, features, add-ons, page-sections, or design changes included in what you consider "support and maint"? **Our vision of support and maintenance is a period of time for the Fair Staff to adapt to the new website and learn its functionality, this may include making adjustments to the flow of content that may be realized after a full build.**

Is there any weight given to disabled, veteran-owned businesses - similar to the weight given to local businesses? **At this time there is no weight given to disabled, veteran-owned businesses.**

The RFP has a submittal requirement that I was just looking for some clarification on:

"Proposers must submit one (1) original and three (3) identical numbered copies of each Proposal in a sealed package"

Does this indicate there should be 4 proposals inside of a single sealed package (1 original and 3 copies)? Or should each copy be in its own separate sealed package? **4 Proposals, one original with wet signature and 3 copies for scoring purposes.**

Additionally, should each copy contain everything listed in Part V of the RFP? **Yes, please have each copy contain everything listed in Part V, this helps the individuals scoring the content to have a complete set of documents to work from.**