



# **WASHINGTON STATE COMMUNITY ACTION PARTNERSHIP**

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WSCAP works to build healthy communities and eliminate poverty through a unified network of Community Action Agencies across Washington State.

## ***WSCAP WEB DEV/REDESIGN RFP - FREQUENTLY ASKED QUESTIONS***

### **Multiple administrative levels for intranet - what tiers and what do they look like?**

*Super Admin* - users that can control the overall look and organization of the page, including the ability to batch delete documents.

*Admin* - users that can add documents, user accounts, and modify content they have created and uploaded. These admin should have access to specific portions of the website, dependent on expertise.

### **What is needed in terms of Member Dashboard functionality?**

Members should be able to register for trainings and workshop, view content, respond to discussion board messages, and create/update their member profiles.

You can refer to 45 minutes into the webinar to view what the member side of the website looks like. Here's the link: <https://vimeo.com/414879702>

### **What is included in the training and technical assistance of the proposal:**

Rather than long term customer support, WSCAP requires support during, leading up to, and in the first few months of launch. We also need training on the use of the website for Executive Directors and program staff that will be using our site as members. This could include live webinars, recording training modules in the form of videos, and documentation about the functionality and use of the website.

### **Does the RFP include hosting?**

WSCAP already has ongoing hosting so this service is not needed.

### **Will members need to have the ability to register themselves on the website?**

Members and users will need to be able to edit their records, including the ability to register themselves on the site.

### **Regarding document library - will you need to keep all accumulated documents or will you need them to expire after a period of time?**



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It would be useful to be able to toggle between an expiration option and an “evergreen” option for certain documents.

### **Estimated number of users for logins?**

Currently, the WSCAP site hosts more than 1,000 member records, but these have not been updated or purged throughout the life of the site. We estimate there are a couple hundred active records. However, the ability to purge inactive records would be useful.

### **Do you need the ability to have event registration through the website?**

Yes.

### **Would you please provide more scope information for the member's only area?**

You can refer to 45 minutes into the webinar to view what the member side of the website looks like. Here's the link: <https://vimeo.com/414879702>

### **Do you have time to populate the copy content?**

Yes, we do have time to write/rewrite the content ourselves and don't anticipate migrating much. We could use lorem ipsum text in the meantime as we will be writing the content concurrently.

### **As for the ADA Compliant, do you have a level of compliance that you are aiming for?**

We want to get as close to WGAG 2 as we can, without sacrificing usability/appearance. We are primarily focused on font readability, swift loading via mobile devices, all information can be either read out loud for site readers (including images and alt-text), multi-lingual support, etc. We will make you aware of any changes for us in terms of website accessibility.

### **When you state: "Web portal for educational content such as webinars, forms, etc.", do you mean a list of webinars conducted on third party sites?**

The web portal refers to the member portion of the website. This is where we may host links to and embedded videos from third-party sites. We may also use tools such as Google Forms, etc.

### **Are the forms online fulfillable, or the forms are pdf copies to be printed out and filled out?**

We want the options of fillable forms online. Should there be a need for a document to be downloaded and filled out, we would like to upload and link like a regular .pdf, for instance.



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### **How do I submit samples of my work?**

Direct links to websites you've worked on in the body of a text document or a ZIP file included items you'd like to view are equally fine.

**In the section of "Discretion and Liability Waiver", states "Proposed services and related pricing contained in the proposal must be valid for the three (3) year period after the deadline for submission of the proposal.". What does this mean?**

The pricing for the services provided at the time of this project should be good for 3 years.