

# VIRGIN ISLANDS OFFICE OF DISASTER RECOVERY

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## VIRGIN ISLANDS PUBLIC FINANCE AUTHORITY/OFFICE OF DISASTER RECOVERY

### ADDENDUM NO. 1

### Request for Proposals

### WEBSITE DESIGN & MAINTENANCE RFP 009-2024-STX/STT/STJ

This addendum consists of four (4) letter-size pages (8.5 x 11).

Addendum No. 1 is hereby made part of the RFP 009-2024-STX/STT/STJ for Website Design & Maintenance services. It includes **Attachment A: Responses to Questions**.

## **Attachment A: Responses to Questions**

1. Are there any CMSs that are not in consideration?

**Answer:** No

2. Which specific CMSs are under consideration or preferred?

**Answer:** The ODR currently uses Word Press.

3. Is it within the scope of this RFP that the ODR purchases a CMS of their own upon our suggestion for the design?

**Answer:** Yes

4. Is currently the ODR paying for WordPress CMS? If it is the case, how many users?

**Answer:** Yes. There are approximately five users.

5. What are the total page views per year in the current domains that include this project?

**Answer:** From January 1, 2024 to October 23, 2024 [www.usviodr.com](http://www.usviodr.com) has had 24K active users and 95K views.

6. Apart from websites, are you planning to include other channels in the future (example: mobile app, newsletter)?

**Answer:** Not at this time.

7. How many users of the ODR require access to the CMS?

**Answer:** At this time, five but that number could increase or decrease based on the needs of the ODR.

8. What is the timeline to kick-off the project?

**Answer:** November 2024.

9. What is the timeframe for the site to go live?

**Answer:** January 2025.

10. What is the format we need to submit the RFP? Word, PPT or other?

**Answer:** PDF is the preferred format. Please refer to “Section 17.1 Delivery of Bid Packages” for those details.

11. Are there specific requirements for the team location?

**Answer:** No.

12. Does the team need to be physically located in the Virgin Islands?

**Answer:** No, but a member of the team must be available to the ODR to address any immediate needs which may arise before or after normal operating hours.

13. How involved is the ODR going to be with the hosting team?

**Answer:** In the past the ODR has had no need to contact the website's hosting team. The ODR communicates its needs directly to the website development team.

14. What is the ODR team structure involved in the project?

**Answer:** A member of the ODR team will lead the project with input from leadership and other team members.

15. What is the budget range for implementation?

**Answer:** Respondents are expected to provide the most competitive pricing.

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**Answer:** Respondents are expected to provide the most competitive pricing.

17. Is the ODR seeking a brand refresh?

**Answer:** Not at this time.

18. Is there a need for a content Strategy?

**Answer:** Not at this time.

19. Is the project a lift and replace?

**Answer:** The best approach for migration will be determined at the appropriate time.

20. There is a lot of PDF content, do you want to migrate the content to the site or keep it as it is currently?

**Answer:** Respondents should anticipate that what is currently on the website will need to be migrated to the new site in some form. All content must be available or accessible via the new site.

21. Are there any other exterior assets that need to be migrated?

**Answer:** No.

22. Is the ODR or partner doing the content migration?

**Answer:** ODR and the current developer will work collaboratively with the successful respondent to meet any migration requirements.