

What is the budget for this project?

The University's planned budget for this project is \$90,000, with a contingency in place to scale the costs based on a tier of services provided by the vendor if its preference is to provide a menu of options available or provide information about potential services a la carte.

Do you need hosting and support, and maintenance services?

There will not be a need for website hosting. The University's website is hosted by servers located on campus. The University's preference is for a certain number of service hours to be built into the contract with the successful vendor. The number of hours can be negotiated. These hours would cover the need for additional follow-up services as needed following the completion of the project.

Is content writing or copywriting services part of the RFP?

No, content writing or copywriting services are not needed. The University will provide all content writing or copywriting internally, or in coordination with The Modern Brand agency. The scope of the RFP is for design only.

Do you have an estimated go-live date in mind for the website?

The University's target date for the launch of the website is the beginning of the fall 2024 semester. Once the successful vendor is selected and the work begins, the University and vendor will build a specific timeline for projects to be completed leading up to the launch of the website.

Is content migration part of the scope and what are the number of pages that will need to be migrated?

No, content migration is not part of the scope of work. The University is seeking newly designed wireframes and templates, and its own web content owners and managers will be tasked with updating and revising all webpages.

Do you require the work samples to be similar to the scope of this project, or are you open to any work samples?

The University's preference is to review projects completed by other institutions similar in nature and size with the vendor. The University is particularly interested in reviewing any projects completed by the vendor with other liberal arts institutions with a student population of 5,000 or less, but remains open to viewing additional samples outside of this scope.

Do we have to attend any meetings in-person during the project?

The University does not expect any staff from the successful vendor to visit campus while this project is completed. All meetings and the full scope of work can be completed virtually. The University is open to campus visits if it is the vendor's preference.

Can we submit the proposals via email?

The University's preference is to receive proposals via United States Postal Service. If a vendor is unable to deliver a proposal via United States Postal Service, please contact Steven Boydston, UM director of contracts, purchasing, legal affairs and risk management, at sboydsu@montevallo.edu.

Is there a preference for the new site to be developed in WordPress, Drupal, alternative platform?

Our preference is to retain WordPress as our CMS.

Of the 1,800 pages, is the University seeking to redesign every page? Or explore pages for consolidation and refactoring?

We are interested in pursuing additional design flexibility with third-party plug-ins/integrations (i.e. Variant Theme plug-in) for our externally-focused and program landing pages. We are interested in exploring consolidating and refactoring other pages. Our content creation subcommittee will work with the potential vendor in this effort.

Are there any 3rd Party API Integration?

Yes, currently applications such as Ellucian Recruit, Blackbaud, etc. Our current list is customer relationship management system, enterprise resource planning, advancement/giving portal, academic catalog, virtual campus tour website, Google tag manager/analytics, single sign-on portal, degree audit and planning software, social media integration and scholarship management software. This list could be expanded or reduced based on changes in our current partners.

Who will be the primary point of contact once the project is awarded?

Steven Boydston for completion of the RFP process. Wesley Hallman, assistant director of University Marketing & Communications, will be the primary point of contact once the project is awarded.

Is the University seeking to retain a vendor for website support once the project is completed?

Yes.

What is the demographic makeup of the University and University's website target audience?

Here is our Institutional Research, Planning and Assessment demographic information: <https://www.montevallo.edu/about-um/administration/irpa/university-statistics/university-enrollment/>

Will the website need to support student, teacher, or donor logins and profile information?

We're open to vendor solutions for integrating our intranet with a faculty, staff and student login and profile information.

How would a successful proposal implement the integrations needed for the website?

The University is interested in creating an intranet for many of our systems that need to be integrated for use by faculty, staff and students. We're open to any vendor presentations for a solution that would lead to a successful integration of all of our systems referenced in the RFP.

Is the vendor responsible for a custom build, or can the vendor work with a third party to integrate these systems?

The University is open to a third party assisting with integration and successful integrations being a collaboration between the third party and the vendor.

What is the University's CRM?

Currently, the University's CRM is Ellucian Recruit. There is a possibility of Slate being the new CRM within the next two years. Several of our current systems could change with the implementation of the new website.

What does the term ERP represent?

ERP represents our Enterprise Resource Planning integration and it is multi-faceted. We are interested in successfully integrating a calendar management system, with layers of approval to add events to the calendar, and we're also interested in unit planning integrations within our intranet.

Is there an incumbent partner for the website project?

The University used KPS3 for its last website redesign in 2017, but KPS3 is not a current vendor or partner and will not be part of this process.