



HO-CHUNK NATION  
DEPARTMENT OF THE TREASURY  
PROCUREMENT DIVISION

August 27, 2018

**ADDENDUM #3**

**RFP # 42618WBSTE – Website Services for Ho-Chunk Nation**

Additions and Clarifications to Proposal

Questions and Answers

1. Can you please further expand on section 5.5 Staffing Qualifications, letter "b," and what is meant by "Identify expected level of staffing and supervision?"

A – **Level of staffing and supervision of employees assigned to the project by your company.**

2. What is Ho-Chunk Nation's budget for website services?

A – **Information not available at this time.**

3. In regards to website training, section 3.0 Scope of Work on page 7, specifically, what type of employee training is to be included in this contract?

A – **Any training required to maintain website.**

4. Please confirm that only this URL is within scope: <http://ho-chunknation.com/> -- if there are additional URLs/digital properties, please provide that list.

A – **This is correct [ho-chunknation.com](http://ho-chunknation.com).**

5. What is the budget?

A – **Information not available at this time.**

6. What is the ideal timeline?

A – **We would like proposers to provide their best timeline for project completion.**

7. Is there a (CMS) platform and/or technology preference?

A – Wordpress/Drupal.

a. If we are to quote hosting:

A – Information provided to successful vendor.

b. What are the page views per month, currently?

A – 79,852.

c. What is the average bandwidth usage per month?

A – Information not available at this time.

d. Is file storage required? If so, for how many total files and/or what is the total size?

A – Yes, Approximately 100 gb.

e. What is the total number of existing content items (pages, blog posts, etc)?

A - The current iteration has 46 aspx pages. Eight of those pages dynamically load content from a website based upon a query string passed to the page on load.

9. What 3rd-party integrations are included? Are any of these integrations more involved that links to external resources?

A – None that is known currently.

10. Is there additional functionality desired beyond what already exists? If so, what does that include?

A – Please see proposal.

11. Are there existing branding guidelines?

A – Information provided to successful vendor.

12. How many people will be administering content?

A – Systems Admins / Web Master.

13. What is the plan for content migration? Will HCN staff be doing this, or will the vendor be doing this?

A – Vendor is cost effective.

14. Who supports the current site?

A – IT programmer.

### **Questions Regarding Section 3.0:**

**Current CMS Status:**

15. For your current website, is there a CMS that is currently used? Who runs this? Who approves what CMS is used?

A – No CMS, Built-In-House, maintained by programmer, no approval system.

16. For updates to plugins, and the CMS in general - would you want us to handle keeping these items updated? Or do is this something that someone with the Ho-Chun Nation will handle once the site is launched?

A – Ho-Chunk will handle, training will be required for department staff that will have to maintain their department pages.

#### **Server:**

17. What kind of server access is needed (such as root shell access {which we would not prefer}, or CMS access {which we *would* prefer})? Who needs access to the server?

A – Prefer root to maintain the installation of the CMS and files, Sys Admin / Web Master will need access.

18. What is current visitor/bandwidth usage for your site? Generally, how does this fluctuate throughout year, such as on holidays and such? (We will need to be able to handle this traffic on our end, so an estimate on this would be great.)

A – Information provided in previous question (7).

#### **Training:**

19. At what point would you like us to give our initial training session? Perhaps when we are getting closer to the launch of the site, or would you like us to start training staff sooner than this?

A – When close to launch of site.

20. Is the training going to be a one-time training once we are at the stage of launching the site? Or, if when new staff are added the Ho-Chunk Nation's IT Dept., for example, are we to train these members of staff as well?

A – When new staff is added is preferable.

21. For initial training - how many members of staff will we need to train?

A – Approximately five people in IT.

#### **Security:**

22. How many users will be added to the CMS? Who is responsible for user-management of the CMS? Will we need to train someone on how to manage the user accounts?

A – Initial Training on how to manage user accounts, each department will have one user account.

#### **Design:**

23. Is there an idea for the estimated number of pages needed for the new site?

A - The prior iteration had around 300 static pages. It just depends on how you deliver the site and whether you're using a static web page builder for new content. The current iteration has 80, around 80 and was meant to rely heavily on database driven web development to lighten the load of the project on the webserver when finished.

24. From our understanding, the new site is going to encapsulate the Ho-Chunk Nation in general, but also have "sub-sections" for specific elements of the Ho-Chunk Nation such as the casino and some elements of the courts/government. Would we be able to receive a more detailed description of how these different "branches" diverge from the main focus of the Ho-Chunk Nation in general?

A – Just Government side with links to Gaming sites.

**Login:**

25. There is mention that there needs to be a login portal for tribe members - is this referring to a portal like the WordPress login portal (to login to your WordPress user to make changes to the site), or is this referring to us the need to build a login portal for the public-facing side of the website (such as having a place for *visitors* to the site to create an account and login).

A – Secure login for enrolled Ho-Chunk members.

**Online Job Applications:**

26. Right now there is a place to download PDF of job applications. Would the vision for this on the new site be that visitors would be able to see the job listing and be able to fill-out and submit the application right there online?

A – Yes, All the above.

**Support:**

27. What is the expectation, on our end once the site has launched, for support availability for the site if something goes down on it or has issues (weekend availability, holidays, etc.)?

A – 24/7 support if possible, at least will need support during regular business hours.

**Pictures:**

28. There is, of course, mention of having pictures on the site. Are we taking these pictures? Or will these photos be supplied to us by the Ho-Chunk Nation? Is there graphic design needed for any of these pictures/photos?

A – Pictures will be supplied.

**Social Media Integration:**

29. What kind of social media integration is desired? Would you like items on the new site to be shared to social media, or merely just links to the Ho-Chunk Nation's social media accounts?

A – Both.

30. If items from the site also being shared on social media is desired, would you like us to integrate scheduled social media posting on the new site as well (the ability to post one-time items would absolutely still be there, but the option to schedule social media posts out into the future would also be available as well with this was desired)?

A – Yes.

**Determining Web Address:**

31. Has it already been determined that the URL for the site will be changed? Or is this something that feedback is desired on? If it desired to be changed, are there any thoughts on what kind of name you would like?

A – No Change.

**Content:**

32. For items such as the Ho-Chunk's history, is this written content going to be given to us in its final edit and then we just post to site (which would be ideal)? Or are you needing it to be edited for the final edit as well as posting to the site (not as ideal)?

A – Content will be provided.

**Questions Regarding Section 4.20:**

33. For section 4.20, does this stipulation apply to website design changes? We of course stand by our work, and if there are issues with something that we install or work on, we will do everything we can to find a solution to the issue with integrity. The reason we are asking about this item specifically with website design changes is because, once a design is decided and work begins, typically we allow a certain number of revisions to be made without charging as progress is made (as long as they are not *substantial* changes to the initial design). If there are substantial changes to the design or function of the site, or certain elements of the site, this is something that is charged for (and this is standard regardless of the company). This is done to protect ourselves from doing more work than was initially agreed upon and compensated for. An analogous situation being if someone is building a house for a client, and once the house is over half-way done and the sheetrock is being put up, the client decides that they'd *actually* like the staircase on the *other* side of the house. This would be the situation that we make an effort to avoid as it is not best for either party.

A – Ho-Chunk will work to minimize project creep during implementation.

**Questions Regarding Section 4.25:**

**Question About Insurance Coverage:**

34. As far as the insurance requirements, right now we do not currently have the insurance coverage stated in the RFP. If we were to be awarded the bid, we would absolutely acquire the necessary insurance; however, while we are still in the bidding process, we would like to postpone this investment. Is this something that would be acceptable on your end?

A – The insurance requirements will be required of the successful vendor; therefore, it is not necessary to provide a certificate of insurance at this time. However, it will be required prior to starting any work.

35. We were also wondering why we need item and b) in 4.25 since we will not be driving vehicles owned by the Ho-Chunk Nation, we will be driving our own vehicles?

A – This requirement would also cover the Ho-Chunk Nation should you be driving a personal vehicle for Ho-Chunk Nation business.

**Questions Regarding Section 5.7:**

**Payment:**

36. Does the Ho-Chunk Nation have an idea in mind for how to go about payment for this project? Is there payment up-front? Throughout the project, by “milestones?” Our preferred method for payment would be a larger up-front payment, that is a percentage of the estimated total cost of the project, and then for each milestone there is a small up-front payment and then payment with each milestone throughout. This is preferred for us because, if we are awarded this project, we anticipate this being a longer-term project that we will prioritize on our end, so we need to continue to have revenue coming into our business so that we are able to prioritize this job the way we would like to. What are the Ho-Chunk Nation’s thoughts on this?

A – Payment will be in full upon completion of the project.

37. If the new site is hosted with us, how would the Ho-Chunk Nation like ongoing hosting fees to be handled? Would you like to be billed monthly? Quarterly? Annually? If annually is the route decided, we can likely do a discount for that.

A – Annually.

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