



Website Redesign RFP Questions and Answers

- 1. To ensure we can provide the most appropriate recommendations and align with your expectations, is the Library able to provide the anticipated/approximate budget for the project?**

We have kept the budget open for discussion, hoping this RFP process will help guide us as we review professional competitive proposals. Information on our organization (size, number of locations, etc.) is available online at www.hplct.org.

Proposals must include an estimated cost for all work related to the tasks and deliverables outlined in the scope. A total estimate for deliverables is required. Proposals should clearly outline how time and cost overruns would be handled, including how the designer or agency alerts the client and negotiates unanticipated changes or delays. We welcome firms to submit a “package” of services, with cost tiers, if that would be helpful.

- 2. What is your anticipated/approximate budget for annual hosting/licensing?**

Please see the above response.

- 3. Is it the expectation that the selected vendor will move over all existing content? If yes, does the Library have an approximate number of pages that will need to be migrated?**

Yes. You can see the size and scale of our webpages online at www.hplct.org. Our staff intranet will also need to be migrated.

- 4. For the requirement of [An employee-only portal to access resources, forms, trainings, etc.], could you please confirm if you are looking for a full staff intranet, or just the ability to password-protect a group of pages on the main public site?**

We are looking for a full staff intranet.

- 5. Room booking is currently going out to [<https://roombookings.hplct.org/reserve/>]. Will the new site continue this functionality or is rebuilding the room booking within scope of the project?**

The new site will continue working with Communico for room bookings and event calendar integration.

- 6. Would you need hosting, domain or SSL services and if yes, could you let us know what your current environment is so as to properly gauge your needs going forward?**

Yes, we will need hosting, but we will not need domain or SSL services. Our current host provides a custom-made CMS. We are hoping to avoid this moving forward due to support issues.

- 7. Could you let us know if you need copywriting or content migration services? If yes, could you quantify the requirement?**

We do not need copywriting. But we will need content migration from the current website to the new one. You can see the size and scale of our webpages online at www.hplct.org.



8. Could you let us know if you require any original or stock videography or photography? If yes, could you quantify the requirement?

We do not require any original or stock videography or photography at this time. But if you feel like it would benefit our web presence, please include it in your proposal.

9. Could you let us know what the budget for this work?

Please see our response to question 1.

10. Could you let us know if you have a local preference or are you open to a Canadian agency that has done similar work with clients across the United States, with some currently being the States of California, Colorado, and Wyoming?

We welcome all proposals and will consider them regardless of the designer/firm location. We are looking for a designer/firm that can understand and celebrate the Hartford community.

11. Would you need any original or stock videography or photography?

Please see our response to question 8.

12. Is there a CMS that you have a preference for over the other?

We are open to all options if you can explain and validate their benefits. Due to support issues, we are looking to avoid a custom CMS.

13. What CMS platform do you use currently?

Our current CMS is custom-built.

14. How much content do you currently have on your website?

You can see the size and scale of our website online at www.hplct.org.

15. What is the project budget? A ballpark range would be extremely helpful.

Please see our response to question 1.

16. Our agency is based in New York. Are you open to working on this project with a remote team?

Please see our response to question 10.

17. Can I reach out between now and April 28 with more questions as needed?

Absolutely. Please feel free to email additional questions to communications@hplct.org. We will publicly post all additional questions [HERE](#).