

General Questions

Eligibility

1. As an offshore development company, we would like to confirm our eligibility to bid for this requirement.

To our knowledge there are no legal reasons why we cannot work with an offshore company. However, we do have a local vendor preference, and we will prefer companies closest to our library.

Previous web-design contract

2. We would like to request any previously awarded contracts for the vendor responsible for your current website.

The current library website was designed by former library staff, and as such, there is not a contract.

Project Timeline

3. What is the expected timeline for project completion?

We anticipate notifying the successful consultant on September 30, and the project can start immediately after that. This project needs to be completed, installed, and fully invoiced before the end of 2024. Ideally your proposal would include a timeline that meets those expectations. If this timeline is not realistic, tell us why in your proposal, and propose an alternative timeline that is realistic.

4. Are there any critical deadlines or milestones we should be aware of?

Just the final drop-dead date of 12/31/2024 for the project to be fully complete and invoiced. Ideally your proposal would include a timeline that meets those expectations. If this timeline is not realistic, tell us why in your proposal, and propose an alternative timeline that is realistic.

Budget

5. Is the \$10,000 budget inclusive of all development, design, training, and ongoing support costs?

The \$10,000 is inclusive of development, design, migration, and training, but not hosting or ongoing support. We would like your proposal to include a plan and budget for ongoing hosting and support costs.

6. Are there any additional funds available for this project?

Possibly. If this budget is not realistic, tell us why and propose an alternative budget that is realistic.

7. Does the current listed budget include hosting?

The current budget does not include hosting. Ideally your proposal would include a plan for recommending ongoing hosting and the costs associated with that.

Stakeholder Involvement

8. Who are the primary stakeholders involved in this project (e.g. staff, customer, board members)?

Staff

Customers/Patrons

Donors
Board members

Website Information Architecture Content Structure & Migration

9. Could you provide more details on what is meant by "assess current website to understand content needs"? Is there an expectation to make recommendations about creating new content? Part of the issue we're facing is that we don't know what we don't know. We're not website design experts, that's why we want to contract with an expert. So we're asking you to look at the content on our current website, and use analytics, interviews, surveys, usability interviews, etc. to determine the most important content on our website. We would like to have recommendations for new content and/or new website sections based on your expertise and experience, particularly with library websites.

10. Can you provide a sitemap of the current website?

[A basic sitemap can be found here.](#) There is not a sitemap with page hierarchy.

11. Do you have a list of content that needs to be migrated or removed? Is the expectation that the consultant would make these recommendations about which content would be migrated and/or removed?

The expectation is that the consultant makes these recommendations. We don't currently have a list of content that needs to be migrated or removed, but we can make a list of our recommendations before the project gets underway.

12. How much content needs to be migrated from the old site to the new site?

We are looking for a recommendation here.

13. Do you know of any mechanisms in Weebly for exporting content or will staff be assisting in the migration and curation of content that will be moving over to the new site?

Yes, content can be exported from the weebly site via a zip drive with html files for each page.

14. Would we provide hosting OR are they hosting internally?

Hosting could be provided by you or by another 3rd party entity. We don't have the capacity to host here. Please include information in your proposal for how you plan to address this.

Design & Development

Design

15. Do you have any existing design assets or style guides to be used?

We have photos, images, and graphics on file. Current style guides are below.

[Logo guide](#)

[Color Palette](#)

16. Can you provide examples of websites you like in terms of design and functionality?

We do not have any examples at this time.

Development

HTML Editing:

17. To what extent will HTML editing be required (e.g., basic edits, custom code embedding)?
Basic editing, custom code embedding, ability to add title/alt text/other tags. Must be able to address accessibility issues that arise within code.

Custom URLs:

18. Are there any specific URL structures or naming conventions that need to be followed?
Basic current URL structure is [basaltlibrary.org/relevant word\(s\)](https://www.basaltlibrary.org/relevant-word(s)) for content.

Third-Party Integration & Custom Code

19. Can you provide details about the third-party systems that need to be integrated (library catalog, event calendar/room reservation platform, library newsletter)?
Yes, we can provide details. At this time, this question is too vague to answer.

20. Are there existing APIs or documentation for these third-party systems?

Library Catalog:

Potentially. None readily available, but could possibly speak to vendor about it.

Event calendar/room reservation platform:

Yes, APIs are available.

Library newsletter:

No, there are not APIs available.

21. What specific functionalities from these third-party systems need to be integrated?

Most functionalities are currently accomplished via widgets and embedded code.

Library Catalog:

Collection searching, list displaying, would be nice to include account management.

Event calendar/room reservation platform:

Calendar of events, displaying events in specific lists, room booking, appointment booking.

Library newsletter:

Sign-up, display recent issues.

22. What types of widgets or custom code need to be embedded?

Youtube videos, newsletter widgets, book widgets from online catalog, calendar widgets from event calendar platform, newsletter widgets from email newsletter, other html based content.

Or suggest another tool that would accomplish the same goal of incorporating content into the website.

23. Are there any existing examples or prototypes of these widgets?

Calendar Widgets:

<https://www.basaltlibrary.org/events-calendar.html>

<https://www.basaltlibrary.org/music.html>

Book widgets & newsletter widget:
<https://www.basaltlibrary.org/adult-library.html>

Security

Website Hosting Platform

24. What are the primary requirements for the website hosting platform (e.g., performance, security, scalability)?

Performance and security.

25. Do you have any specific budget constraints for the hosting platform?

During the project, please provide at least three options, one low budget, one mid-budget, and one higher-budget.

Cybersecurity

26. Are there any specific security standards or protocols we need to adhere to?

None specifically. Just overall security standards.

27. What level of involvement will the IT and network security vendor, Marmot, have in this project?

Little. Library staff will communicate with Marmot regarding branding and code for look and feel between the new library website and the Marmot managed online catalog website.

Website Functionality

WCAG 2.2AA Compliance

28. Are there existing accessibility audits or reports for the current site?

Yes, [the most recent report can be viewed here](#).

Accessible Forms

29. What types of forms will be needed on the website?

Contact forms and suggestion forms. Examples can be found at

<https://www.basaltlibrary.org/request.html> and <https://www.basaltlibrary.org/comments.html>

Search Functionality

30. What specific features are required for the website search functionality?

Search functionality must be able to find content located on the site. Would be nice if it could toggle between site search and online catalog search.

Translation Functionality

31. What specific content needs to be translated into Spanish?

We would like the whole website to be usable by a Spanish-speaking person.

32. Are there other languages that might need to be supported in the future?

Not likely

33. Do you prefer automatic translation tools, or will translations be manually provided?
We will provide translations for content, but the site itself should be translated automatically

34. Do you want machine translated content or will your staff be doing the translation?
See above

SEO and Analytics

SEO:

35. Are there any existing SEO strategies or practices that need to be maintained?
We want SEO to follow best practices including meta descriptions, keywords, crawlable links, etc.

Analytics:

36. What specific metrics or data points need to be tracked with Google Analytics?
Page views, site visits, traffic flow, user acquisition, user engagement, and user retention.

37. Are there existing Google Analytics setups or configurations?
Yes, google analytics is set up for the current site.

Training & Support

Staff Training

38. What is the preferred method for training (e.g., in-person, virtual, documentation)?
We believe that in-person training will be cost-prohibitive, but virtual training and documentation are the minimum expectation