

REQUEST FOR QUALIFICATIONS  
CITY OF NORTH LITTLE ROCK, ARKANSAS

MARY BETH BOWMAN  
DEPARTMENT OF COMMERCE  
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NORTH LITTLE ROCK, ARKANSAS 72114  
501-975-8881

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RFQ NO. 21-3747 DATE ISSUED: December 10, 2021

DATE & TIME OF RFQ OPENING: Monday, December 20, 2021 at 4:00 P.M. CT

**RFQ Notice – Addendum #1**

- Has a Q&A or an addenda been released yet?

**No other questions.**

- Is there a mandatory pre-proposal meeting?

**No mandatory pre-proposal meeting**

- Is the due date still the same?

**Yes**

- Do you have a style guide or a brand guide?

**No, That is part of the project.**

- Do you have a budget you are able to share? Does the budget include tech support and hosting? What was the investment in the previous website?

**No. The project is supposed to include tech support and hosting for the first year. Unknown.**

- Does the City have a CMS preference? Open source? Drupal/WordPress?

**Wordpress**

- Who are your primary and secondary users?

**External and internal users.**

- Would you like detailed research in terms of your audience in the form of an audience needs assessment?

**It is not part of the RFQ**

- Do you have a desired launch date? Is there a specific event driving the launch date?

**July 1, 2022**

- What is the **current hosting environment**?

**CivicLive**

- How many visitors does the current website receive on a monthly basis?

**Averaging about 3,800 users per month**

- How many pages of content do you anticipate transferring to the new site?

**Max cost of 300 pages**

- What are your current pain points with the existing website?

**Ease of administration and also we are locked in with the current vendor without redoing the site. Difficulty with support.**

- What are the current technical challenges (if any)?

**Difficulty with support and changes. Ease of administration and management.**

- How many site administrators will you have?

**Twenty maximum.**

- Will you require different levels of admin permissions?

**Yes, we will.**

- Do you expect copywriting or editing services as part of engagement?

**Yes, we will own all rights to the design.**

Upon signing this request, the company/firm certifies that they have read and agree to the requirements set forth in this Request for Qualifications, including conditions set forth, pertinent information requests, Scope of Work and Addendums.

NAME OF FIRM: \_\_\_\_\_

PHONE NO.: \_\_\_\_\_ ARKANSAS TAX PERMIT NO.: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

SIGNATURE OF AUTHORIZED PERSON: \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

**UNSIGNED REQUEST FOR QUALIFICATIONS WILL BE REJECTED**

## **NORTH LITTLE ROCK, ARKANSAS**



### **REQUEST FOR QUALIFICATIONS**

#### **Web design & Hosting**