

Rural Community Assistance Corporation (RCAC) RFP questions – **RESPONSES IN RED**

1. “Easily update applications and documents for Loan Fund” - Please clarify the scope of this requirement, and include links to the current section.

Link to the environmental loan application is here:

[Affordable Housing Loans - RCAC](#)

Loan Fund staff has requested that we be able to update multiple pages/documents/contact information quickly and easily and if we can have application submitted directly through the website. They are asking for automation, so this may be out of the scope given our budget.

This issue may need to be discussed in detail with Loan Fund staff during the discovery process.

2. With loan applications in general, we see a mix of PDFs and DOC files across the site.
 - a. Is there a web-form based submission built into WordPress (not Gravity Forms) that is in scope?

This is a request from the Loan Fund (see above answer) we are asking if this is possible within our budget.

- b. With the forms built with Gravity Forms (example is <https://www.rcac.org/environmental/agua4all/drinking-water-inquiry/>), are there any special needs? Or do you just expect these forms to carry over?

We expect to carry over most of these forms.

3. For Content migration to the new site, we recommend that the actual movement of content be done manually. Your site volume (2700 pages) may not justify the cost of doing this via automated scripts. We will also suggest that the RCAC team do this, after Allegiance has trained you on the backend. Working with the content helps you get familiar with the new backend, and helps keep costs down.

We would plan to assist with this and do not plan to migrate all of the content.

4. Job Search: Please confirm that Job Search is not in scope - <https://rcac.hirecentric.com/jobsearch/>

This is not in scope; we use an outside vendor.

5. Optimize for SEO: Typically for WordPress builds, we recommend installing the Yoast Plugin, besides following good Content Writing best practices. Does this meet your needs? We do provide customized SEO services as well, but this will add to costs.

Yoast would be a good basic option. Please provide the costs for customized services so we can determine if we should add this to the budget.

6. ADA Compliance: We have worked with several orgs on Accessibility work, and wanted to clarify what the goals were for you, given that this can get expensive. Some clients require us to ensure our code is written with Accessibility best practices, while some others require us to do diligent work resulting in the site being tested and passed as compliant with a particular level. Going the latter route is expensive. If you are officially mandated to meet a compliance level, you may need to go the latter route. If it is just showing a commitment toward making your products more Accessible, then we could ensure best-practice based coding practices to get you close to WCAG level A without much additional cost. But if you need to AUDIT the site to provide Level A or AA compliance, then costs do go up. Please clarify.

As requested in the RFP, please include both options for Accessibility best practices and audit for Level A in the proposal.

7. Translate content into multiple languages: To keep to a lower budget, we can recommend using machine-based translation service powered by G-Translate (<https://wordpress.org/plugins/gtranslate/>). Please let us know if this will meet your needs.

Google translate is bare minimum. We are looking for options to add translated pages and materials to the website, not to translate the entire site.

8. Donation - please confirm that the scope here is link out only? Any other expectations (including styling or optimizations) with the Donation forms?

Link out only. We use Charitable.

9. Integration with Constant Contact - embed subscribe code only?

Correct.

10. Is the Training Courses Search DB in scope? <https://www.events.rcac.org/assnfe/SearchCourses.asp>

We link out to an external site. This is a separate project.

11. Is the Calendar view with Filters in scope? <https://www.events.rcac.org/rcac/Calendar.asp>

For trainings and events, we link out to an external site. This is a separate project.

12. Are there any other site features or functionality that is expected, but not included in the RFP?

We've included all the requests in the RFP, although we anticipate there may be other requests that come up during the discovery process.

13. Budget: Given the size of your website and the potential to do some Accessibility work, our initial estimate for your redesign would be closer to \$75K. Please let us know if you have any

flexibility with your budget. If budget is a key driver, and we are at a disadvantage with our bid, we'd rather not submit and waste your time.

There is some flexibility, however it is doubtful that we would be able to accommodate \$75K.