

**WASHINGTON STATE SCHOOL DIRECTORS' ASSOCIATION
OLYMPIA, WASHINGTON**

**REQUEST FOR QUALIFICATIONS:
WSSDA Website Design Consultant
RFQQ NO. 2023-045**

**QUESTIONS AND ANSWERS
Issued October 25, 2023**

BACKGROUND:

This RFQ was issued on May 1, 2023, and submissions will be due November 13, 2023. It was posted to WSSDA's contracting opportunities Web page and disseminated via the State of Washington Electronic Business Solutions (WEBS) system to potential vendors. In addition, notice of the RFQ opportunity was communicated during the first two weeks of October in the Seattle Daily Journal of Commerce.

This package of Questions and Answers is being shared with organizations that sought clarification on the RFQ.

THIS PACKAGE INCLUDES QUESTIONS AND ANSWERS REGARDING:

A. Background and Objective

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- 1. Is this project purely just website design consulting or is any build / development work needed as well?**

We are open to building/development work if a.) the vendor recommends it, and b.) it falls within the \$75,000 budget.

- 2. Is the password protected subscription services area (login) in or out of scope for this project?**

Yes, the subscription services and any other password protected area of the site is included in the scope of this project. We are open to suggestions if a vendor has a better solution that they'd recommend. But again, we need to observe the project's \$75,000 ceiling.

- 3. Does the Subscription Services run also within WordPress or a separate system?**

We rely on a WordPress plugin called [MemberPress](#). We use that to control access to any password-protected pages built in WordPress and to a third-party vendor that hosts our [model policy library](#) and [Policy & Legal News](#) magazine. That vendor is called [BoardDocs](#).

- 4. How many pages are on the current website?**

WSSDA's current website has 255 pages. Reducing the number of pages and finding a more efficient way to communicate about WSSDA is one of the reasons for redesigning our website.

- 5. How will WSSDA staff the project?**

WSSDA will have staff involved in leading the project and oversight of the progress of the project. Any further staff involvement in the project will be dependent upon the services provided by the consultant within the \$75,000 ceiling for the project.

- 6. Have you conducted a content audit of the site?**

WSSDA has not conducted a content audit of the site.