

## Q&A for Opioid Resource Website RFQ

Q1: What is a Request for Qualifications (RFQ)?

A1: Skagit County uses two kinds of submission processes: A Request for Proposal (RFP) and an RFQ. An RFQ is a qualifications-based selection process. It is NOT a bid. It is a request for Vendors to submit their qualifications to be considered for a project. In this case, Skagit County Public Health wants to know what skills/technical competencies a Vendor can and cannot provide regarding designing and creating a website.

Q2: What is the estimated contract value for the Opioid Resource Website?

A2: Estimated contract value is \$4,000.00.

Q3: Do you plan to migrate data or is this a 'new' site?

A3: We are looking to have a new site created. Though we intend to link or embed content from other websites such as the Washington Recovery Helpline.

Q4: Estimated number of pages?

A4: It is estimated that the website menu will consist of 7 buttons or main pages as defined in the current version of the site map. It is likely that there will be sub-pages for more specific information. The exact number of pages is currently unknown and will be negotiated with the selected Vendor.

Q5: We note that the Skagit County Public Health website is built on a .NET system. Would you prefer a .NET CMS for the Opioid Resource website?

A5: We would be happy to chat about this further with the selected Vendor. The Content Management System (CMS) may be chosen by the Vendor, with the specification that the chosen CMS is able to host desired content/qualifications as described in the RFQ. A commonly used CMS is WordPress.

Yes, the Skagit County Public Health website Top Level Domain (TLD) is a .net. Since the Opioid Resource website will not be generating any profit, the preferred TLD would be either .org or .net. This too can be solidified with the selected Vendor.

Q6: If yes, is there a preference for a particular CMS? If no, would you prefer an open-source system, and is there one you like?

A6: Please see the answer to question 5. This can be negotiated with the selected Vendor. Our only requirement is that qualifications specified in the RFQ can be met.

Q7: Will the Opioid Resource site be a microsite or separate from the Skagit County Public Health website?

A7: The Opioid Resource website will be a standalone site, separate from the Skagit County Public Health website.

Q8: Does content exist that will need to be migrated?

A8: A Word document is being created with desired content for the website. There is currently no online content that will need to be migrated. However, we do plan on linking/embedding information and tools from other websites.

Q9: Is content development required?

A9: Content development may be desired (i.e., branding, logo, etc.). However, most of the website content will be provided (e.g., draft of site map, text, images, videos, etc.).

Q10: Is the cost of ongoing maintenance to be included in the cost proposal? Are licensing fees or plugin fees to be included in the cost proposal?

A10: Yes, please include any costs would be incurred during the design, creation, and/or maintenance phase in the cost proposal. REMINDER- we are not soliciting for bids. Our estimated contract value is no more than \$4,000.00. We are asking that Vendors submit their qualifications to be considered for the project.

Q11: Is there an intended launch date?

A11: We would like to complete the bulk of the design and build-out by the end of summer, 2020.

Q12: Is branding needed? Are there branding guidelines to be followed?

A12: Branding is needed. Help with branding is desired but not necessarily required of the selected Vendor. We currently do not have any branding guidelines other than colors.

Q13: What are the requirements for browser version compatibility? The RFQ lists browsers but not the versions.

A13: It is our hope that the Opioid Resource website would be compatible with all commonly used browsers, including commonly used mobile browsers. Same goes for browser version—the most commonly used versions of each browser, including the most up-to-date versions of each browser.

Q14: Is there a preference for local vendors?

A14: If possible, supporting a local Vendor would be preferable. However, all submitted RFQ proposals will be reviewed and the decision will be made based on ability to meet required/desired qualifications.

Q15: Are there other similar websites that you feel are good examples of what you are trying to accomplish?

A15: Skagit's Opioid Resource Website will be unique. However, the following sites are currently being used as examples for content:

<https://whatcomehope.org/>

<https://snowomishoverdoseprevention.com/>

<https://www.warecoveryhelpline.org/>

Q16: How will the community learn about the site? What other efforts will there be to bring about awareness of this resource?

A16: This can be explained to the selected Vendor. Marketing ideas are welcomed, but not required.

Q17: When would you expect the site will expand to incorporate other substances, and how many?

A17: Right now, we are currently focused on providing opioid-related resources. However, we are aware of polysubstance use/meth use in the community. It is our hope that the website will remain flexible and can be updated with other substance information as needed. There are no set dates of if or when the site will be expanded.

Q18: For Agenda Management, would the uploaded agendas be in PDF, or some other known format? Are there any particular requirements for the Agenda Management functionality?

A18: Thank you for bringing this to our attention. It is unlikely that agendas will be uploaded or managed on the website. However, the website should be able to house/link to PDFs.

No there are not any particular requirements for the Agenda Management functionality.

Q19: For requirement 25, Site Search, can you expand on what you have in mind for ‘maximize third-party software inclusion?’ Would the site search need to index external content? If so, what kind of content?

A19: This can be discussed further with the selected Vendor. Our hope for the Site Search function is that users of the site can search the site for specific content.