

Responses to Questions

RFP-EM-004-2017

Request for Qualifications to Provide Website Design, Development and Maintenance Services

**1. What agency(ies) have this contract now?**

The Trust prequalified Vreeland Marketing and Design in its last Request for Qualifications for Website Services (RFQ-EM-006-2015).

**2. Will the agency(ies) with the current contract be reapplying?**

The Trust does not know in advance who will or will not be responding to the RFQ.

**3. How many agencies have been sent this RFQ?**

The Trust has an RFP and RFQ notification list for program and communications firms that have expressed interest in Trust announcements in the past. To sign up for these lists, [click here](#).

**4. How many agencies/vendors are expected to be selected? Is there a minimum number?**

This RFQ is the broadest website-related RFQ we have published to date. Several professionals or firms may be prequalified under each specialty area.

**5. Is WordPress the only CMS that Efficiency Maine uses or are their other CMSs?**

Efficiency Maine currently utilizes Wordpress for its website.

**6. In RFQ-EM-004-2017 Section 4 mentions completing Attachment B with full descriptions of web development solutions/experience. However the Attachment B provided is the Trust's general services agreement. Will a different attachment be provided for this purpose?**

Section 4 reads "Please provide a full description of web development solutions and experience. " Attachment B is the Trust's general service agreement.

**7. Per section 1.10 Selection Process, will you potentially have more than one website contractor working on related projects at the same time? If yes, our concern would be how continuity of user experience will be maintained.**

User continuity will be the responsibility of the Trust's webmaster.

- 8. Under 6.4 e Individual Experience/Qualifications, are you interested in only website experience or should we also include our marketing and design experience on similar energy efficiency programs?**

We are only requesting website services experience for this RFQ.

- 9. Under 6.4 i Individual Samples, are you interested in only website samples or should we also include our marketing and design samples on similar energy efficiency programs?**

We are only requesting website services samples for this RFQ.

- 10. Under 2.2 it states that firms should have sufficient staff within the firm to provide a range of website services, however under 6.4 g it states that we should provide rates for personnel including subcontractors. We typically do all work ourselves, but occasionally use subcontractors. How would you like that handled in our response?**

Please include any potential team members in the bid.