Request for Proposal:
Illinois Energy Efficiency Stakeholder Advisory Group Website Re-Design
www.ILSAG.info

Questions and Answers
August 30, 2018

Question 1: Your RFP describes a website with mostly custom functionality for searching documents, which we have built before. However, the 45-day timeframe from work start to launch causes us concern. We have many years of experience that has made it clear that having discussions, decision-making and solid planning upfront is a critical element to ensure the website serves both your audience and your website managers. We want to make sure to implement just the right functionality.

Is Dec. 1 a hard deadline for the website launch? While we can make something happen in that amount of time, we want to ensure we provide high quality service to both your audience and website administrators. We think before redesigning the site that it's critical to obtain feedback from the website's users to directly inform that redesign. Is there an external factor that is forcing the short timeline?

We are dedicated to timely work and getting things done as quickly as we can, but we don't want to sacrifice functionality for meeting a tight deadline.

Answer: There is a contract requirement for the SAG Facilitator to complete the website re-design in 2018, but December 1 is not a hard deadline. The SAG Facilitator is open to a launch in 2019 if that is the preferred timeline based on the scope of work (please note that a launch in 2019 will require external approval). Please propose a preferred launch timeline that is reasonable for the scope of work. Please avoid the last two (2) weeks of December due to holiday conflicts.

The SAG Facilitator is convening a small group committee that will provide feedback on the redesign to the selected web developer.

Question 2: Are you aware if ILSAG has any statutory requirements for web accessibility due to its public nature? Public institutions generally are required by law to meet or exceed WCAG 2.0 AA web accessibility guidelines.

Answer: The Illinois SAG is an advisory body that was created by direction of the Illinois Commerce Commission. It is required that SAG be open to all interested participants, unless there is a financial conflict of interest in a given topic. The SAG website is public. However, as SAG is not a formal institution, there are no web accessibility requirements that the SAG Facilitator is aware of.

Question 3: We noticed that your website, celiajohnsonconsulting.com, is offline. If you would like any assistance with that please let us know.

The SAG Facilitator does not require any additional website assistance at this time.

Question 4: Launch Date - can we launch a bit later, say Dec 10th? (Some wiggle room for the week of Thanksgiving holiday/time off?)

Answer: Please see the response to Question 1 above. December 1 is not a hard deadline. Please propose a preferred launch timeline that is reasonable for the scope of work. Please avoid the last two (2) weeks of December due to holiday conflicts.

Question 5: Is there a Hosting Budget you can share with us?

Answer: There is no specified hosting budget. Please propose a hosting budget in your proposal response.

Question 6: Is there a Maintenance Plan for post launch?

Answer: Please propose costs and scope associated with a maintenance plan for post-launch.

Question 7: Will your team be managing back-end updates? Or will you need an estimate from us for possible post launch assistance?

Answer: The SAG Facilitator will manage regular (non-technical) updates to website content. If there is a need for regular back-end updates, please propose estimated costs and scope associated with this work.