1.) What is the budget range for the project?
NVTA believes we have an adequate budget for this RFP.

2.) Since a budget is not provided, we must determine if the financial opportunity is appropriate.
NVTA believes we have an adequate budget for this RFP.

3.) Which budget range aligns with your expectations?
NVTA believes we have an adequate budget for this RFP.

4.) Could you share the budget or budget range for this project?
NVTA believes we have an adequate budget for this RFP.

5.) What is the budget and or budget range for this project?
NVTA believes we have an adequate budget for this RFP.

6.) Have you identified a target budget range for this project? If so, are you able to share it?
NVTA believes we have an adequate budget for this RFP.

7.) What is the budget for this project?
NVTA believes we have an adequate budget for this RFP.

8.) Is there a funding/financial/budget range estimated that can help us to provide a quotation for this project?
NVTA believes we have an adequate budget for this RFP.

9.) Is there a (CMS) platform preference?
It is NVTA's intent to receive a Content Management System (CMS) recommendation from the Consultant. As outlined in Task 1, NVTA expects the Consultant to complete an assessment of the existing core and TransAction websites and present recommendations on a CMS. NVTA does not have a preference on a Content Management System (CMS). NVTA is looking for a flexible, scalable, and user-friendly (WYSIWYG) Content Management System (CMS).

10.)Would NVTA prefer to stay on WordPress?
It is NVTA's intent to receive a Content Management System (CMS) recommendation from the Consultant. As outlined in Task 1, NVTA expects the Consultant to complete an assessment of the existing core and TransAction websites and present recommendations on a CMS. NVTA does not have a preference on a Content Management System (CMS). NVTA is looking for a flexible, scalable, and user-friendly (WYSIWYG) Content Management System (CMS).

11.)Could you please specify if any members of your internal team have prior experience or a preferred choice when it comes to using a Content Management System (CMS)?)
It is NVTA's intent to receive a Content Management System (CMS) recommendation from the Consultant. As outlined in Task 1, NVTA expects the Consultant to complete an assessment of the existing core and TransAction websites and present recommendations on a CMS. NVTA does not

have a preference on a Content Management System (CMS). NVTA is looking for a flexible, scalable, and user-friendly (WYSIWYG) Content Management System (CMS). NVTA staff are only familiar with NVTA's current platform WordPress.

12.)Are vendors able to propose a different CMS solution such as Drupal or does NVTA prefer to stick with a WordPress solution?

It is NVTA's intent to receive a Content Management System (CMS) recommendation from the Consultant. As outlined in Task 1, NVTA expects the Consultant to assess the existing core and TransAction websites and present recommendations on a CMS. NVTA does not have a preference on a Content Management System (CMS). NVTA is looking for a flexible, scalable, and user-friendly (WYSIWYG) Content Management System (CMS).

13.)Would Drupal be an approved Content Management System for this project?

It is NVTA's intent to receive a Content Management System (CMS) recommendation from the Consultant. As outlined in Task 1, NVTA expects the Consultant to assess the existing core and TransAction websites and present recommendations on a CMS. NVTA does not have a preference on a Content Management System (CMS). NVTA is looking for a flexible, scalable, and user-friendly (WYSIWYG) Content Management System (CMS).

14.)Is NVTA looking to stay with WordPress for the new website?

It is NVTA's intent to receive a Content Management System (CMS) recommendation from the Consultant. As outlined in Task 1, NVTA expects the Consultant to assess the existing core and TransAction websites and present recommendations on a CMS. NVTA does not have a preference on a Content Management System (CMS). NVTA is looking for a flexible, scalable, and user-friendly (WYSIWYG) Content Management System (CMS).

15.)What is the ideal project timeline?

NVTA's current website is functional. It is NVTA's intent to receive a consultant analysis of NVTA's current websites, consolidation, and rebuild. NVTA will defer to the Consultant's proposals which must include a Management Outline that will include a timeline which will plan for website transfer, backend testing and training before going live, testing after the website goes live, and concurrent brand identity elements.

16.)What is the ideal launch date for the new website?

NVTA's current website is functional. It is NVTA's intent to receive a consultant analysis of NVTA's current websites, consolidation, and rebuild. NVTA will defer to the Consultant's proposals which must include a Management Outline that will include a timeline which will plan for website transfer, backend testing and training before going live, testing after the website goes live, and concurrent brand identity elements.

17.)What is the target launch date for the new website?

NVTA's current website is functional. It is NVTA's intent to receive a consultant analysis of NVTA's current websites, consolidation, and rebuild. NVTA will defer to the Consultant's proposals which

must include a Management Outline that will include a timeline which will plan for website transfer, backend testing and training before going live, testing after the website goes live, and concurrent brand identity elements.

18.) What is the timeline for the project?

NVTA's current website is functional. It is NVTA's intent to receive a consultant analysis of NVTA's current websites, consolidation, and rebuild. NVTA will defer to the Consultant's proposals which must include a Management Outline that will include a timeline which will plan for website transfer, backend testing and training before going live, testing after the website goes live, and concurrent brand identity elements.

19.) When is the new NVTA site anticipated to be launched?

NVTA's current website is functional. It is NVTA's intent to receive a consultant analysis of NVTA's current websites, consolidation, and rebuild. NVTA will defer to the Consultant's proposals which must include a Management Outline that will include a timeline which will plan for website transfer, backend testing and training before going live, testing after the website goes live, and concurrent brand identity elements.

20.) In order to properly quote hosting:
   a. Can you provide the number of page views per month, currently, for the site?
       For the core website, 10k. NVTA does not have access to further analytics, and will rely on a consultant to assess the core and TransAction websites as noted in Task 1.
   b. What is the average bandwidth usage per month?
       NVTA does not have access to the average bandwidth usage per month, and will rely on a consultant to assess the core and TransAction websites as noted in Task 1.
   c. Can you provide current storage requirements for both database and files?
       NVTA's current database size for the core website is 342MB and the total installation size is 11GB. The TransAction website database size is 90.75 MB and the total installation size is 803MB. NVTA does not have access to further analytics, and will rely on a consultant analysis in completing an assessment of the core and TransAction websites as noted in Task 1.

21.) Please provide the average monthly numbers for page views of the websites combined (to the nearest 100K is fine?)

For the core website, 10k. NVTA does not have access to further analytics, and will rely on a consultant to assess the core and TransAction websites as noted in Task 1

22.) How many visitors does the current websites receive monthly?

For the core website, 10k. NVTA does not have access to further analytics, and will rely on a consultant to assess the core and TransAction websites as noted in Task 1.

23.) What are the requirements for the new servers?
   a. CPU
   b. RAM
   c. Storage

NVTA cloud sources all data processing and storage.

24.) Can you provide any user usage load for the current sites?

NVTA does not have specific user usage load information. NVTA receives on average 10k views on its core website per month. NVTA will rely on a consultant to assess the core and TransAction websites as noted in Task 1.

25.) Can NVTA share the granular details of its current hosting setup to help prospective vendors put a hosting estimate that aligns with its needs? At minimum, we need the following to create an estimate:

NVTA's website hosting is managed through InMotion. NVTA will rely on a consultant to assess the existing core and TransAction websites before completing the website buildout.
   a. Monthly traffic
      On NVTA's core website, 10k.
   b. Site file size
      The total installation size is 10.18 GB
   c. Server Spec, database, PHP version
      NVTA cloud sources all data process and storage. The database size is 342.13 MB, the current PHP Version is 7.4.33 (Supports 64bit values)
   d. any third party server integrations
      To the best of NVTA's knowledge, NVTA does not have third-party integrations.

26.) In order to give us a better sense of the complexity of your current website please share the following:
   a. Number of content types (Page, Slider, Forms)
   b. Number of custom user roles (Admin, Super Admin, Editor)
   c. Number of custom modules and their functionality (CKEditor, Yoast SEO, Contact Form 7)
   d. What are the different Media Types (mp4, pdf, jpg, etc.)

NVTA will rely on a consultant to assess the existing core and TransAction websites before completing the website buildout. NVTA Site Map with all live webpages can be found here: https://thenovaauthority.org/site-map/. NVTA does not have specific user roles as NVTA's Communication team has Admin login credentials. NVTA is aware the current core website has 24 active plugins and the TransAction website has 11, but does not know the details of each plugins utilization of functionality. NVTA does not have third-party integrations. NVTA solely uses plugins available for no cost through WordPress. NVTA has uploaded PDF, JPEG, PNG, MP4, and GIF files to the website.

27.) How many hours a month are currently spent supporting the sites "health checks"?

On average two hours a month are spent on health checks for both the core and TransAction website.

28.) What is the current annual spend on website maintenance?

NVTA will rely on the Consultant to complete an assessment of the existing core and TransAction websites before completing the website buildout. As NVTA's websites are dated, NVTA expects the cost of an updated CMS, hosting, and related support functions to vary. NVTA believes we have an adequate budget to support these updates and the full RFP.

29.) What is your current annual spend on CMS, hosting, and related support?
NVTA will rely on the Consultant to complete an assessment of the existing core and TransAction websites before completing the website buildout. As NVTA's websites are dated, NVTA expects the cost of an updated CMS, hosting, and related support functions to vary. NVTA believes we have an adequate budget to support these updates and the full RFP.

30.) What 3rd-party integrations are included, aside from PIMMS and ArcGIS?
To the best of NVTA's knowledge, NVTA does not have third-party integrations. NVTA solely uses plugins available for no cost through WordPress.

31.) What type of third-party application integration will be required?
To the best of NVTA's knowledge, NVTA does not have third-party integrations. NVTA solely uses plugins available for no cost through WordPress.

32.) How many people will be administering content?
NVTA's Communications team, comprised of three NVTA staff members (out of a total staff of 17), will be the stakeholder team and core team leading and managing the websites. They are the Executive Assistant to the CEO, Communications and Public Affairs Manager, and Strategic Communications Specialist.
Other NVTA staff members may have access to update pages such as NVTA Authority and Committee Meeting pages and calendar events through an editor access.

33.) Who will comprise the stakeholder team for your organization on this project?
NVTA's Communications team, comprised of three NVTA staff members (out of a total staff of 17), will be the stakeholder team and core team leading and managing the websites. They are the Executive Assistant to the CEO, Communications and Public Affairs Manager, and Strategic Communications Specialist.

34.) Please describe the internal team who will be responsible for the website post-launch (developers, non-tech users, etc.?)
NVTA's Communications team, comprised of three NVTA staff members (out of a total staff of 17), will be the stakeholder team and core team leading and managing the websites. They are the Executive Assistant to the CEO, Communications and Public Affairs Manager, and Strategic Communications Specialist. These team members are highly knowledgeable about the current CMS (WordPress) and possess a broad understanding of how website platforms operate.

35.) How large is the stakeholder group?
NVTA's Communications team, comprised of three NVTA staff members (out of a total staff of 17), will be the stakeholder team and core team leading and managing the websites. They are the Executive Assistant to the CEO, Communications and Public Affairs Manager, and Strategic Communications Specialist.

36.) Do you have an internal technical support team?

NVTA does not have an internal technical support team. NVTA outsources all Information Technology (IT) support services and website support services.

37.) Who are the people on this project's core team?
   a. What are their roles and responsibilities?
   b. What percentage of their time will be dedicated to this project?
   c. Is there a designated project champion and core team, and are they prepared to collaborate weekly for a project like this?

NVTA's Communications team, comprised of three NVTA staff members (out of a total staff of 17), will be the stakeholder team and core team leading and managing the websites. They are the Executive Assistant to the CEO, Communications and Public Affairs Manager, and Strategic Communications Specialist.

The Communications and Public Affairs Manager, along with the Strategic Communications Specialist, oversee and coordinate NVTA's communication and outreach initiatives, including the management of NVTA's website. Meanwhile, the Executive Assistant to the CEO ensures oversight and alignment with the CEO's vision for NVTA. The Communications and Public Affairs Manager will serve as the Project Manager, and the Executive Assistant to the CEO will serve as the Program Manager.

This project will be a high priority for the Communications team, and they are prepared for regular coordination and effort toward this project.

37.) What is the number of internal users who will need to be supported by these systems?
NVTA's Communications team, comprised of three NVTA staff members (out of a total staff of 17), will be the stakeholder team and core team leading and managing the websites. They are the Executive Assistant to the CEO, Communications and Public Affairs Manager, and Strategic Communications Specialist.
Other NVTA staff members may have access to update pages such as NVTA Authority and Committee Meeting pages and calendar events through an Editor access.

38.) How many stakeholders will approve deliverables like wireframes and designs and what are their roles in the project?
NVTA's Communications team, comprised of three NVTA staff members (out of a total staff of 17), will be the stakeholder team and core team leading and managing the websites. They are the Executive Assistant to the CEO, Communications and Public Affairs Manager, and Strategic Communications Specialist.
The Communications and Public Affairs Manager will serve as the Project Manager, and the Executive Assistant to the CEO will serve as the Program Manager.

39.) Does NVTA have internal staff who can support some manual aspects of content migration?
No. NVTA's Communications team, comprised of three NVTA staff members (out of a total staff of 17), will be the stakeholder team and core team leading and managing the websites. It is NVTA's intent for the Consultant to rebuild NVTA's website as described in Task 2.

40.) Are there designers on staff (web, interactive, graphic, motion) that we would be working
closely with or deliver design files to?

NVTA's Communications team, comprised of three NVTA staff members (out of a total staff of 17),
will be the stakeholder team and core team leading and managing the websites. They are the
Executive Assistant to the CEO, Communications and Public Affairs Manager, and Strategic
Communications Specialist.

The Communications and Public Affairs Manager and the Strategic Communications Specialist are
experienced with various content design. The Consultant will work closely with NVTA's
Communication team to design and deliver files. The Communications and Public Affairs Manager
will serve as the Project Manager and the Executive Assistant to the CEO will serve as the Program
Manager.

41.) Approximately how many people will be responsible for maintaining your current site, and what
level of access control will they require?

NVTA's Communications team, comprised of three NVTA staff members (out of a total staff of 17),
will manage the Authority's website to ensure the site contains up to date and relevant
information. It is expected that the Communications team will have Admin access.

Other NVTA staff members may have access to update pages such as NVTA Authority and
Committee Meeting pages and calendar events through an Editor access.

42.) What is the size of your internal web team and what are their current titles or roles?

NVTA's Communications team, comprised of three NVTA staff members (out of a total staff of 17),
will be the stakeholder team and core team leading and managing the websites. They are the
Executive Assistant to the CEO, Communications and Public Affairs Manager, and Strategic
Communications Specialist.

The Communications and Public Affairs Manager, along with the Strategic Communications
Specialist, oversee and coordinate NVTA's communication and outreach initiatives, including the
management of NVTA's website. Meanwhile, the Executive Assistant to the CEO ensures oversight
and alignment with the CEO's vision for NVTA.

43.) Who are the people on your core team? What are their roles and responsibilities? What
percentage of their time will be dedicated to this project? Is there a designated project
champion and core team, and are they prepared to collaborate with us on a weekly basis?

NVTA's Communications team, comprised of three NVTA staff members (out of a total staff of 17),
will be the stakeholder team and core team leading and managing the websites. They are the
Executive Assistant to the CEO, Communications and Public Affairs Manager, and Strategic
Communications Specialist.

The Communications and Public Affairs Manager, along with the Strategic Communications
Specialist, oversee and coordinate NVTA's communication and outreach initiatives, including the
management of NVTA's website. Meanwhile, the Executive Assistant to the CEO ensures oversight
and alignment with the CEO's vision for NVTA. The Communications and Public Affairs Manager
will serve as the Project Manager, and the Executive Assistant to the CEO will serve as the Program
Manager.

This project will be a high priority for the Communication team, and they are prepared for regular coordination and effort toward this project.

44.)How many stakeholders are involved in your decision-making?
NVTA's Communications team, comprised of three NVTA staff members (out of a total staff of 17), will be the stakeholder team and core team leading and managing the websites. They are the Executive Assistant to the CEO, Communications and Public Affairs Manager, and Strategic Communications Specialist.

45.)How, if at all, do the stakeholders differ between the core and the core and TransAction websites?
The stakeholders do not differ between the core and TransAction websites. NVTA's Communications team, comprised of three NVTA staff members (out of a total staff of 17), will be the stakeholder team and core team leading and managing the websites. They are the Executive Assistant to the CEO, Communications and Public Affairs Manager, and Strategic Communications Specialist.

46.)Regarding the capability to link or embed live stream videos and recordings for NVTA-hosted meetings- Please provide a list of platforms we should embed.
NVTA currently live-streams public meetings via Zoom to YouTube. All recorded meetings are saved as MP4 files and occasionally uploaded to Vimeo and Dropbox.

47.)Could you elaborate on the functionality of the hosted meetings?
NVTA live-streams all NVTA hosted public meetings. This is designed for the public to watch NVTA meetings live. Once the live-stream is complete, these videos are archived for the public to view. This is currently done through YouTube.

48.)Re: Video uploads, is the expectation that videos will be hosted directly by NVTA's website host or that you would leverage YouTube, Vimeo or similar and videos simply need to be embedded into the new website?
NVTA anticipates utilizing YouTube to host meetings and therefore simply needs to embed the videos into the website. However, NVTA is receptive to the possibility of hosting directly from NVTA's website.

49.)Regarding the linkage to NVTA's Dashboard novagateway.org, PIMMS, and ArcGIS mapping websites: Could you provide more details on what is meant by "linkage"? Do we need to sync any data?
NVTA does not require data syncing between NVTA's Dashboard novagateway.org, PIMMS, or ArcGIS mapping websites. The links to the Dashboard novagateway.org, PIMMS, and ArcGIS mapping websites need to be available (via a link) or embedded on NVTA's core website.

50.)RE: "NVTA's core website will require seamless linkage to NVTA's dashboard and PIMMS" can you elaborate on what is considered in scope for this request? For example, what data needs to

display on the new website? How frequently does that info need to be updated? What, if any, approval process is required for this display? Etc.

NVTA does not require data syncing between NVTA's Dashboard novagateway.org, PIMMS, or ArcGIS mapping websites. The links to the Dashboard novagateway.org, PIMMS, and ArcGIS mapping websites need to be available (via a link) or embedded on NVTA's core website.

51.) What is considered in scope for how the mapping websites are to be integrated / embedded / linked to on the new website?

NVTA's preference is to have Dashboard novagateway.org, PIMMS, and ArcGIS available on the core website. NVTA does not require data syncing between NVTA's Dashboard novagateway.org, PIMMS, or ArcGIS mapping websites. The links to the Dashboard novagateway.org, PIMMS, and ArcGIS mapping websites need to be available (via a link) or embedded on NVTA's core website. As outlined in Task 1, NVTA expects the Consultant to complete an assessment of the existing core and TransAction websites and present recommendations on consolidation, streamlining and enhancements to the functionality and look of the websites.

52.) Are there any identified pain points mentioned by users of the current site (internal or external)?

NVTA's main concerns include eliminating duplication, consolidating information, building a user-friendly back-end interface, enhancing the mobile user experience.

53.) Are there any existing pain points or challenges that you want to address?

NVTA's main concerns include eliminating duplication, consolidating information, building a user-friendly back-end interface, enhancing the mobile user experience.

54.) What are the biggest pain points with your current sites?

NVTA's main concerns include eliminating duplication, consolidating information, building a user-friendly back-end interface, enhancing the mobile user experience.

55.) What are the top 3 results you would like to achieve with this project?

NVTA's main concerns include eliminating duplication, consolidating information, building a user-friendly back-end interface, enhancing the mobile user experience.

56.) Will brand guidelines be available to the selected partner? Describe the elements included in your brand guidelines?

A link to NVTA's current Branding Guide can be found here: https://thenovaauthority.org/wp-content/uploads/2023/09/265683_NVTA_BrandingGuide_12.30.2022.pdf
We anticipate through this modernization process, the current guidelines will be enhanced and improved.

57.) Does NVTA have a style guide defined for the new sites? If not, would NVTA expect contractors to develop a lite style guide?

NVTA does not have a defined style guide for the new site. With NVTA's input, NVTA's intent is for the Consultant to concurrently analyze the current brand identity and update the brand guidelines as identified in Task 4.

58.) Will taglines, brand statements/slogans and mottos be included in the redesign of the logo?
No, taglines, slogans, or mottos should not be included in the redesign of the logo.

59.) Does NVTA have an example of what format the brand guidelines should be developed or can the supplier use their own format?
A link to NVTA's current Branding Guide can be found here: https://thenovaauthority.org/wp-content/uploads/2023/09/265683_NVTA_BrandingGuide_12.30.2022.pdf With NVTA's input, NVTA's intent is for the Consultant to concurrently analyze the current brand identity and update the brand guidelines as identified in Task 4.

60.) What aspects of your existing Brand Identity are considered "do not change" and which are considered "open for revision or overhaul"?
NVTA prefers to retain the primary color of navy and the secondary color of a light blue. The rest of the Brand Identity is open to change.

61.) What, if any, brand audience research would the selected vendor be able to work with as it relates to a brand identity overhaul?
As NVTA has many audiences, NVTA does not anticipate completing brand audience research. NVTA can engage other agency partners (such as Department of Rail and Public Transportation, etc) for input.

62.) How many stakeholders need to be involved in approved concepts and visual aesthetic recommendations as part of a brand identity update?
The updated design will be coordinated with NVTA's Communications team, comprised of three NVTA staff members (out of a total staff of 17). They are the Executive Assistant to the CEO, Communications and Public Affairs Manager, and Strategic Communications Specialist. The Communications and Public Affairs Manager will serve as the Project Manager, and the Executive Assistant to the CEO will serve as the Program Manager. CEO approval of final design concepts will be required.

63.) For "Create brand identity templates for, but not limited to: the website, PowerPoint presentations, use in Canva, agendas, reports, and memos and letters. Templates provided with NVTA's logo shall be user-friendly for usage in Microsoft 365 products" would providing an hourly rate for the design of the items listed above be considered acceptable?
NVTA is requesting a comprehensive solution to the Scope of Work included in the RFP.

64.) Re: "Review and provide updates to existing TransAction and Six Year Program logos to maintain consistency with new brand guidelines and color palette" would providing an hourly rate for this work be considered acceptable?
NVTA is requesting a comprehensive solution to the Scope of Work included in the RFP.

65.) Under Task 4: Brand Identity Update. We can work with NVTA Communications Team to provide logo design, colors, typeface, for the Website Design. All of those can be shared with you. The use of them outside of the website would require additional services we do not provide. Would you consider working with us as we create all the design elements associated with the website and then carrying those design decisions forward internally or with another firm to complete all of the non-website elements?

NVTA is requesting a comprehensive solution to the Scope of Work included in the RFP.

66.) Has NVTA conducted research on target audience, industry, perception of the current brand, etc. that could be utilized during the design process?

No, NVTA has not and does not anticipate conducting research on its brand identity.

67.) Have you conducted any audience research or persona development? If not, will that be part of the scope of this project?

As NVTA has many audiences, NVTA has not and does not anticipate completing brand audience research. The purpose of NVTA's website is to provide transparency on NVTA's functions. NVTA is not in need of consumer type marketing or advertising efforts.

68.) Who is responsible for handling brand decisions, and how are they involved with this project?

The design will be coordinated with NVTA's Communications team, comprised of three NVTA staff members (out of a total staff of 17). They are the Executive Assistant to the CEO, Communications and Public Affairs Manager, and Strategic Communications Specialist. The Communications and Public Affairs Manager will serve as the Project Manager, and the Executive Assistant to the CEO will serve as the Program Manager. CEO approval of final design concepts will be required.

69.) Can you describe the existing internal stakeholder input and/or audience research (if any) that has been collected to date, and how you envision that factoring into the project as we work on creating the detailed schedule requested in the RFP?

As NVTA has many audiences, NVTA has not and does not anticipate completing brand audience research. The purpose of NVTA's website is to provide transparency on NVTA's functions. NVTA is not in need of consumer type marketing or advertising efforts. It is expected that the Consultant will assess NVTA's current websites and provide a consolidated plan to buildout the website.

70.) Are there any branding guidelines that need to be followed?

NVTA prefers to retain the primary color of navy and the secondary color of a light blue. The rest of the Brand Identity is open to change.

71.) Can you provide examples of websites or design styles that align with your vision for the new site?

NVTA Communications team has found inspiration in two websites: Comstock (https://comstock.com) and the Virginia Economic Development Partnership (VEDP) (https://www.vedp.org).

NVTA is drawn to Comstock's dynamic homepage with drone videos, impactful monetary visuals and sliding photos. This website is very navigable from the clear top toolbar and useful information listed at the bottom which include contact details and other resourceful information.
NVTA is interested in VEDP's modern feel with a great cool blue color scheme. Similar to Comstock, the movement, clear top toolbar, and resources on the homepage make it user-friendly.
These sites guide our direction as we aim to create a visually appealing, easily navigable and informative NVTA website.

72.) What websites should the selected vendor be aware of to ensure optimal success of this project and what, in particular, do you like about them?
NVTA Communications team has found inspiration in two websites: Comstock (https://comstock.com) and the Virginia Economic Development Partnership (VEDP) (https://www.vedp.org).
NVTA is drawn to Comstock's dynamic homepage with drone videos, impactful monetary visuals and sliding photos. This website is very navigable from the clear top toolbar and useful information listed at the bottom which include contact details and other resourceful information.
NVTA is interested in VEDP's modern feel with a great cool blue color scheme. Similar to Comstock, the movement, clear top toolbar, and resources on the homepage make it user-friendly.
These sites guide our direction as we aim to create a visually appealing, easily navigable and informative NVTA website.

73.) Are there any security standards required for your CMS platform? i.e. HIPAA, PCI, SOCII, Fedramp, etc?
NVTA is unaware of standard security requirements. NVTA will be reliant on the Consultant to determine industry standard security requirements to implement and maintain for the website after completing an assessment of NVTA's website as listed in Task 1.

74.) Are there any specific security requirements for the development of the websites?
NVTA is unaware of standard security requirements. NVTA will be reliant on the Consultant to determine industry standard security requirements to implement and maintain for the website after completing an assessment of NVTA's website as listed in Task 1.

75.) Is there a specific security scanning tool that is required to be used to scan your site for vulnerabilities?
NVTA is unaware of specific security scanning tools. NVTA will be reliant on the Consultant to determine industry security standards to implement and maintain for the website after completing an assessment of NVTA's website as listed in Task 1.

76.) Can you provide more information about your information security requirements?
NVTA is unaware of standard security requirements. NVTA will be reliant on the Consultant to determine industry standard security requirements to implement and maintain for the website after completing an assessment of NVTA's website as listed in Task 1.

77.) Is there a minimum web content accessibility guideline that must be met?

NVTA is unaware of industry standard accessibility guidelines. Per Task 2.a., "Optimize the website's functionality with Americans with Disabilities Act (ADA) accessibility, including scalable text and Alt text capability to accommodate visually impaired. The Consultant must therefore have a thorough understanding of 508 compliance and shall suggest enhancements to improve the user experience across all platforms." NVTA will be reliant on the Consultant to provide accessibility guidelines and functions.

Translation features for the website should be, at a minimum, for Spanish and Korean.

78.) Is there a specific 508 Compliance scanning tool that is required to be used to scan your site for WCAG compliance?

NVTA is unaware of industry standard 508 Compliance guidelines. Per Task 2.a., "Optimize the website's functionality with Americans with Disabilities Act (ADA) accessibility, including scalable text and Alt text capability to accommodate visually impaired. The Consultant must therefore have a thorough understanding of 508 compliance and shall suggest enhancements to improve the user experience across all platforms." NVTA will be reliant on the Consultant to provide accessibility guidelines and functions.

79.) Re: ADA / 508 compliance, would WCAG 2.1 AA be considered acceptable?

NVTA is unaware of industry standard 508 Compliance guidelines. Per Task 2.a., "Optimize the website's functionality with Americans with Disabilities Act (ADA) accessibility, including scalable text and Alt text capability to accommodate visually impaired. The Consultant must therefore have a thorough understanding of 508 compliance and shall suggest enhancements to improve the user experience across all platforms." NVTA will be reliant on the Consultant to provide accessibility guidelines and functions.

80.) Can you determine all languages that the website will need to support? Also, can we assume that all designs will be delivered for English, but will be created to support the longest character count language listed as required by NVTA? (For example, Spanish is often a longer character count than English so we'd want to make sure the navigation works optimally when translated.

Translation features for the website should be, at a minimum, for Spanish and Korean as listed in Task 2.a. All content from NVTA will be delivered in English.

81.) Are there any project management or work management tools that our team would be required to use for this project?

NVTA does not have requirements for project management or work management tools.

82.) How many vendors did you actively reach out to, not including anyone who may just stumble upon it?

This is an open competitive RFP, no firms were specifically invited.

83.) Would you need any original or stock videography or photography?

NVTA has a subscription and has already utilized stock videography and photography in various mediums. NVTA remains open to acquiring new and modern content.

84.) Is it expected that all existing content, including pages, posts, and files, will be transferred to the new site?

NVTA intends for the Consultant to assess NVTA's current websites and provide a consolidated plan to buildout the website as identified in Task 1 and 2. It is NVTA's intent through a consultant analysis, the new website will eliminate duplication and consolidate information.

85.) Does the site (currently or anticipated in the future iteration) integrate into any outside systems, such as a CRM or email marketing system?

No, not to NVTA's knowledge.

86.) Could you specify if there are any existing technologies or tools currently implemented on your website that we should incorporate into the new site?

NVTA does not have a preference on retaining current existing technologies. NVTA expects the Consultant to provide, at minimum, the technical requirements listed under Task 2.a.

87.) Do you experience frequent surges of traffic that impact performance at critical times?

No. NVTA has not experienced any surge in traffic that resulted in impacted performance.

88.) Can NVTA clarify who is expected to manage the hosting; the vendor, or is the consultant NVTA currently works with responsible for this task? If the vendor is responsible, are vendors allowed to propose their hosting solution or does NVTA prefer to maintain InMotion as a provider?

It is NVTA's intent the winning consultant or vendor (consultant as listed in the RFP) will be responsible for the hosting of the website as stated in Task3.a. NVTA is receptive to additional hosting solutions as provided by the vendor (consultant).

89.) Would the vendor be required to maintain your domain names in GoDaddy?

It's NVTA intent to maintain our current domain which is provided by GoDaddy.

90.) What is the current technology stack NVTA's core website and informational website using?

From page 13 in the RFP: NVTA's Content Management System (CMS) for both thenovaauthority.org and nvtatransaction.org is WordPress. Pages are built using the Divi Builder. PDF documents, along with photos and video, are often uploaded and referenced on the website. Currently, for the core website (thenovaauthority.org), NVTA has over 200 built out pages, with more than 4,500 media items uploaded to the media database. The TransAction website (nvtatransaction.org) has 35 built out pages, with more than 360 media items uploaded to the media database.

91.) Will training be required on the new websites once it is developed? How many members will require training?

NVTA anticipates at a minimum the NVTA's Communication team, (a team of 3 within a total staff of 17), comprised of the Executive Assistant to the CEO, Communications and Public Affairs Manager, and Strategic Communications Specialist, will be fully trained on all aspects of the new website as the stakeholder team throughout the project and core team leading and managing the websites. Additional training may be required of other NVTA staff members that may have access

to update pages such as NVTA Authority and Committee Meeting pages and calendar events through an Editor access.

As identified in Task 3.b., the Consultant shall be available to schedule training/how-to instructions when needed throughout the six-year hosting and maintenance service agreement following a successful launch of the new website.

92.) Is a code hand-off via GitHub or another file transfer an acceptable deliverable method for the final developed website pages? Please provide more details regarding the satisfactory method of delivery for the final design and developed website pages deliverable?

NVTA is not interested in a code hand-off. NVTA's intent is to allow the Consultant responsibility for website hosting and maintenance, assistance with purchasing of licenses/account setup support, website health checks, and technical support on more complex website publications and matters that require troubleshooting. NVTA's intent is to provide information in an easy-to-use, navigable format that supplies up-to-date information about NVTA through a one-stop-shop style, potentially single website. NVTA anticipates staff will be fully trained on all aspects of the new website.

93.) Are there any specific risks identified for this project?

No.

94.) Does the Commonwealth of Virginia have any statewide guidelines/requirements related to design which need to be taken into consideration?

The Commonwealth of Virginia or any other state agencies are not involved in the development of NVTA's website.

95.) Does your site integrate with any other applications or systems? If yes, which ones? (e.g., ADFS, SSO, APIs, Payment Gateways)

No, to NVTA's knowledge the website is not integrated with other applications or systems.

96.) What external systems and applications will need to integrate with the redesigned site, e.g., single sign-on, etc.?

To NVTA's knowledge the website is not integrated with external applications or systems.

97.) What tool do you currently use for SEO? What do you hope to achieve with your SEO tool?

To NVTA's knowledge, NVTA doesn't currently have a tool for SEO beyond what is available through WordPress. NVTA will be reliant on the Consultant to determine and implement industry standard SEO requirements as listed in Task 2.a.

98.) What solution do you currently use for your newsletter creation?

   a.   Are newsletters just posted on the website or are they also sent out to a distribution list?

NVTA utilizes MailChimp to create and distribute NVTA's two newsletter types. The newsletters are posted to the website (via a link as shown in the news webpage linked in Task 2.a) and distributed via email to a distribution list through MailChimp. NVTA's current website is coded to easily subscribe individuals through a sign-up form as shown at the bottom of our news webpage.

It is NVTA's intent to continue linking newsletters into the new website and provide access to an imbedded user-friendly sign-up form. NVTA is open to newsletter platforms that may better integrate into CMS.

99.) Can you elaborate on the variety and requirements for NVTA newsletters?
NVTA utilizes MailChimp to create and distribute NVTA's two newsletter types. The newsletters are posted to the website (via a link as shown in the news webpage linked in Task 2.a) and distributed via email to a distribution list through MailChimp. NVTA's current website is coded to easily subscribe individuals through a sign-up form as shown at the bottom of our news webpage.
It is NVTA's intent to continue linking newsletters into the new website and provide access to an imbedded user-friendly sign-up form. NVTA is open to newsletter platforms that may better integrate into CMS.

100.) How many separate newsletter signups are considered in scope for this project?
NVTA has two separate sign-ups for newsletters, NVTA Update and Driven by InNoVAtion as shown at the bottom of NVTA's news webpage. We are interested in consolidating these.

101.) Are there any workflows in place in order to publish approved content?
The NVTA Communications team publishes content after consulting with other NVTA staff as needed (ie. Transportation Planning and Programming team, Finance team, and CEO). NVTA anticipates turnaround time on approvals to be timely.

102.) Is there any other site functionality outside the basics of page content and searching?
Not to NVTA's knowledge. It is expected that the Consultant will assess NVTA's current websites as listed in Task 1.

103.) Are you currently using and translation tools today? If yes, which one?
No. NVTA's websites do not currently support translation features.

104.) Is the search functionality of the site required to also search document content on the site?
At a minimum, NVTA requires the search functionality to search content throughout the site. NVTA's current website supports this function with a search bar feature. NVTA's website search feature currently does not search documents. NVTA is receptive to a search feature that can also search document content.

105.) Can you elaborate on what is meant by "easily searchable functions" within the website?
At a minimum, NVTA requires the search functionality to search content throughout site. NVTA's current website supports this function with a search bar feature. Webpages should be created with the intent for the search feature to easily function.

106.)   Re: "searchable online library for various legislative documents and meeting documents"
         can you elaborate on what needs to be searchable? Do existing summaries and categorizations
         of each document currently exist? How far back do these need to go back on the new website?
         At a minimum, NVTA requires the search functionality to search content throughout the site.
         NVTA's current website supports this function with a search bar feature. NVTA's website search
         feature currently does not search documents. NVTA is receptive to a search feature that can also
         search document content. To NVTA's knowledge, summaries and categorization of documents do
         not exist on the current webpage.

107.)   Does the site currently contain any sensitive data, including, but not limited to PII?
         No. NVTA's website does not contain any sensitive data.

108.)   What is the number of external (public) users who will access the new systems?
         NVTA's websites are used as key informational tools to provide data, analytics, and documents to
         the public, NVTA members, committees, the Virginia General Assembly, regional partners, and the
         media. NVTA staff will control back-end access to the website.

109.)   Can you elaborate if people beyond core NVTA staff need to be able to make updates to
         the new website? (For example, partners?)
         NVTA staff will control back-end access to the website.

110.)   What type of infrastructure redundancy will be required?
         NVTA intends for the Consultant to determine the appropriate infrastructure redundancies for the
         new website. As listed in Task 2.a., the Consultant shall provide a plan for backup and restore
         processes. The backup and restore plan shall include full, and differential backups and snapshots
         of the entire web server and its contents.

111.)   What is the current data retention policy?
         There are no minimum requirements on data/archive retention. NVTA will rely on the consultant
         recommendation for data retention.

112.)   What is the current backup policy?
         To NVTA's knowledge, NVTA's current website retains restoration points for each page dating back
         to the creation of the page. NVTA does not currently have a backup policy.

113.)   Any integration to the on-premises system?
         NVTA does not have on-premises systems in relation to the website.

114.)   Will Active Directory or user authentication be required back to the NVTA systems?
         NVTA does not currently implement user authentication for back-end access to the website. NVTA
         will rely on the Consultant to determine industry standard security requirements, to include user
         authentication, to implement and maintain for the website.

115.)   Will remote access (i.e., remote desktop or Citrix) be required?

No. NVTA's website hosting is managed through InMotion, and NVTA's wesbites are cloud hosted. Remote access will not be required for the website.

116.) Given the role price can play in the vendor selection decision, how does NVTA advise vendors to estimate / caveat proposals when there is the possibility of third-party websites simply being linked out or more robustly (and expensively) integrated into a new centralized website?

NVTA does not plan on linking third-party websites to the core or TransAction websites.

117.) How many and what types of pages should estimates account for as it relates to wireframes and page designs?

It is expected the Consultant will assess NVTA's current websites and provide a consolidated plan to buildout the website and listed in Task 1. NVTA intends for the new website to eliminate duplication and consolidate information from the webpages listed under Task 2.a. NVTA will rely on the Consultant to the number of pages and the type of pages to complete the website buildout.

118.) Re: "potential ability to subscribe to meetings of interest/alerted when documents are uploaded for a particular meeting" what existing login / notification platforms exist that potential vendors should be aware of when creating estimates?

NVTA does not currently have notification platforms for updates to webpages.

119.) Re: form submissions, what is the current workflow for how submissions are captured / delivered and what is considered in scope for the new website?

It is NVTA's assumption the current website has a plugin to support comment submissions, such as those listed on our Contact Us page. These submissions are directed to an email address. The new website must support the ability for public comment forms/survey submissions.

NVTA is aware the current core website has 24 active plugins and the TransAction website has 11, but does not know the details of each plugins utilization of functionality.

120.) How many vocabularies / taxonomies currently exist that are considered in scope for incorporating into the new website?

NVTA is unfamiliar with the specifics of vocabularies/taxonomies on the current websites. It is expected the Consultant will assess NVTA's current websites and provide a consolidated plan to buildout the website as listed in Task 1. NVTA is receptive to the consultant including incorporating vocabularies/taxonomies as determined by their consultant analysis.

121.) How many years back does legacy content like announcements etc. need to be reflected on the new website?

NVTA will refer to the Consultant's recommendation on retaining legacy content on the new website.

122.)   Can you elaborate on all data points and data sources that need to be accounted for in the visitor behavior/habit analytic reports? Do any of these reports currently exist or should we consider the initial creation of them in scope?

NVTA does not currently have visitor behavior/habit analytic reports. The Consultant should consider the initial creation of them in their proposal. At a minimum, NVTA would receive click-through rate, visitor rates, length on website and specific pages as listed in Task 2.a.

123.)   Can you elaborate on what NVTA is expecting in terms of a user acceptance testing (UAT) process?

NVTA expects a Management Outline which includes Consultant recommendations to complete the following: development, testing and go-live timeline to allow NVTA staff to schedule/perform testing with identified outside users, and once live, appropriate outreach to Authority members, partners, the public and media. Prior to going live with the modernized website, the Consultant shall thoroughly test the functionality of links and pages. Following testing NVTA staff will be trained to operate the website.

124.)   What key functionality on the existing sites do you want to ensure remains with the new website?

It is expected the Consultant will assess NVTA's current websites and provide a consolidated plan to buildout the website. NVTA has listed in Task 2.a. specific features on each webpage for the Consultant to consider for the website build out.

125.)   What functionality or content on the existing site do you think does not need to be brought over or accounted for on the new website?

It is expected the Consultant will assess NVTA's current websites and provide a consolidated plan to eliminate duplication and buildout the website. NVTA has listed in Task 2.a. specific features on each webpage for the Consultant to consider for the website build out.

126.)   How will you measure project success?

NVTA will measure success based on a completed and functioning website meeting, at a minimum, all the technical features as listed in Task 2.a.

127.)   Who in the organization helped develop this RFP?

The Communications and Public Affairs Manager (Project Manager), and the Executive Assistant to the CEO (Program Manager) led the development of the Scope of Work.

128.)   Have any firms assisted with the development of this RFP?

No firms have assisted with the development of the RFP.

129.)   For the information architecture and user testing: ideally we prefer to conduct user tests with the end users of a site. Are you willing to help recruit users for things like IA tree tests, card sorting, and usability tests?

NVTA can engage other agency partners (such as Department of Rail and Public Transportation, etc) for usability tests and input.

130.) Can we conduct usability tests with the content administrators to ensure that the content creation workflow is intuitive for them?

NVTA intends for NVTA staff to aid in usability tests. NVTA can also engage other agency partners (such as Department of Rail and Public Transportation, etc) for usability tests and input.

131.) Is content development part of the scope of this project?

Yes, NVTA expects content development for elements of the website buildout and brand identity update. NVTA will lead efforts and shall retain ownership of all content within the CMS and the website(s).

132.) Have you completed a content audit of your site to date?

No, NVTA has not completed an audit or assessment of the current core and TransAction websites.

133.) What information can you provide about the state of the following?
   a. All written content
   b. Photography/Illustration
   c. Videography

NVTA owns the right to all written content, photography, and videography on the website. NVTA intends for the consultant to provide new options for content throughout the website.

134.) How much content on each site is provided via PDF or other formats?

Currently, for the core website (thenovaauthority.org), NVTA has over 200 built out pages, with more than 4,500 media items uploaded to the media database. The TransAction website (nvtatransaction.org) has 35 built out pages, with more than 360 media items uploaded to the media database. Most content is in PDF format.

135.) Do you currently work with any web analytics or web targeting platforms (e.g. Google Analytics, Google Marketing Platform, SiteImprove)

NVTA is familiar with Google Analytics.

136.) Will any parts of the new site need to be made available in multiple languages?

Translation feature for the entire website should be, at a minimum, for Spanish and Korean as listed in Task 2.a.

137.) Are there any personalization requirements for the new site?

NVTA has listed in Task 2.a. specific features on each webpage for the Consultant to consider, but not be limited to, for the website build out.

138.) Are there any features/customizations that should be added to the site?

NVTA has listed in Task 2.a. specific features on each webpage for the Consultant to consider, but not be limited to, for the website buildout.

139.)   Is your team familiar with Agile methodologies, where work is conducted in sprints and
      tasks are refined and prioritized on an ongoing basis throughout the project?
No, NVTA staff are not familiar with Agile methodologies. We are open to new processes while
collaborating on the website.

140.)   For the place of performance, will work be performed remotely or onsite in Fairfax, VA?
Work can be performed remotely or onsite as stated in Task 3.b.

141.)   Are there any potential challenges that the prospective bidder/offeror should be aware
      of?
No.

142.)   Are the prospective bidder/offeror required to use any plugins that are currently being
      used on the thenovaauthority.org and nvtatransaction.org sites?
NVTA is aware the current core website has 24 active plugins and the TransAction website has 11,
but does not know the details of each plugins utilization of functionality. These plugins may or not
be necessary on a future website build-out. NVTA's intent is to defer to an analysis and
determination from the Consultant after completing an assessment of the website as listed in Task
1.

143.)   Is there anything on the current websites that you particularly enjoyed and would like to
      see included in the updated version that was not listed in the Scope of Work section of the RFP?
NVTA has listed in Task 2.a. specific features on each webpage for the Consultant to consider for
the website build out. It is expected the Consultant will assess NVTA's current websites and
provide a consolidated plan to buildout the website.

144.)   Any major projects planned in coming years which vendors should be aware of?
NVTA will be undergoing work on the Preliminary Deployment Plan for a Regional BRT System in
Northern Virginia (PDP-BRT). Kick off work for the project began in October 2023, and work will be
ongoing throughout 2024 with an anticipated completion in 2025.
https://thenovaauthority.org/wp-content/uploads/2023/04/BRT-PDP-RFP-Final-v1.pdf

145.)   Can you please let us know what plugins NVTA currently have installed for the website?
NVTA is aware the current core website has 24 active plugins and the TransAction website has 11,
but does not know the details of each plugins utilization of functionality. These plugins may or not
be necessary on a future website build-out. NVTA's intent is to defer to an analysis and
determination from the Consultant after completing an assessment of the website as listed in Task
1.

146.)   Would you require hosting, dns or ssl services?
NVTA intends for the Consultant to be responsible for proper configuration and management of
the hosting solution. NVTA will refer to the Consultant's recommendation.

147.)   For ongoing hosting, maintenance, and support, what are NVTA's expectations regarding response times, update frequencies, and the nature of support required?
NVTA intends for the Consultant to respond to standard requests within one business day and expects for the Consultant to respond to urgent needs, such as the website crashing, immediately. NVTA will defer to the Consultant to outline best practices for updating, performing security checks, etc.

148.)   Can the new systems support IaaS or PaaS cloud service?
NVTA requests a Cloud Solution only.

149.)   Is there a cloud vendor preference? For example:
AWS or Azure commercial?
AWS or Azure GovCloud?
NVTA doesn't have a preference for a cloud vendor. Task 1 in the RFP includes a consulting component. Recommendations on the above should be part of the consultant report.

150.)   Can NVTA elaborate on how prospective vendors should handle pricing as it relates to the consolidation or keeping separate of the core and TransAction websites? In other words, would it be deemed acceptable to submit a proposal with an estimate for consolidation of the websites and a caveat that estimates may need to be revised if the final recommendation is to keep them separate?
Yes, that would be acceptable.

151.)   What are the primary business drivers for issuing this RFP?

The core website thenovaauthority.org was developed over ten years by internal non-technical staff with occasional outside assistance. We have outgrown the current functional layout and are looking for a reset to eliminating duplication, consolidating information, build a user-friendly back-end interface, enhance the mobile user experience, as well as have the benefit of a professional design.

152.)   Are offshore resources allowed as team members for this RFP?

There is no exclusion of offshore resources. The use of such should be declared in the proposal.

153.)   Is NVTA open to negotiating the maintenance terms (Ex: negotiate 2 years at a time with the opportunity to renew multiple years) in order to make sure estimates for subsequent years are more accurate based on changes in technology and NVTA's anticipated needs?

This can be discussed with vendors selected for competitive negotiations.

154.)   We have a 3-part question. Is an Offeror allowed to add lines to the pricing spreadsheet for the various roles and personnel that will perform the work?
Another tab can be opened on the spreadsheet to add additional detail, but the summary numbers should show the accumulated costs by task as laid out in the Excel spreadsheet with the RFP.

7b. If only a DBE company will be performing the work, can an Offeror have multiple DBE lines? In addition, can the Offeror remove the Consultant & Subcontractor lines in the spreadsheet if they do not apply?

Just make a note that all work will be done by a DBE certified company in the DBE line. The pricing template cannot be changed. The DBE/SWaM is used to award evaluation points. If all work is done by a DBE company, the maximum evaluation points will be awarded.

7C. On the pricing sheet, there isn't a designation for key and non-key personnel. Can the Offeror add additional lines to the spreadsheet to distinguish between key and non-key personnel?

Another tab can be opened on the spreadsheet to add additional detail, but the summary numbers should show the accumulated costs by task as laid out in the Excel spreadsheet with the RFP.

155.)   Is the Letter of Transmittal included in the 10-page limit for the Technical Proposal?

Only the Technical Proposal is limited to 10 pages. Please note some of the other items listed in Section 14 have separate limits for length.

156.)   Are resumes excluded from the 10-page limit for the Technical Proposal?

Each resume may not exceed two pages and resumes are separate from the Technical Approach limit of 10 pages.

157.)   According to the evaluation requirements, NoVA Transportation Authority will select the top 2 companies to enter into negotiations and final presentations. What type of negotiations will consist of during this evaluation process? Also, what will the 2 finalists companies be required to provide in these presentations?

For this type of contract, the Virginia Public Procurement Act requires negotiation with at least two firms, if two or more firms submit proposals. For presentations, the firms selected for interviews and possible negotiations will receive questions and focus areas or areas requiring clarification, based on their submitted proposals and feedback from the NVTA selection group. Those inquiries will be specific to the submitted proposals.

158.)   The Government has specified the key personnel it requires: Project Manager, Deputy Project Manager, and Quality Assurance Manager. Are there specific educational, certification, and years of experience for each of these positions? If so, please provide.

There are no specific credentials required under this RFP.

159.)   Are resumes required for any non-key personnel?

No, resumes are only required for key personnel.

160.)   How do you recommend prospective vendors handle pricing for optional items?

Options should be described in the Technical Proposal without costs. Optional costs should then be added to the Cost Proposal with reference to the Technical Proposal.

161.)   Is it possible to extend the window for relevant projects to the past five years? Our firm
        has numerous projects that we feel make us uniquely qualified to support this project and some
        are a bit older than the past two years. Given the desire to evaluate offers by best value, being
        able to submit projects that have supported our clients' needs over several years seemed to
        align with the goals of this RFP.

    There is a minimum of two projects within the last two years. Offerors may present additional
    prior projects. Section 14. f notes: Offerors shall identify a minimum of two projects performed
    over the last two years, similar or equivalent in size and scope to the work described in the
    solicitation. Engagement descriptions, limited to two pages each.

162.)   Can a firm bid separately for one section of the RFP rather than bidding for the entire
        RFP?

    Firms should align themselves with partners to complete the entire RFP. It is unlikely that NVTA
    will need to or will form such partnerships independently.

163.)   Any VITA requirements we need to incorporate into the design?

    VITA has no oversight role related to NVTA.

164.)   Are there any security or background check requirements for the resources working on
        this project?

    This RFP does not require any specific security or background check.

165.)   Are resumes included in the page limit or does the page limit only apply to the technical
        approach?

    Key personnel resumes are limited to no more than two pages each as noted on page 8 of the
    RFP and are outside the 10 page limit for the Technical Approach.

166.)   Is offshore development allowed?

    It is not prohibited but should be disclosed in the technical proposal.

167.)   In the insurance requirements - Attachment B, there is a requirement for "Professional
        Errors and Omissions", but no dollar amount is listed. Please confirm the dollar amount
        required for this requirement.

    Errors and Omissions will not be required.

168.)   We are a Canadian company. Are you accepting proposals from foreign entities?

    NVTA can accept proposals from Canada. This information should be included in the proposal
    documentation.

169.)   What are the font size requirements for text and graphics for the technical response?

    There are no formatting nor minimum or maximum font requirements for the technical
    response. Vendors should use judgment on the readability of their proposals. The only
    requirement is the 10-page limit.

170.) Are vendors who missed the deadline to register their interest to submit a proposal able to submit a response to the RFQ by the deadline?

Yes, vendors who missed the registration of interest deadline are permitted to submit proposals by the deadline.

171.) We understand that there is a deadline for Offeror Registration last December 29. Would you be accepting proposals should we express interest at this time?

Yes, the registration is to ensure firms receive responses to submitted questions and any RFP amendments.

172.) We are committed to the communities we serve, which is why we believe in supporting local sustainability efforts to promote digital-first, paperless interactions that protect our natural resources,. May we please submit only an electronic copy of our RFP proposal for your review and consideration?

The paper documents are required for the legal contract file, we did reduce the quantity to one document to preserve resources.

173.) Would the NVTA consider allowing for electronic submission of proposals that is signature protected and electronically sealed instead of USB submission? If not, may there be an explanation given for the rationale?

As we are required to have paper copies. Using the USB drive gives NVTA the best ability to ensure the integrity of offerors proposals while keeping the flexibility to distribute to the evaluation team.

174.) Under Heading 14. "Requirements of the Separate Technical and Price Proposals" in the RFP, could the NVTA clarify that the 10-page limitation is only applied "section d) Technical Approach" and not the overall technical proposal volume? Do attachments from Sections F and G or any other section count towards the 10-page limitation?

Section B Item 14 d is limited to 10 pages, as noted on page 8 of the RFP. Other items may have separate length limits.

175.) Is there an incumbent vendor currently providing development and/or maintenance services for the existing website? Are they participating in this RFP?

There is no incumbent providing the scale of services requested in this RFP.

176.) Is there an incumbent? If so, are they responding to this opportunity?

There is no incumbent.

177.) Have any firms been invited to bid on this RFP? If so, how many?

This is an open competitive RFP, no firms were specifically invited.

178.)   Is this solicitation a new requirement from the NVTA or has there been an existing contract following-up on this solicitation?

There is no incumbent. The core website was built by internal staff, PIMMS, and the TransAction websites were contracted and developed as part of larger projects.

179.)   Is there an existing contract for this effort or is this a new requirement? If an existing contractor exists, will you provide the contract number?

There is no incumbent. The core website was built by internal staff, PIMMS, and the TransAction websites were contracted and developed as part of larger projects.

180.)   What is the name of the incumbent consultant company currently supporting website tasks? Has the contract with this consultant expired or is still ongoing?

There is no incumbent. The core website was built by internal staff, PIMMS, and the TransAction websites were contracted and developed as part of larger projects.

181.)   Is this a new RFP or are there any incumbents?

There is no incumbent.

182.)   Is there incumbent staffing providing resources and services to an existing contract if there is?

There is no incumbent.