**Website Development and Design RFIs**
**April 12, 2024**

Note: The questions below in black were submitted by prospective bidders. RISE Prep's responses are provided in red.

Are you accepting bids from firms outside of the State of RI?
Yes

Are you accepting emailed bids?
Yes

Do you foresee any in person meetings necessary or will Team's / Zoom be sufficient. Will remote work be acceptable?
Remote work will be acceptable, as will remote meetings. We do not require in person meetings, but RISE Prep may provide preference to local bidders or bidders who have the ability to easily travel to the RISE Prep throughout the project.

Are we to assume the content for the new site will be what appears on https://www.riseprepri.org/
RISE Prep is looking to include content that already exists but expand pages, highlights, and messaging as the organization has grown and evolved over the past decade.

Are we to assume you will retain the 3rd party sites you currently link to for Careers / Enrollment / Donate / Menu / Uniforms?
Yes, for now those will be the 3rd party sites we will use, those may change in future years if there are changes with individual vendors.

Do you intend to keep the PDF calendar or looking for a calendar module? If a module do you have any specific requirements?
RISE Prep is open to a calendar module and do not have specific requirements for that aspect of the proposal.

For Meal program application is there any reason not to link directly to https://cumberlandschools.org/meal-benefit-info/ vs a Word Document?
RISE Prep has found that the various options at the site linked above made it more confusing for families to select the document needed, and the Word Document was a way to more directly provide the form needed.

Although not stated will you be looking for ADA compliance as well?
RISE Prep is committed to providing an accessible website for all visitors and would be interested in reviewing the various ADA components within proposals that bidders offer.

Do you have any social channels to integrate within the site?
RISE Prep Mayoral Academy Facebook page
RISE Prep Mayoral Academy Instagram page

Do you have any brand standards?
RISE Prep has branding guidelines for its original flagship school that are loosely used within the current website, but no specific brand standards for the organization as it grows to two schools or plans for how the guidelines would be used in the website design.

Do you have a not to exceed budget for this project?
RISE Prep has not defined a budget or "not to exceed" amount for this project.

Are there any sites you find have what you are looking for and wish for us to consider as a model?
Charter schools with multiple schools within the organization are likely good models to start. A few mayoral charter organizations in Rhode Island Include:
- Blackstone Valley Prep
- Achievement First
- Excel Academy

Will this be a new website project? Or the redesign of the existing website?
Redesign of current website: https://www.riseprepri.org/

Do you have a preference on the Content Management System used for the website?
No preference at this time

How much content are you looking to publish on this site, and what type of content? For example: more text, or heavy on photos and video?
Heavy on photos and video with most text content focused on the core of who RISE Prep is, what we do, and how to engage with the schools from multiple points of interest.

Are there any particular services that you'd like this website to offer? For example, the ability for people to submit payments online? Event listings, newsletter sign-ups, etc?
- Newsletter sign ups
- Updates on organization and school specific events
- Forms/sign offs

Does this website need to integrate with any third-party system?
No, not currently

Is there an approximate budget for this project, and what is the ideal timeline from start to finish?

RISE Prep has not defined a budget or "not to exceed" amount for this project. The ideal timeline for the project is a completion in early August 2024. Work start date has not been defined but could begin in May 2024.

Primary Website Goals: Could you specify the top three goals you wish to achieve with the new website?

- Increase awareness and interest specifically for families, educators, and community members
- Share information about RISE Prep, its model, program, and results as well are common questions and misconceptions about charter schools
- Showcase and highlight the school environment

Key Audiences and Content: Who are your primary audiences for the website, and what type of content is most important to them?

- Families (enrollment/updates/forms/info)
- Community members (learn more about charter schools and RISE Prep's model and results)
- Career Candidates (job recruitment for teachers & leaders)

Design and Branding Needs: Are there specific design styles or branding elements that you want to incorporate into the website?
RISE Prep has branding guidelines for its original flagship school that are loosely used within the current website, but no specific brand standards for the organization as it grows to two schools or plans for how the guidelines would be used in the website design.

Critical Functionalities: What are the must-have features or functionalities for your website?

- Video playing access
- Links to forms/documents/events
- Calendar Hosting
- Requesting information

Budget and Timeline: Do you have a specific budget range and timeline for the website development project?
RISE Prep has not defined a budget or "not to exceed" amount for this project. The ideal timeline for the project is a completion in early August 2024. Work start date has not been defined but could begin in May 2024.

Payment Structure: Would you prefer a lump-sum payment structure for the project, or are you considering a monthly service level agreement (SLA) that includes ongoing support and maintenance?
RISE Prep would prefer a lump-sum payment structure for the project and would welcome maintenance and support fees as ad-ons within the proposal.

Budget Allocation: How have you allocated the budget for this project – is it a one-time investment for website development, or is there a separate allocation for continuous support and updates? There has been no budget or allocation made for this project yet.

Qualifications:  We have worked on multiple education sites, but none in Rhode Island.  Are we still able to submit and be considered?
Yes