

ADDENDUM No. 4: January 9, 2025

Project: Jefferson Parish Economic Development Commission (JEDCO)
Design and Development of JEDCO Website
700 Churchill Parkway
Avondale, LA 70094
Churchill Parkway in Avondale, LA

JEDCO RFP #: 24-0912

From: JEDCO
700 Churchill Parkway
Avondale, LA 70094

To all Firms/Individuals Responding:

This Addendum forms a part of the RFQ Documents and modifies the original RFQ Documents dated 12/09/24. Changes made by this Addendum take precedence of the original RFQ Documents of earlier date.

RESPONSES TO QUESTIONS:

1. Do you have a preference for using a specific page builder (e.g., Elementor, Beaver Builder), or do you prefer the native WordPress block editor?
ANSWER: *We do not have a preference and are open to best practices/recommendations from chosen developer.*
2. Will JEDCO provide the website logo along with other graphic assets, such as branding guidelines, imagery, and multimedia files, or should we plan to include graphic design and asset creation in our proposal?
ANSWER: *JEDCO will provide logo and other graphic assets, including brand guidelines, photography, imagery, etc. We may require support with identifying icons or small web graphics, but most of the content will be provided by the organization.*
3. Will JEDCO continue using its **existing hosting solution**, or should we **recommend and provide hosting solutions** as part of our proposal?
ANSWER: *Submitting contractors are welcome to recommend and provide hosting solutions as part of the proposal.*
4. For video content, will JEDCO use an **existing Vimeo account**, self-host videos on the website, or would you prefer an alternative hosting solution?
ANSWER: *We will continue to maintain JEDCO's Vimeo account and may plan to launch a YouTube Channel as well. We are open to using an alternative hosting solution if our web developer recommends it.*
5. Does JEDCO currently use any custom applications or third-party tools for managing accounts or data outside of WordPress?
ANSWER: *We use Constant Contact to manage an email database. We currently use EventBrite for our events, but we're looking for a different option.*

6. Regarding the Site Selection tool, does JEDCO envision linking out to external tools like "[buildingsandsites.com](https://www.buildingsandsites.com)," or is the expectation to build a custom tool directly into the new website?
ANSWER: *We anticipate linking to external sites that can highlight available properties and their benefits.*
7. If Site Selection functionality needs to be built directly into the new site, could you provide a high-level overview of the desired features and user experience.
ANSWER: *We do not anticipate the need to build out a new site selection tool at this time. However, if a developer has a recommendation for a tool that could benefit JEDCO or enhance our current online offerings, we are open to it.*
8. For the "Featured Properties" section on the current website, is the intention for residents or businesses to list properties (similar to a classifieds system)? If payments are involved, should contractor plan to integrate QuickBooks Merchant Services?
ANSWER: *The Featured Properties is dedicated to businesses and do not require payments. We are considering a revamp of this section on the future site and welcome recommendations for a better way to display the featured properties that are currently in our system.*
9. For the "Request Information" form, should submitted leads be sent to an email inbox or is there an existing CRM system that we should integrate with?
ANSWER: *Submitted leads will go to the info@jedco.org email.*
10. Will JEDCO provide existing video footage for the website, or should contractors include video production in their proposals?
ANSWER: *JEDCO will provide existing video footage. It is not necessary to include video production in the submitted proposal.*
11. Are there specific user experience (UX) or accessibility goals that are not explicitly stated in the RFP, but are priorities for JEDCO.
ANSWER: *The priorities and vision for the site are outlined in the RFP. The ultimate goal of this site is to serve as a front door to the business community in Jefferson Parish and to provide key decision makers with access to information in a quick, visually appealing, user-friendly format.*
12. Beyond the initial documentation and training materials specified in the RFP, does JEDCO anticipate requiring ongoing training sessions for staff.
ANSWER: *JEDCO will require initial onboarding and training for the new site. While we don't foresee needing regular training sessions beyond that, we do want the option to be able to work with a developer to onboard a new employee or ask questions related to the site.*
13. Will content migration from the existing website to the new site be handled internally by JEDCO, or should proposals include content migration services?
ANSWER: *The proposals should include content migration services.*
14. Is there a need for ongoing maintenance and should that be quoted in the proposal or as a separate proposal?
ANSWER: *Yes, there will be a need for ongoing maintenance and service even after the site has been turned over to JEDCO. Ongoing maintenance does not need to be included as part of this RFP.*
15. Are vendors eligible to participate if they do not submit insurance or affidavits?
ANSWER: *No. Insurance requirements and affidavits are mandatory for any contractor selected for this project, which is in alignment with Jefferson Parish policy.*