Addendum 4  
RFP Office of International Programs Website 2018  
dated May 11, 2018

Note: Only those vendors that participated in the **mandatory** pre-bid meeting will be allowed to participate in this RFP Opportunity.

Please find the following questions and clarifications for the above RFP.

1. **Can you please provide an estimated number and/or type of templates needed to support this site?**
   
   Answer: The number of templates depends on the architecture and needs of the site.

2. **Can you please confirm that Wayne State’s internal IT team will be responsible for the integration of the HTML templates into the University’s CMS?**
   
   Answer: This I cannot confirm. Depending on the capabilities of the vendor, there is a way for them to create the site and the internal IT team can provide an API to content in the events calendar/news/etc.

3. **Is there a framework or any other technology requirements for the development of the HTML templates?**
   
   Answer: Our base template is open source and available here: [https://github.com/waynestate/base-site](https://github.com/waynestate/base-site) It is based on Laravel, Foundation/Tailwind CSS.

4. **Is there a stated budget or budget range for this project?**
   
   Answer: There is no budget information available.

5. **Can you please share OIP’s timeline for this project?**
   
   Answer: Please see Addendum 2

6. **Can you please clarify what the University is looking for in regards to “Strategic Editing”? How many pages do you estimate will require these services?**
   
   Answer: Roughly 100 pages - streamlined for clarity and consistency

7. **Can you please list and explain any third party or custom built applications that will need to be incorporated into the new site design?**
   
   Answer: Terra Dotta for Study Abroad, plus Banner by Ellucian (a student information system) and Salesforce.

8. **Can you please provide an outline or sample table of contents for the RFP submission? We just want to ensure that we provide the response in the order preferred by the University.**
   
   Answer: Please reference the Questionnaire D, which should provide information for a table of contents.

9. **Is there any flexibility available in regards to the due date for the RFP?**
The due date was extended via Addendum 2 to June 11, 2018, no later than 4:00 pm, to be time/date stamped upon submission and no late bids allowed. Do not forget to submit your electronic version to the website RFP@wayne.edu as well.

10. Is there a particular budget that we should be working toward?
   Answer: See question 4

11. Are there any specific (additional) pain points that have driven this RFP (other than those listed)?
   Answer: No.

12. Is there any mission statement for the Office of International Programs (OIP) department?
   Answer: No, but we use the following boilerplate: The Office of International Programs leads Wayne State’s global engagement by creating opportunities that foster international education and research, facilitate the exchange of individuals and ideas that promote global competencies and citizenship, and provide resources that support the expansion of the university’s global agenda.

13. Scope definition
   (a) Would it be possible to clarify and confirm the boundaries of the scope covered by this RFP?
   (b) Could we get a site map of existing sites and identify the in-scope and out of scope items?
   (c) Please confirm whether the scope is restricted within this program?
   (d) Please confirm whether the scope covers the entire school or just the department?

   Answers: We feel like this was stated in the RFP. We do not have a site map. We consider the entire set of OIP websites to be within the scope: oip.wayne.edu, oiss.wayne.edu, studyabroad.wayne.edu, eli.wayne.edu. The scope covers the division of International Programs.

14. User Experience
   (a) Is Office of International Programs (OIP) looking for a deeper, and more experience-driven UI (with personas, user journeys, identify tasks that different types of users need to perform/restructuring flow of site in light of research)?
   (b) Should the vendor consider the effort for a full UX engagement?
   Eg: Few other universities have something on their home page that funnels the user a certain way as shown in the below screenshot

   Answers: We are open to the recommendation of the vendor.

15. What is the expected level of involvement of the Marketing department in redefining the web sites?
   Answer: The university marketing department will have minimal involvement, but will help troubleshoot if issues arise. The vendor must adhere to WSU standards.

16. How will the users access OIP sub-domain?
   Answer: We are not sure what the vendor is asking.
17. Can the vendor leverage offshore resources, where meaningful, to bring in additional cost savings?

Answer: Leiann’s answer is fine with us.

18. Will the vendor team be required to be onsite or can they access and work remotely via VPN?
   
   (a) Is there any onsite Development team with OIP?
   
   (b) Will there be any involvement from OIP Development team members in this project?
   
   (b.i) If yes, would we need to work together with them or would this project be independent?

   Answers: VPN is fine. We do not have web development staff of our own, but we work closely with the university’s web team. The OIP marketing coordinator will be dedicated to this project and will provide content and editorial support and will be the liaison to the university web team.

19. Are the databases hosted in the same virtual location as the rest of the platform/codebase?

Answer: Databases are hosted on a variety of university servers.

20. Are different subdomains hosted differently, or are they all hosted together?

   (a) What kind of credentials/access will be needed?
   
   (b) How the vendor will get the necessary credentials/access?

   Answers: Subdomains are hosted differently. Web will provide the necessary access.

21. Could you please provide more details on the various environments (dev/staging/test/uat/prod) and the life-cycle?

   Answer: We think we have answered everything as best we can.

All questions concerning this project must be emailed to: Robert Kuhn, Procurement & Strategic Sourcing at 313-577-3712 Email: ac6243@wayne.edu (copy to Leiann Day, Email: leiann.day@wayne.edu) by 12:00 p.m., May 29, 2018.

Do not contact the Office of International Programs, or other University Units, directly as this may result in disqualification of your proposal.

Thank you

Robert Kuhn,
Sr. Buyer, Purchasing
313-577-3712

CC: Carol Baldwin, Rebecca Journigan, Leiann Day, Attendees list.