



ADDENDUM #4

Quotations for Small Procurements
Website Development
Solicitation No. 2025-6801

Originally Issued March 13, 2025

Addendum 4 – Issued April 1, 2025

To Offerors:

The following additions, deductions, changes and corrections to the proposal and specifications for the above referenced project shall hereby be incorporated into the work, and their affect on the proposal shall be reflected in the Offeror's proposal. Offerors shall also verify this fact by indicating the receipt of the addendum in their proposal.

QUESTIONS:

1. As a follow up to the webinar, could you please provide URLs to the custom developed websites that Mike preferred over your current WordPress implementation? **This information will not be provided.**
2. Currently, which site changes require HTML modifications or IT personnel involvement? **Anything using a graphic slider or moveable graphics, no access to video on the website, any updates to past developed pages that aren't a simple drop-in, just to name a few.**
3. Regarding website hosting, do you prefer self-management or vendor-managed services? **Vendor Managed is preferable.**
4. After this project is completed, are there any desired future website features anticipated? **We would hope to have the company provide refreshes in the future.**
5. Specifically, what are your requirements for:
 1. Shared, linked calendar implementation - **Multiple programs to have ability and access to upload events to calendar; multicolors for different program events.**
 2. Calendar-based appointment scheduling? **This would be a great addition if the cost isn't overwhelming.**
 3. Electronic PDF form submissions (replacing mail)? **Not at this time, but would be open to hearing availability.**
6. Besides the main website (cintimha.com), we noticed multiple subdomains such as <https://myinfo.cintimha.com/>. Could you clarify whether these subdomains are included in the

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- redesign and redevelopment scope? If so, can you provide details on their functionalities and expected improvements? **Myinfo would not be included.**
7. Are there any third-party tools, APIs, or external platforms integrated into the current website that must be retained, upgraded, or replaced? If so, please provide a list of these integrations. **Rent Calculator and possibly Microsoft Power-BI.**
 8. Will the existing website content be migrated as-is, or will there be a content restructuring? Should we anticipate any new content requirements? **There would be new content and it would be designed differently.**
 9. The website features a calculator tool—do you require its redevelopment, or should we integrate the existing one into the new website? If redevelopment is required, could you specify the necessary functionalities and expected improvements? **Integrate existing calculator into the new site.**
 10. Are there any specific integrations or third-party tools (e.g., CRM, housing databases, etc.) that need to be integrated into the new website? **Rent Calculator and possibly Microsoft Power-BI.**
 11. Can you clarify the extent of content migration from the current website to the new platform? Will any content be cleaned up before migration, or is that expected to be handled by the contractor? **We will work with the selected contractor to identify what needs to be moved over.**
 12. What specific functionality is required for the “Rent Calculator,” and will the current calculator code be available for migration or integration into the new website? **Yes, any code we have will be available.**
 13. What are the specific server and hosting requirements for the website, and will CMHA provide hosting or should the contractor include hosting costs in the proposal? **Contractor to Provide Hosting.**
 14. What type of training is expected for CMHA staff in terms of content management and site maintenance? Is there a preference for on-site or virtual training? **Virtual training is acceptable.**
 15. What collaboration tools does CMHA prefer for communication, project tracking, and document sharing? **No Preference.**
 16. What testing procedures or user acceptance tests (UAT) would be required before the final launch of the website? Testing will include but not limited to the following. **Testing will include but not limited to the following. 1. Functionality Testing: 2. Cross-Browser and Device Testing: 3. Speed and Performance Testing: 4. Security Testing: 5. Accessibility Testing: 6. SEO and Analytics Testing.**
 17. Will post-launch maintenance and ongoing support be required? If so, what kind of service level agreements (SLAs) are expected for support after the website goes live? **Yes, post launch support is required. 8-hour response time on any website outage or loss of functionality item.**
 18. Data integrations: Can you describe any external integrations more complex than an iFrame or embed code? (e.g. API integrations, data integrations, third-party services.) This gives our team a better idea of the technical and design requirements for the project, and where you might need additional consulting. **Microsoft Power-BI integration.**
 19. Yardi: How does Yardi integrate with the site? Would we be responsible for installation or configuration of your Yardi account? **No, Web developer would not be responsible for configuration of Yardi Account.**

20. Remote work: Can we assume that most of the work may be conducted remotely, without a need for in-person meetings? **We are open to travel as needed and/or required. Remote work is acceptable.**
21. Existing content: Do you wish to keep or migrate all existing content to the new site build “as is”, or do you plan to review, edit and/or cut any unused or outdated content beforehand? **We will review and edit/remove prior.**
22. Translation tools: The RFP states “Includes quality translation tools”– are you looking for automated translation tools or should the site itself support multilingual translations? How many languages? **Automated translation would be acceptable.**
23. Real-time dashboards: The RFP mentions “Provides functionality to allow real-time data dashboards to be displayed on the platform.” Can you describe the functionality in more detail? What type of data dashboards? Will the data come from an external service or be controlled within the CMS? **The website will need to have to ability to incorporate future Power-BI dashboards.**
24. Interactive forms and portals: Can you say more about this requirement? By “interactive” forms do you have something specific in mind? What types of portals are you envisioning and what is the functionality? **We will require our primary website to link to rent café login for our properties.**
25. Rent Affordability Calculator: How is the data for this calculator managed? Is it statically coded or stored in the database? **It is stored on the website.**
26. CMS: Do you have a stated preference for which CMS to use? Has your current WordPress site been a good option for editors? **No Preference.**
27. Migration: Approximately how many pages is your current site, and how many documents and images will need to be migrated? **To be determined. Some pages may be able to be eliminated or combined. This will be determined during the design phase.**
28. Content cleanup: The RFP states: “Provide services on content cleanup prior to migration of data.” Does CHMA staff plan to do this work on your end, or are you hoping the vendor can do this work? If the vendor, what is the scope and level of effort of the content cleanup? **Combined effort during design phase.**
29. Content strategy: Do you have specific activities or deliverables for content strategy, or are you looking to your partner to advise? **Looking for partner to advise.**
30. User testing: Would you be open to budgeting for user testing as part of the project? **No.**
31. Page load speed: Do you have a specific tool or service you would use to measure this? Are there specific parameters, such as connection speed, device, etc? **Looking for average page load speeds under 3 seconds.**
32. Hosting platform: Where is the website currently hosted? Are you open to a cloud hosting platform? **A cloud hosting platform is acceptable.**
33. Content editors: Approximately how many different editors interact with the current site and how many editorial roles do you require? **At least 10 roles.**
34. Site complexity: In your experience are there certain areas or sections of the site that you perceive as complex or otherwise difficult to work with? Are there any known problem areas on the current site? **Yes. Calendar, Elementor WP, graphic sliders to name a few.**



35. Your team: Who will be involved in the project from your team? Do you have technical staff who manage your current system, or is it handled by an external partner? **IT staff and Communications staff will be involved.**

END OF ADDENDUM TO DATE 4/1/2025

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