

1. What are some key areas of concern that USEA staff and members have with the current site that they would like to address in this design project?
Usability and user experience are a top priority. The current site organization makes finding specific information difficult. The current website has a disorganized/cluttered appearance. The display of publication does not reflect USEA's work. Finally, the navigation menu is too cumbersome and has too many options.
2. What are other applications and platforms (LMS, email marketing, etc.) are USEA currently using?
USEA uses MailChimp for mass mailings and is in the process of reviewing Association Management Software platforms for implementation.
3. Does USEA have a projected go-live for the website design and AMS implementation?
We hope to schedule the website launch as soon as possible. AMS implementation timeframe will be negotiated with the successful bidder after an award is made.
4. Will USEA be comfortable with fusionSpan bringing in a partner specializing in system selection?
Partnering on proposals is allowed, but the roles and responsibilities of partners should be clearly explained in the proposal. In addition, a summary of the qualifications of key personnel from all partners should be included.
5. What is USEA's budget for this project? Please provide separate budgets for the website design, AMS platform selection and implementation, and event registration platform and implementation.
USEA does not prescribe the budget for the project – it is up to bidders to determine the proposed budget.
6. What is the size of USEA's team for this project?
USEA has a core team of 4 full-time staff who will be working on this project. Additional staff may be available if required.
7. Has USEA identified platform requirements for a new AMS?
This is an ongoing process and will be negotiated with the successful bidder for the website design project.
8. Do you prefer a certain CMS? As according to your requirements mentioned in the RFP we are planning to use Drupal 8 which is the latest version of Drupal CMS. So, from a technical perspective, do you have any concerns if the site is developed using Drupal 8?
USEA encourages bidders to propose their preferred CMS.
9. What are the current issues you have with your existing content management system?
USEA is not specifically displeased with the current Drupal CMS platform.
10. What traffic are you expecting on the website?
This will be discussed with the successful bidder in exact terms, but USEA's current website has several thousands of unique visitors per month with high click rates.
11. Is the content migration of the current website part of the scope?
No, content migration is not included in this scope.
12. Do we need to adhere to the current design branding for the new website?
USEA's logo and general color scheme need to be retained (red, white, blue). Other branding changes are open to suggestion.

13. Can you please provide the Google Analytics report of your current website for monthly and daily basis traffic?
This data will be provided to the successful bidder.
14. Is your existing vendor bidding on this project?
This is an open competition and existing vendor(s) are welcome to bid.
15. Are there preferred vendors?
No.
16. Please share the version details of the current Drupal implementation?
This will be shared with the successful bidder during contract negotiation.
17. Does the Membership Management Software (MMS) application has any integration facilities available?
We are unable to answer this question due to a lack of clarity.
18. About embedding or hosting live streaming, will you be interested to consider the platforms like YouTube or Vimeo and integrates the same with the solution.
USEA is willing to consider any platform, so long as the platform can be embedded in pages on the USEA website.
19. The requirement to have e-commerce features are not very evident in the RFP. Please share details of this requirement.
The website should be built so that USEA has a secure platform to accept payments through a third-party payment processing platform without leaving the USEA website.
20. Do you already own a payment gateway service, if so share details?
This will be a new capability for USEA, so there is no existing service.
21. The RFP talks about User / Stakeholder training, do you prefer onsite training or online training sessions?
USEA prefers in-person training with occasional online training.
22. User research has been termed as key to collect more details of this platform. Do encourage to have onsite presence to conduct the user research.
We are unable to answer this question due to a lack of clarity.
23. For sourcing high resolution images, can we propose professional sites which provide the same.
Stock photo sites are an important part of website development, but images of USEA's activities are also critical to a website that represents the organization.
24. Was there any user research conducted already, if so please share those details?
We are unable to answer this question due to a lack of clarity.
25. For effective user management, do you prefer or already use any directory services like LDAP or Active Directory?
USEA has no preference.
26. Can the development of the website be done remotely with weekly meeting onsite?
Bidders are welcome to propose the schedule and location of website development to their preference.
27. Is this bid limited to USA registered companies only?
This bid is open to qualified bidders, regardless of the company's location.