



**ADDENDUM NO. 8 – Presentation Requirements  
REQUEST FOR PROPOSAL (RFP) #24-02.  
WEBSITE DESIGN AND DEVELOPMENT**

**Posted Date: April 1, 2024**

**Addendum #8 is being issued to inform shortlisted firms of components that the committee will consider during the presentation.**

**Presentations should be no more than 20 minutes long, with an additional 10 minutes for questions and answers.**

Except as provided herein, all terms and conditions of the solicitation, including changes made by all prior addenda (if any), remain unchanged and in full force and effect. Proposers must acknowledge receipt of this addendum as specified in the RFP.

It is the proposing firm’s responsibility to check the College’s Purchasing website for any issued addendum/amendment. All proposing firms should check the website frequently to ascertain whether any addenda/amendments have been issued.

<b>Presentation Requirements</b>	
<b>Process/approach to the project</b>	How do you intend to engage and involve stakeholders, identify and prioritize users, including students, and simplify/clarify navigation to information that users need.
<b>Timelines and schedules</b>	How do you approach timelines and schedules to ensure timely completion of tasks and on-time delivery of projects.
<b>Examples of similar work</b>	Display websites that have been developed by the team as a result of the process/approach described and/or that show the features, functionality that the team thinks may best address Polk State College’s needs.
<b>Technical support and security services</b>	How do you approach security, storage capacity, data backups, systems redundancy, and service tickets. Explain the level of service and response time for help tickets.

**I acknowledge that I have read and understood addendum # 8 for RFP 24-02**

\_\_\_\_\_  
Authorized Signature (Officer).

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed or Typed Name

\_\_\_\_\_  
Title