

**ITCA Responses to Questions on RFQ 21-01
November 18, 2020**

- **Are you looking for a firm fixed price or a time and material bid based on rates per hour?**
We are looking for a deliverables based price for all items except Deliverable 4 which is based on rates per hour. See Exhibit B- Cost Quote for the applicable rates for each deliverable.
- **Exhibit C Deliverable 4 says that analysis will be done following the award for conversion. Does this mean that you are ok with a time and material estimate upon award and that the actual costs will be determined once the analysis is done or upon the actual work?**
Since ITCA does not know the extent of work required for the Flash conversion, we are looking for an hourly rate for Deliverable 4. Estimated hours will be determined once the successful bidder completes an analysis.
- **What is most important to you in selecting a partner to work with your council?**
ITCA considers a variety of factors in selecting the successful bidder including but not limited to cost, experience and the proposed approach to the work.
- **What does success look like for this project?**
There are many components that create successful projects including, but not limited to: 1) being completed within the specified time frame 2) quality, user-friendly deliverables 3) good communication and customer service and 4) content that meets the needs of the audience.
- **Describe what you would like to see in the new modules?**
A description of the content ITCA is looking for is included in the RFQ and the general layout of modules may be viewed in the sample modules.
- **Do you want any redesign, new content, and or new visuals in the conversion or a straight conversion?**
The conversion from Flash to HTML5 will be a straight conversion.
- **Describe the content gathering process for the new modules? What form will the content come in when provided to AllenComm?**
ITCA has a Manager's Manual that includes some content as well as policy documents. We may also have webinars, tutorials or PowerPoint presentations. We anticipate that some content will need to be gathered from staff.
- **What is the estimated length in time per module?**
We anticipate that the modules will take 30-60 minutes for the user to complete.
- **Is there any existing video you want us to use or are you wanting new video?**
There may be some existing video from recorded webinars or tutorials.
- **How many modules need to be converted and what is the length of the modules? Can we see the existing modules to help us with the estimate?**
The cost of the conversion of the modules from Flash to HTML5 will be based on an hourly rate. The successful bidder will have an opportunity to review the existing modules to provide an estimate on the number of hours it may take to complete the conversion. Access to all modules

is not required to provide the hourly rate. ITCA will provide access to sample modules for one person per company as outlined in the RFQ.