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**BID 2020-07 OTSEGO COUNTY WEBSITE UPGRADE  
ADDENDUM #4  
DATED 8/27/2020**

**THE FOLLOWING QUESTIONS WERE EMAILED TO OTSEGO COUNTY ADMINISTRATOR RACHEL FRISCH ON THURSDAY, 8/27/2020. THE ANSWERS ARE PROVIDED BELOW, IN RED TYPE:**

- Pages- I had our Engineers run a Page Crawl and received the results below – Based on what I took from the RFP it sounds like the County is pleased with the content on the site but doesn't like how it's displayed. Do you anticipate wanting to clean up a lot of these pages and adding new ones or do are you hoping to keep the same content and just move it to different areas of the site making it easier to navigate? **The website upgrade rfp does indeed indicate that a lot of cleanup and design work improvements are desired. However, there are also additions that we are looking for as well that are listed in the rfp document, such as enhanced payment features, an employee page that only employees can access, etc.** This will determine if I want to include us migrating some of the content over or all of it. Typically most new projects want to clean up some of their pages
  - Page Crawl Results Includes: 143 - HTML Content (Pages), 70 – Documents, 298 – Images - PDF Agendas & Minutes dating back to 1996.
- Do you currently use Active Directory? **No**
- Training- Roughly how many people do you think will participate in training? **20-30**
- In regards to the employee specific login to access employee specific information- Our sites allow for hidden pages that can only be accessed by employees as an internal intranet. Would we be migrating content over from a current internal intranet by chance or is this being started from scratch? **There is no existing internal intranet.**
- I see the Fairgrounds, Historical Society and Health Department are on separate website platforms. Is the plan to keep it that way and link out to those or will they be incorporated in the Counties website project? **Yes**
- I see the desire for each department to have its own page. Here is an example of a normal internal page - <https://www.grandtraverse.org/184/Board-of-Commissioners> . With these pages you can control the layout, look and feel. We also offer what we call a Department Header typically used for more citizen facing departments (Sheriff, Health Department, Parks & Rec, etc.) Here's an example <https://www.grandtraverse.org/2212/Parks-Recreation>. These give departments their own "home page" look and feel with their own actionable buttons etc. Right now I have this listed as an optional item in the proposal, but I can certainly scope this out for specific departments if you had a certain number of departments in mind that would want this. **Each department will have its own page but it won't be treated as completely separate, as they won't have control over the layout, look, and feel. Certain departments may have a different look as set up at the onset, but the intent is that the layout and format won't be changeable by the department.**
- Lastly do you anticipate the preproposal meeting being changed to virtual by chance? **As stated in the rfp, that determination will be communicated on Monday, September 7<sup>th</sup>.**