

## **Bidders Questions and Answers:**

- 1. What operating systems does Foothill WIB utilize?**  
Window Server 2003.
- 2. Is Foothill WIB going to host the site?**  
Foothill WIB is open to contracting out the hosting of the site.
- 3. Who will be responsible for the ongoing maintenance of the updated website?**  
At this point Foothill WIB staff will be responsible for the ongoing maintenance.
- 4. Where would the bidders get the contents?**  
Foothill WIB will make contents available from previous marketing material and content posted on site.
- 5. Is Foothill WIB expecting a staff training component for staff on the newly developed site?**  
Foothill WIB will welcome that idea.
- 6. Does Foothill WIB have an email database?**  
Foothill WIB has several databases that contain that information.
- 7. Does Foothill WIB currently have the capability of counting how many individuals visit the website?**  
Foothill WIB does not have that capability at this point.
- 8. Does the budget allocated for either proposal include launch advertisement?**  
Launch advertising should not be part of the proposal budget.
- 9. Are ad buys parts of the budget?**  
Ad buys are not included in the budget proposals.
- 10. Does the Foothill WIB currently have any electronic news letter?**  
Foothill WIB does not currently have an electronic newsletter.
- 11. Does the responding organization need to be in California or if the proposal was open?**  
The proposal is open as long as the company is willing to travel to CA for meetings in the event they were awarded the contract.
- 12. Do the applicant need to be an incorporated business, or could it be a group of individuals responding to the RFP?**  
A company does not need to be incorporated to respond to the RFP, but they need to be a legitimate business with a Business License.

**13. There is a workforce utilization table in the RFP. Could that be used to list individuals participating in the project even though they are not employees of a corporation?**

Yes.

**14. The RFP mentions an Insurance requirement when contracting. Do you know what type of insurance is that?**

General Liability Insurance in the min amount of 1 Million US dollars. Applicant must also have Workers' Compensation.