

Website Development and Maintenance RFP – Vendor Questions and Answers

Macomb/St. Clair Workforce Development Board

Date posted: 12/04/2025

These questions and answers are provided for clarification only and become part of the official RFP record. All vendors should review this document to ensure complete understanding of the RFP requirements. Additional questions and answers may be posted through the close of the question period.

Question 1:

Section I.B states that vendors must be “legally authorized to conduct business in the State of Michigan.” We are a Kentucky-based LLC in good standing. Can out-of-state vendors submit, or is Michigan registration required? If registration is required, can it occur after contract award?

Answer:

Out-of-state vendors are welcome to submit proposals. The awarded vendor must be eligible to conduct business with government entities, including being in good standing in the Federal SAM.gov system prior to contracting.

Question 2:

Does the 10-page proposal limit include graphics and screenshots, or just written content?

Answer:

The 10-page limit applies to the core proposal and includes graphics. Vendors may include additional samples, case studies, or portfolio materials in an appendix that does not count toward the 10-page limit.

Question 3:

Can the required monthly meetings be conducted remotely via Zoom or Google Meet?

Answer:

Yes. Monthly meetings may be conducted remotely via Teams, Zoom, Google Meet, or a similar platform.

Question 4:

Is the WDB providing hosting, or should we include hosting proposals and costs?

Answer:

Please include your recommended hosting options and associated costs in your proposal. As noted in the RFP, the WDB reserves the right to select the hosting provider of its choice.

Question 5:

What specific data flows are required between website forms and Salesforce?

Answer:

At minimum, website form submissions must populate into Salesforce with basic field

mapping for standard contact information. Additional flows or automations can be defined with the selected vendor.

Question 6:

Who is your current website vendor, and what platform are they using? Are you open to WordPress?

Answer:

Our current vendor is Emberly Digital, and the website is built on WordPress. We are open to WordPress or other platforms that meet our requirements for security, accessibility, sustainability, and ease of staff updates.

Question 7:

Can you provide a current page count to help estimate the content migration scope?

Answer:

The current website includes approximately 80–85 static pages and around 75–80 published posts, for an estimated total of 150–165 URLs. A full content audit will be completed by the selected vendor as part of the project.

Question 8:

What level of authentication is required for the employee portal (password-protected vs. system integration)?

Answer:

A basic password-protected portal meets our current needs. There is no requirement for single sign-on or deeper system integration at this time.

Question 9:

For the job board, do you envision manual staff entry or integration with an external job posting system?

Answer:

Job postings are currently added manually by staff. We are open to vendor recommendations for improving workflow, but integration with external job posting systems is not required.

Question 10:

Is there any flexibility in the 10-page proposal maximum?

Answer:

The 10-page limit applies to the core proposal. Additional materials (such as work samples, case studies, or resumes) may be included in a separate appendix outside the 10-page limit.