

**Development of the Dallas-Fort Worth Clean Cities Interactive Website
Request for Qualifications**

Questions and Responses

Question #1: Are you going to keep the content of this website?

Response: In terms of hosting the website, the North Central Texas Council of Governments (NCTCOG) is open to having someone else host it, but NCTCOG has the capabilities as well. Ownership of the website/content and any intellectual property developed to create this website would remain with NCTCOG. NCTCOG staff will need to have full access to making updates to the website.

Question #2: Under each menu for example "Programs" are you going to keep sub menus including the contents?

Response: This website does not have to follow the NCTCOG template/format. It should function as its own independent website.

Question #3: Is NCTCOG going to provide the contents?

Response: Yes, NCTCOG staff will provide the content for the website; however, the selected consultant will be required to secure a domain name for the website.

Question #4: Will logos and images be provided?

Response: Yes, logos and images will be provided.

Question #5: The proposal is open ended do you want sample basic screen design to be submitted with this proposal?

Response: The screen design does not need to be submitted at this time. However, portfolios and/or suggestions are encouraged.

Question #6: Is the creation of the Media Kit to be part of this proposal?

Response: The actual media kit is the responsibility of NCTCOG. There needs to be an area to locate the media kit, press releases, etc., on the website.

Question #7: Are the video assets already produced?

Response: Yes, NCTCOG staff has already produced video content and will continue to do so. Video content is located on the NCTCOG Transportation Department You Tube channel as well as Clean Cities TV.

Question #8: Is there any content that has been produced that can be used or will the agency be responsible for the creation of content?

Response: Please see response for question #3.

Question #9: Is there a brand guide that has been established?

Response: There is no brand guide. The DFW Clean Cities logo is the only branding image we have at this point. Colors for the logo can be provided.

Question #10: Is there a preference for a specific Content Management System (CMS) tool?

Response: No, provided that NCTCOG staff has access to the website in order to make edits.

Question #11: Can companies from outside the USA respond to this proposal? (From India or Canada)

Response: The available grant funds do not prohibit foreign corporations from responding, however federal guidance encourages awards to domestic vendors/consultants.

Question #12: Do we need to come over there for meetings?

Response: It is possible that meetings can take place via conference call or webinar, but this will be decided on a case by case basis.

Question #13: Can we perform the tasks outside the USA? (From India or Canada)

Response: See response to question #11.

Question #14: Can we submit our proposals via email?

Response: Yes. Please refer to page five (5) of the RFQ Document; responses must be emailed from a person authorized to sign contracts on behalf of the proposing vendor. Proposals must be submitted to Pamela Burns no later than 5pm, CST, on May 10, 2013.