RFP- Website Redesign and ADA Compliance

Addendum 1_2025.12.08

Clarifying Questions

Content, Records & Governance

1. Does OHPA have an existing content inventory (agendas, minutes, budget documents, statutory-required items), or should the vendor conduct the full audit? All documents are stored in a cloud platform. Yes, the vendor should conduct a full audit for complete implementation purposes.
2. Approximately how many public-facing PDFs, Word documents, and Excel files will require ADA/WCAG remediation? OHPA plans to limit the number of pdfs posted to just the agenda, public notices and RFPs.
3. How many staff members will maintain the website after launch, and what level of CMS permissions or training will be required? One (Admin Office Manager)
4. Does OHPA already have an archive policy for exempt or outdated documents (Appendix B), or should the vendor assist in creating one? All OHPA documents are stored in a cloud platform. Yes, vendor should assist in creating one specifically the recorded video livestream.

Technical Environment & Hosting

1. Is OHPA planning to retain its current hosting environment, or should the vendor recommend a government-secure hosting solution? OHPA is open to vendor recommendation.
2. Are there existing system integrations (e.g., port systems, GIS layers, document repositories) that the redesigned website must support? Yes
3. Does OHPA have a preferred CMS, or should the vendor propose the most suitable government-ready ADA-compliant platform?in creating one specifically OHPA is open to vendor recommendation.

Accessibility Requirements

1. Beyond NVDA, JAWS, and VoiceOver, are there additional preferred assistive technologies for final ADA validation? OHPA plans to follow required ADA guidelines, no preference.
2. Will OHPA require ongoing accessibility monitoring post-launch, or only initial compliance and staff training? OHPA is open to vendor recommendation.

Project Management & Communication

1. Will the Administrative Office Manager be the primary reviewer throughout the project, or will the Board participate in milestone approvals? The OHPA Board is required to participate in all approvals.
2. Is OHPA open to phased delivery (e.g., early CMS deployment with staged content remediation) if it benefits staff onboarding and compliance pacing? Yes

Design & Public Transparency

1. Does OHPA have existing brand guidelines or visual standards that the vendor should follow? OHPA plans to maintain a simple and professional branding.
2. Does OHPA require advanced search functionality (document search, filters, metadata search) to enhance public transparency and record access? Yes