



## RFQ: 10.7.2025 – Website Developer

### Questions and Answers – Addendum No. 1

The following questions were received regarding RFQ: 10.7.2025 – Website Developer. Responses are provided below for clarification purposes. These answers are intended to ensure all respondents have the same information when preparing proposals.

#### **1. What CMS platform is currently being used, and is there a preferred system or flexibility for recommendations?**

FWHA's current website is hosted on WordPress. While FWHA is open to remaining on WordPress, respondents may recommend alternative content management systems if they offer demonstrable advantages in accessibility, ease of maintenance, or long-term scalability. Flexibility and clear rationale for any proposed CMS are encouraged.

#### **2. Does FWHA have existing brand guidelines or visual assets to help guide the new design direction?**

Yes. FWHA has a formal brand manual that includes logo usage, color palette, typography, and design standards. This manual, along with other relevant visual assets, will be provided to the selected firm to guide the website's design direction.

#### **3. Approximately how large is the current site (in terms of total pages or sections)?**

The current FWHA website contains approximately 75–90 individual pages, including program sections, forms, and news items. The overall site map will be reviewed and refined during the redesign planning phase.

#### **4. Will FWHA provide updated content and migration support, or should vendors include that within scope?**

FWHA anticipates providing updated and revised text content. However, vendors should include content migration (from the current site to the new platform) within their scope of work. Recommendations for improving content organization and structure are also encouraged.

*Note: This Addendum is issued for informational purposes only and does not modify the terms or conditions of the RFQ. No signature acknowledgment is required.*

**5. Are there any specific systems or integrations (such as resident portals, payment systems, or housing applications) that need to be maintained or improved?**

Yes. FWHA's current website integrates with third-party systems such as online payment portals and application links. These integrations must be maintained or improved in the redesign. The selected firm will work with FWHA's IT and program teams to ensure smooth functionality and secure connectivity.

**6. Has FWHA identified any particular accessibility or testing tools it prefers vendors to use (for example, Siteimprove or WAVE)?**

FWHA does not currently have a preferred accessibility or testing tool. Vendors may utilize any industry-standard tool of their choice as part of their quality assurance process.

**7. Who will be the primary point of contact for design approvals and final signoff during the project?**

The primary contact for project coordination and approvals will be:  
Jessica Matuska, Executive Assistant  
Fort Wayne Housing Authority  
Email: [jmatuska@fwha.org](mailto:jmatuska@fwha.org)

**8. Is there a preferred hosting environment, or should the selected vendor propose one?**

FWHA currently utilizes third-party hosting but is open to vendor recommendations for secure, reliable hosting solutions. The selected firm may propose hosting options that best support performance, security, and accessibility standards.

**9. Has FWHA defined primary and secondary goals for the new website (for example, improved resident access, transparency, or engagement)?**

Yes.

- Primary goals: Improve ease of navigation, accessibility, and access to information for residents, applicants, and community partners.
- Secondary goals: Enhance mobile usability, modernize design, strengthen brand presence, and simplify staff content management.

**10. Could you share an ideal budget range for this engagement?**

A specific budget has not yet been established. FWHA is seeking the most comprehensive and cost-effective proposal that demonstrates value, creativity, and a clear understanding of the Authority's needs. Vendors are encouraged to provide scalable pricing options and clearly outline cost assumptions for each proposed phase.

**End of Addendum No. 1**

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Addendum No. 2

This Addendum serves to revise the evaluation criteria contained in the Request for Qualifications (RFQ) titled “RFQ: 10.7.2025 – Website Developer.”

**Revision to Evaluation Criteria:**

FWHA has removed the Preference Points section (Section 3, MBE, and WBE categories) from the RFQ. All proposals will now be evaluated solely based on the published factors for a total of 100 points.

This revision does not affect the scope of work, submission deadline, or any other portion of the RFQ.

All other terms and conditions of the RFQ remain unchanged and in full effect.

**End of Addendum No. 2**

Issued By:  
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