**Clarifications Request For Quotation: LEADER Website Update and Maintenance**

**Clarification posted 25 July 2022**

Question 1:

Section 8.1.2 requests confirmation that the supplier holds current valid insurance policies as set out below. I am unable to find any further information regarding insurance in the document, can you advise please

Question 1 Response:

The insurance policies requirements are set out in Enclosure 3 Section 1.1 and Section 11

**Clarifications posted 8 August 2022**

Question 2:

In your evaluation methodology section you talk about travel expenses. Would you expect on-site meetings or would video meetings suffice? As we are based in the Lake District I just wanted to check this.

Question 2 Response:

We would expect to conduct meetings using Microsoft TEAMS.

Question 3:

Is there any Logo for the website? Or just it should mention as Text as per the current website?

Question 3 Response:

Logos as the existing website.

Question 4:

Will you provide the currently hosted website's current HTML and source codes?

Question 4 Response:

We will provide the necessary access to the successful tenderer.

Question 5:

Do you have any brand guidelines?

Question 5 Response:

No. We are open to the successful tenderer to suggest the website’s “look and feel”

Question 6:

What is the approximate number of visitors per day? And what are the expected visitors? This will help us to select the appropriate hosting package.

Question 6 Response:

We do not know how many people visit the website but we would expect the number of daily visitors to be in the 10s rather than the 100s.

Question 7:

Project Location: Can we able to use Google Maps API to pin the location?

Question 7 Response:

We have no preference.

Question 8:

We recognized you needed the project inquiry feature on this website. What  
happens after the user enters the request? Do we need to integrate a CRM to  
store the lead, or would you instead prefer to send an email to the admins?

Question 8 Response:

Send email to an agreed email address.

Question 9:

We fully comprehend you want to showcase project case studies on the new  
website. We hope you will provide the project-related videos in the Vimeo account.  
Or we need to purchase a new Vimeo private space to upload website videos.  
Please confirm.

Question 9 Response:

The videos for the website will be produced under a separate contract and this will determine the format of the videos to be incorporated in the website.

Question 10:

Do you prefer to modify the existing content or do we need to create new content?

Question 10 Response:

All the content will be provided by Cornwall Council but see also the response to question 5.