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**Clarification Log - Plymouth Marjon University - Website Rebuild**

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| **Clarification No.** | **Date Received** | **Clarification** | **Clarification Response** | **Date Issued** |
| 1 | 12.12.19 | 1. Will you be looking to change platforms with this new website? 2. Are there brand guidelines available for Marjon University, Marjon Health & Wellbeing and the Health Centre? | 1. No Plymouth Marjon University would be staying on the same platform as we have. 2. Plymouth Marjon University doesn’t have brand guidelines, only a colour palette which is attached and logos for the main brand and two sub brands. | 13.12.19 |
| 2 | 17.12.19 | 1. Who will be transferring the content from the old website across to the new website? Is this something expected of the chosen agency or will the university take on this? 2. Is it acceptable to add links to case studies i.e. websites or videos? Will you be able to view these? | 1. The answer is in the tender document: - pages 4 & 5 - This project is primarily about repurposing our existing content into a new website, in ways that enable us to reach more users and grow.’   The content already exists in the University CMS system, so we will not be changing all of the content - just presenting it using the new designs and concept that the successful agency come up with. Hence content transfer is not part of the process undertaken by the agency.   1. As you know the responses have page limits – therefore information contained with links will count towards these limits – this process will involve supplier interviews/presentations and this is your opportunity to share this type on information with us. | 20.12.19 |
| 3 | 20.12.19 | "We see this project as a chance to take steps forward in terms of accessibility, UX and SEO, encompassing both established SEO and emerging SEO opportunities such as Voice Search.”  Our understanding on this point is, for us to provide the technical support on SEO and voice search, but your team will be providing the necessary key words, contents, blogs etc for the search engine to pick the website. As you would know, For SEO ranking to be maintained we have to keep updating the contents and keywords with the necessary catch words. | Plymouth Marjon University would provide the content; we’re expecting technical leadership on SEO more than technical support. Your code needs to be well optimised. | 20.12.19 |
| 4 | 20.12.19 | 1. Do you have any developer documentation for T4 CMS and Funnelback that you could send me please? I would like to ensure we can cover the codebase before filling in the quote. 2. What codebase does T4 CMS use? i.e. PHP, C#, C++, Rest JS | 1. Suppliers don’t have to build it in T4/Funnelback so no information can be shared. Plymouth Marjon University will be working with T4 and Funnelback once the designs are complete and the code is signed off. 2. As above – this is not restricted to any coding language. | 20.12.19 |
| 5 | 20.12.19 | 1. Are you looking for a visual redesign of the existing website, or do you require a replica of the current website to be built on a new CMS and in a manner that is compliant with WCAG 2.1 guidelines? 2. Do you require us to arrange and manage hosting for the website throughout the contract? If you do, does the £30K inc. VAT include the cost of hosting cost? 3. What sort of support do you require in the months after launch of the site? Can you give an estimate of the number of hours you would require from us each month? Again, are these cost included in the state budget? | 1. We are looking for new code and designs to recreate the existing content and navigation using the existing CMS so that it is WCAG 2.1 compliant.  2. We manage hosting.  3. We would expect any bugs found after go-live to be fixed FOC. We would commission new developments as and when required, and so we would need to understand how this would be managed and priced going forwards; day rates are helpful for comparison.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 20.12.19 |