FAQs – Website Development RFP

Last updated August 19, 2025

Will ERDCWERX be providing all the content for the new site?

ERDCWERX will provide content for the new website. ERDCWERX will coordinate with its government partner, the U.S. Army ERDC, to complete new content review and approvals to ensure alignment with ERDC field offices and laboratory testing/demonstration services.

Is there any flexibility in the timeline of the launch?

While the RFP outlines a preferred project timeframe and anticipated steps, ERDCWERX acknowledges that dates may shift slightly based on vendor and client availability. Reasonable adjustments can be discussed during the proposal and negotiation phases. However, ERDCWERX has a goal of a timely launch of this new website.

What is the budget?

ERDCWERX has not established a specific budget for this project. However, efficient use of available funds and timely delivery of the site are of utmost priority. Vendors are asked to include a detailed project budget by expense category in their proposal. ERDCWERX welcomes proposals that offer alternatives that address options related to levels of complexity, recognizing that ERDCinnovation.org should be considered a comparable approach to design and content.

Will ERDCWERX be hosting the new site, or will the selected firm be hosting it?

ERDCWERX will host the website using WP Engine and the WordPress platform. The selected vendor will get full access to the hosting account during the design, testing, and support phases.

Do you have a name and domain for this new website?

ERDCWERX has not yet finalized a name or domain for the new website. This will be determined by ERDCWERX before or during the development process.

Beyond CBITEC, do you already have content identified for other ERDC field offices, or will the site launch with only CBITEC-focused content?

The initial structure and launch should accommodate CBITEC-related content. Content for other ERDC field offices, services, and capabilities may be compiled during the website development phase and added as it becomes available.

Do you envision this as a single WordPress site or a potential multisite setup for future field offices?

The current scope is for a single WordPress site designed with scalability in mind—allowing for the future inclusion of additional ERDC field offices, services, and capabilities.

Are there any special security measures that our team should consider, or will standard publishing through WP Engine means be the expected protocol?

Standard publishing protocols through WP Engine are expected. Any additional security recommendations are welcome and will be reviewed during the proposal evaluation.

Who is the primary target audience for the website?

The target audience primarily includes forward-thinking industry, academia, and government partners interested in leveraging ERDC field offices and laboratory testing/demonstration services. During planning, the selected vendor will benefit from an ERDCWERX Marketing & Communications Strategy which will include a detailed analysis of the primary groups ERDCWERX aims to reach in general.

Is this a new domain name site that is based on information on a current site?

Yes, this will be a new domain and standalone site. While it may reference or align with content from existing ERDCWERX sites, it is not a redesign or migration of an existing site.

In what form/format will content be provided? (Ex: Word document, pull from other sites)

Content may be provided in Word documents or similar formats. In some cases, content may be adapted from existing ERDC or ERDCWERX web pages, like www.erdcwerx.org/cbitec/.

Approximately how many pages will this new site be?

The final page count has not been determined but is estimated to be 10-15 pages. The initial site structure should include core content related to CBITEC and any other demo/testing capability that ERDCWERX has compiled during website development steps. Vendors should propose a flexible/expandable site structure that can accommodate future content addition by the ERDCWERX team.

Would you confirm that the ERDC team will supply all content (copy, images, videos) and no writing, videography or photography will need to be supplied?

ERDCWERX, in collaboration with its government partner ERDC, will supply all content, including copy, images, and videos. The selected vendor is not expected to provide original writing, photography, or videography. However, the vendor may be relied upon for editing and enhancing of content to optimize website appeal and format.

For the scalable website framework, what should we anticipate for number of field offices and number of services? Will additional services be under a future scope of work or would a change order to this project be required?

The framework should be scalable to accommodate up to eight ERDC field offices, featured similarly to that of the CBITEC pilot on ERDCWERX.org. The site will also need to accommodate additional lab-based testing/demo services and capabilities. The ERDCWERX Marketing & Communications team will have responsibility to add future content. Vendor support may be sought in early stages of the website but is expected to be minimal after training is complete and standard procedures are in place.

Please confirm that ERDC will host the site on ERDC's WP Engine hosting.

The site will be hosted and managed by ERDCWERX. Our government partner, ERDC, will NOT play a role in hosting or maintaining the site. The selected vendor will develop the site within the ERDCWERX-supplied WP Engine environment.

The 4-page format is tight to provide the information requested. Is there any flexibility? For example, can we add a page or provide links to additional information?

While the RFP requests a concise 4-page proposal format, vendors may include links to supplemental materials (e.g., portfolios, case studies) within the 4-page limit of the proposal document.