REQUEST FOR PROPOSALS (RFP)

RFP #2025-002 – STAGE Website Design, Build, and Ongoing Maintenance

Summary of Questions - As of 03/27/2025

Release Date: 03/27/2025

Q1: Please let us know if there are any requirements, such as a non-disclosure agreement or pre-qualification criteria, that we need to complete before moving forward

A1: All requirements of the RFP are outlined in the posted document. You can review that at: https://siskiyoucoltc.org/docs/stage-website-rfp-2025-002/

Q2: Could you provide insight into the expected budget range for this project?

A2: The total allocation of funds for the project is $ 132,000.

Q3: To ensure we can provide the most appropriate recommendations and align with your expectations, is STA able to provide the anticipated/approximate budget for the project?

A3: Please see Question 2.

Q4: What is your anticipated/approximate budget for annual hosting/licensing?

A4: STAGE does not have a specific budget identified for the annual hosting/licensing. It should be noted that STAGE is a small transit agency with limited funds so excessive annual fees will be a barrier to implementing the project.

Q5: Is STA able to provide the approximate number of pages that will need to be migrated?

A5: Please refer to the attached draft list (Attachment A) of proposed pages for the new website.

Q6: Is STA able to provide more detail on the expectations for interactive transit route maps?

A6: Please refer to the website for Humboldt Transit Authority (hta.org) or Trinity Transit (trinitytransit.org). These are other transit agencies that have sites that include the Plan Your Trip functionality, which allows passengers to enter a starting and ending location for their trip. It then provides them with locations and times of departure.

STAGE maintains route information in Google. The desired project will incorporate information so passengers can easily find local bus stops and obtain departure information.

Q7:   What information would you like to display (e.g., route, next bus, schedules, etc.)? Where is the data coming from to generate this information, GTFS or another source?

A7:   Please refer to the previous question for some of the answers to this question. We do not currently have real time GTFS data.

Google maps reflect route information on STAGE stops and departure times.

Q8:   Are you able to provide more details on the expectations around paying for tickets online?

Do you have an existing payment provider that the selected vendor will need to integrate with?

Will the selected solution be required to create the tickets that are to be mailed, or is the ticket creation completed in-house?

A8:   STAGE currently offers a value card or a 10-ride pass. At this time these are the only two tickets we would have available for purchase online. This may grow as things evolve.

We currently have use ACI Official Payments for debit/credit card processing. We are open to recommendations for other payment systems that might integrate with the new site.

The selected solution will be required to process payment and submit the request to a general email address so the ticket can be created and mailed in-house.

Attachment A - Website Proposed Pages

Home Page/Landing Page	Submenus/Pages from Home Page:	Route Announcements Section	Administrative Info Section
Plan Your Trip	Pass Purchase Option	Ability to Push Announcements Regarding Route Changes or Delays	About STA
Route Links	How to Ride		Staff Directory
	Fares & Passes Information on fares * We do not currently have a contactless tap-to-pay, but we have a project slated to implement this type of system in the next year.		STA Title VI Plan - Plan Document - Complaint Forms - Notice to Public
	Routes and Services		Advertise With Us!
	Contact This page should include a form to submit comments to a general inbox.		Procurement Opportunities - Will include RFP/Bid opportunities
	Upcoming Events		Jobs
	Resources - Discount Application (including upload capabilities, and online submission of required information.) - Request for Services Form (example is available at: https://docs.google.com/forms/d/1r0XYa7JdrnCLsHlE-miqgbZicbZWgStxLZfhRz-NrpI/edit)		STA Board of Directors & Agendas - Agendas and Minutes Posting
			Local Partner Links
			Safe Streets Story Survey