



**RECREATION AND PARK COMMISSION
FOR THE PARISH OF EAST BATON ROUGE**

Addendum No. 1

Issued July 26, 2021

RFP No. 206

BREC.ORG WEBSITE REDESIGN

which is scheduled to open at 11:00 A.M. CT, August 2, 2021

BREC – Recreation and Park Commission for the Parish of East Baton Rouge

The following are questions, answers raised at the non-mandatory pre-bid conference held on July 12, 2021 at 2:00 PM CT by Zoom as well as inquiries received during the inquiry period for RFP No. 206 – BREC.ORG WEBSITE REDESIGN as follows:

Question 1: Is there an incumbent for the above website redesign RFP?

Response 1: The current iteration of the website is designed and hosted by Covalent Logic.

Question 2: Does the department have a budget allocated for the proposal?

Response 2: The budget is not specified for the project. Proposals should be submitted with a full estimate for the cost of work laid out in the RFP.

Question 3: Is there a list of the standard browsers referenced on Page 16 in the Scope of Work?

Response 3: Standard browsers include but are not limited to Google Chrome, Safari, Firefox, Microsoft Edge, and Opera.

Question 4: Does BREC have a preference on server platform/hosting?

Response 4: There is no preference – only that the service be reliable and secure.

Question 5: Is BREC looking to proposers to make additional design and branding recommendations or will the site strictly adhere to existing brand guidelines?

Response 5: BREC is open to layout, formatting, and other input from vendors but colors, typography, and other brand-related foundations will be set forth by BREC. An Identity & Style Guide has been established for BREC and will be provided upon commencement of the work.

Question 6: What is the intended application of the Email Marketing system?: How tightly integrated into the website CMS does it need to be? What kind of templates are needed?

Response 6: The email marketing system is a part of the current website and provides ease of use for collecting user information into the various mailing databases while also providing the platform to send emails and gather analytics. BREC would prefer it to be a seamless module of the website to keep the experience as similar as possible to the current system to avoid any interruption of services for both backend and frontend users. BREC has several accounts and facilities that have different looks and branding marks associated with them. Each will require at least one template to match the branding set forth by BREC.

Question 7: Is there any analytics data that can be provided about the user base that visits the BREC website (demographics, technologies used, etc.)?

Response 7: BREC will provide full Google Analytics reports to the selected vendor upon commencement of the project.

Question 8: What is the intended application of the custom css upload feature that was requested in the RFP? Who would be responsible for the creation of these CSS files?

Response 8: In some instances, custom elements need to be created per the requests of the various departments within BREC that may be a new need or not fit a pre-formatted template item available in the CMS. In order to ensure the needs of those custom requests are met, a custom CMS field would allow a backend user to create page-level customizations to fit what is needed without accessing the core CSS files. BREC's Webmaster & Social Media Manager will be responsible for inputting the snippets of custom CSS.

Question 9: Would BREC consider a customized existing CMS or only a custom built CMS, and what backend are most important?

Response 9: BREC is open to accepting a customized version of an existing CMS if it can fill all of the needs laid out in the RFP. In initial research, it is unlikely that an existing CMS will fit all of the requirements without loss of quality in backend and frontend user experience. Currently, a custom-built ColdFusion CMS is in place.

Question 10: Is there a target launch date? Is it tied to an event or some sort of date deadlines like a fiscal year or event?

Response 10:No. With some of the components of the project reliant on gathering of user data, no specific dates have been set for the completion of the project.

Question 11: How will the winning vendor be selected?: Is there a scoring matrix or something similar?

Response 11:A vendor will be selected through the evaluation process detailed in PART III EVALUATION of the RFP.

Question 12: Is there any preference for local vendors?

Response 12:No.

Question 13: We see similar RFPs with budgets ranging from 50K to 350K. Where in that range are you expecting to fall?

Response 13:The budget is not specified for the project. Proposals should be submitted with a full estimate for the cost of work laid out in the RFP.

Question 14: Is there an organizational preference for open source vs. a proprietary CMS?

Response 14: There is no preference as long as the CMS can meet all of the stated needs detailed in the RFP. Currently, a custom-built ColdFusion CMS is in place.

Question 15: What is the current CMS? What shortcomings of the current CMS do you hope to remedy with this effort?

Response 15: The current CMS is a custom-built ColdFusion CMS. The current website needs to be modernized at both the front and back end.

Question 16: How many user accounts need to be migrated?

Response 16:There are approximately 20 administrators on the website currently with varying degrees of access.

Question 17: How many files (PDF/Word/Etc.) need to be migrated?

Response 17:There are many site assets including PDFs, images, and other files types. The current CMS file asset size is 5.27 GB (uncompressed)

Question 18: Are there multi-lingual requirements? Is Google Translate or similar sufficient?

Response 18: There are no specific requirements as long as the site can be translated with the built in browser capabilities.

Question 19: How many levels of users are there?

Response 19: Administrator access is currently customized by the modules and module sections, not by levels.

Question 20: What are the workflow needs?

Response 20: BREC is unsure what workflows are the subject of this question. Workflows are not required for brec.org. Project workflow will be determined when the project is kicked off.

Question 21: Are the following required?

- Survey/voting tools
- Ecommerce features
- Personalization features

Response 21: Surveying/voting tools and personalization features are needed. Ecommerce features are not required.

Question 22: Does search need to index the contents of pdf/Doc files?

Response 22: Yes.

Question 23: Does the site search need to index content from other domains?

Response 23: No.

Question 24: Please describe all integrations with other sites or data sources more complex than iFrame or embed code.

Response 24: There are no current integrations.

Question 25: Will single-sign-on be used to control administrative access to the site? If yes, please elaborate. Is the accessibility target WCAG 2.1A or AA?

Response 25: Single sign on will not be used. BREC aims to meet WCAG AA at minimum.

Question 26: Can you provide usage data, or estimate expected traffic to the site?

Response 26: BREC will provide full Google Analytics reports to the selected vendor upon commencement of the project.

Question 27: Do you need a contractual SLA for hosting (more expensive) or a best-effort SLA based on a 99.9% historical uptime (less costly)?

Response 27: A contractual SLA.

Question 28: Are there special security requirements or audits involved?

Response 28: There are no special requirements, though an SSL is required.

Question 29: Would you describe the existing content as structured, with consistent separation of content and code?

Response 29: Yes.

Question 30: Are tables used for layout in the existing content?

Response 30: No.

Question 31: What percentage of the current content is obsolete and won't be migrated to the new site?

Response 31: All of the content will need to be migrated to the new site.

Question 32: What is your plan for editing/creating content during the redesign?

Response 32: BREC staff will be responsible for editing and creating any content needed.

Question 33: Do you expect copywriting or editing services as part of engagement?

Response 33: No.

Question 34: Do you need us to conduct an extensive discovery process that includes extensive research into user persona development - or a more streamlined discovery based on the web team's input and best practices?

Response 34: BREC would like a combination of research that is based on best practices, input from internal stakeholders (BREC staff) as well as target users.

Question 35: Can you provide examples of sites that are good models for what you want?

Response 35: The RFP requires the selected vendor complete research to develop the new site. This will inform the look and functionality as BREC seeks to meet the specific needs of BREC users.

Question 36: How detailed are the existing branding guidelines?

Response 36: The current Brand identity & style guide includes sections on the logo, brand architecture, colors, typography, and best practices.

Question 37: Do you have high-quality photography/media assets available for the new site?

Response 37: Yes.

Question 38: Please confirm that one design theme will carry across the entire site. If we need sub-themes of any type please specify.

Response 38: One design theme will be expected for the entire site. The only exception would be the email marketing templates that require sub-brand colors and logos.

Question 39: We are a US company with some remote team members working from outside of the US. Is there any restriction on their ability to contribute to the project?

Response 39: No.

Question 40: Has a Q&A or an addenda been released yet?

Response 40: This is the Q&A addenda.

Question 41: Is the due date still the same?

Response 41: Yes

Question 42: Do you have a style guide or brand guide?

Response 42: Yes. An Identity & Style Guide has been established for BREC and will be provided upon commencement of the work.

Question 43: Do you have a budget you are able to share? Does the budget include tech support and hosting? What was the investment in the previous website?

Response 43: The budget is not specified for this project. Proposals should be submitted with a full estimate for the cost of work laid out in the RFP. The current iteration of the website was developed in different stages and was not a complete overhaul like the scope of this project. Therefore, the investment is not comparable and difficult to determine. The budget does include hosting. Tech support needs other than standard maintenance and troubleshooting are assessed on a yearly basis.

Question 44: Does Baton Rouge have a CMS preference? Open source? Drupal/Wordpress?

Response 44: There is no preference as long as the CMS can meet all of the stated needs detailed in the RFP. Currently, a custom-built ColdFusion CMS is in place.

Question 45: Who are your primary and secondary users?

Response 45: Primary users consist of members of the Communications Department with the Webmaster & Social Media Manager being the primary point of contact. Secondary users consist of members of other departments who are responsible for updating specific site content pertinent to their jobs.

Question 46: Would you like detailed research in terms of your audience in the form of an audience needs assessment?

Response 46: Yes. The research will inform the finer points of the website redesign, so the website better reflects what the audience seeks when visiting. Same for the app research.

Question 47: Do you have a desired launch date? Is there a specific event driving the launch date?

Response 47: No. With some of the components of the project reliant on gathering of user data, no specific dates have been set for the completion of the project.

Question 48: What is the current hosting environment?

Response 48: Virtual Windows Servers on Amazon Web Services

Question 49: How many visitors does the current website receive on a monthly basis?

Response 49: In 2019-2020, the average number of visitors per month was 31,753 users.

Question 50: How many pages of content do you anticipate transferring to the new site?

Response 50: The current estimate is between 600-700 pages. This number does not include calendar events (which fluctuate depending on the time of year) and historical data such as newsroom articles (estimated to be 700+).

Question 51: What are your current pain points with the existing website?

Response 51: Front-end and back-end need to be modernized.

Question 52: What are the current technical challenges (if any)?

Response 52: There are none.

Question 53: How many site administrators will you have?

Response 53: The current estimate between 20-30 as job requirements fluctuate and website capabilities change.

Question 54: Will you require different levels of admin permissions?

Response 54: Yes. As stated in section 2.1 Scope of Work/Services of the RFP, BREC will require user administration that allows the control of user access to modules and sections/categories of modules.

Question 55: What is your estimated budget for this project? Do you already have money set aside? This helps us determine the complexity of various features.

Response 55: The budget is not specified for the project. Proposals should be submitted with a full estimate for the cost of work laid out in the RFP.

Question 56: Who will be responsible for evaluating responses (people and/or roles)?

Response 56: There is a team of staff members responsible: Chief Operating Officer, Director of Information Technology, Director of Communications, Assistant Director of Communications, and Webmaster & Social Media Manager

Question 57: What departments are stakeholders in this project? Is there a main executive sponsor?

Response 57: BREC.org encompasses information from all departments that is filtered through the Communications department. The Communications Department is the main sponsor.

Question 58: Do you have a preference for a highly secure, open-source CMS like Drupal?

Response 58: There is no preference for any specific CMS as long as all requirements in the RFP are met. Currently, a custom-built ColdFusion CMS is in place.

Question 59: Please describe your current hosting setup. Are you interested in hosting services?

Response 59: As stated in section 1.1.2 Goals and Objectives, hosting and maintaining the server for brec.org will be part of the required services. The current site is hosted on Amazon Web Services.

Question 60: Who currently provides you with ongoing support services?

Response 60: Covalent Logic.

Question 61: Are you looking for ongoing maintenance and developer support?

Response 61: This will depend on the framework, CMS, and other factors made clear during the initial development process with the selected vendor.

Question 62: Do you have a separate budget for hosting and ongoing support?

Response 62: Hosting is budgeted yearly and tech support needs other than standard maintenance and troubleshooting are assessed on a yearly basis.

Question 63: Please describe your technical / IT staff. How many members do you have and what is their level of experience, particularly with Drupal and/or PHP. This helps us determine the level of support you may require.

Response 63: Currently, the Communications team works with the Information Technology department and with the developers of the current site for any needed support. There is a mix of experience with PHP and no experience with Drupal.

Question 64: Please describe the below:

- Monthly Total Bandwidth
- Monthly Page Views
- Monthly Hits (e.g. html, css, js, images, docs)
- CMS Number of content pages
- CMS Database size
- CMS File asset size

Response 64: Monthly Total Bandwidth - Daily average is 22 MB of bandwidth in and 208 MB of bandwidth out.

Monthly Page Views - For 2019-2020, monthly pageviews averaged 136,796

Monthly Hits (e.g. html, css, js, images, docs) - For 2019-2020, monthly sessions averaged 49,757

CMS Number of content pages - The current estimate is between 600-700 pages. This number does not include calendar events (which fluctuate depending on the time of year) and historical data such as newsroom articles (estimated to be 700+).

CMS Database size - 138 MB (uncompressed)

CMS File asset size - 5.27 GB (uncompressed)

Question 65: Is there a budget already in place for this project and if so what is that amount?

Response 65: There is no budget set for the project. Proposals should be submitted with a full estimate for the cost of work laid out in the RFP.

Question 66: 1.1.2.2 Please further clarify "bespoke" in reference to this RFP. Does this mean a custom-built CMS is required or would a specially customized CMS built on 3rd party platform be acceptable?

Response 66: BREC is open to accepting a customized version of an existing CMS if it can fill all of the needs laid out in the RFP. In initial research, it is unlikely that an existing CMS will fit all of the requirements without loss of quality in backend and frontend user experience. Currently, a custom-built ColdFusion CMS is in place.

Question 67: 1.1.2.5 Additional services noted included email marketing. Are there currently any email marketing platforms in use and if so what are they? Do the email marketing capabilities need to be built into the CMS or can it integrate with a 3rd party platform such as Mailchimp, Hubspot, or other similar platforms?

Response 67: The current website is a custom-built ColdFusion CMS that includes an email marketing module. It allows for collection of user information through custom forms and dispersal of emails through custom built templates. BREC would prefer it to be a seamless module of the website to keep the experience as similar as possible to the current system to avoid any interruption of services for both backend and frontend users.

Question 68: 1.5.A.E The RFP notes "Innovative Concepts" does this mean spec design will be required for RFP acceptance?

Response 68: Spec design is not required but a comprehensive portfolio highlighting features and capabilities in line with modern and dynamic web design that can be applied to brec.org given the size and necessary functions is encouraged.

Question 69: 1.18 ADA compliance is noted, will the website require WCAG AA or A compliance?

Response 69: BREC aims to meet WCAG AA at minimum.

Question 70: 2.1 Forms. Will there need to be any payment processing or donation system integrated into forms? If so, are there any payment gateways that will be required for credit card processing?

Response 70: No payment processing will be required. These are primarily used for surveys or to allow program registration for free events. No eCommerce functions are required for brec.org.

Question 71: 2.1 Forms. Will there be a need for booking/reservations systems for any facility locations?

Response 71: No. These are maintained by different departments within BREC using specialized software.

Question 72: 2.1 Calendar. Will there need to be any event ticketing or payment system for events?

Response 72: Ticketing will not be required. No eCommerce functionality of any sort is required for this site. There does need to be the capability to add a "Register" button to events to allow users to be taken to the appropriate registration site.

Question 73: 2.1 Will the agency be required to create all website page content including but not limited to headlines, pages, copy, and or photography assets?

Response 73: No. Content, photos, copy, graphics, and other assets will be provided by BREC.

Question 74: 2.1 Does BREC have a photo/asset library of facilities and lifestyle photography that can be used on the site or will new photo assets need to be created as part of this scope of work?

Response 74: Yes. BREC has a large library of photos and graphics that can be made available to the selected vendor.

Question 75: 2.1 When referencing hosting content on a reliable server will there be any Service Level Agreements (SLAs) required by BREC from the hosting provider?

Response 75: Yes. Annual billing will be established for the server with requirements for service.

Question 76: 2.1 For CMS administrator training prior to launch, how many people would be expected to have administrator access?

Response 76: There will be different levels of access as needed by different staff members throughout BREC. Training will need to be comprehensive for all modules of the website and will be for the Communications Department staff (approximately 10 staff members). Other administrators with specific module access will be trained by the Communications Department as needed after initial training by vendor.

Question 77: 2.1 Please clarify, "Assembled and provide basic administrator annual for custom-built CMS." Does this mean an annual administrator training will be required?

Response 77: This is a typo. The word annual should be manual. We request that the selected vendor put together a manual with screenshots and explanations for staff reference after training.

Question 78: Will ongoing SEO optimization be needed after the launch of the website? Are any local listings management needed for parks or facilities?

Response 78: It is not part of the scope of required work but BREC is open to proposals on SEO optimization.

Question 79: Are there any requirements to integrate the website into 3rd party CRM or membership management tools?

Response 79: No.

Question 80: Given the deadline for BREC to respond to written questions, our firm will only have a few days to update our proposal and get it in the mail. In order to provide a thoughtful response and mitigate the risks of mail-in delays, would BREC consider an extension of their proposal deadline?

Response 80: Unfortunately, this is an urgent project that cannot be delayed further.

Question 81: What are your biggest pain points about the current site?

Response 81: Front-end and back-end need to be modernized.

Question 82: Will we have a dedicated brand manager we will be working with for this project?

Response 82: This project will be completed working closely in concert with the Webmaster & Social Media Manager.

Question 83: The BREC Swimtopia looks like an external service. Is that the case? Will this remain as is?

Response 83: It is an external site and it will remain as such. The program is run by a third party through a partnership agreement.

Question 84: Will all of the current registrations/memberships need to be exported and then imported into the new website? Will we be provided with this export list?

Response 84: The only registrations for the site would be associated with the email marketing modules and the forms. These would be a part of the database migration listed in the RFP. All other registrations/memberships are associated with the eCommerce sites which are not part of this project.

Question 85: How many logins/patrons does your system currently have?

Response 85: There are approximately 25 administrators on the site. These are the only logins associated with the site. User logins are for the registration software systems managed by other departments and are not part of this project.

Question 86: What capabilities do patrons need once they login to your system?

Response 86: Patrons will not be logging into the site.

Question 87: Will pluginpay.com still be required for payments?

Response 87: Pluginpay is currently used for one of BREC's registration software platforms, which does not apply to brec.org nor this RFP. eCommerce capabilities are not required with this project.

Question 88: Are there any new features you are looking to add on the new site?

Response 88: BREC is open to new features as long as the core features listed in the RFP are met.

Question 89: Are there any features on the current website you are looking to remove/not carry forward?

Response 89: No

Question 90: Will the shopping cart still need to have all the same functionality as the current site?

Response 90: Shopping carts do not apply to brec.org. It applies to BREC's registration systems, which do not apply to brec.org nor this RFP. eCommerce capabilities are not required with this project.

Question 91: Will BREC be populating the site or will the awarded vendor?

Response 91: BREC will provide all content and assets for the site. Much of the information exists in some format and will need to be migrated over to the new site per section 2.1 Scope of Work/Services.

Question 92: What are your current yearly hosting fees for the site?

Response 92: Currently, the hosting services are approximately \$2,000 per year.

Question 93: Do you have a maintenance contract in place on the current site?

Response 93: There is an agreement for maintenance of the server and ensuring no interruption of services as part of the hosting agreement.

Question 94: Is your email e-blast service pay per name, per blast?

Response 94: The email service is built into the website and there are no additional fees associated with the service.

Question 95: Are you open to filtering and arranging the parks pages in a different format?

Response 95: BREC is open to filtering and arranging all information in a different format. This will largely be informed by the research phase of the project.

Question 96: What company built the current custom CMS?

Response 96: Covalent Logic.

Question 97: Does BREC want to use the current custom CMS or switch to another CMS?

Response 97: BREC is open to either option. The current CMS is a custom-built ColdFusion CMS.

Question 98: Does BREC have current staff members with experience coding in WordPress?

Response 98: Yes.

Question 99: Which CMS does the current BREC staff have experience with?

Response 99: Custom built CMS, Wordpress, and Joomla

Question 100: Will BREC supply all images needed for the website or should the proposer add into the proposal a budget for photography and video?

Response 100: Content, photos, copy, graphics, and other assets will be provided by BREC.

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Question 101: Is there any special functionality that you would like that is not on the current site?

Response 101: All desired functionalities have been listed in section 2.1 Scope of Work/Services of the RFP.

Question 102: Will everything on the current site be a good example of what content, functionality, forms, integration that will be needed on the new quote?

Response 102: Yes, the current site includes a good portion of what is listed in the Scope of Work/Services section though it will need to be updated to more modern formats.

Question 103: What are the challenges and limitations with the current website CMS? (please be as detailed as possible)

Response 103: The current website needs to be modernized at both the front and back end.

Question 104: What are the goals of the new website?

Response 104: Goals of the project can be found in the section 1.1.2 Goals and Objectives of the RFP.

Question 105: What goals is the current website not meeting?

Response 105: The front end of the website is in need of an updated look and the backend needs updated functionality so both are more user-friendly.

Question 106: Does BREC have a budget for this project? Or a budget range?

Response 106: The budget is not specified for the project. Proposals should be submitted with a full estimate for the cost of work laid out in the RFP.

Question 107: Will BREC staff help with moving content and inputting new content?

Response 107: As stated in section 2.1 Scope of work/Services of the RFP, the selected vendor will be responsible for migrating the content from the current site into the new site. New content will come from BREC staff directly.

Question 108: Can you provide more detail on the surveys/focus groups needed for the website?

Response 108: BREC would like to gather input from internal staff members as well as external customers to see what features are most important and what they would like to see from the website to improve user experience. The same input is needed for an app that BREC is building internally.

Question 109: What percentage of the budget do you want to allocate to research and focus groups?

Response 109: A percentage is not specified, but it should not be a large percentage.

Question 110: Will you be wanting focus groups only for the existing website? Or will you need it for new website?

Response 110: As stated in section 2.1 Scope of Work/Services of the RFP, the research will inform the design, development, and structure of the new website. Focus groups can be used to determine what the likes/dislikes for the current site are as well as likes/dislikes for potential new sites. The same type of information is needed for a smartphone app BREC is building in-house.

Question 111: Can you provide examples of questions you would like answered in the focus group or survey portion of the scope?

Response 111: These questions will be determined with collaboration of the selected vendor to ensure all issues are addressed and the expertise of the selected vendor is made effective use of in the research phase.

Question 112: How many users/departments are currently editing the backend of the website?

Response 112: There are approximately 20 administrators on the website currently with varying degrees of access.

Question 113: Are there any new features/technologies BREC.org needs on the new website? (Ex: FaceBook Feed – This helps social media to be distributed on the website as well as the social media platform and keep information updated in one place). Example: flimsy.com – “Follow us on social”.

Response 113: BREC is open to new features as long as the core features listed in the RFP are met. This will be better informed by the research phase of the project.

Question 114: Will the chosen contractor be responsible for the frontend and backend design of the website, but only the frontend design for the mobile app?

Response 114: No

Question 115: Will the chosen contractor be responsible for conducting research for the mobile app?

Response 115: Yes.

Question 116: In addition to the Communications Department, will Brec's IT department be available for requirements discussion prior to the development of the website and/or mobile app?

Response 116: Yes.

Question 117: Will there be new content and/or pages required for the new website or is this a re-design of existing content?

Response 117: This project is largely a redesign of the existing site and pages. The research phase may indicate the need for new pages, but content development will primarily be the responsibility of BREC staff.

Question 118: How many emails are you sending out through your current CMS and what is the frequency?

Response 118: The frequency varies depending on the need. Some emails are monthly, some are sent based on programming and other events. In 2019, a total of 101 newsletters/emails were sent to 202,900 users. 2020 data is not provided as this data is not statistically relevant due to the impact of the COVID-19 pandemic.

Question 119: Do you have any website traffic analytics to share for the past year?

Response 119: BREC will provide full Google Analytics reports to the selected vendor upon commencement of the project.

Question 120: How many estimated internal and external users of the website?

Response 121: We have between 20-30 administrators with varying levels of access. In 2019-2020, the average number of visitors to the site per month was 31,753 users.

Question 121: There are multiple logins in the footer. Would these stay external logins?

- Employee New World Login
- Employee MUNIS Login

Response 121: Yes. These are employee logins and are there for ease of access for BREC staff.

Sign In Sheet for RFP No. 206 – BREC.ORG Website Redesign Non-Mandatory Pre-Bid Meeting and Conference Call by Zoom on July 12, 2021 2:00 P.M. CT attached

This addendum is hereby officially made part of the referenced solicitation and should be attached to the bidder's proposal or otherwise acknowledged therein.

If you have already submitted your proposal and this addendum causes you to revise your original bid, please indicate changes herein and return to Purchasing prior to bid opening in an envelope marked with the file number, bid opening date and time. If this addendum does not cause you to revise your bid, please acknowledge receipt of the addendum by signing your name and company below and returning it in accordance with the provisions above.

(Name and Signature)

Date

(Company Name)

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SIGN-IN SHEET FOR
RFP NO. 206 – BREC.ORG

Website Redesign

NON-MANDATORY PRE-BID MEETING AND CONFERENCE CALL BY ZOOM
JULY 12, 2021 2:00 P.M. (CT)

REPRESENTATIVE NAME (Please Print)	Company Name/Department	Phone Number	Email Address	REPRESENTATIVE NAME (Signature)
1 Lori Foreman	BREC Finance	225-272-9200 x 1522	lori.foreman@brec.org	
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4 Forrest Munro	Interpersonal Frequency	785-917-9342	Forrest@ifsight.com	
5 Janie Ziegler	Fogo Solutions	504-434-0769	Janiez@fogodatacenters.com	
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**SIGN-IN SHEET FOR
RFP NO. 206 – BRECC.ORG
Website Redesign**

NON-MANDATORY PRE-BID MEETING AND CONFERENCE CALL BY ZOOM

REPRESENTATIVE NAME (Please Print)		Company Name/Department	Phone Number	Email Address	REPRESENTATIVE NAME (Signature)
10	Victoria Kovatch	Planteria Media	707-321-0334	victoria@planteria.com	
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**SIGN-IN SHEET FOR
RFP NO. 206 – BREC.ORG**

Website Redesign

NON-MANDATORY PRE-BID MEETING AND CONFERENCE CALL BY ZOOM

REPRESENTATIVE NAME (Please Print)		Company Name/Department	Phone Number	Email Address	REPRESENTATIVE NAME (Signature)
19	Matt Preuett	MESH			
20	Justin Archer				
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23	Carolina Munguia				
24	Avery Ivey				
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