

Questions and Answers

Website Redesign and Development Services | October 22, 2026

Budget and pricing:

Q1. Has DEWR established a budget range or not-to-exceed amount for the initial website redesign, and is there a separate budget for hosting and maintenance?

DEWR is not disclosing an established budget range or not-to-exceed amount for this project. Proposers should submit competitive, itemized pricing based on the scope of work.

CSKT provides and manages its existing WP Engine hosting environment and domain/DNS administration; separate external hosting services are not required in the base proposal. Identify ongoing maintenance, premium plugins, subscriptions and other recurring costs separately.

Q2. How will the cost proposal be scored, and should prices be submitted in U.S. dollars?

Section 9 of the RFP allocates up to 10 points to the cost proposal within the 100-point base evaluation score. Prices must be submitted in U.S. dollars (USD). Cost will be evaluated based on proposed total cost and overall value in relation to the scope of work.

Q67. Will proposals be evaluated as submitted or may DEWR negotiate with selected firms?

Section 8 of the RFP reserves DEWR's right to request additional information and negotiate with one or more proposers. Cost is evaluated under the published criteria, and the final selection is based on overall value.

Vendor eligibility and Indian Preference:

Q9. Does the 3% contracting fee apply, and are employment compliance plans, reporting, or payroll submissions required?

DEWR will be responsible for paying the 3% contracting fee. Proposers should not include this fee in their proposed project costs.

Any applicable employment compliance plans, reporting requirements or other obligations under CSKT Ordinance 101A must be coordinated with the CSKT Indian Preference Office (IPO).

Q4. Can a single-owner or out-of-state firm perform the project entirely remotely, including meetings, training and interviews, or are on-site visits required?

Yes. Single-owner and out-of-state firms are welcome to submit proposals. Meetings, interviews and training may be conducted virtually, and on-site visits are not required.

However, familiarity with the Flathead Indian Reservation, its communities, the Confederated Salish and Kootenai Tribes and DEWR's programs is highly beneficial. Proposers are encouraged to demonstrate their understanding of the area and the communities the website will serve.

DEWR welcomes opportunities for the selected contractor to visit the Reservation and become familiar with the Division's work, staff and project locations when feasible.

Q6. Can a non-certified firm submit a proposal, and how are Indian Preference points awarded?

Yes. Firms without Indian Preference certification may submit proposals and will be evaluated according to criteria established in the RFP.

DEWR has established the following Indian Preference scoring criteria:

- 10 additional points: Proposers holding valid certification from the CSKT Indian Preference Office (IPO).
- 5 additional points: Non-IPO-certified prime contractors proposing to subcontract work to an IPO-certified

Indian Preference points are awarded in addition to the 100-point base evaluation score, for a maximum possible score of 110 points.

Q7. Can a non-certified prime contractor receive preference through a certified Indian-owned subcontractor? If so, what requirements apply?

Yes. A non-IPO-certified prime contractor may receive 5 additional Indian Preference points by including an IPO certified subcontractor in its proposal.

The proposer must provide documentation of the subcontractor's IPO certification and identify the specific work the subcontractor will perform. The subcontracting arrangement must represent meaningful participation in the project.

Q8. Do Ordinance 101A requirements apply to remote professional-services contractors, including single-owner firms, and what obligations apply to owner-performed work?

All proposers, including remote and single-owner business, are subject to applicable CSKT contracting requirements.

Proposers seeking the 10 additional Indian Preference points, either as an IPO-certified business or through an IPO-certified subcontractor, must contact the CSKT Indian Preference Office (IPO) and submit the required documentation.

Eligibility for Indian Preference points is subject to applicable CSKT requirements.

Q55. Are there minimum firm size, years-in-business, revenue or certification thresholds?

No. The RFP does not establish minimum requirements for company size, years in business, annual revenue or professional certifications.

Proposers must demonstrate the qualifications, relevant experience and capacity to complete the project in accordance with requirements outlined in RFP.

Q66. Can a Tribal-certified prime subcontract substantial technical work while retaining Indian Preference eligibility?

Yes. IPO-certified businesses may subcontract specialized services to non-certified business.

An IPO-certified prime contractor may qualify for the 10 additional Indian Preference points established under the RFP, provided the subcontracting arrangement complies with applicable CSKT Indian Preference requirements.

Proposers should coordinate with CSKT Indian Preference Office (IPO) regarding any required subcontracting documentation or compliance requirements.

Contracting, insurance and payment

Website scope and content:

Q13. Approximately how many pages, PDFs, documents, media assets, forms, and project pages should proposers plan to review or migrate? Are additional unpublished materials in scope?

DEWR's existing WordPress website contains 33 published pages, three private pages and approximately 359 media files, including 199 images, 133 documents and 27 other media files.

DEWR anticipates migrating the majority of its existing website content, potentially 90% or more, while adding new pages, documents, photographs and other resources that are not currently published. The redesigned website is expected to include individual program pages, associated project listings and dedicated pages for major projects. Both current and completed projects will remain accessible, with completed projects maintained as a historical archive.

The selected contractor will work with DEWR to conduct a content inventory and develop an organized migration plan. Proposers should account for content migration, reorganization and new page development in their proposals.

Q14. Should all historical procurement, NEPA and project documents be migrated, or will DEWR select materials to retain, archive, or retire?

DEWR anticipates migrating the majority of its existing website content, potentially 90% or more, while also adding new pages, documents and resources.

DEWR envisions reviewing and organizing content by subject or website section. For example, materials associated with Projects could be organized into a dedicated folder, allowing DEWR to identify what should be transferred, updated, archived or removed.

Historical project information, including completed projects and relevant supporting documents, is expected to remain publicly accessible.

The selected contractor will work with DEWR to conduct a content inventory and develop a migration plan. DEWR welcomes recommendations for a more efficient process and will make final decisions regarding content retention and organization.

Q35. Will DEWR provide approved copy, photos and videos, or must the contractor produce or edit new content? What media volume is available?

DEWR will provide approved written content, photographs, drone footage, videos and other media for incorporation into the redesigned website.

The existing WordPress website contains approximately 359 media files, including 199 images, 133 documents and 27 other media files. DEWR also maintains additional photographs, drone footage, videos and documents outside the current website.

All photographs, videos and visual media used on the redesigned website must come from DEWR or other CSKT-approved sources. DEWR wants the website to authentically represent the Flathead Indian Reservation, its landscapes, waterways, communities, cultural resources and projects. Stock photography, AI-generated imagery, fabricated landscapes or other artificial representations should not be used. The contractor must obtain DEWR approval before incorporating any visual materials into the website.

The contractor will be responsible for organizing, formatting, optimizing and integrating approved materials. Basic photo and video editing for website presentation should be included in the base proposal.

DEWR has internal photo and video editing capabilities and can assist with media preparation when provided with technical specifications and requirements.

The redesigned website should support photo galleries, embedded videos, drone footage and before-and-after project comparisons, with layouts that DEWR staff can independently update. New photography and video production are not required as part of the project.

Q44. Does the redesign include the DEWR pages on cskt.org, and who will coordinate any redirects?

No. Content hosted on CSKT.org is not included in the website redesign or content migration scope. DEWR does not manage CSKT.org.

The redesigned DEWR website will remain accessible through links on CSKT.org. Coordination may be necessary to ensure those links direct visitors to the appropriate DEWR website.

Q61. Are all media, design source files and content owners available for migration?

The majority of existing website content is available for migration through the current WordPress website, including photographs, documents and other files stored in Media Library.

DEWR will provide additional photographs, videos, documents and other content needed. Original source files will be provided when available.

DEWR will be responsible for reviewing and approving website content, with coordination through the Information and Education Program and appropriate Division staff.

The selected contractor will be responsible for migrating, organizing, formatting and optimizing approved content for the redesigned website.

Accessibility, search and documents:

Q16. Which WCAG version and conformance level must the website meet?

The redesigned website must meet WCAG 2.1 Level AA accessibility standards, as specified by CSKT IT. Proposers may offer solutions that meet newer standards, including WCAG 2.2 Level AA, provided all minimum requirements are satisfied.

Q17. Must legacy PDFs be remediated for accessibility within the base proposal, or should remediation be separately priced? Are video captions and transcripts required?

DEWR does not anticipate requiring comprehensive accessibility remediation of historical PDFs as part of the base proposal. Existing documents will be reviewed to determine which materials should remain available on the redesigned website.

DEWR intends to prioritize accessibility for newly developed website content, documents and videos, including captions and transcripts where appropriate.

Proposers should identify any recommended legacy PDF remediation services and associated costs separately. Final accessibility requirements will be coordinated with CSKT IT.

Q18. Should site search index page content, document metadata and full PDF text? Must older document versions remain publicly available?

The redesigned website should include a comprehensive search function that indexes website content, document titles and metadata, and searchable text within PDFs. This functionality should be included in the base proposal.

DEWR anticipates retaining relevant historical documents, including materials associated with completed projects. Older or superseded document versions will be reviewed individually to determine whether they should remain publicly accessible.

Q59. What is the status of an accessibility audit of the current website?

DEWR has not provided a formal accessibility audit of the existing website for this RFP.

The selected contractor will be responsible for ensuring the redesigned website meets WCAG 2.1 Level AA accessibility standards, including appropriate accessibility testing before launch.

CMS, hosting and IT security:

Q19. Is WordPress required or preferred, or may proposers recommend another CMS?

The redesigned website must use WordPress and remain within CSKT's managed WP Engine hosting environment, as required by CSKT IT.

Vendors may propose a new WordPress theme, page-building framework and content management approach. The existing Elementor setup does not need to be retained. The goal is a fully redesigned website that is modern, user-friendly and easy for DEWR staff to maintain.

Q20. Where should the new site be hosted, and should hosting be priced as an ongoing service or optional item?

The existing website is hosted within CSKT's managed WP Engine environment. Vendors do not need to include external website hosting costs in their base proposals.

Vendors should separately identify any anticipated costs for premium plugins, third-party subscriptions or other ongoing services associated with their proposed solution.

Q21. Will the new site retain csktwatercompact.com, and who will own or manage the domain and hosting account?

CSKT IT currently manages domain registration and DNS through GoDaddy. DEWR is considering a new domain name as part of the website redesign. If a new domain is selected, CSKT IT will retain the existing csktwatercompact.com domain and redirect visitors to the new website.

CSKT IT will handle or oversee DNS changes during launch. The selected contractor must coordinate with CSKT IT at least five business days before launch to schedule the transition and confirm SSL/TLS certificate configuration.

Q34. Will DEWR provide current website analytics for discovery?

CSKT IT will configure Google Analytics for the redesigned website once it has been established and provide the selected contractor with the appropriate access.

The contractor will coordinate with CSKT IT to implement and verify Google Analytics tracking as part of the website development process.

Website administration and staff access:

Q23. How many staff will edit the website, and what permissions, review workflows, and revision history are needed?

DEWR currently manages website updates through its Information and Education Program. Staff provide information and materials to the website administrator for review and publication.

The redesigned website should support multiple authorized users with customizable permissions. This will allow DEWR to continue its current centralized publishing process while providing the flexibility to grant editing or publishing access to designated staff in the future.

The content management system should include revision history, the ability to restore previous versions and optional content review and approval workflows.

The exact number of users has not yet been determined. DEWR will maintain overall administrative control and assign staff permissions as needed.

GIS and data integration:

Q24. Will DEWR supply existing ArcGIS maps and StoryMaps for embedding, or must the contractor build new maps or GIS applications?

DEWR anticipates providing existing GIS maps, ArcGIS StoryMaps and links to relevant mapping applications for integration into the redesigned website.

The contractor will be responsible for developing website functionality that allows DEWR to embed, link to and display these resources in an accessible, user-friendly format.

Development of new GIS maps or custom GIS applications is not anticipated as part of the base proposal.

The website should be designed to accommodate additional GIS maps, StoryMaps and related applications as they become available in the future.

Q25. Does DEWR have an ArcGIS Online organizational account, and will the contractor receive access?

The contractor will not be provided direct access to DEWR's ArcGIS Online organizational account. DEWR's GIS Analyst will serve as the primary contact for GIS-related resources and technical coordination. The contractor will work through DEWR's GIS Analyst to obtain approved maps, StoryMaps, links and other materials needed for website integration.

The redesigned website must support embedding and linking GIS resources without requiring the contractor to access or manage DEWR's ArcGIS account.

Q26. Which existing GIS applications and external water-data portals should be linked, embedded, or preserved? What does future GIS compatibility mean?

DEWR anticipates incorporating existing GIS applications, interactive maps, ArcGIS StoryMaps and relevant external water-data resources into the redesigned website.

The website should include a dedicated Maps and Data page where visitors can access publicly available mapping applications, water-data resources and related information. The page should be organized into categories such as Interactive Maps, Water Resources and Data, Project Maps, and ArcGIS StoryMaps. The design should allow DEWR to add new categories and resources as they become available. Relevant maps may also be embedded or linked within individual program and project pages.

DEWR's GIS Analyst will identify and provide GIS resources approved for public use. Some maps and datasets are restricted or intended for internal use only and will not be made publicly accessible through the website.

Future GIS compatibility means the website must allow authorized DEWR staff to add, update or replace approved maps, StoryMaps and external data links without significant website redevelopment. The contractor will be responsible for integrating approved GIS resources into the website. Development and maintenance of GIS applications and underlying datasets are not included in the base project scope.

Q62. What quantity of ArcGIS resources and interactive elements should vendors assume?

DEWR intends for the redesigned website to serve as a long-term information resource, with additions of project information, documents, maps, photographs, videos and other materials for years to come. The exact number of GIS resources and interactive elements has not been determined. Existing ArcGIS maps and StoryMaps will be provided by DEWR for integration into the website through links or embedded content.

The website should be designed to accommodate continued growth, allowing DEWR staff to add, update and organize content as projects and programs develop. Custom GIS application development is not required as part of the base scope.

Branding, imagery and cultural review:

Q27. Should the digital style guide extend existing CSKT/DEWR branding or develop a new visual identity, logo, or wordmark? What brand assets are available?

DEWR is seeking professional logo development and a comprehensive visual style guide as part of the website redesign project.

The CSKT Natural Resources Department (NRD) consists of three divisions:

Division of Fish, Wildlife, Recreation and Conservation
Division of Environmental Protection
Division of Engineering and Water Resources (DEWR)

The CSKT seal will remain a consistent element of the website and official communications. Some NRD divisions and programs currently have established logos.

DEWR is interested in exploring two potential branding approaches:

A unified NRD logo: One recognizable logo representing the Natural Resources Department and its three divisions.

Coordinated division logos: Distinct but visually related logos representing each division while maintaining a consistent departmental identity.

Existing logos may be retained, refined or modernized as part of a coordinated branding approach. For example, the existing Division of Fish, Wildlife, Recreation and Conservation logo could be updated to complement a new DEWR logo while preserving recognizable elements of its current design.

DEWR will provide the selected contractor with initial ideas, preferred design elements and concepts it would like incorporated into the branding. The contractor is encouraged to offer additional creative recommendations after becoming familiar with CSKT, NRD and its divisions.

The contractor should present three initial branding concepts for leadership consideration. These concepts should demonstrate different approaches to establishing a recognizable identity, rather than requiring three fully developed logos for each division. The design process should include opportunities for leadership feedback, revisions and final approval.

DEWR also requires a comprehensive visual style guide establishing standards for typography, color palettes, logo variations, imagery, graphic elements, visual hierarchy and the appropriate placement of the CSKT seal alongside NRD and division logos. The branding should be versatile and recognizable across websites, publications, project signage, outreach materials, presentations, apparel and merchandise.

The contractor should provide recommendations regarding the most effective branding approach, including how the proposed identities would work together. The final scope of logo development, including whether additional NRD division logos will be developed, will be determined following further review of project priorities and available funding.

Final branding decisions will be subject to DEWR, NRD leadership and applicable CSKT approvals.

Q28. What cultural review and approval process applies to imagery, place names and Tribal languages?

DEWR will work with the CSKT Culture Committees and other appropriate Tribal departments to review culturally significant website content, including imagery, place names, Tribal languages and proposed branding elements.

DEWR will serve as the primary point of contact and coordinate the cultural review process. The contractor will submit proposed designs and materials to DEWR for review and incorporate feedback and revisions as directed.

The contractor should not independently contact the Culture Committees or other Tribal departments without prior coordination with DEWR.

Proposers should allow sufficient time for cultural review, feedback and revisions within the project schedule. Materials requiring cultural review must receive DEWR approval before publication.

Q29. Will the website include languages other than English at launch?

The redesigned website is expected to launch primarily in English. However, DEWR anticipates incorporating selected Tribal-language words, place names and culturally appropriate information at launch.

DEWR will coordinate with the appropriate CSKT Culture Committees to ensure the accuracy and appropriate use of Tribal languages and cultural content.

The website should support the inclusion of additional Tribal-language content in the future without requiring significant redevelopment.

Full website translation into additional languages is not anticipated as part of the initial project scope.

Q58. Can DEWR provide example websites or identify preferred design references?

DEWR has not identified specific websites that proposers are required to use as design references. Proposers are encouraged to present original design concepts and examples of relevant work that demonstrates effective navigation, accessibility, visual appeal and organization of complex information. DEWR welcomes creative approaches that reflect the Division's programs, Tribal identity and long-term communication needs.

Website features and engagement:

Q30. Which newsletter or email-notification platform should the website use or integrate?

DEWR has not selected a newsletter or email-notification platform.

The redesigned website should include a general email subscription feature that allows visitors to sign up for DEWR newsletters, public notices, project updates and other announcements.

Proposers may recommend a suitable platform that integrates with the proposed content management system. The subscription feature should be included in the base proposal, with any recurring subscription or licensing fees identified separately.

DEWR staff must be able to independently manage subscribers and distribute email communications. The platform should include appropriate privacy protections and unsubscribe functionality.

Q31. What public comment submission and records requirements apply, including deadlines, confirmations, retention and export?

The website should support public comment forms for projects, public notices and other opportunities for community input.

Forms should allow DEWR to establish submission deadlines, collect comments and supporting attachments, and provide confirmation of submission.

Comments should be automatically routed to designated DEWR email addresses, as determined by DEWR, and securely stored for authorized staff to access, review and export.

Q32. What event RSVP or registration features are needed?

DEWR does not regularly host events requiring registration or RSVP functionality. However, a basic calendar would be beneficial for posting public meetings, pre-bid meetings, open houses and other important dates.

The calendar should allow DEWR staff to easily add, update and remove events, including dates, times, locations, description and links to related documents.

A complex event management or registration system is not required.

Q33. Should job opportunities be maintained on the DEWR site or linked to an existing CSKT HR system?

The redesigned website should include an Employment Opportunities section where DEWR can post current job openings and related information.

DEWR staff should be able to independently add, update and remove job announcements. Each listing should provide relevant position details and direct applicants to the appropriate CSKT Personnel application process.

The website is not expected to include a separate employment application or applicant tracking system. The Employment Opportunities section should be included in the base proposal.

Q48. How many online forms and interactive features should be included at launch?

DEWR is particularly interested in interactive features that support public education and help visitors better understand water management, restoration projects and Water Compact implementation. Desired features include interactive project timelines, before-and-after image comparisons and interactive maps that allow visitors to select project locations and access additional information, photographs and related documents.

DEWR is also interested in exploring an interactive question-and-answer tool, potentially called “Seth Bot,” that would help visitors find answers to common questions about the CSKT-Montana Water Compact using DEWR-approved information.

The exact number and configuration of these features have not been determined. Proposers are encouraged to describe feasible approaches, identify recommended tools or integrations, and provide itemized pricing for advanced interactive features as optional enhancements.

Basic website forms and standard content management functionality should be included in the base proposal.

Q49. Are staff-only portals or restricted water-user areas required?

The redesigned DEWR website is intended primarily as a public information and education resource.

At this time, DEWR does not anticipate requiring private water-user accounts, customer portals or a separate staff-only portal as part of the initial website redesign.

Authorized DEWR staff will need secure administrative access to manage website content. The website should be structured to accommodate potential future functionality as DEWR's needs evolve.

Project schedule and management:

Q36. Is there a required launch date or target window after the January 2027 kickoff, and are there periods to avoid?

DEWR anticipates beginning the project as soon as possible following contractor selection and execution of the agreement.

DEWR's priority is to complete the website redesign efficiently and without unnecessary delays. Proposers should provide a realistic but expedited project schedule based on the scope of work, including key milestones, deliverables and anticipated completion dates.

DEWR encourages proposers to identify opportunities to streamline the development process while maintaining the quality, functionality and accessibility required under the RFP.

Q37. May November 9–12 interviews and demonstrations be held virtually?

Yes. Interviews and demonstrations scheduled for November 9–12, 2026, may be conducted virtually. DEWR will coordinate interview schedules and meeting arrangements with shortlisted proposers. In-person participation is not required.

Q45. Will DEWR accept a phased launch or separately priced future enhancements?

DEWR is open to a phased implementation if it supports an efficient development process and earlier website launch.

All core requirements outlined in the RFP must be completed, tested and approved before the redesigned website is considered fully delivered.

Proposers may recommend a phased approach for additional features or enhancements, provided the proposal clearly identifies the deliverables, schedule and costs associated with each phase.

DEWR's priority is to complete the project as soon as reasonably possible without compromising quality, accessibility or functionality.

Q46. What review turnaround times and final acceptance criteria should proposers assume?

DEWR will work closely with the selected contractor to provide timely feedback and approvals throughout the website development process.

Specific review periods, milestones and approval procedures will be established during project planning.

Final acceptance will be based on satisfactory completion of the agreed-upon scope of work, including required functionality, content migration, accessibility, testing and approval by DEWR and CSKT IT, as applicable.

Q47. What warranty period, support hours and response times should be included?

DEWR expects the selected contractor to provide a post-launch warranty period to address technical defects, errors and functionality issues associated with the completed website.

Proposers should identify their recommended warranty period, included support services, response times and procedures for reporting and resolving issues.

Any ongoing maintenance, technical support or services beyond the warranty period should be clearly identified and priced separately.

DEWR intends to manage routine website content updates internally, with hosting and related infrastructure coordinated through CSKT IT.

Q50. Who will approve design, content, branding and launch decisions, and how will feedback be consolidated?

The DEWR Information and Education Program Manager will serve as the primary point of contact and coordinate communication, content review and project activities with the selected contractor.

DEWR leadership will provide final approval of major design decisions and project deliverables, with CSKT IT reviewing and approving applicable technical requirements.

Specific review and approval procedures will be established during project planning.

Q51. Will discovery require public workshops, focus groups or stakeholder engagement?

DEWR anticipates working collaboratively with the selected contractor during the discovery and design phases.

The contractor should plan for initial meetings with DEWR staff to review website goals, content organization, branding, functionality and technical requirements. Additional discussions with DEWR leadership, CSKT IT or other relevant staff may be coordinated as needed.

DEWR will assist in identifying appropriate participants and coordinating meetings. Extensive stakeholder workshops or public engagement sessions are not required as part of the base scope.

Q52. What are DEWR's principal redesign priorities and measures of project success?

DEWR's primary goal is to create a modern, accessible and user-friendly website that serves as a central resource for information about the Division's programs, projects, water management and implementation of the CSKT-Montana Water Compact.

A key priority is developing a distinctive visual identity that reflects the Confederated Salish and Kootenai Tribes (CSKT), the Flathead Indian Reservation, the cultural and environmental importance of water, and the work of DEWR. The website should communicate a strong sense of place and Tribal identity while maintaining a professional, cohesive design.

Additional priorities include improved navigation and content organization, interactive educational features, and easy access to project information, maps, documents and public notices.

The website must be manageable by DEWR staff and designed to accommodate continued growth as new projects, programs and resources are added.

Project success will be measured by the website's functionality, accessibility, ease of navigation, visual identity, successful content migration and DEWR's ability to maintain and expand the website independently.

Proposal submission and evaluation:

Q38. What is the correct October 29 proposal deadline time: 4:00 or 4:30 p.m. MDT?

The proposal submission deadline is Thursday, October 29, 2026, at 4:30 p.m. Mountain Daylight Time (MDT).

This deadline supersedes any conflicting time listed in the RFP or associated procurement notices. Proposals must be received by the stated deadline.

Q41. Are three comparable client references from the last five years mandatory, and may they include projects by prior employers, partners, maintenance work, custom web apps, or non-government clients?

As outlined in Section 7.10 of the RFP, proposers are requested to provide at least three client references for similar projects completed within the past five years. References should demonstrate relevant experience and the ability to successfully complete the proposed scope of work.

Q42. May proposers include live portfolio links and a references page within the single-PDF proposal?

Yes. Proposers may include clickable links to live websites, digital portfolios and relevant work samples within their single-PDF submission.

A references page may also be included. As stated in Section 7 of the RFP, references and appendices containing supplemental portfolio materials are excluded from the 20-page limit.

Proposers are encouraged to provide links to relevant work rather than embedding large files or extensive screenshots.

Q43. Is there a requirement for a preliminary capability summary before submitting a proposal?

No. DEWR does not require preliminary submissions or approval before submitting a proposal. Proposers are welcome to include supplemental materials that demonstrate their qualifications, experience or ability to meet the project's objectives, provided the submission complies with the RFP requirements.

Q53. Does the 20-page proposal limit include the cost proposal and team biographies?

Section 7 states that the main proposal shall not exceed 20 pages, excluding the cover page, table of contents, resumes or biographies of key personnel, references and appendices containing supplemental portfolio materials. The cost proposal is part of the main proposal and counts toward the 20-page limit.

Q54. Can a proposer rely on subcontractor projects and references to satisfy experience requirements?

Yes. Proposers may include relevant experience, past projects and client references from proposed subcontractors to demonstrate the qualifications of their project team.

Proposals should clearly identify the subcontractor's role, the work they will perform and the experience they bring to the project.

The prime contractor will remain responsible for successful completion of the contract and all required deliverables.

Q56. Are there required proposal pricing templates, forms or other submission documents?

No separate pricing template or standardized cost proposal form is required.

Proposers should submit an itemized cost proposal in accordance with the requirements outlined in the RFP. Pricing should clearly identify the proposed project cost, associated deliverables and any separately priced optional services or enhancements.

Q64. Are travel costs and optional in-person visits to be separately itemized?

DEWR will not reimburse travel, lodging or related expenses associated with the website redesign project.

Proposers are welcome and encouraged to visit the Flathead Indian Reservation to become familiar with the area, the Confederated Salish and Kootenai Tribes, and DEWR's work. However, any travel undertaken for proposal preparation or project activities will be the responsibility of the contractor.

DEWR expects proposers to demonstrate an understanding of the Division's mission, the communities it serves and the cultural and environmental context of the Flathead Indian Reservation.

Contracting, Insurance and Payment

Q3. May companies based outside the United States submit proposals and contract directly with CSKT? May a U.S. company use an overseas delivery team?

International Firms may submit proposals, provided they can meet applicable U.S. tax, legal and CSKT contracting requirements.

Selected contractors must provide all tax documentation and demonstrate their ability to legally perform the contracted services. The use of overseas personnel or subcontractors must comply with applicable contract requirements.

Q5. What Tribal, Montana, or U.S. registrations, licenses, and supplier documentation are required for out-of-state or international firms?

The RFP does not establish specific professional licensing requirements for website redesign and development services.

Selected contractors must provide applicable business registration and tax documentation, including IRS Form W-9 or the appropriate Form W-8, as applicable.

Any additional licensing or documentation requirements will be coordinated through CSKT Contracting during the contracting process.

Q10. Will CSKT provide its standard professional-services agreement and any applicable federal contract provisions?

CSKT uses a standard contract agreement, which is available to prospective proposers upon request.

The selected contractor will be required to enter into an agreement with CSKT. Any proposed modifications to the standard agreement, or use of contractor-provided agreement, will require review and approval by CSKT Legal.

Applicable contract terms and any required federal provisions will be addressed during contracting process.

Q11. What insurance types and limits are required, and must proof be included with the proposal or provided after selection?

Contractors will be required to maintain general liability insurance and workers' compensations insurance, where applicable.

Specific insurance requirements and coverage limits will be determined during the contracting process. Proof of required insurance will be requested from the selected contractor before work begins.

Q12. What are the expected invoicing, payment milestones, acceptance terms, and contract type?

DEWR generally processes payment upon satisfactory completion of the contracted services and receipt of an invoice.

The selected contractor will be required to enter into CSKT's standard professional-services agreement.

Payment terms, deliverables and acceptance requirements will be established in the executed contract. Any proposed alternative payment arrangements must be reviewed and approved by DEWR and CSKT Contracting.

Q15. Will the contractor have access to the existing website, content exports, and other DEWR content repositories?

The selected contractor will coordinate with CSKT IT regarding access to the existing website and the development and staging environments.

Appropriate access will be provided as needed to support content migration, website development and testing, subject to CSKT IT's security requirements.