

Responses to Queries on the Request for Proposal: Website Design, Development and Maintenance for the Outsource to the Caribbean Conference & Expo 2019

Question 1: What is the impact of examples of past work (an online portfolio of sites) weigh in on the proposal?

Response: These serve as references of the kind of work you do and could deliver if selected.

Question 2: The Project's (OCC2019) budget was not included, was that intentional?

Response: Yes

Question 3: Does Caribbean Export have ALL the content ready and available for the new website of OCC2019. Is it available in its entirety when the contract is signed?

Response: We are currently working on website content. For content that is not ready at the time of contracting, we expect that the consultant will provide a manual that will allow us to upload content ourselves.

Question 4: Do you expect the proposal to cover Caribbean Export staff to be trained for SEO?

Response: Yes

Question 5: The TOR mentions a single key expert but references a detailed breakdown of B.O.Ds, staff, roles and etc. Does that imply this project must be handled under one roof?

Response: We will contract 1 consultant/consulting firm/consortium. The TOR under Section 6.3 mentions that “The Consultant shall ensure that additional experts, if required, are adequately supported and equipped.”