

Addendum

Please see answers to questions in blue.

We received a few questions asking about the budget for this project. In response:

We are seeking proposals that will meet the deliverables requested in the proposal. We have what we believe is a fair budget in place. Our hope is that our decision will be product driven, not financially driven. Any financial matters will be negotiated with the preferred team to reach a mutually agreeable price.

Question: Payment Structure: The RFP mentions payment on actual invoices as work is completed - are you open to monthly billing, which is our standard format, or do you have specific requirements around how payments need to be structured?

Terms will be negotiated with the chosen web developer.

Question: Content Volume: Can you provide an estimate of the total number of pages/posts and media assets (images, PDFs) currently on the site? Migrating 500 pages versus 5,000 pages significantly impacts the project timeline and cost. Will there be additional pages added?

There are approximately 129 pages on the current website. Additional pages may be added, but the number of pages added would not be a significant increase.

Question Traffic Data: To ensure we scope the hosting and performance architecture correctly (specifically for the GTmetrix Grade A requirement), what is your average monthly traffic and concurrent user peak? In a report published by similarweb, we have an estimated 5,000 visits.

Question: Who are the key decision-makers and what's the approval process we should plan around?

The Addison Park District will review all submitted proposals and it is anticipated that up to three (3) firms will be selected for interviews based on the evaluation criteria listed above. Interviews will be conducted by the Park Board, Executive Director and select key staff the week of February 9, 2026. It is anticipated that the selected firm will be recommended for approval at the **February 23, 2026**, Board of Commissioners meeting. The Board retains the authority for all final assessments and judgments regarding selection, including the right to reject all proposals.

We received several questions about the CMS. Here is our response:

Our current website uses Word Press, and we are very familiar with it and find it user friendly. We are also open to any CMS that best fits our needs.

Question: Clarification on the word automation: 3) Customizable forms with CMS submittal, automations, and a downloadable forms page.

In putting together our wish list, looking at other park district websites, and speaking with our marketing and web personnel counterparts, one of the park districts used a content management system that could be set up to forward forms (for example, an application for a room rental is filled out online and then routed (automation) to the appropriate person.) In short, the term automation is being used to describe the ability to route forms to an email address. If the CMS you're proposing does not have this capability, please indicate what vendors you would recommend and include them in your proposal.

Question: Support & Training: How many staff members will need CMS training, and what are their technical skill levels?

2 – 3 staff members. They have basic office skills, such as experience with Microsoft Office and Google platforms.

We received several questions regarding the integration of an API, pulling information from RecTrac/WebTrac registration software (Vermont Systems is the vendor) on to our website.

Our goal is to create a smoother registration experience, partnering the website with the registration software. We hope to streamline the user experience with less clicks to find and register for programs they are interested in.

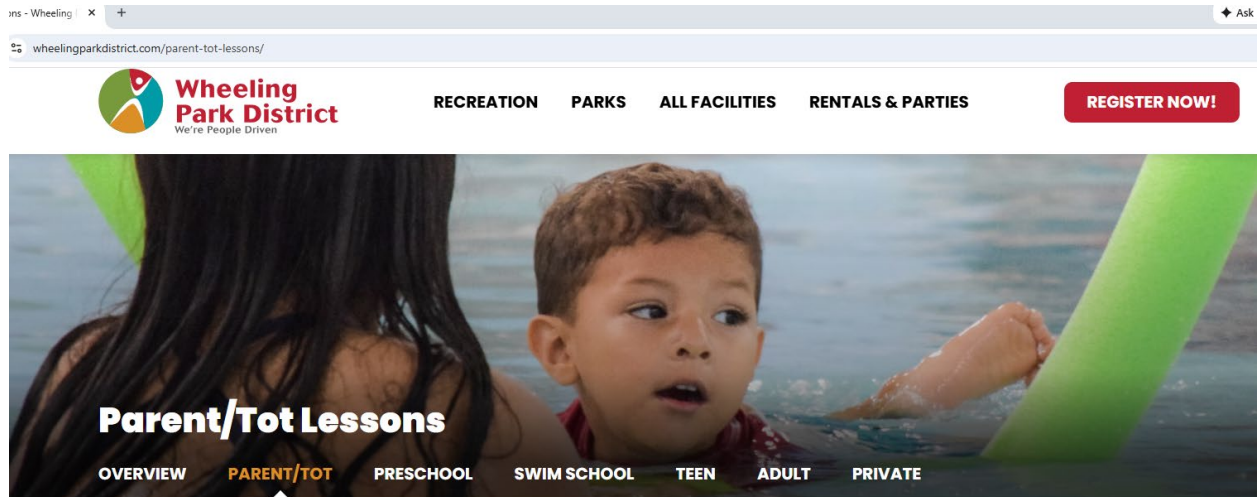
Question: Vermont Systems Integration: Regarding the RecTrac/WebTrac integration, are you looking for a Single Sign-On (SSO) solution for residents, or primarily a data feed to display program information on the WordPress site?

We are not looking for an SSO. We are looking to have an API written to pull information from Vermont Systems (RecTrac/Webtrac), our registration software/vendor, to be displayed on our website so that the user can see the recreation programs being offered including descriptions, dates, fees, etc.

Questions RecTrac/WebTrac Integration: Can you provide API documentation, sandbox access, and credentials for RecTrac/WebTrac? Are there known rate limits or support contacts we should be aware of?

Yes, we believe we can provide API documentation and access, as other park districts have successfully worked with Vermont Systems/RecTrac/Webtrac to implement an API to pull data from their (registration) site to populate pages on the park districts' websites.

Question: For program data: do you want it to live primarily in RecTrac/WebTrac with the website pulling data in, or do you envision dual management where some content lives in your CMS? We want the registration data for a program, such as the name (for example, Swim Lessons), to be pulled, along with the details (dates, etc.) to be displayed on our website, and then one click to Vermont Systems registration site. Please see the screenshot below from Wheeling Park District as an example.



PARENT /TOT SWIM LESSONS

This program helps you and your child (6 -36 months) enjoy the water through activities and songs. Instructors act as facilitators and coordinate both structured and unstructured activities to promote water exploration a parent must accompany each child and be actively involved in the instructor

Parent Tot Swim Lessons

#102138-03 Parent/Tot Swim Lessons	Ages: 0.5 - 3	
02/21/2026 to 03/28/2026	Sun Mon Tue Wed Thu Fri Sat	10:00 AM - 10:30 AM
		Community Recreation Center
		Register
#102138-04 Parent/Tot Swim Lessons	Ages: 0.5 - 3	
02/22/2026 to 03/29/2026	Sun Mon Tue Wed Thu Fri Sat	10:00 AM - 10:30 AM
		Community Recreation Center
		Register

Welcome to Wheeling Park District

Question: For search, is it acceptable for search results to cover the main site with clear links to RecTrac/WebTrac registration, or do you need search to include RecTrac/WebTrac content directly?

The search would be for content on our site, not RecTrac/WebTrac. Once in the RecTrac/WebTrac site, filters are set up, along with search engines for the program code and key words.

Question: For the calendar: should it primarily show events, programs, or both? Do you need it to pull from RecTrac/WebTrac, managed in CMS, or both?

The Calendar will only show special events and park district happenings and hyperlink to a page with additional information. That page would have a link to the registration site. The Calendar would not part of the API.

Question: Regarding 1) Embedded Program Guide with flip-view functionality and direct registration hyperlinks, most Park Districts use a 3rd party service like ISUU for this, and it is what we typically recommend that our partners register for. Is this acceptable?

If you do not provide this service, please indicate the 3rd party vendor that you would recommend for this service in your proposal.

Question: Regarding 2) Advanced Search & Filtering Functionality: Implement a robust, intuitive search engine with advanced filtering capabilities that enable users to filter results by categories such as programs, events, facilities, locations, and dates, while providing search functionality across the main domain and subdomains (RecTrac/WebTrac pages). The functionality should include administrative reporting metrics capabilities to track search queries and improve content strategy based on user behavior. A model we like is the Park District of Oak Park at:

https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fdop.org%2f&c=E,1,XG5ifNiaCg8WO04heKEkeJLmc7dn_WXUXg67xWloLdOgJ_mt51gHHsiBftAS_9rcvSraAT1b4eqHZINuOazbUKNkoNVgwBry8bSsZW9GH18bQvSxtnNztgYDtA6R&typo=1

The Park District of Oak Park search uses the 3rd party paid service Algolia for their search: https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fwww.algolia.com%2fpricing%23detailed-feature-comparison&c=E,1,sNECQ1wVGHHmLaTFNxc9iJIMixvLONgkdYL9mlUpwvgSUpQuQ3VLrRytfuKNnobRYHc6A1FGnOg2OZWIRQlOKInupvmWMFJVCVWbByQQ_lh2GKZUyCi0RpP&typo=1

In order to accomplish a search like theirs, the Park District would need to purchase the service. Is this Okay?

In creating our RFP, we looked at websites we admired and put these features on our wish list without knowledge that certain features may be serviced through a third-party vendor. If you do not provide this service, please indicate the 3rd party vendor that you would recommend for this service in your proposal.

Question: Will we get admin access to your current website to facilitate content migration? Approximately how many pages and PDFs are we working with? Do you want a complete migration of existing content, or would you prefer to use this as an opportunity to streamline and refresh during the process?

We will work with the selected developer to determine next steps. There are approximately 129 pages on our website. We are currently evaluating what parts of the site we want to keep and what parts of the site we want to refresh.

Question Design & Content: Beyond the core templates mentioned (home, programs, events, facilities, Club Fitness, Links & Tees), do you anticipate needing additional custom templates? Do you have brand guidelines, photography assets, and content ready, or should we plan time and budget for content creation/sourcing?

No, we do not anticipate needing additional custom templates. We have brand guidelines, logos, photos and videos for the site, and do not need to plan time and budget for content creation.

Question: Could you please confirm whether the RFP permits offshore or globally distributed development teams and whether agencies outside specific geographic regions are eligible to participate? Additionally, we would appreciate guidance on the next steps, including submission timelines and any required documentation.

Please refer to the RFP for this information.