

CAMWS Website Redesign and Development RFP

Addendum 1: Questions and Answers

Issued Tuesday, October 6, 2026

CAMWS thanks everyone who has expressed interest in this RFP. Below are answers to the questions received so far. Questions have been combined and reworded, and the names of those who asked are not shown. This addendum is part of the RFP.

The question period is now closed. If CAMWS issues any further clarification, it will be distributed to all interested parties as Addendum 2.

ELIGIBILITY

1. Will CAMWS accept proposals from firms based outside the United States?

CAMWS will give preference to firms based in the United States.

2. Is a US-registered company that uses an international team eligible?

Yes, provided communication team is US-based.

3. Are independent developers or partnered teams eligible?

Yes. Proposals from individuals or partnered teams are welcome. The proposal must name every partner and describe each one's role.

4. How many references are required?

At least three client references from comparable projects. A named partner's reference is acceptable as one of the three client references. "Comparable" means projects with similar functions, such as member accounts, online payments, event registration, and a content management system. The client does not need to be a scholarly association, although these are preferred.

BUDGET

5. What does the \$30,000–40,000 budget cover?

The range covers the one-time project: discovery, design, development, content migration, accessibility, training, launch, and a post-launch stabilization period of 90 days. Recurring costs (hosting, software or platform licenses, and ongoing support) should be listed separately as annual costs. Please also give a **total estimated cost for the first three years**, so that proposals can be compared on the same basis. All prices should be in US dollars.

6. Does CAMWS prefer a fixed price or hourly billing?

CAMWS prefers a fixed price tied to project milestones. Hourly proposals must include a not-to-exceed amount.

MEMBERSHIP & CONFERENCE

7. Has CAMWS chosen a membership platform? Is Wild Apricot required?

No platform has been chosen. Wild Apricot was given as an example. Vendors may recommend an established membership platform or another approach. Please explain why it suits CAMWS, and include its ongoing costs in the three-year total.

8. Should abstract review (anonymous review, reviewer assignment, scoring) happen inside the new system?

Yes.

9. Should the Southern Section conference use the same system?

Not at this time.

TIMING & SCOPE

10. When should the new site launch? Will the March 2027 meeting use it?

CAMWS expects the new site to launch after the 2027 Annual Meeting in Cleveland (March 17–20, 2027). Registration and abstract submission for that meeting will stay on the current system. CAMWS would like to be able to preview or announce the new site at the Cleveland meeting.

11. Which sites are in scope?

The main camws.org site is in scope. The Classical Journal, Teaching Classical Languages and other publication sites are not.

12. How large is the current site?

The main site runs on Drupal 7 and contains approximately 700 pages, plus older archive pages for past meetings and awards. The selected vendor will conduct a full content audit as the first phase of the project, and CAMWS will decide, with the vendor, which content to migrate, revise or retire.

13. Should the officer and committee email addresses be mailboxes or forwarding addresses?

Forwarding addresses. Approximately 40 in number.

DEADLINES & PROCESS

14. What is the proposal deadline?

Proposals are due by **11:59 PM Pacific Time on Friday, October 30, 2026**. Proposals will be reviewed on a rolling basis as received.

15. What is the contact information?

Please see original RFP.

16. Are you open to meetings beforehand?

To keep the process fair, CAMWS will not hold individual calls or meetings with prospective vendors before the deadline, and will not respond to referrals or introductions from third parties.

17. Will there be any chance to talk in person or by Zoom about the project?

Finalists may be invited to an interview or demonstration in November.