



FB-26-018

QUESTIONS AND ANSWERS

Responses are below in **RED**

Section 1.4 Current Environment

Are there onboarding requirements from a previous vendor? **There have been no prior vendors to this project.**

If the question is meant to inquire about registration requirements for vendor participation in this bid, the answer is also “no.”

If the question is meant to inquire about registration requirements for vendors prior to service under the contract, then the answer is, “Vendors wishing to do business with the university who have not registered through the UA System’s PaymentWorks vendor management platform must be registered by invitation before their goods or services may be requisitioned through our Workday ERP.”

Can you confirm what CMS or platform(s) the Arkansas News Collaborative currently operates on? **While the ANC currently has no website, UA Little Rock uses WordPress as managed by its Communications & Marketing team. All member stations currently use Grove, which is a public radio CMS. Whether the two platforms will intersect is to be determined.**

Section 1.7 Schedule of Events

What is the anticipated start date following the award? **As listed Section 1.7, Table A, Award Commences: June 1, 2026.** However, this date is marked with an asterisk, which is noted under 1.7.A. to reflect an anticipated date only, subject to change at the discretion of the university.

Section 2.1 Scope of Work

Does this scope include original photo or video production? **No, it does not.**

Who will provide the images needed for design work? **ANC contributors, ie - the three member stations, will provide all required images.**

Will the vendor create custom infographics regularly, or just templates? **Both.**

What is the expected monthly volume of design assets and templates? **Approximately 2.**

Will the selected vendor be expected to manage existing systems only, or propose structural improvements if needed? **They will manage existing systems, but may propose improvements.**

What platform or existing tools are there for newsletter distribution? If none, should the vendor recommend and manage this? **Constant Contact is currently in use.**

Are the newsletters email-only or do they have the potential to go to print? **Newsletters will be email-only. No change to this model is anticipated.**

Are travel or on-site requirements expected? **No, they are not.**

Are there peak periods requiring increased production? **Yes. Election season will be one of these periods.**

Section 2.2 General Requirements

Statewide E-mail Newsletter

Is all newsletter content provided by your team, or is editorial structuring expected from the vendor? **Content will be provided by the ANC team, and no copywriting or editorial structuring is required from the vendor.**

What level of support is needed for the newsletter production: *design only, formatting, or full production*? **Design and formatting only.**

What level of bilingual support is required (full translation vs formatting)? **Formatting only.**

Are there existing templates or should the vendor develop and maintain them? **The selected vendor will develop and maintain these templates for a wholly new program.**

Website(s) and Webforms/Contacts

Are we supporting a centralized website, distributed partner sites, or both? **Distributed partner sites.**

What level of interactivity is expected (forms, data tools, contributor submissions)? **Minimal.**

Are there anticipated new features or expansions planned? **Not at this time.**

Podcast Branding and Social Media

Will raw content be provided, or should the vendor create supporting assets? **Most content will be provided by ANC member stations, but the vendor will be asked to create some supporting assets on an as-needed basis.**

What is the expected frequency of social media deliverables? **Monthly.**

Are there established brand guidelines? **Yes, but we will need to brand the collaboration.**

Section 2.3 Reporting Requirements

How many contributors are expected to provide content regularly? **The three member stations will each contribute content.**

What is the current workflow for content submission and approval? **To be determined.**

Who has final editorial approval? **The Coordinating Editor and News Director.**

Are there reporting or analytics requirements? **No.**

Section 2.5 Performance Standards and Table B

How is success measured (engagement, consistency, growth)? **Engagement and digital growth.**

Are there key milestones during the contract? **The launch of the statewide newscast and newsletter.**

How do you handle work that falls outside the original scope? **No change to the scope of work is anticipated at this time, and any related work outside this scope may be handled on an ad hoc basis within the bounds of state procurement law. No minimum guarantee of work or ad hoc exclusivity is extended by awarding this solicitation.**

What happens if delays are caused by scope changes? **No change to the scope of work is anticipated at this time, and material additions or alterations to the scope of work after the fact of contract award are prohibited under state procurement law unless to reduce deliverables and contract extension values.**

Financial Proposal Packet

Is there a defined budget range or ceiling? **Yes. The budget is capped at \$30,000.00.**

Miscellaneous

Is there anything from the prior solicitation that shaped how this one was written -- deliverable structure, workflow expectations, anything we should factor in? **The services are being rebid due to a lack of supplier engagement with the initial solicitation. Our feedback suggested the specifications were too vague, and the new solicitation reflects revisions to correct that.**