

**Decatur Macon County Opportunities Corporation**  
**Logo Design and Branding Services RFP**  
**Questions & Answers**

**Q1. Will the design work include any partner agencies?**

A1. No. The design work will only focus on DMCOOC.

**Q2. Is there a site map for the website redesign?**

A2. No. Please base your cost estimate for the website redesign on the existing content of our current website at [www.dmcoc.org](http://www.dmcoc.org).

**Q3. What is the project budget?**

A3. We do not have a defined budget for the project. Responses to this RFP will help us determine the project budget.

**Q4. Does the website redesign need to be completed within the expressed timeline?**

A4. No, we are flexible with the timeline for the website redesign. The new website should be ready to go live by the end of the calendar year at the latest.

**Q5. Can you provide any additional details on the website redesign?**

A5. We are looking to update our website so that the aesthetics align with our new logo and branding. The content will likely remain very similar to our current website. We have a provider who currently manages our website. We do not have staff internally who update our website. We are open to recommendations on the best course of action for future website maintenance.

**Q6. Can this work be performed remotely, due to coronavirus travel restrictions and concerns?**

A6. Yes, we feel that the work can be completed through virtual meetings and email communications if needed. If we were to host any in-person meetings, we would maintain social distancing and follow face covering guidelines.

**Q7. Will the development of the DBA be included in this project?**

A7. No, the DBA will be chosen by the Board of Directors prior to the start of this project. We will be happy to share the process used to make that decision.

**Q8. Would you like the bid to include the redesign of the website?**

A8. Yes.

**Q9. Can you send us a pdf of your current flier?**

A9. We do not currently have a flier template. This will be developed as part of this project.

**Q10. Do you have a style guide or brand guidelines that can be shared prior to the bid?**

A10. No, we do not currently have a style guide or brand guidelines. These will be developed as part of this project.

**Q11. Do you need printing services?**

A11. No, printing services are not included in this project. We will use a local print shop.

**Q12. Is preference given to local vendors?**

A12. Yes, this will be a consideration when choosing a vendor.

**Q13. Can you answer specific questions about the logo and branding, such as the who/what/why of the agency and what you are looking for in a logo?**

A13. We will work through these questions once a vendor is selected.

**Q14. Would you be ok with moving the current website to another platform?**

A14. Yes, we would be open to recommendations.