

Website Translation RFP Q&A

1. Will you be planning for additional languages besides Spanish in the future?

Our intent is to eventually provide access to online information in other languages. We want to begin with Spanish translations of our web pages and ensure that we are able to launch and maintain these pages successfully for one year before considering other language translations.

2. What Content Management System is currently being used to maintain the site?

We don't currently use a CMS.

3. What charset encoding does the system support?

N/A

4. Will the translation be a new site with a new domain or will it be a micro-site under the existing hierarchy?

It will be a microsite.

5. Will there be a need to re architect all URLs to indicated language code? For example <http://www.kcls.org/en/music> or <http://www.kcls.org/es/music>

The Spanish pages will live in a folder off of the root called espanol: [www.kcls.org/ espanol](http://www.kcls.org/espanol)

6. Will the entire site ultimately need to have a mirror for Spanish, or just selected pages?

Just selected pages that are static pages and not dynamically driven.

7. What kind of turnaround will be needed for updating and maintaining translations?

7-10 business days.

8. Would we be able to have direct access to the CMS for inputting the translated content?

You will have access to the espanol directory on staging.

9. Will there be a staging environment or mechanism to enter the content before going live?

Yes.

10. Do we need to rework the design/template to accommodate difference in word length?

We do not anticipate that there needs to be a reword of the template/design. If necessary we can eliminate the left hand navigation- but we do not anticipate that that will be an issue.