

Addendum No. 1

Jefferson County, WV – Website Modernization and Hosting Platform RFP

Date: December 15, 2025

This Addendum is issued to all vendors who have formally expressed interest in Jefferson County's Website Modernization and Hosting Platform RFP. It is intended to clarify the requirement regarding submission of a **custom Jefferson County-specific sample website or interactive prototype**.

Clarification on Custom Sample Requirement

The RFP requires vendors to submit a **custom sample** that reflects Jefferson County's branding, civic mission, and modernization goals.

- The County is **not requesting a full production-level design** at this stage.
- A **conceptual sample** — such as a landing page mock-up, homepage layout, or proposed site flow — is sufficient.
- The purpose of this requirement is to evaluate how vendors interpret Jefferson County's identity and modernization objectives, and to assess usability, accessibility, and civic engagement potential.
- Vendors are encouraged to focus on **vision, design philosophy, and alignment with County goals**, rather than extensive development or incurred costs prior to contract award.

Key Dates (unchanged)

- **Deadline to Submit Clarifying Questions:** January 2, 2025
- **Final Proposal Submission Deadline:** January 30, 2025

All other terms and conditions of the RFP remain unchanged.

Issued by: Jefferson County Commission Procurement Office 124 East Washington Street, Charles Town, WV 25414