**CMS Company Information**

1. Company overview
2. Project team
3. Project / account management
4. Support services
5. Training
6. Product roadmap / release schedule
7. References

**Product Capabilities**

1. Does the product enforce ADA compliance?
2. Does the user interface support drag-and-drop content?
3. Does the user interface support editing on tablets and smartphones?
4. Are there role-based user levels?
5. Does the CMS have the ability to create and customize a workflow?
6. Is there a preview function enabling users to see exactly how content appears prior to approval for publication?
7. Are there tools for storing and managing different media types (text, HTML, PDF, audio, video, graphics etc.)?
8. Is there an ability to customize content for individuals, based on knowledge of visitor, e.g. previous visits and customer information?
9. Are there built-in subscription and/or alerts for families and staff?
10. Is there email confirmation of delivery if using a web contact form?
11. Are there individual teacher pages included in the base product? Are they an extra fee?
12. Is the output Mobile Friendly - Provision of out-of-the-box responsive templates?
13. Is there a companion mobile app (with push notifications)?
14. Is there an ability to create and track URLs that are search and user friendly?
15. Does it provide dashboard analytics for different user types?
16. Does it support content in multiple languages?
17. Is there an ability to publish to social media networks?
18. Does it have an integration with ecommerce platform?
19. Are there resources for or provide a mechanism to provide pages for staff?
20. Does it allow for account creation or login with district account?
21. Are there any companion products (voice, text, email, etc.)?

**Requirements, Implementation and Delivery**

1. Is the CMS Cloud based?
2. Please describe the implementation and delivery of the project

**Pricing**

1. Software licensing structure and cost
2. Implementation costs
3. Support costs
4. Training costs