

Web Developer Capability Questionnaire

For Developer Company Name _____

Name of Contact _____ Title _____

Phone _____ Fax _____ URL _____

E-mail _____

Interviewed by _____ Date _____

1. How long have you been in business? How long have you been designing Web sites?

2. If not already available, please provide the URLs and client references for at least three sites you have designed, preferably ones similar to ours. Describe what services you performed for each of these sites.

3. Which Web services do you offer?
 - _____ Graphic design and page layout?
 - _____ Basic HTML programming?
 - _____ CGI scripting?
 - _____ Database programming?
 - _____ Multimedia/Flash/other animation?
 - _____ Other languages (e.g. PHP, java)?
 - _____ Photo preparation for Web?
 - _____ Content management system?
 - _____ E-commerce (catalog, shopping cart, checkstand)?

4. Do you perform site testing? If so, on which browsers, which versions, which platforms?

5. Will you do site verification, e.g. code, dead links, spelling etc.? How often?

6. What is your policy on bug fixes?

7. What is your policy on site updates? Will you act as Webmaster?

8. Do you offer any promotional services? If so, what?

9. Do you create banner ads?

10. Do you work with a team or alone? If team-based, who would be our contact point? Who are the other members of the team?
11. What is your process for working with clients? e.g. comps? review stages? testing?
12. Our development schedule is: _____. What is your availability?
13. Do you price by job, page, or hour? What are your basic rates and/or rates for each service you offer?
14. (If applicable) We are thinking of adding multimedia (specify type) in the future. What relevant multimedia production experience do you have? (Get URL and reference.)
15. We are thinking of adding a special feature (e.g. chat line, forum, auction) in the future. Have you done this before? (Get URL and reference.)
16. This will be a transaction site, with X (number of) products that are paid for by (Y) payment processes. We expect Z (number of) purchases per week. What access to and experience with storebuilding, checkstand and payment software modules do you have? Are you tied to development and/or support of particular products?
17. Do you understand that this will be a work for hire? We expect to own the domain name, with our company maintaining administrative control of the name, and we will hold copyright on all content, with a non-exclusive license to the programming. Is this acceptable to you? Will the site be portable?
18. Do you also host sites? If so, with what company or yourself? What type of server do you use? (Microsoft, Unix, etc.)?
19. What types of statistical packages are available for this host?
20. What experience makes your company the best-qualified to handle our site development?