

FOR IMMEDIATE RELEASE: 04-28-17

REQUEST FOR PROPOSAL: RFP No. 201502

SUBJECT: CORYELL COUNTY WEBSITE

PROPOSAL SUBMITTAL DUE DATE: NO LATER THAN MAY 31, 2017.

PROPOSAL SUBMITTAL DUE TIME: NO LATER THAN 3:00 P.M. LOCAL TIME

SUBMIT TO: JUDGE JOHN FIRTH
CORYELL COUNTY
800 EAST MAIN STREET, SUITE A
GATESVILLE, TEXAS 76528

OR

JBARCROFT@NTS.HELP

PLEASE DIRECT CONTRACTUAL QUESTIONS CONCERNING RFP TO:

Jack Barcroft
jbarcroft@nts.help

PROPOSALS RECEIVED IN THE COUNTY OFFICE AFTER THE DATE AND TIME
PRESCRIBED SHALL NOT BE CONSIDERED FOR CONTRACT AWARD AND SHALL
BE RETURNED UNOPENED TO THE OFFEROR.

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REQUEST FOR PROPOSAL
for
Website Design, Development
& Hosting Services
for
Coryell County

April 28, 2017

INTRODUCTION

Coryell County is requesting proposals for three services related to the Coryell County website:

1. Professional design of the site; www.coryellcounty.org
2. Implementation of an infrastructure that allows county departments to maintain their specific information within a common framework;
3. Hosting of the county website.

The current Coryell County website is hosted by a local Internet Service Provider (ISP) and maintained by county staff using minimal tools allowed within the ISP restrictions.

The intent is to maintain the current site and to redirect to the new site as it is made available. The county FTP site will stay with the existing ISP.

Respondents may provide proposals for one, two or all of the three website services.

The procedures for awarding this project will follow the guidelines outlined in RCW 12.01.270 Competitive Negotiations.

The proposals will be evaluated on the basis of price and the criteria listed below.

DEMONSTRATION OF PRODUCTS

At the option of the county, and as a condition prior to selection, respondents may be required to demonstrate the functionality of the proposed system. The demonstration must be conducted with the products proposed and must be able to demonstrate the functionality as it would be implemented for the county.

If the county elects to have a demonstration, the respondent may be required to do so at county facilities. Failure to agree to the demonstration will disqualify the responder.

A minimum expectation of respondents to this RFP will be web/conference call presentations to multiple groups of county department heads and staff. It is understood that any costs for onsite or web/conference call demonstrations shall be the sole responsibility of the respondents.

MINIMUM REQUIREMENTS

Proposed application/system must meet the following minimum requirements:

- Respondent currently provides website services to commercial clients.
- Public access to all of the features on the website is not dependent on specific browser, that is, the web interface is *browser agnostic* and works with commonly used browsers found on Windows, Linux and Mac computer systems.
- Responsive website design so that the website can be viewed on smartphones, tablet devices and desktop computers.
- Website capable of being organized into multiple departments and divisions within departments with ability for county website administration to add divisions.
- Intuitive and consistent options for navigating the website, especially

moving from department to department and department to general information/home page.

- Multiple level security, completely contained within the website infrastructure, and not reliant on the existing county network security or peer-to-peer connectivity.
- Flexibility within the portion of the site assigned to a department or function for designated staff to add, remove and update content using tools and templates that do not require extensive knowledge of web development languages or technical structure.
- Pages and features compatible with limited bandwidth access by the public. In other words, the county is concerned with public access being hindered by a *digital divide*.
- Web interface that can accommodate individuals with disabilities in accordance with the American with Disabilities Act (ADA).
- Capability of the general website administration staff to:
 - Control size of individual web pages.
 - Control size and types of images used within the site.
 - Control publishing of links to other websites.
 - Report website maintenance activity and statistics on content type: Updates, downloadable documents, web pages, calendars.
 - Report number of visits to site generally and to each department.
- Provides 128-bit encryption over Secure Socket Layer for displaying specific web pages and for information transmitted to and from the website by county staff.
- Email interfaces, if any, are not dependent on a specific email client.
- Respondents proposing to host the county website must not be on any

email or website “black lists” as a source of unwanted solicitations or objectionable content.

ADDITIONAL FEATURES & CAPABILITIES

The following is a list of additional features and capabilities Coryell County is seeking in website services. The list is not intended to be all inclusive, nor is it intended to represent a minimum of features and capabilities. Respondent must indicate which of these are being proposed.

- Capability for easily searching the website for key words or phrases.
- Mechanism for members of the public to convey comments, suggestions or questions concerning the website design or information.
- Content management system (CMS) that provides for a database of information common to all county departments: for example, locations and descriptions of facilities.
- CMS that provides a uniform means of managing web documents, whether posted as web pages or downloadable files. Database needs to include items like the document/page title, description, posting information, expiration date.
- Meeting/event calendar system that allows for each department to add content to a department-specific calendar that appears in the department's portion of the website and that maintains a composite calendar of all county departments.
- Ability to upload data into pre-formatted web pages or document locations;
- Allow creation of functional groupings of web pages or portions of web pages from multiple departments in order to facilitate public access to information that crosses departmental lines.
- Option for creation and maintenance of multiple blogs, both restricted

within a department's portion of the website and made available generally while hosted by a specific department.

- Allow authorized staff that maintain a specific department's web pages to make some pages available only to visitors with user names and passwords supplied by the department.
- Ability for authorized staff to create and/or edit new website pages, including uploading of photographs.
- Ability of website to allow visitors to sign up for email newsletters, using opt-in and opt-out procedures.
- Ability to create digital content such as logos / graphics for publication.

PROPOSAL CONTENT

All proposals are to include the following:

- Contact information for the respondent.
- Location of respondent's corporate offices.
- Number of years of experience respondent has in installing and supporting similar systems.
- Description of methodology to be utilized including discovery, design, quality assurance testing and implementation.
- Description of the proposed process for website design.
- Whether or not respondent has graphic design specialists on staff.
- Accessibility features of the proposed website.
- Description of infrastructure, utilities and tools proposed for web page creation and maintenance.
- Proposed phases or steps in implementation of the website design, infrastructure and hosting.
- Options for training county staff in creating and maintaining website content.
- Description of ongoing support provisions.
- Separation of one time and recurring costs for: Website design; Infrastructure; Training; Hosting.
- Specifications and configurations required to support the proposed system, including specifications for all software components required for the system, but not provided as part of the proposal. In other words, hardware and software requirements for county workstations and network configuration.
- Requirements, if any, for county bandwidth to the Internet necessary to support reasonable performance of website maintenance tools.

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- Information on hosting site, including specifications on security, disaster recovery and procedures for handling outages.
- List of current customers using the proposed service/system that the county can contact.
- Links to at least three similar sites created within the last 12 months.

CONDITIONS OF WORK

- Final agreement(s) must be reviewed and approved as to form by the Coryell County Economic Development Board and County Attorney.
- Vendor will be responsible for all licenses, permits, fees and taxes associated with the system installation.
- All hardware, network, and software installation and configuration must be performed in cooperation with Coryell County Central Services.
- The implementation must be accomplished in a manner that minimizes disruption of county business via the Internet.

EVALUATION OF PROPOSALS

Price will be a significant, but not the only, criteria in evaluating the proposals.

Consideration will also be given to the following:

- Ability of the same respondent to provide all aspects of the proposal: design, infrastructure, hosting.
- Compliance of the vendor and proposal with the Minimum Requirements outlined above.
- The extent to which the proposed system provides the Features & Capabilities outlined above.
- Responses to requests for additional information submitted to the respondents.

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- Degree to which the proposed system fits the existing information technology infrastructure at Coryell County.

The award will be made to the qualified respondent whose proposal is most advantageous to the county with price and other factors considered. The county may reject any and all proposals.

COUNTY CONTACT

Questions about the project may be directed to:

Jack Barcroft

Coryell County Economic Development Board

254.865.2126

jbarcroft@nts.help

All proposals must be received by 5:00 PM on the date indicated below. Proposals may be submitted electronically in PDF format.

Late arrivals with postmarks after to the deadline will not be accepted. All expenses for preparation of the proposal package are the responsibility of the respondent. All materials submitted in response to this RFP will become the property of Coryell County and are subject to public disclosure under the provisions of applicable state and federal laws.

Completed proposals must be submitted by mail or delivery to:

Coryell County c/o Judge Firth

800 East Main Street Suite A

Gatesville, Texas 76528 Or by email to: jbarcroft@nts.help

SCHEDULE

- Proposals submitted to County May 31, 2017
- Vendor must guarantee proposed pricing for 45 days from submission date.