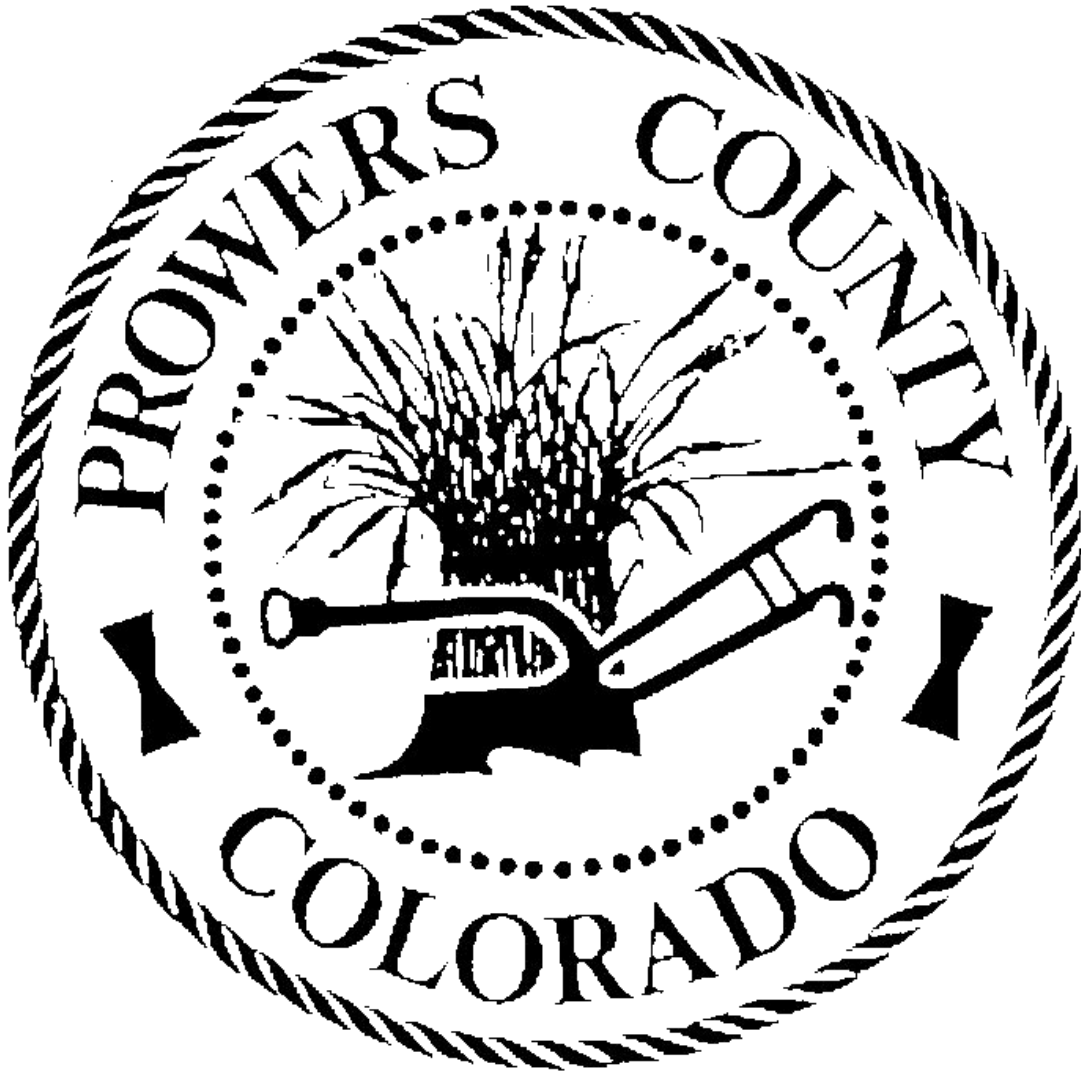


REQUEST FOR PROPOSALS

Prowers County Website Redesign
February 2024



Proposals Due: Monday February 19 by 4:00 pm MST

**Prowers County Administration Office
301 South Main Street, Suite #215
Lamar, CO 81052**

1. General Information

a. Community Background

Prowers County is located in the southeastern corner of Colorado, adjacent to the Kansas border in the east. The county comprises five incorporated communities: the City of Lamar, the largest community and County seat, and the towns of Wiley, Granada, Hartman, and Holly. Prowers County has 12,000 residents and a long history of agricultural production, both farming and ranching, and still relies heavily on that industry for its economic development. Prowers County currently employs over 250 people, making it one of the largest employers in the County. Our website needs to reflect our commitment to our staff and residents to provide timely, relevant, and accessible information and services.

b. Summary of Request

Prowers County is seeking to enter into a professional services contract with an experienced website vendor who understands local government in general, and Colorado Counties specifically. Prowers County needs an updated, visually appealing website that enhances UX/UI, organizes document management, improves communication capabilities to staff and residents, and provides improved accessibility to County resources and services. The website redesign must be developed with responsive design that adjusts to all devices and meets or exceeds all known accessibility standards, including WCAG 2.1 AA as required by Colorado HB21-1110. The website must also be easily maintained and updated without requiring HTML knowledge and contain functionality that will enable County staff to streamline processes and provide the best UX/UI for both internal staff and website visitors.

The successful vendor will have the capability and experience to provide County staff with the necessary training and resources to do their jobs efficiently and effectively, during transition, implementation, and after website launch. The vendor will provide secure cloud-based hosting services, 24/7 support, and the ability to integrate additional functionality and features in the future at the request of Prowers County.

Prowers County received a mini-grant from the Colorado Statewide Internet Portal Authority (SIPA) to pay for part of the cost of the redesign and upgrade.

c. Submission Information and Deadlines

i. Submission Format

1. The preferred method of submission is electronic.
2. Submit one electronic file (.pdf file format preferred) via email to Prowers County Administration at:
ctyadmin@prowerscounty.net
3. The subject line of the submission must say “Website Redesign Proposal: [*Vendor Name*]”
4. Prowers County can only accept attachments up to 12 MB in size.
5. All proposals must have a signature or e-signature. Unsigned proposals will not be considered.
6. To ask any questions regarding the RFP requirements, the applicant may contact:
Mark Westhoff, Prowers County Administrator
mwesthoff@prowerscounty.net (719) 336-8025 before February 15, 2024 at 5:00 pm MST.

ii. Submission Requirements

Every proposal submission must contain the following:

1. Summary of how vendor will help the County in achieving the goals and scope of work outlined in this RFP.
2. Company information including:
 - a. Summary of experience working with local governments in Colorado
 - b. Vendor’s project team contact information and roles for implementation
 - c. Any subcontractors the vendor will need to hire to complete the project

3. Provide three reference websites vendor created or upgraded in the last 2 years with following information:
 - a. Client name
 - b. Website URL
 - c. Unique features to consider
4. Brief description of how vendor will meet the minimum requirements as outlined in the Scope of Work below.
5. Detailed implementation and transition plan with timeline and deliverables for vendor and for the County
6. Completed and signed Exhibit 1 and Exhibit 2
7. Cost proposal including:
 - a. One-time implementation/transition services cost and fees
 - i. Under the SIPA mini-grant requirements, this cost must be separated out from the annual, continuing costs of hosting and maintaining the website
 - b. Annual Services cost and fees
 - c. List of any optional enhancements or upgrades the vendor believes will benefit the County along with associated costs

iii. Submission Deadline

1. Proposals will be received by:
February 19, 2024 at 4:00 pm MST
2. Late proposals will not be accepted.

iv. Conditions

1. As stated above, the proposal **must be signed or e-signed** by an authorized official or representative of the applicant's firm or organization.
2. No proposal will be accepted if the terms and conditions in this RFP are not met in their entirety by the applicant.
3. One proposal will be accepted from any person, firm, corporation, or organization.

4. All costs incurred in the preparation of the proposal will be borne exclusively by the applicant.
5. Any known conflicts of interest, whether real or perceived, by the applicant should be fully disclosed and explained on the Acceptance of Conditions/Conflicts Disclosure Exhibit below. If any conflicts of interest, whether real or perceived, become known to the applicant at any point after submission of the proposal, the applicant will disclose those conflicts immediately.
6. Prowers County reserves the right to waive informalities and reject any proposal, or any part of any proposal and to award a contract to the applicant deemed in the best interest of the County.
7. Prowers County reserves the right to negotiate the final terms of the agreement with the selected applicant, even if those terms vary from those found in this document.
8. Prowers County reserves the right to contact all applicant references and to request and contact additional references, including clients of the applicant, for the purposes of determining potential conflicts of interest.

d. Proposed Schedule

i.	RFP advertised	February 5, 2024
ii.	Final inquiries due, 5:00 pm MDT	February 15, 2024
iii.	Proposals Due, 4:00 pm MDT	February 19, 2024
iv.	Proposals opened and awarded	February 20, 2024

2. Scope of Work

These functional capabilities are necessary to meet the County’s website redesign and upgrade goals, but they are not all-inclusive and other features may be included or added in the proposal that the vendor believes would benefit the County.

a. Website Redesign and Content Management

- i. Alerts & Notifications - Display alerts prominently on website with notifications sent via email and SMS to subscribers of

- different categories as well as scheduled notifications to the same
- ii. Calendar - Update/publish calendars for departments/categories with a main calendar to display all events
 - iii. News & Announcements - Post news releases or updates dynamically to relevant pages based on category or department
 - iv. Sharing Capability - Links to share content via email and social media on every page
 - v. Agenda Management - Upload existing, create new, categorize, approve, and otherwise manage agendas, including large file sizes
 - vi. Document archive - Store agendas, minutes, newsletters and other documents
 - vii. Online Forms - Create customizable forms, track and export results
 - viii. Rotating Photos/Banners - Slideshow capabilities (Video capabilities not required but preferred)
 - ix. Ability to categorize FAQs by department or page
 - x. Staff Directories - Ability to allow citizens to search for information about staff members in each department
 - xi. RFP/RFQ/Bid Posting - Allow for easy posting of bids to the site
 - xii. Browser Based Administration - Update, delete and create content from any device with internet access
 - xiii. Permissions - Allow system administrators to establish levels of rights for staff to update/manage/access content based upon roles and to restrict access to pages by login
 - xiv. Ability for staff to add, edit and move content directly on the front end of the site without the need to utilize or be trained in writing HTML or CSS code
 - xv. Responsive Web Design - Fully mobile responsive design - site adjusts to the screen size of all devices, and includes forms, calendars, etc.
 - xvi. Accessibility - Website design meets or exceeds all known accessibility standards, including WCAG 2.1 AA as required by Colorado HB21-1110.
 - xvii. Internal site search engine and log of search terms

xviii. Site Statistics - Analytics and site audit reports

b. Project Implementation and Website Transition

- i. The chosen vendor will supply appropriate professional staff to provide the services needed for a successful implementation of the County's new website.
- ii. The chosen vendor will provide an implementation plan including:
 - 1. A detailed implementation and transition timeline
 - 2. Tasks and deliverables needed from County staff to complete the proposed timeline
 - 3. Tasks and deliverables the County can expect from the vendor throughout the timeline
- iii. The chosen vendor will supply in-depth, professional training services which will educate County staff on functionality, features, processes, and best practices for the website.

c. Post-Launch Services

- i. Technical Support and Services
 - 1. The vendor shall provide live technical support, including emergency support after regular business hours.
 - 2. Vendor shall provide ongoing self-service training of some kind for new County staff.
- ii. Maintenance, Hosting, and Security
 - 1. Vendor shall consistently update and improve the website to ensure confidentiality, integrity, and availability of information and services. This should include, at a minimum, regular security patches and updates, scheduled maintenance and fixes, accessibility testing, and data backups.
 - 2. Basic hosting and security minimums to maintain:
 - a. 99.9% uptime outside of scheduled maintenance
 - b. Tier II data hosting center with 24/7/365 system monitoring
 - c. Automated software and security updates

- d. At least 20 GB of bandwidth
- e. Disaster recovery process with recovery point objective no greater than 24 hours
- f. Geographically redundant backups
- g. DDoS mitigation and advanced security options

3. Scoring and Evaluation of Proposals

The Board of County Commissioners will review the Proposals and briefly discuss them in a public meeting, as outlined in the schedule.

The Board of County Commissioners will then either make the Final Selection in the same public meeting or table the decision until a later date. The Prowers County Attorney will then negotiate terms of a contract with the selected vendor and the Board of County Commissioners will sign the final contract in a public meeting at a later date.

4. Exhibits

- a. Exhibit 1 - Prowers County Competitive Bid Form
- b. Exhibit 2 - Acceptance of Conditions/Conflicts Disclosure

EXHIBIT 1



PROWERS COUNTY
 ADMINISTRATION OFFICE
 301 SOUTH MAIN STREET, SUITE 215
 LAMAR, COLORADO 81052-2857
 (719) 336-8025 FAX: (719) 336-2255

COMPETITIVE BID (CB) FORM

<i>Yellow areas to be completed by Prowers County</i>			
Department:	Administration	*Bid Closing Date:	02/19/2024
Bid Project Name:	Website Upgrade and Redesign	*Bid Closing Time MDT:	4:00 pm
CONTACT INFORMATION			
Name:	Mark Westhoff	Phone:	(719) 336-8025
Fax:		Email:	ctyadmin@prowerscounty.net
BRIEF BID DESCRIPTION: See any additional information on page 2		BID OPENING DATE:	
Prowers County website upgrade and redesign.		Prowers County BOCC Meeting 02/20/2024 _____ Date	
Posted:			
<input checked="" type="checkbox"/> Prowers County Website <input checked="" type="checkbox"/> Prowers Journal		<input type="checkbox"/> Lamar Ledger <input type="checkbox"/> Other: _____	

Instructions:

- Bids should be submitted to the **County Administration Office** by the time and date specified above.
- Bids should be clearly marked with **Bid Project Name** specified above.
- Faxed or e-mailed bids are acceptable. FAX: 719-336-2255 E-MAIL: ctyadmin@prowerscounty.net
- The vendor should provide the information below.

VENDOR INFORMATION	
Company Name:	_____
Address:	_____
City:	_____ State: _____ ZIP: _____
Telephone:	_____ Fax: _____
E-Mail:	_____
Signature:	
Printed Name:	_____ Title: _____

ITEM SPECIFICATIONS or SCOPE OF WORK



See Full Request for Proposals

Vendor Checklist

- Complete and sign page 1 of CB form and return with bid documents.
- Provide Proof of Workers' Compensation Insurance (if applicable).
- Provide Proof of Liability Insurance Coverage/Bonding (if applicable).

Terms and Conditions

1. All bids are subject to final approval in writing by Prowers County.
2. Prowers County reserves the right to revise, amend or waive bid requirements, and may require a written contract with the Vendor.
3. Prowers County has approved a bid policy which allows for a preference to Vendors located in Prowers County not to exceed 5%. Therefore, the lowest bidder may or may not be awarded a contract in the sole discretion of Prowers County.
4. Any dispute with a Vendor shall be resolved by the Prowers County, Colorado County Court or District Court sitting without jury in Lamar, Colorado.
5. Prowers County reserves the right to reject any and all bids, and may require additional information from any Vendor concerning the bid project.

EXHIBIT 2

ACCEPTANCE OF CONDITIONS/CONFLICTS DISCLOSURE

No employee, elected official, or appointed board member of Prowers County, or any such person's spouse or dependent child has an existing or pending, direct or indirect, financial, ownership or personal interest in the applicant, or applicant's sub consultants, of this Request for Proposal, except as detailed below:

I hereby agree to all instructions, terms and conditions contained in this Request for Proposal:

Applicant Firm:

Address

Phone number and email address

Printed name and Title

Signature and Date

\$100k/mo Opportunity

(for the right web agency)

Want More Web Dev Projects Like This One, Without Competing On Public Bids?

Hi, I'm Chris Upscale Johnson, and 5 years ago I started helping Web Agencies get WordPress & Web Dev Projects as part of my Program "Upscale Method". Now many have added \$100k/mo in additional revenue ([See Case Studies Here](#)) and I would like to help you do the same.

You'll get access to a pool of 15,000 new inbound projects per month from my network of 9,500 agencies and lead generation channels:

- ✓ Large, Medium & Small US Businesses seeking Web Development, WordPress, Python, Node, PHP, SEO, Woocommerce, Shopify, AI & More
- ✓ Web Design Projects: Front End Design, Branding & Redesigns

What kind of projects are you looking for? Just let me know, and I'll help you find suitable clients for your web agency.

👉 Message me here: <https://m.me/upscalemethod>

Looking forward to your success!

Chris Upscale Johnson
WordPress & Dev Leads - Agency Success Coach
UpscaleMethod.com

