

Clintonville Area Commission

REQUEST FOR PROPOSAL (RFP) Webmaster Services And Training

WEBSITE MAINTENANCE AND UPDATE

Clintonville Area Commission
3909 N. High Street
Columbus, Ohio 43214
Phone: 614.267.4998
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Prepared By: Libby Wetherholt, Chair
Date: August 5, 2016

REQUEST FOR PROPOSAL
WEBSITE MAINTENANCE AND UPDATE
Columbus – Ohio

SUBMISSION DEADLINE: September 6, 2016, 9:00 AM

QUESTION SUBMISSION DEADLINE: August 31, 2016

Questions may be submitted in written form no later than August 31, 2016 to:

RFP Contact Name: Libby Wetherholt
Contact Address: 541 East North Broadway
Columbus, Ohio 43214
Telephone Number: 614.267.4998
Email Address: libbywD3@gmail.com

INTRODUCTION

Clintonville Area Commission invites and welcomes proposals for their Website Maintenance and Update project. Based on your previous work experience, your firm has been selected to receive this RFP and is invited to submit a proposal. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time as specified above under the "SUBMISSION DEADLINE."

PROJECT AND LOCATION

The bid proposal is being requested for Website Maintenance and Update to be completed at Webmaster's Office, Columbus, Ohio 43214. The Webmaster will report to the Chair of the Clintonville Area Commission who will control any other persons who have the ability to add information to the website.

PROJECT OBJECTIVE

The objective and ultimate goal for this project is to: 1) maintain and update the website that the commission has re-created from an older version and is powered by Nirvana and Wordpress, 2) train commissioners who serve as administrators of the website in all of the areas that they need training, and 3) maintain the viability of the website through any format upgrades.

PROJECT SCOPE AND SPECIFICATIONS

Training will include up to 5 hours per year. Should we need to add more information or pictures, the webmaster will design those pages for us after previously describing any added expenditures that may be needed and formally agreed upon by the Commission. Webmaster is expected to be aware of all upgrades that are necessary to maintain viability and document retention and to spend whatever time is necessary to make those upgrades.

SCHEDULED TIMELINE

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by the commission.

FINANCIAL REMUNERATION

Clintonville Area Commission will pay for 6 months of service twice per year. The timing of the payments will be dependent upon payments into our treasury by the City of Columbus.

MISCELLANEOUS FINANCIAL INFORMATION

The Clintonville Area Commission owns the website name and presence and will pay any necessary fees to maintain that ownership. Should any payments be necessary for updates and upgrades, CAC will also pay those fees.

MILESTONE DATE

This contract will begin: October 1, 2016 for a 12 month period
The Contract will be reviewed annually by: September 15

PROPOSAL BIDDING REQUIREMENTS

PROJECT PROPOSAL EXPECTATIONS

Clintonville Area Commission shall award the contract to the proposal that best accommodates the various project requirements.

DEADLINE TO SUBMIT PROPOSAL

All proposals must be received by Clintonville Area Commission no later than 9:00 AM on August 31, 2016 for consideration in the project proposal selection process.

PROPOSAL SELECTION CRITERIA

Only those proposals received by the stated deadline will be considered.
All proposals submitted by the deadline will be reviewed and evaluated based upon information provided in the submitted proposal.
In addition, consideration will be given to cost and performance projections.
Furthermore, the following criteria will be given considerable weight in the proposal selection process:

- Proposals received by the stipulated deadline must provide all of the required information.
- Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
- Overall cost effectiveness of the proposal.

Clintonville Area Commission shall reserve the right to cancel, suspend, and/or discontinue any proposal at any time they deem necessary or fit without obligation or notice to the proposing bidder/contractor.

PROPOSAL SUBMISSION FORMAT

The following is a list of information that the Bidder should include in their proposal submission:

Summary of Bidder Background

- Bidder's Name(s)
- Bidder's Address
- Bidder's phone and email information (and preferred method of communication)
- Legal Form of Bidder (e.g. sole proprietor, partnership, corporation)
- Date Bidder's Company Formed
- Description of Bidder's company in terms of size, range and types of services offered and clientele.
- Evidence of legal authority to conduct business in Ohio (e.g. business license number).
- Evidence of established track record for providing services ~~and/or deliverables~~ that are the subject of this proposal.

Financial Information

- State whether the Bidder or its parent company (if any) has ever filed for bankruptcy or any form of Reorganization under the Bankruptcy Code.
- State whether the Bidder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

Proposed Outcome

- Summary of timeline and work to be completed.

Cost Proposal Summary and Breakdown

- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
- Brief summary of the total cost of the proposal.

References

- Provide 2 references who have received services similar to our request

Bidder agrees that Clintonville Area Commission may contact all submitted references to obtain any and all information regarding Bidder's performance.