REQUEST FOR PROPOSALS

WEBSITE DESIGN, DEVELOPMENT AND IMPLEMENTATION

VILLAGE OF TEQUESTA
345 Tequesta Drive
Tequesta, FL  33469

ADVERTISEMENT, INSTRUCTIONS TO OFFERORS
STATEMENT OF WORK, PROPOSAL FORMS

PROPOSALS TO BE OPENED

March 24, 2020 at 3:00 p.m.

ATTENTION

As they are issued, all addenda to solicitations will be posted under the applicable solicitation on our website at www.tequesta.org. It is the bidder’s sole responsibility to routinely check this website for any addendums that may have been issued prior to the deadline for receipt of the solicitation.

No addendums will be issued five (5) days before the opening of this Request for Proposal and the deadline to submit questions is March 17, 2020.

The Village of Tequesta shall not be responsible for the completeness of any solicitation that was not downloaded from the above website.
LEGAL NOTICE

REQUEST FOR PROPOSALS

WEBSITE DESIGN, DEVELOPMENT AND IMPLEMENTATION

RFP NO. CL 04-20

Sealed proposals will be received by the Village of Tequesta, Florida, at the Village Clerk’s Office, Village Hall, 345 Tequesta Drive, Tequesta, Florida, 33469 until 3:00 p.m. Tuesday, March 24, 2020 at which time they will be opened and recorded. Such proposals are to provide for WEBSITE DESIGN, DEVELOPMENT AND IMPLEMENTATION for the Village of Tequesta.

The complete request for proposal including specifications and proposal forms may be obtained by bona fide bidders from the office of the Village Clerk, 345 Tequesta Drive, Tequesta, FL 33469, Monday through Friday, 8:30 a.m. to 5:00 p.m., from the Village of Tequesta website at: www.tequesta.org, or via Demand Star. Contact Lori McWilliams, Village Clerk/PIO, at 561-768-0443, for further information.

All sealed proposals must be received by the Village Clerk, at the above address, not later than 3:00 p.m., local time, on March 24, 2020. Proposals received after this time will be returned unopened.

THE VILLAGE OF TEQUESTA
Lori McWilliams, MPA, MMC, Village Clerk

PUBLISH: Palm Beach Post, February 27, 2020
REQUEST FOR PROPOSALS 17-18

WEBSITE DESIGN, DEVELOPMENT AND IMPLEMENTATION

1. REQUEST FOR PROPOSALS: The Village of Tequesta, Florida municipal corporation in Palm Beach County ("Village" hereafter), is accepting sealed proposals for WEBSITE DESIGN, DEVELOPMENT AND IMPLEMENTATION ("Project" hereinafter) (as more fully described herein) until 3:00 p.m., local time, on March 24, 2020, at the Village Clerk’s office, Village Hall, 345 Tequesta Drive, Tequesta, FL 33469. Proposals received after the aforementioned date and time will be returned unopened.

2. PREPARATION OF PROPOSAL: This Request for Proposals ("RFP" hereafter) provides the complete set of terms and conditions, statement of work and proposal forms for the required goods and/or services for the Project. The scope of services for the Project is attached hereto and incorporated by reference as RFP Exhibit “A”. The proposal forms are attached hereto and incorporated by reference as RFP Exhibits “B” to “F” and are the following:

- Offeror’s Acknowledgment
- Proposal Form
- Drug Free Workplace
- Conflict of Interest Statement
- Proposal Checklist
- ADA Statement
- RFP Exhibit “B”
- Exhibit “C”
- RFP Exhibit “D”
- RFP Exhibit “E”
- RFP Exhibit “F”
- RFP Exhibit “G”

This RFP is available for review and printing from the Village’s web site.

All proposal forms must be completed in full and include a signature where applicable. The signature must be of an authorized representative who has the legal ability to bind the proposing entity in contractual obligations. Unsigned proposals will not be accepted.

All proposal forms must be typed or legibly printed in ink. Use of erasable ink is not permitted. All corrections made by an offeror to any part of a proposal form must be initialed in ink. It is an offeror’s sole responsibility to assure that his/her proposal is complete and delivered at the proper time and place of the proposal opening. The Village will not be responsible for any expenses incurred in connection with the preparation and/or delivery of a proposal.

ONE (1) original of all proposal forms, two (2) copies along the other required information (as stated in Section 11 below), and one thumb drive containing the submittal and all other required information must be submitted in a sealed envelope to the address provided above via hand-delivery or mail. Faxed or emailed proposals are not acceptable. The face of the sealed envelope shall state “SEALED PROPOSAL” and contain the offeror’s name, return address, title of the proposal, proposal number (if applicable) and the date and time for proposal opening. Proposals not submitted in a sealed envelope or on the enclosed proposal forms may be rejected. No bidder may withdraw his or her proposal for a period of ninety (120) days after submission by the date set for the opening thereof.
Non-technical questions relating to this RFP should be referred to Lori McWilliams at (561) 768-0443. Any technical questions regarding this RFP should be submitted in writing via email to Lori McWilliams at lmcwilliams@tequesta.org for review and response. If any technical question requires a response which the Village in its sole discretion determines should be provided to all potential offerors, the Village will issue an official addendum to this RFP. The Village will endeavor to make sure all potential offerors receive such addendum by posting the addendum on the Village’s website for the respective proposal solicitation; however, it is the sole responsibility of every offeror to verify with the Village whether any addendum has been issued prior to submitting a proposal. The Village will not issue an addendum five (5) days or less before proposal opening.

All questions and responses will be posted to the Village’s website for all potential offerors to review.

Neither the Village of Tequesta nor its representatives shall be liable for any expenses incurred in connection with the preparation, submission, or presentation of a response or filed protest as a result of this RFP.

3. PROPOSAL EVALUATION AND AWARD: On the date and time specified in this RFP, the Village will open all proposals received on time. The evaluation of the proposals will occur soon thereafter. The proposal opening may be delayed if, at the sole discretion of the Village, it is considered to be in the Village’s best interests. The Village Clerk and IT Director will evaluate the proposals in order to prepare a recommendation to the Village Manager and Village Council for selection of the top-ranked offeror and award of a resulting agreement. Certain top-ranked offerors may be requested to make a brief presentation and/or oral interview (via phone) to the Village Clerk and IT Director.

EVALUATION CRITERIA:
Proposals will be evaluated using the four sets of criteria as follows: experience, qualifications, and financial capability; technical approach and proposed time line; price proposal; and ADA compliancy. See below for details for each of these criteria. Proposers meeting the mandatory criteria will have their proposals evaluated and ranked. The Proposals will be ranked using the following criteria in the evaluation.

A. Experience, Qualifications and Financial Capability (30 points):
The relative ability and experience of all professionals proposed for use on the team in the planning, design and administration of the project, and the abilities and qualifications of the proposed staff as related to the project’s specific requirements and their ability to accomplish the project. The relative experience and qualification of each applicant’s proposed team, with respect to the project scope, will be judged and a relative rating assigned. Major consideration will be given to the successful completion of previous projects comparable in design, scope, and complexity and project delivery, including projects completed for listed references of similar municipal entities. Agencies financial capability and risk rating will also be considered.

B. Technical Approach and Proposed Time Line (30 points):
The understanding that the applicant demonstrates as to the requirements and needs of the project, including an evaluation of the thoroughness demonstrated in analyzing and investigating the scope of the project. The proposers’ approach to the project will be evaluated along with their proposed time line to complete the project.

C. **Price Proposal (30 points):**
Price evaluation of proposals will include evaluation of future and ongoing costs for the proposed services; not limited to training costs, software licensing cost, maintenance and support cost.

D. **ADA Compliancy (10 points):**
The Village of Tequesta strives to be an inclusive environment. As such, it is the Village’s policy to comply with the requirements of Title II of the American with Disabilities Act of 1990 (“ADA”) by ensuring that the Contractor’s [agreement/bid documents and specifications] are accessible to individuals with disabilities. To comply with the ADA, the Contractor shall provide a written statement indicating that all [agreement/bid documents and specifications], from Contractor, including files, images, graphics, text, audio, video, and multimedia, shall be provided in a format that ultimately conforms to the Level AA Success Criteria and Conformance Requirements of the Web Content Accessibility Guidelines 2.0 (Dec. 11, 2008) (“WCAG 2.0 Level AA”), published by the World Wide Web Consortium ("W3C"), Web Accessibility Initiative ("WAI"), available at www.w3.org/TR/WCAG/.”

Upon selecting the top-ranked offeror, the Village will endeavor to negotiate a mutually agreeable contract with that offeror. In the event that the Village is unable to reach agreement with the top-ranked offeror, the Village will proceed, at its sole discretion, to negotiate with the next ranked offeror as ranked by the Village sequentially until a mutually satisfactory contract is reached. The resulting contract will incorporate the terms and conditions of this RFP and the selected offeror’s proposal. The terms of the contract shall be negotiated with Village staff and are subject to final approval by the Village Council.

The Village, in its sole discretion, reserves the right to waive all technicalities or minor irregularities, to reject any or all proposals or any part of a proposal, and to re-solicit this RFP or any part of this RFP. The Village further reserves the right, in its sole discretion, to award a contract to the offeror (or offerors) whose proposal best serves the interests of the Village and offers the most advantageous opportunity to the Village. Until such time that a contract is executed by the Village, the selected vendor shall not have any vested rights, nor title or interest in the subject property or in the proposal proposed herein.

4. **INSURANCE REQUIREMENTS:**

   A. Prior to the approval of a resulting agreement, the selected offeror shall provide to the Village certificates evidencing insurance coverage in the minimum amounts as required hereunder or as otherwise agreed to in the agreement. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida. The certificates shall clearly indicate that the selected offeror has obtained insurance of the type, amount, and classification as required for strict compliance with this Section and that no material change or cancellation of the insurance shall be effective without thirty (30) days’ prior written notice to
the Village or as otherwise agreed to by the Village in writing. Failure to comply with the foregoing requirements shall not relieve the selected offeror of its liability and obligations under a resulting contract.

B. The selected offeror shall maintain, during the life of a resulting agreement, commercial general liability insurance in a minimum amount of $1,000,000 to be negotiated based on the proposed operation and the exposure at hand. Coverage shall be Per Occurrence, Combined Single Limit for Bodily Injury and Property Damage Liability, including Premises, Products and Completed Operation and Contractual Liability, whether such operations be by the selected offeror or by anyone directly employed by or contracting with the selected offeror.

C. The parties to the resulting contract shall carry Workers’ Compensation Insurance and Employer’s Liability Insurance for all employees as required by Florida Statutes. In the event that a party does not carry Workers’ Compensation Insurance and chooses not to obtain same, then such party shall in accordance with Section 440.05, Florida Statutes, apply for and obtain an exemption authorized by the Department of Insurance and shall provide a copy of such exemption to the other party.

D. All insurance, other than Worker’s Compensation, to be maintained by the selected offeror shall specifically include the Village as an Additional Insured.

5. TERM OF AGREEMENT: The term of the resulting agreement shall be for a minimum of three years and with two one-year extensions on mutual consent.

6. PUBLIC ENTITY CRIMES: In accordance with section 287.133, Florida Statutes, any person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal, proposal, or reply on a contract to provide any goods and/or services to a public entity; may not submit a proposal, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit proposals, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of $35,000 for a period of 36 months following the date of being placed on the convicted vendor list.

7. INDEMNIFICATION: The selected offeror shall indemnify and hold harmless the Village and its officers, agents, and employees, from and against all claims, liabilities, damages, losses, costs and expenses, including, but not limited to, reasonable costs, collection expenses, attorneys’ fees, fees and charges of any professionals, and all court, arbitration or other dispute resolution costs which may arise because of the negligence (whether active or passive), misconduct, or other fault, in whole or in part (whether joint, concurrent, or contributing), of the offeror, its officers, agents or employees in performance or non-performance of its obligations under the resulting agreement. The offeror recognizes the broad nature of this indemnification and hold harmless clause, as well as the provision of a legal defense to the Village when necessary, and voluntarily makes this covenant and expressly acknowledges the receipt of such good and valuable consideration provided by Village in support of
these indemnification, legal defense and hold harmless contractual obligations in accordance with the laws of the State of Florida. This clause shall survive the termination of the resulting agreement. Compliance with any insurance requirements required elsewhere in the resulting agreement shall not relieve offeror of its liability and obligation to defend, hold harmless and indemnify the Village as set forth herein. Nothing in the resulting agreement shall be construed or interpreted as consent by the Village to be sued, nor as a waiver of sovereign immunity beyond the waiver or limits provided in §768.28, Florida Statutes.

8. PUBLIC RECORDS: Upon receipt, all proposals and information submitted with each proposal become “public record”, property of the Village and shall be subject to public disclosure consistent with Chapter119, Florida Statutes (Public Records Law). In order to possibly be exempt from disclosure, offerors must invoke the specific exemptions to disclosure provided by law in their proposal by providing the specific statutory authority for the claimed exemption, identifying the data or other materials to be protected, and stating the reasons why such exclusion from public disclosure is necessary. Any resulting contract may be reviewed by any person after the contract has been executed by the Village. The Village has the right to use any or all information/material submitted in response to this RFP and/or any resulting contract from it. Disqualification of an offeror does not eliminate this right. In accordance with section 119.0701, Fla. Stat. any resulting contract shall include a provision that requires the contractor to comply with public records laws, specifically to:

a) Keep and maintain public records that ordinarily and necessarily would be required by the Owner in order to perform the service.

b) Provide the public with access to public records on the same terms and conditions that the Owner would provide the records and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.

c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.

d) Meet all requirements for retaining public records and transfer, at no cost, to the Owner all public records in possession of the Contractor upon termination of the Contract Documents and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the Owner in a format that is compatible with the information technology systems of the Owner.

The contract shall also provide that if a contractor does not comply with a public records request, the Village shall enforce the contract provisions in accordance with the contract.

9. OFFEROR’S CERTIFICATION: Each offeror submitting a proposal acknowledges, agrees and certifies as follows:

A. The offeror and its proposal are subject to all terms and conditions specified herein with no exceptions unless authorized in writing by the Village;
B. The proposal constitutes an offer to the Village which shall remain open, irrevocable and unchanged for one hundred and twenty (120) days after proposal opening;

C. The offeror has not given, offered nor intends to give or offer any economic opportunity, future employment, favor or gratuity of any kind to any employee of the Village in connection with this RFP;

D. The offeror has not divulged or discussed its proposal with other offeror;

E. The proposal is made based on independent determination of the offeror without collusion with other offerors in an effort to restrict competition;

F. The offeror has not made any attempt to induce any potential offeror from submitting or declining to submit a proposal in response to this RFP;

G. The offeror is financially solvent and sufficiently experienced and competent to provide all goods and/or services required in this RFP;

H. That the offeror shall indemnify, defend and hold harmless the Village, its officers, employees and agents from any and all claims, damages, causes of action or liability related to or arising from this RFP;

I. That pursuant to § 287.133, Fla. Stat., the offeror is not a person or affiliate on the convicted vendor list subject to the prohibitions stated therein and may lawfully respond to this RFP and may lawfully accept an award if selected; and,

J. That all information provided in the proposal is true and correct in all respects.

If any offeror or its proposal fails to comply with the foregoing certifications, said failure will include, but may not be limited to, grounds for rejecting that offeror’s proposal.

10. PROPOSAL FORMAT AND REQUIREMENTS: Each proposal shall be submit in a clear, concise format, on 8½ X 11 paper. Each proposal set shall contain all information requested herein to be considered for award. A checklist is included as RFP Exhibit “F” to assist in the completion of your proposal. Omission of required information may be cause for disqualification.

A. **Cover Letter of Transmittal:** (limit one (1) page): The cover letter will summarize in a brief and concise statement the offeror’s qualifications, how it is organized, and its location relative to the Village. Minimum qualifications should be stated and must include:

   1. A statement that the offeror is licensed and qualified to provide all goods and/or services requested under this RFP and as stated in the proposal to complete the Project;
2. A statement that the offeror is able and will comply with all applicable laws, rules, regulations and ordinances of the Village, Palm Beach County, the State of Florida and the United States if selected by the Village Council; and,

3. A statement that the offeror is able to and will provide the required amounts of insurance.

B. **Qualifications**: The qualifications section of the proposal shall contain:

1. A description of the experience and qualifications of the proposer.

2. A statement of the proposer’s understanding of the work to be performed and their ability to execute the requirements proposed in the submittal and to comply with the requirements presented in Exhibit “A” Scope of Services. Provide a brief history of the vendor, its experience and success in providing such services.

3. Provide a plan which demonstrates the ability to be successful in the proposed design and implementation. Submit detailed information addressing how Proposer will achieve each portion of the scope of services and technical requirements, minimum requirements and specifications, including website design, Website Content Management System (WCMS) installation and implementation, ADA accessibility, content migration, training and support services.

4. Provide the resumes or list of experience of the individual(s) who would be responsible for the design and implementation proposed. This should include the educational and professional background and any special training of the individual(s) if applicable.

5. A statement confirming that those assigned to provide the proposed design and implementation have complied with all applicable local, state and/or federal rules and regulations regarding the provision of such operation and a list of all applicable licenses.

6. Provide copies of all current licenses held relating to the proposal if applicable.

7. Provide a list of at least three (3) Florida references for similar services provided for government agencies or commercial business within the last five (5) years by the vendor, including the name and telephone number of a contact person the Village may call.
C. **Proposal Amount:** Propose an amount upon which the vendor would charge the Village for services described in the Scope of Services (Exhibit “A”). Provide that amount in the indicated areas on the Proposal Form (Exhibit “C”).

The following proposal forms should be attached to the Cover Letter:

- Offeror’s Acknowledgment: RFP Exhibit “B”
- Proposal Form: RFP Exhibit “C”
- Drug Free Workplace: RFP Exhibit “D”
- Conflict of Interest Statement: RFP Exhibit “E”
- Proposal Checklist: RFP Exhibit “F”
- ADA Statement: RFP Exhibit “G”

11. **ANTI-COLLUSION:** The signed bidder certifies that he or she has not divulged, discussed or compared his or her proposal with other bidders and has not colluded with any other bidder or parties to a proposal. (Note: No premiums, rebates or gratuities permitted either with, prior to, or after any delivery of material. Any such violation will result in the cancellation and/or return of materials (as applicable) and the removal from the proposal list(s).

12. **NONDISCRIMINATION:** The Village is an equal opportunity employer, and it is the Village’s policy to provide equal opportunity to all vendors consistent with the laws of the state. The Village intends to prohibit illegal discrimination against any person or business in pursuit of these opportunities based on race, color, national origin, religion, sex, age, or disability.

13. **INSPECTOR GENERAL:** Pursuant to Article XII of the Palm Beach County Charter, the Office of the Inspector General has jurisdiction to investigate municipal matters, review and audit municipal contracts and other transactions, and make reports and recommendations to municipal governing bodies based on such audits, reviews, or investigations. All parties doing business with the Village shall fully cooperate with the inspector general in the exercise of the inspector general’s functions, authority, and power. The inspector general has the power to take sworn statements, require the production of records, and to audit, monitor, investigate and inspect the activities of the Village, as well as contractors and lobbyists of the Village in order to detect, deter, prevent, and eradicate fraud, waste, mismanagement, misconduct, and abuses.

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REQUEST FOR PROPOSAL CL 04-20
RFP EXHIBIT “A”
SCOPE OF SERVICES

2-1. **SCOPE OF WORK:**

**Website Design**
1. For this task, the selected proposer is required to propose a detailed approach and methodology for the website design that is consistent throughout the Village’s website.

2. For this task, the proposer is required to propose a detailed approach and methodology for the architecture design. The proposer will be responsible for providing navigation design wireframes that include an updated architecture of the content of the website to simplify its management.

3. For this task, the proposer is required to propose a detailed approach and methodology for the integration strategy either for current or future use. The selected proposer will be responsible for providing the templates, style sheets, and other files necessary for the implementation of the recommendations made.

**Hosted Solution**
The Village of Tequesta is seeking to have a hosted solution for the new website. Proposer is to provide the Village with Maintenance and Hosting Solutions:

a. Website Hosting
b. Website Maintenance and Support for 5 years
c. Technical Support

**Website Content Management System (WCMS), Installation and Implementation**
The selected proposer must deliver to the Village a new, fully operational Website Content Management System that is ADA compliant.

1. **Website Content Management System (WCMS) Solution shall at a minimum perform the following:**
   a. Provide a comprehensive “full function”, easy to use web based solution that includes, but is not limited to, template creation, security and approval levels, WYSIWYG content editor, versioning, content scheduling, etc. Use of the Website Content Management System should not require content editors to know HTML, CSS, XML, XSL, PHP, Java, etc.
   b. Provide the ability to update content automatically upon approval of edited pages.
   c. Provide ability for Village staff to both edit and approve content (through an agreed upon workflow and based on user rights) for their assigned areas of responsibility.
   d. Ensure that deleted pages will not be accessible via search.
   e. Provide the ability during editing to resize pictures proportionately once uploaded on a page.
   f. Provide spell-check and grammar correction functionality.
g. Due to ADA requirements, implement features that would not allow creating or saving changes to a page if it does not contain all ALT tags and/or other required Metadata.

h. Provide the ability to post multiple file types on web pages for viewing and/or downloading (e.g. .jpg, .gif, pdf, etc.).

i. Provide ability to upload content to enable the public to view video, listen to audio, and/or view photo galleries.

j. Provide staff the flexibility to determine size and position of page features such as photographs.

k. Provide solution that supports replicating navigation and menu changes to all related pages automatically with no additional data entry or steps.

l. Provide the ability for staff to add, change, and/or delete links between pages and/or to other websites as needed.

m. Support the optimization of pictures and graphic files for quickest page loading.

n. Provide the capability to create and manage document libraries/galleries to support organizing and publishing documents according to subject matter.

o. Support the versioning and indexing of content to meet legal and policy-based records retention schedules.

p. Ability to support multi-lingual content integration with Google Translate, or similar program.

q. Ability to allow third party applets, such as widgets, to extend the functionality of the website.

r. Ability to restore deleted page(s) and content.

2. Website Requirements

a. Conform to current American with Disabilities Act (ADA), Section 508 accessibility standards.

b. Provide uniformity of design that is visually appealing, intuitive, and easy to use.

c. Provide features and functionality that exist on current website. (Proposers are strongly encouraged to carefully review the Village’s existing web presence).

d. Provide the ability for departments to have the flexibility to differentiate their pages from the Village’s primary home page without compromising the consistent look and feel of the overall site.

e. Provide a citizen-centric navigation scheme that improves the ability for users to quickly find and navigate desired services or information.

f. Provide the capability for selected pages (e.g. Village’s home page and selected department-level home pages) to display a “slideshow” or “slider” where fresh pictures and information are displayed and change automatically in a repetitive fashion.

g. Provide users an easy to use site search capability (i.e. Google or similar look and feel and functionality preferred) that prioritizes and places the most relevant and recent content at the top of the search results screen.

h. Provide a site map feature that automatically updates to reflect any site adds/changes/deletions.

i. Provide consistent dropdown menus on all pages, with the ability for Village trained staff to change the menus as needed.
j. Provide users with a printer-friendly page capability on every site page.

k. Support all major operating systems (e.g. Windows, Apple, iOS, Android, etc.) as well as current and future versions of commonly used browsers (e.g. Internet Explorer, Safari, Firefox, and Chrome).

l. Provide responsive design in order to provide seamless access to the website from all major mobile devices (e.g. iPhones, iPads, Android phones, tablets, etc.) so that pages render efficiently and are easy to view and navigate regardless of screen size.

m. Provide integration to social media and networking (e.g. Twitter, Facebook, Flickr, YouTube, Instagram, etc.) sites.

n. Provide the ability to display rotating or scrolling banners with associated hyperlinks.

o. Provide site usage and other statistics to allow the Village to analyze and optimize the site based on user behaviors. The Village currently uses Google Analytics.

p. Provide “breadcrumb” or similar navigation aide.

q. Provide common or quick links on the home page.

r. Support ability to display streaming video.

s. Provide seasonal background/color/style themes that can be quickly and easily be changed by Village’s website administrators.

t. Provide a solution that eliminates or minimizes the potential for duplicate documents, forms, and other material as various pages are updated.

u. Provide innovative ideas and recommendations for maximizing the Village’s web presence.

v. Provide any additional recommendations that may not be covered in the prior requirements.

w. Offer a mobile app should staff decide to actively pursue mobile integration.

**Content Migration**
The selected proposer will be responsible for the migration of all content of the Village’s website to the new sites. Village website administrators will be available to assist the selected proposer in this task. For this task, the proposer is required to propose a detailed approach and methodology for the content migration from the existing sites to the new sites.

**Training**
The selected proposer will be responsible on-site and/or virtual training of all the Village’s designated employees and website administrators on how to use and manage the Website Content Management System. For this task, the proposer is required to propose an in-depth and detailed training approach and methodology.

**Support Services**
The Village is requiring that the selected proposer provide support services for an original three (3) year term of Agreement with two (2) one (1) year mutually agreed extensions. The service must include website design support and refresher training for content editors and website administrators, any upgrades as they become available, and monthly updates and maintenance to software. Additionally, proposer shall stipulate the cost of support for the renewal terms for up to five (5) years.
REQUEST FOR PROPOSAL CL 04-20
RFP EXHIBIT “C”
PROPOSAL FORM

SUBMIT ONE (1) ORIGINAL, TWO (2) COPIES, AND A THUMB DRIVE OF YOUR PROPOSAL TO:

Village of Tequesta
Attn: Village Clerk
345 Tequesta Drive
Tequesta, FL 33469

RFP TITLE:
RFP NO: CL 04-20 WEBSITE DESIGN, DEVELOPMENT, AND IMPLEMENTATION
Proposer affirms that the prices stated on the proposal price form below represents the entire cost of the items in full accordance with the requirements of this RFP, inclusive of its terms, conditions, specifications and other requirements stated herein, and that no claim will be made on account of any increase in wage scales, material prices, delivery delays, taxes, insurance, or cost indexes. The Proposal Form shall be completed mechanically or, if manually, in ink. Proposal Form completed in pencil shall be deemed non-responsive.

<table>
<thead>
<tr>
<th>Description</th>
<th>Total Project Cost</th>
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<tbody>
<tr>
<td>Cost to provide a Website and Non-Proprietary Content Management System including all software and related services for the setup, customization, installation, training, implementation and the maintenance of the system for the initial year as specified in the RFP.</td>
<td>____________________</td>
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<tr>
<td>Cost of mobile app</td>
<td>$ _________________</td>
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$ ____________________
<table>
<thead>
<tr>
<th>Description</th>
<th>Total Yearly Cost</th>
</tr>
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<tbody>
<tr>
<td>Cost of Annual Maintenance and Support after initial year (Year 2) for Website and Non-Proprietary Content Management System.</td>
<td>$ ________________</td>
</tr>
<tr>
<td>Cost of Annual Maintenance and Support after initial year (Year 2) for mobile app.</td>
<td>$ ________________</td>
</tr>
<tr>
<td>Cost of Annual Maintenance and Support after initial year (Year 3) for Website and Non-Proprietary Content Management System.</td>
<td>$ ________________</td>
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<tr>
<td>Cost of Annual Maintenance and Support after initial year (Year 3) for mobile app.</td>
<td>$ ________________</td>
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<tr>
<td>Cost of Annual Maintenance and Support after initial year (Year 4) for Website and Non-Proprietary Content Management System.</td>
<td>$ ________________</td>
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<tr>
<td>Cost of Annual Maintenance and Support after initial year (Year 4) for mobile app.</td>
<td>$ ________________</td>
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<tr>
<td>Cost of Annual Maintenance and Support after initial year (Year 5) for Website and Non-Proprietary Content Management System.</td>
<td>$ ________________</td>
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<tr>
<td>Cost of Annual Maintenance and Support after initial year (Year 5) for mobile app.</td>
<td>$ ________________</td>
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<th>Completion Dates</th>
<th>Total Number of Days</th>
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<tr>
<td>The time of completion of the work will be the number of calendars days stated in the Notice to Proceed. Site shall be fully installed, tested, and approved by the Village.</td>
<td>Within how many consecutive calendar days? __________</td>
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</tbody>
</table>

The undersigned, as proposer, hereby declares that the only person or persons interested in the RFP Proposal, as principal or principals, is or are named herein and that no other person than herein mentioned has any interest in the proposal to which the work pertains; that this proposal is made without connection or arrangement with any other person, company, or parties submitting a proposal; and that the proposal is in all respects fair and made in good faith without collusion or fraud.

The proposer further declares that the RFP proposal document, in its entirety, including the Scope of Work specifications for the work to be done and the other documents relating thereto have been
examined. Proposer affirms that all exhibits, attachments, and addenda have also been read prior to the RFP closing and that proposer is satisfied fully, relative to all matters and conditions with respect to the work to which this RFP Proposal pertains. Proposer has given the Village written notice of all conflicts, errors, or discrepancies that have been discovered in the proposal documents and the written resolution thereof by the Village is acceptable.

The proposer agrees, if this proposal is accepted, to contract with the Village of Tequesta, in the form of contract specified, to furnish all necessary materials, equipment, machinery, tools, apparatus, means of transportation, and labor necessary to complete the work specified in the RFP Proposal and the Contract in the manner specified.

Acknowledgement is hereby made of the following Addenda received since issuance of RFP Documents:

Addendum No. _______ Dated: ________

Addendum No. _______ Dated: ________

Proposal must be received PRIOR TO 3:00 P.M., March 24, 2020, at which time Proposals will be opened.

Offeror’s Name: ____________________________________________
(Please specify if a corporation, partnership, other entity or individual)

Fed. ID#: _______________________

Address: ______________________________________________________

Telephone No.: ______________________ Fax Number: ______________________

Email Address: _________________________________________________

Contact representative: __________________________________________

The undersigned authorized representative of the offeror agrees to all terms and conditions stated in the RFP, and proposes and agrees that if this proposal is accepted by the Village, the offeror will negotiate with the Village in order to enter into a contract to provide all goods and/or services as stated in this proposal and in accordance with the terms and conditions of the RFP.

________________________________________  ______________________
Authorized Representative’s Signature  Date

________________________________________  ______________________
Position:  