

VIRGIN ISLANDS OFFICE OF DISASTER RECOVERY

Virgin Islands Public Finance Authority
1000 King Street Suite No. 6
Christiansted, St. Croix VI 00820-4905
Phone (340)778-8135
Fax (340)773-0551



Virgin Islands Public Finance Authority
5033 Kongens Gade, Government Hill
St. Thomas, VI 00802
Phone (340)714-1635
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REQUEST FOR PROPOSAL RFP 001-2019-STT/STJ/STX

WEBMASTER SERVICES

The Virgin Islands Office of Disaster Recovery (ODR) seeks the services of qualified firms to provide design services to create the official website for the ODR.

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REQUEST FOR PROPOSAL

1.0 INTRODUCTION

The Virgin Islands Office of Disaster Recovery (ODR) is seeking to create an ODR website, to effectively track and organize projects and information related to the recovery and resiliency efforts in the territory. ODR anticipates ease of navigation of media content, generating substantial user interaction, and integrated social media. The successful bidder will be responsible for designing, hosting and maintaining the ODR's website for the term of the agreement.

2.0 PURPOSE FOR THIS REQUEST FOR PROPOSAL ("RFP")

The goal of this project will be to develop the look and feel of the site, with emphasis on site functionality and overall use of the latest web technology to foster effective communication between the ODR and the public. The overall design of the website should maintain the perception of a prestigious government entity that specializes in disaster recovery efforts. This new site will seek to seamlessly integrate social media, audio/video content as well as grant stakeholder access to tracking tools for disaster recovery & resiliency projects.

3.0 ISSUING AND PROCURING OFFICE

This RFP is being issued for the Virgin Islands Office of Disaster Recovery (ODR) by the Issuing office listed below. Please refer all inquiries to:

Virgin Islands Office of Disaster Recovery (ODR)
Virgin Islands Public Finance ODR
ATTN: Adrienne Williams-Octalien
1000 King Street Suite No. 6
Christiansted, St. Croix VI 00820-4905
Phone (340)778-8135 Fax (340)773-0551

From the issue date of this RFP until a determination is made regarding the selection of a Contractor, all contacts concerning this RFP must be made through the Executive Office. Any violation of this condition is cause for the Virgin Islands Office of Disaster Recovery to reject a Contractor's proposal. If it is later discovered that any violations have occurred, the ODR may reject the proposal.

4.0 SUBMITTAL OF PROPOSAL

The ODR will conduct a Pre-Bid Conference in the Training Room of the Virgin Islands Public Finance ODR's St. Thomas office, 5033 Kongens Gade, Government Hill, St. Thomas, VI 00802 at 3:00 p.m. Eastern Standard Time on April 25, 2019. Interested parties who are not able to attend the Pre-Bid Conference in person may join the meeting by phone conference. All proposals must be submitted in physical form.

All responses to this RFP are to be submitted no later than 3:00 p.m. (EST) on May 2, 2019. Submissions must be boxed and contain two separate envelopes. The first envelope must contain the proposal (3 copies) and the second envelope must contain a detail pricing submittal (3 copies). All bid pricing must be valid for 90 days.

This project is expected to be completed in about six (6) weeks. The ODR has put together an internal team of non-technical staff that will facilitate content development and project management. The expected launched date is June 13, 2019.

**Virgin Islands Office of Disaster Recovery
Virgin Islands Public Finance ODR
1000 King Street Suite No. 6
Christiansted, St. Croix VI 00820-4905
Attention:
Mrs. Evernee Ramos, Assistant to the Director
RFP 001-2019-STT/STJ/STX
ODR Website Design**

Proposals received after the deadline will not be accepted. The deadlines for the RFP are further outlined:

RFP SCHEDULE	DATES
RELEASE OF REQUEST FOR PROPOSALS	April 16, 2019
PRE-BID CONFERENCE	April 25, 2019
SUBMITTAL DEADLINE FOR REQUEST FOR PROPOSALS	May 2, 2019
EXPECTED WEBSITE LAUNCH DATE	June 13, 2019

5.0 FUNCTIONAL AND TECHNICAL REQUIREMENTS

The scope of services required by the RFP includes the following services:

SITE SPECIFICATIONS:

1. CORE REQUIREMENTS

- a. Must be compatible with major browsers such as Internet Explorer, Mozilla Firefox, Safari, Google Chrome
- b. Should have browser and Operating System (OS) detection functionality to reconfigure webpage to suit any viewing device (i.e.) mobile device or computer.
- c. Should have JavaScript coding to allow form submission
- d. Should have site-wide search capabilities
- e. Should be designed using HTML5 code
- f. Should be able to link to content (documents, videos) using social media tools
- g. Site should utilize a Content Management System (CMS)
 - i. provide role-based access and configuration rights to users
 - ii. CMS should be user friendly.
- h. Should provide a calendar which lists current and upcoming events
- i. Integrated reporting tools
 - i. Capability of providing periodic reports on specific data via email
 - ii. Number of visitors
 - iii. Frequently accessed pages
 - iv. Browser utilization
 - v. Survey system for polling public opinions

2. CUSTOM BANNER/SLIDE SHOW/GRAPHICS

- a. Picture bar with thumbnails to link to news articles, videos, etc...
- b. Images should be clearly visible
- c. Should have a show more link
- d. Banner should have informational feature to display alerts such as (links to Live Stream page during streaming events, system unavailability)
- e. Ability to manually select different picture in slideshow, slow transitions or pause transitions
- f. Should have thumbnails of what images are
- g. Should have captions for the images
- h. Home page must have a fair amount of graphics, not too much to maintain page load times.
- i. Graphics should be relevant to page and content

SAMPLE SITES FOR SLIDESHOWS & GRAPHICS

- A. New York State Governors Office of Storm Recovery –
<https://stormrecovery.ny.gov/>

- B. Florida State Emergency Response Team – <http://www.floridadisaster.org>

3. MOBILE ACCESSIBILITY

- a. No separate mobile website
- b. Scripted to detect mobile devices and reformat site for device
- c. Browser detection for compatibility, cross browser compatibility
- d. Ability to prioritize mobile content on website for easier viewing

SAMPLE SITES

- A. New York State Governors Office of Storm Recovery – <https://stormrecovery.ny.gov/>
- B. Virgin Islands Territorial Emergency Management Agency – <http://vitema.vi.gov/>
 - a. Site reorganized for showing mobile content, no second site required.

4. NAVIGATIONAL MENUS

- a. Home page must have a pull-out menu, which stays open on when clicked and retracts on the same. Or a close button.
- b. Menu must be clean and organized
- c. Menu must be capable of supporting images

SAMPLE SITES

- A. Texas General Land Office – <http://www.recovery.texas.gov>
- B. Louisiana Disaster Recovery Unit – <https://www.doa.la.gov/Pages/ocd-dru/Index.aspx>

5. QUICK LINKS

- a. Tabbed layout for multiple content group
- b. Using grouped tabs which will provide different content without sacrificing real-estate on the screen and incorporates images into the links
- c. Ability to configure order, list of items

SAMPLE SITES

- A. New York State Governors Office of Storm Recovery – <https://stormrecovery.ny.gov/>
- B. Texas General Land Office – <http://www.recovery.texas.gov>

6. SOCIAL MEDIA

- a. Should be able to link to content (documents, videos) using social media
- b. Should be able to share the pages via links
 - a. Share options, YouTube, print, email, RSS
- c. Should have buttons instead of drop-down menu

7. HOSTING, MAINTENANCE, SITE TRANSITION

- a. Bidder should provide detailed information on hosting capabilities including bandwidth, server allocation, DNS management, certificate management, secure pages and cost
- b. If necessary, site transition services should be provided.
- c. Maintenance and Site support options and availability.
- d. A development site for testing is required.
- e. Rates for ongoing site customizations

6.0 FORMAT FOR PROPOSAL

The proposal shall include the following information and comply with the page limits.

- A. Cover Letter – Cover letter signed by an officer of the firm, binding the firm to all of the commitments made in the submittal; a statement of the understanding of the work to be done; commitment to perform work as scheduled; and contact information (no more than two pages)
- B. Business Licenses/Insurance/EIN# - Evidence that the respondent is licensed to provide services in the U.S. Virgin Islands and demonstration that the company is in “good standing” with the appropriate regulatory agencies in the Territory.

Including but not limited to: Corporate Documents (articles of incorporation and by-laws, LLC documents and or the like), Copy of Lt. Gov. letter of “Good Standing”, or if LLC, a copy of the “Certificate of Existence”, Copy of valid Business License, Copy of EIN number-approval letter if Corp.- or LLC.
- C. Company Background/Firm Credentials – Background on the firm and its associated specialties, particularly as these may relate to Webmaster Services such as the one described herein. (no more than three pages)
- D. Statement of Experience – Describe capabilities and include a discussion of up to three completed assignments (preferably within the last five years) that evidence the experience required for this Project. Preferably, examples cited should have been undertaken by individuals who would work on this assignment. Describe the approach or method used for the completion of assignments. (no more than four pages)
- E. Scope of Services – Describe your firm’s approach, deliverables, and proposed schedule for the Scope of Services above. (no more than five pages)
The project deliverables and meetings defined below are the minimum requirements for the Website Services. Should the respondent feel that it is desirable to produce additional information, this should be described explicitly in the proposal.

- F. References - Provide a minimum of three (3) references of current or former clients for whom similar Webmaster Services have been performed, and who would be willing to discuss the firm's competency and performance on similar assignments. The list of references shall include the names, addresses, email addresses, telephone numbers and website address of the clients. A list of sample sites completed by your company should also be included.
- G. Bid Sheet – Complete Attachment A to submit proposal price (in a separate package as mentioned in Section 4.0)

7.0 SELECTION PROCESS

The ODR, via Executive Staff, is responsible for identifying and contracting with the winning Consultant for the Webmaster Services. As noted elsewhere in this RFP, respondents will initially be assessed to determine sufficient experience and qualifications to perform the desired services. After the conclusion of this process, the ODR will review proposals for the assignment, only from those candidates deemed sufficiently qualified. Evaluations will be accomplished utilizing a point system for each section, as follows.

Qualification Statement: Shall be evaluated based on your firm's credentials, and experience.

15 points

Business License: Contractor is duly organized, validly existing, qualified and licensed to conduct business.

10 Points

Webmaster Services Experience: Contractor's proven success in developing websites for similar size and scope projects.

25 Points

Proposal: Shall be evaluated based on your firm's outlined scope of services, approach, projected deliverables, schedule delivery and overall impression.

25 Points

Price: Lowest reasonable price and responsive bid package.

25 Points

It is presumed that each vendor has read and is thoroughly familiar with the scope of services to be performed under this RFP. The vendor agrees that if a contract is executed with the ODR, the vendor shall make no claim against the ODR because of any estimate or statement made by any employees, agents, or consultants of the ODR which may prove to be erroneous in any respect.

ATTACHMENT A

WEBSITE DEVELOPMENT AND MAINTENANCE for the VIRGIN ISLANDS OFFICE OF DISASTER RECOVERY BASE BID -PROPOSAL SHEET

THE UNDERSIGNED CONTRACTOR PROPOSES TO FURNISH ALL LABOR, TOOLS, MATERIALS, EQUIPMENT, MISC. SUPPLIES AND INCUR ANY OTHER COSTS AS MAY BE REQUIRED TO PERFORM THE SCOPES OF WORK, SUBJECT TO ALL THE CONDITIONS AS SET FORTH IN THE PROJECT SPECIFICATIONS, EXHIBIT "A".

SPEC #	SCOPE/ DESCRIPTION OF WORK	Base Bid
1)	Web Site Design	\$ _____
2)	Web Site Hosting Annual	\$ _____

TOTAL BID AMOUNT = _____ {Includes all scopes of work
{Found in the Project
{Specifications.

1) Web site Maintenance Hourly Rate

Principal	\$ _____
Technician	\$ _____
Administrative	\$ _____

CONTRACTOR; _____ {Company Name

OWNER, PRESIDENT, CEO OR PRINCIPLE OF (Bidding) COMPANY:

(Please print or type name & then sign below)

_____ {person's name

_____ {signature