

## **Request for Proposals for Professional Web Content and Platform Development**

The Pawhuska Indian Village, Oklahoma, is seeking proposals from qualified web developers to provide website design, development and hosting services. Pawhuska Indian Village does not currently have a web site, so assistance with content and format will also be needed.

### **Scope of Work:**

The scope of services anticipated by this RFP includes the following services:

- Coordinate with 5-person Pawhuska Indian Village board on website content and platform.
- Cut PSD
- Responsive code website
- Close security gaps
- Host website, or assist Pawhuska Indian Village in finding a hosting service
- Provide separate website maintenance estimate/monthly after web launch
- Train staff on updates

### **Conditions:**

- Services shall be provided as an independent contractor to Pawhuska Indian Village with no employee benefits.
- All elements of design and content will be approved by the 5-person board. They will become the property of the board. This includes delivery of final PSD files if applicable.

### **Milestone/Payments:**

Payments will be based on the final, agreed-to project amount negotiated between web site developer and Pawhuska Indian Village. Pawhuska Indian Village reserves the right not to award a contract. 50% to start and 50% upon completion/launch.

### **Period of Performance:**

Services and deliverables for the web site must be completed by January 2018.

### **Evaluation Criteria:**

- Quality of past relevant work based on the submitted portfolio.
- Experience as evidenced by resume and professional references.
- Cost quote for scope of work and deliverables.
- Ability to meet Pawhuska Indian Village job conditions and schedule.

**Submittal Requirements:**

Interested web developers must submit:

- A Letter of Interest containing current contact information, expected timeframe to receive screenshots of each level, and if you offer a reduced nonprofit rate.
- Current resume & professional references.
- Portfolio of work. Include examples of responsive code work.
- Line item budget quote.

Please submit proposals and portfolio information by September 15, 2017 to:

Pawhuska Indian Village  
PO Box 1243  
Pawhuska, OK 74056

**Deadline & Selection Timeline:**

- RFP Issued: August 15, 2017
- Submission deadline: September 15, 2017

**Questions/comments:**

- Any questions regarding this RFP should be directed to Ryan Redcorn and [ryanredcorn@gmail.com](mailto:ryanredcorn@gmail.com)
- Pawhuska Indian Village will provide a site map of the website.