

KETCHIKAN GATEWAY BOROUGH REQUEST FOR PROPOSALS

WEBSITE REDEVELOPMENT SERVICES

THIS IS NOT AN OFFER

RELEASE DATE: April 25, 2013

The Ketchikan Gateway Borough (Borough) is soliciting sealed proposals from qualified individuals or firms for:

WEBSITE REDEVELOPMENT SERVICES

To receive the Request for Proposals (RFP), please contact: 907-228-6672, Office of the Borough Manager, Ketchikan Gateway Borough, 1900 First Avenue, Suite 210, Ketchikan, Alaska 99901. Requests for the RFP documents may be faxed to 907-228-6684 or emailed to karolynh@kgbak.us. The RFP documents will also be posted on the Borough's website, <http://www.kgbak.us/>. Even though the RFP documents are provided online, each firm must register with the Borough by sending an email to: bids@kgbak.us. **Proposals from unregistered respondents will not be accepted.** The required email must include the firm name, address, telephone number, and fax number. No faxed or oral proposals will be allowed.

Proposal Submission Deadline: To be considered, a complete sealed proposal package in the format requested **must be received at the Office of the Borough Clerk, 1900 First Avenue, Suite 115, Ketchikan, Alaska 99901 by 2:00 PM local time, May 23, 2013.**



Dan Bockhorst
Borough Manager

PROPOSAL CONTENT AND FORMAT

The Borough recognizes that respondents are likely to commit significant resources in preparation of their proposals. Further, it is in the Borough's best interest to have maximum competition among respondents to provide services in order that the Borough retains the best value respondent. As such, it is in the best interests of the Borough and each respondent to avoid any question whether the respondent's proposal is responsive to this RFP. Therefore, it is crucial that respondents thoroughly read this entire RFP and carefully follow all instructions. It is not uncommon for a proposal to be deemed non-responsive by the Borough because of what some might consider are inconsequential errors or omissions by a respondent. For example, proposals have been rejected by the Borough because they were not sealed or properly marked on the outside as specified in the RFP. Respondents should assume that the form and content requirements of this RFP will be rigorously applied by the Borough in determining the responsiveness of proposals. A checklist is included in this RFP to help respondents avoid errors and omissions.

Respondents should also allow adequate time for mailing or special delivery of proposals to the Borough Clerk. It is not uncommon for one or more respondents to be disqualified in submitting proposals to the Borough because the proposals were not received in a timely manner. Be aware that Ketchikan is considered a remote location and, as such, mail and special deliveries by couriers to Ketchikan are commonly delayed beyond the advertised guaranteed arrival of carriers and couriers. USPS mail and special deliveries to Ketchikan may be delayed because of weather or other circumstances. Couriers should be given clear and accurate instructions in terms of the deadline and location for delivery of proposals.

Proposals must respond directly to the evaluation criteria for this project. Additional material (other than that requested below) is not required or desired. Clarity and brevity are encouraged. Limit submittals as follows:

Proposal Documentation	Use forms provided in RFP
Cover Letter	1 page suggested maximum
Response to Criteria	5 pages suggested maximum
Resumes	Provide resumes for key personnel, 1 page Suggested maximum each resume.
Price proposal	Per instructions; use the Price Proposal Forms Provided

The following sections address the specific content expected for each portion of the proposal.

COVER LETTER

In the cover letter, the respondent should:

- A. state its understanding of the services to be performed,
- B. explain why the respondent firm is the best qualified to provide those services,
- C. state why the respondent firm is most likely to help the Borough achieve the goals outlined in the Project Scope of Work portion of this request for proposals; and,
- D. provide the name and contact information of the individual who is authorized to make representations and commitments on behalf of the respondent.

RESPONSE TO CRITERIA

The narrative response to the Selection Criteria should specifically and accurately address each criterion in the order listed in this proposal. Respondents are encouraged to limit the response to 5 pages. Project and individual experience must be verifiable by listed references. It is the responsibility of the proposer to make certain that contact information is current.

REQUIRED SIGNATURES

NOTE: The price-proposal component forms must be signed and dated by a person who is authorized to bind the respondent.

In addition to the price-proposal component, the proposal itself must also be signed by a person who is authorized to bind the respondent. Specifically:

- A. A proposal by a corporation shall be executed in the corporate name by the president, vice-president, or other corporate officer. Evidence of authority to sign must also be provided. Such evidence may be in the form of a copy of the corporate bylaws, articles of incorporation, resolution of the board, corporate certificate, or other reliable evidence.
- B. A proposal by a partnership shall be executed in the partnership name and signed by a partner (whose title must appear under the signature), accompanied by evidence of authority to sign. Evidence of authority to sign may be in the form of a copy of the partnership agreement or other reliable evidence.
- C. A proposal by a limited liability company shall be executed in the name of the firm by a member and accompanied by evidence of authority to sign. Such evidence may be in the form of a copy of the corporate bylaws, articles of incorporation, resolution of the board, corporate certificate, or other reliable evidence.
- D. A proposal by an individual shall show the proposer's name and business address.

Failure to provide evidence of authority to sign on behalf of the respondent will not be grounds for rejection if the Borough is able to confirm the authority of the signer to bind the respondent.

RESUMES

Provide resumes for each consultant that will be assigned to this project. List name, title, intended role and responsibilities for the duration of the contract, educational background, and specific qualifications related to role and responsibilities, past relevant experience, number of years of relevant experience, supervisory responsibilities if relevant, list of IT services individual was associated with during the last five years including type of support service.

For each consultant, provide at least two Owner or two Firm references for recent relevant projects.

PROPOSAL DOCUMENTATION FORMS

To be considered, respondents must complete, sign, and include the Proposal Documentation Forms provided in the RFP with submitted proposals.

SUBMITTALS

DEADLINE

All Proposals must be received by the Borough no later than the date outlined in this RFP.

SUBMITTALS

All proposal documents must be submitted in a sealed envelope or box clearly marked on the outside to identify it as a proposal for the project specifically named in this RFP, and must be delivered to the address outlined, and in the required format, on or before the deadline.

Each respondent must submit its complete proposal divided into 2 parts:

Part One: Proposal Exclusive of Price Proposal Component

Part One consists of the complete proposal exclusive of the price-proposal component. Part One must be signed and dated by a person who is authorized to bind the respondent. Failure to properly sign and date the proposal will be grounds for rejection.

For the convenience of the Borough, respondents are asked to include 3 paper copies of the Part One proposal. Because the printed copies are for the Borough's convenience, failure to provide the requested copies will not be grounds for rejection. However, if a respondent does not provide the copies, that respondent's proposal will receive a lower score for the criterion dealing with the form and content of the proposal.

Important note: The Part One Proposal and copies of Part One Proposal must exclude all price proposal information.

Part Two: Price Proposal Component

Submit 1 set of the PROPOSAL DOCUMENTATION FORMS enclosed in a separate sealed envelope placed within the sealed envelope or box containing the Part One proposal.

The Part Two Price Proposal Component shall be submitted on the forms provided in this RFP for the specified project.

Each price-proposal component must be signed and dated by the person who prepares it. If that person is not authorized to bind the respondent, the price-proposal component must also be signed by a person who is authorized to bind the respondent.

Failure to properly sign and date the Part Two Price Proposal Component and to include it in a separate sealed envelope inside the sealed envelope or box containing the Part One proposal will be grounds for rejection.

The envelope containing the price proposal component (price proposal, electronic copy of the price proposal, and surety if required) must be *clearly marked* on the outside as the **price proposal component**.

Respondent's failure to submit its proposal prior to the deadline will cause the proposal to be disqualified. Late proposals or amendments will not be opened or accepted for evaluation. Proposals submitted by fax will not be accepted.

INQUIRY DEADLINE

Questions, objections, or protests relating to defects, errors, omissions regarding the project or this RFP should be submitted in writing no later than the date and time specified in this RFP. Substantive issues will be addressed in a written addendum to the RFP.

Address questions to:

**Office of the Borough Manager
Karolyn Hallmann
Telephone: 907-228-6672
Fax: 907-228-6684
E-mail: karolynh@kgbak.us**

DELIVERY INSTRUCTIONS

Proposals must be received by the Borough Clerk by the deadline specified in this RFP.

Be aware that Ketchikan is considered a remote location and, as such, mail and special deliveries by couriers to Ketchikan are commonly delayed beyond the advertised guaranteed arrival of carriers and couriers.

Proposals must be delivered to:

**Borough Clerk
Kacie Paxton
Ketchikan Gateway Borough
1900 First Avenue, Suite 115
Ketchikan, Alaska 99901**

INSURANCE AND LEGAL REQUIREMENTS FOR SELECTED CONSULTANT

INSURANCE

Before execution of a contract, and during the entire period of the project, the contractor shall provide the types of insurance listed below. All policies shall have a mandatory 30-day cancellation clause. The Borough shall be named as additional insured on all insurance policies except professional liability policies. Insurance certificates will be required to be submitted for review by the Borough's Risk Manager before the Borough will issue a notice to proceed. Unless specifically marked "not applicable" or "n/a" below, the following insurances are required:

 √ Workers' compensation as required by law.

 N/A Commercial general liability insurance, not excluding explosion, contractual liability or product/completed operation liability insurance - \$1,000,000 per occurrence and \$2,000,000 aggregate.

 N/A Comprehensive automobile liability, bodily injury and property damage, including all owned, hired and non-owned, automobile - \$1,000,000 per each accident.

 N/A Professional liability insurance covering errors and omissions at \$1,000,000 per claim.

COMPLIANCE WITH LAWS

The Consultant shall observe and abide by all applicable laws, regulations, ordinances and other rules of the State of Alaska and/or any political subdivisions thereof, or any other duly constituted public authority wherein work is done or services performed, and further agrees to indemnify and save the Borough harmless from any and all liability or penalty which may be imposed or asserted by reason of the Consultant's failure or alleged failure to observe and abide thereby.

SELECTION CRITERIA

Responsive proposals to this RFP will be reviewed by a Proposal Review Team (PRT) appointed by the Borough Manager. The Borough Manager, at his discretion, may replace members of the PRT at any time. The top-ranked respondents may be short-listed. The PRT may, at its discretion, decide to interview the short-listed firms. The PRT will present its rankings of the respondents to the Borough Manager for consideration. After reviewing the PRT's recommendations, the Borough's financial resources, and following a 5-day protest period, the Borough Manager will present a recommendation to the Borough Assembly for its consideration. The goal is to award the contract to the Proposer that best meets the selection criteria set out in this RFP. Final action will be solely at the discretion of the Borough Assembly.

The selection will be made on the basis of qualifications and price offered in accordance with the criteria listed in this RFP. The Borough reserves the right to cancel this procurement effort. The Borough will not reimburse respondents for any costs of preparation or submission of proposals.

All interested firms who plan to submit a proposal **must register with the Borough** by sending an email to the Procurement Officer stating the company name, address, telephone number, and fax number.

A confirming email will be sent within one working day of registration. Potential respondents who do not receive this confirmation should contact the Borough via phone to complete the registration process.

PROPOSAL SCORING

Each proposal will be initially rated independently by each member of the PRT. The PRT members will then meet to discuss the proposals and initial scores. PRT members may change their scores following the meeting of the PRT. Scores may be further modified as a result of oral interviews. The final score will be based on the average of all final scores by the individual members of the PRT. The Proposer whose proposal is scored the highest may be asked to either negotiate a final Agreement or, if required, clarify their current proposal into a best and final offer. If negotiations are not successful with the top rated Proposer, negotiations may commence with the next highest rated Proposer until an Agreement is reached, or the Borough, at its sole discretion, elects to cancel the solicitation. The Borough will rate all proposals according to the form and content submitted. The Borough reserves the right to award a contract solely on the written proposal or through negotiations. The Borough further reserves the right to reject any and all proposals submitted.

The total score of all criteria combined will dictate the ranking of offers. Each offer will be evaluated based on the criteria provided below. The maximum weight (score) for each criterion is also provided.

0.9 - 1.0	Outstanding
0.7 - 0.8	Excellent
0.5 - 0.6	Good
0.3 - 0.4	Fair
0.1 - 0.2	Poor
0.0	Unsatisfactory

Evaluators may investigate and discuss factual knowledge of Proposers' and proposed Subcontractors' prior work experience and performance, including projects referenced in proposal, available written evaluations, et cetera, and may contact listed references or other persons knowledgeable of a Proposer's and/or a Subcontractor's past performance. Factors such as overall experience relative to the proposed contract, quality of work, control of cost, and ability to meet schedules may be addressed.

ORAL INTERVIEWS

The Borough reserves the right to request oral interviews with the highest ranked/rated firms. The purpose of the interviews is to allow expansion upon the written responses. A second score sheet will be used to score those firms interviewed. The final selection will be based on the total of all PRT member scores achieved on the second rating. The same criteria and point ranges will be used during the second evaluation.

During the evaluation the Borough may require supplemental information in order to fairly evaluate a Proposer's offer. For this purpose, the Borough may request such information, including a best and final offer, from the Proposer after the initial submittal. If such information is required, the Proposer will be notified in writing and will be permitted a reasonable period of time to submit the information.

CONTRACT NEGOTIATIONS

The Borough reserves the right to issue multiple contracts. If contract negotiations are unsuccessful with Proposer(s) selected for negotiation, the Borough may either cancel the solicitation or negotiate with other Proposers in the order of ranking. After completion of successful negotiations, a Notice of Award/Protest will be provided to all Proposers.

In the manner provided in the request for proposals, the manager may negotiate with those responsible proponents whose proposals are determined by the manager to be reasonably responsive to the request for proposals. Negotiations shall be used to clarify and assure full understanding of the requirements of the request for proposals. The manager may permit proponents to revise their proposals after submission and prior to award to obtain best and final offers. Proponents deemed eligible for negotiations shall be treated equally regarding any opportunity to clarify and revise proposals. In conducting negotiations or requesting revisions, neither the manager nor any other borough officer or employee shall disclose any information derived from proposals of competing proponents.

REQUIREMENTS SPECIFIC TO EVALUATION CRITERIA:

The narrative portion and the materials presented in response to this Request for Proposal shall be submitted in the same order as requested and must contain at a minimum, the following:

FORM AND CONTENT

This criterion reflects the extent to which the proposal (1) is well organized (e.g., narrative and materials presented in response to this RFP submitted in the same order as requested), (2) is void of material that is neither required nor desired (as addressed in “Proposal Content and Format” section above), (3) does not exceed the suggested maximum number of pages (as addressed in “Proposal Content and Format” section above), and (4) includes the requested copies of the proposal for Part One and Part Two.

SCORING AND EVALUATION

EVALUATION CRITERIA

- A. Describe how your firm will approach this contract if selected, how the job will be staffed, travel time policy (if relevant), resources, and structure on data reporting.
- B. Describe your understanding of the project and its objectives.
- C. Does your firm have any services which will be performed by a subcontractor(s)? If so, please list them and which services they will be performing and their relevant qualifications.

The Website Development Committee (PRT), will weigh the following categories:

1. RELEVANT PROJECT EXPERIENCE

- A. Discuss past project experience developing websites and e-government solutions for other municipalities, state governments and/or the federal government. List a minimum of three projects, for which your firm has performed similar services.
- B. Provide at least three Owner references including contact persons and current telephone numbers.

2. SCOPE AND SOLUTION:

- A. Provide current and potential time commitments for the proposed Project Staff and a complete project schedule.
- B. Discuss the adequacy of support personnel, facilities and other resources necessary to provide their services as required.
- C. Discuss whether the scope of services and deliverables presented in this RFP are acceptable; whether you can meet the solution requirements and constraints and any value-added components that your firm could deliver.

3. PRICE

- A. In addition to a technical proposal, the prospective contractor shall prepare a detailed cost proposal for initial development, any design change charges and

annual maintenance of the website. The cost proposal shall itemize all services and/or features included in the bid amount.

The least-cost proposal will be awarded the maximum points. Higher cost proposals will receive a reduced award of points. The minimum score for the price criterion is zero points.

Proposer's Score = ([Maximum Points Available] X ([Lowest Price Received] / [Proposer's Price]))

EXAMPLE: Price Receives 15 points.

Firm A proposes \$50,000; Firm B proposes \$60,000 and Firm C proposes \$70,000.

Firm A: $(15 \times (50,000 \div 50,000)) = 15.000$ points

Firm B: $(15 \times (50,000 \div 60,000)) = 12.500$ points

Firm C: $(15 \times (50,000 \div 70,000)) = 10.714$ points

NOTE: The PRT will not review Price Proposals until after Evaluation Criteria 1- 4 have been reviewed and scored.

	EVALUATION CRITERIA	POINTS	PRT SCORE	WEIGHTED SCORE
	Firm & Experience, Design, Functionality, Content Management & e-Government Solutions, and Price. The maximum total score is 100 points.			
1.	FIRM QUALIFICATIONS & EXPERIENCE: 10 points			
	a) List project manager and any other qualified individuals anticipated to provide services under this contract. Briefly describe their qualifications, experience, training, certifications or licenses related to these Services	5		
	b) Discuss past project experience working on government websites. List a minimum of three projects, for which your firm has performed like services and links to the websites. Provide at least three (3) Owner references including contact persons and current telephone numbers.	5		

	EVALUATION CRITERIA	POINTS	PRT SCORE	WEIGHTED SCORE
2.	DESIGN 15 points			
	a) Provide at least three examples of custom, well-designed government websites designed by your firm.	15		
3.	FUNCTIONALITY 10 points			
	a) Provide a detailed description of calendar functionality	5		
	b) Robust management of posts, including optional expiration dates, the ability to post to post and/delete a post from more than one area of the website simultaneously	5		
4.	CONTENT MANAGEMENT, E-GOVERNMENT SOLUTIONS 25 points			
	a) Provide a detailed description of the content management solutions that are provided by your firm	10		
	b) Provide a detailed description of any e-government solutions or modules offered by your firm	10		
	c) E-commerce solutions, including the ability to process bills online	5		
5.	PRICE PROPOSAL: 40 points			
	a) Initial development cost	20		
	b) Cost of revisions during development period	10		
	c) Annual maintenance and hosting fees	10		
	TOTALS			

SUMMARY OF DETAILS

- Request for Proposals Issued: April 25, 2013
- Deadline for questions, objections, or protests relating to defects, errors, omissions regarding the project or this RFP noon/May 17, 2013
- Proposals Due: 3:00pm/ May 23, 2013
- Proposal Review Meeting: May 28, 2013
- Interviews (If held): May 29-30, 2013
- Notice of Intent to Award: June 4, 2013
- Deadline for Appeal of Proposed Award: Noon/June 11, 2013
- Approval of Contract Award by Assembly: July 1, 2013

SCOPE OF WORK

The Borough is requesting proposals from qualified consultants interested in providing Website Redevelopment Services. The Borough reserves the right to issue multiple contracts.

The Consultant will be responsible for the following:

1. Website redesign:
 - Provide a project plan for design phase of the website replacement project
 - Work with designated Borough staff to determine a consistent look and feel for the website, including color schemes, graphic elements, and navigation tools that provide straightforward navigation. There should be a unifying graphic theme as well as flexibility for the branding of different departments.
 - Provide mock ups of primary website sections.
 - Mobile compatibility or development of a mobile site
 - Prevent the copying and pasting of logos and images displayed on the website.
 - Full integration of social media
 - Provide for full integration of existing e-government applications utilized currently by the Borough and provide for easy integration of future e-government applications. These include Granicus, AgendaQuick, ESRI, and ActiveNet. Please describe any e-government modules are offered by your firm and detail any associated costs.
 - Develop a scroll bar that could be activated on the homepage during public emergencies.
 - Development of custom graphics to meet the marketing needs of the Borough.
2. Content management:
 - Ability to organize and manage uploaded documents and images.
 - Ability to archive outdated documents and images.
 - Automatic expiration dates and publishing dates for individual posts.
 - Ability to optimize uploaded pictures and graphic files for quickest page loading
 - Interactive photo galleries to publish and display photo assets
 - Document galleries to organize and publish documents according to subject matter and/or department.

- Indexing of content to meet Borough records retention and retrieval requirements.
 - Develop a system for secure sign-on and signatures for citizens to interact with multiple Borough departments through a single username and password. Users of the MyBorough system could access information about permits, animal protection licenses, fines, taxes, fees, and/or classes for which they are enrolled.
 - Website reporting management to include missing links, orphan files, aging files and large files.
3. Content editor:
- Spell checker
 - Ability to limit certain features within the editor to maintain a common look and feel throughout the website
 - Content editors must produce ADA compliant content
 - Content publisher control of associated meta data
 - Image editing abilities on uploaded images, including the ability to change opacity, resize images dynamically based on width and height, ability to constrain proportions, flip images, rotate images, crop images, restore images and save altered images as either a thumbnail or alteration of the original upload or to replace the original upload with the altered image.
 - Ability to properly cut and paste text and tables from Microsoft Word documents.
4. Site look and feel:
- The website must display correctly on all major browsers
 - The mobile site should display properly on all major mobile devices and tablets that utilize Android or Apple technology.
 - Departments must have the ability to apply customized look and feel within different departments while maintaining global navigation and the common look and feel of the website.
5. Master calendar functionality:
- A master calendar would be developed to share events and meetings across the website by content and subject matter category.
 - iCal links for users to add events to desktop calendar programs such as Outlook.
 - Interactive maps of event locations using Google Maps shall be integrated into the calendar function
 - Provide RSS feeds of calendar based on content created defined categories.
 - Ability to customize a calendar for a specific department page with linking to the main calendar on the home page.
6. Navigation:
- Mega drop down menus
 - Breadcrumb navigation
 - Secondary level navigation within specific content subject matter areas
 - Development of user-friendly URLs

7. Forms:

- Ability to easily add custom fillable forms to site pages and manage content produced by the forms.
- Ability to have unlimited categories of forms, with an unlimited number of forms in each category
- Method by which form data is stored in a database and can be exported in a usable format from the content management system
- Capability to merge forms with other applications of the content management system, such as a citizen request management system or e-payment system
- Ability to customize forms for request management purposes and tie directly into associated request-management tools
- Ability to customize forms to accept and process payment through integrated e-commerce functionality without the need to connect to a third-party software source
- Build-out of forms should be able to be completed through the use of drag-and-drop functionality of fields and sets of fields.

8. Security/Authorization:

- Ability to centrally add and manage users and specify access rights.
- Ability to create groups with different access rights.
- Ability to limit certain group members from specific content and content management functionality.
- Publishing workflow with ability to customize by user
- Audit trail and reports of change to content within the CMS.

9. Services:

- Hosting services must be provided by the Service Provider
- A “soft launch” of the site and beta testing with a group of users and associated changes to the site as issues are identified
- FTP site for large files or the ability to handle large files

10. Training and Support:

- A plan for initial training to be provided by the Service Provider
- Availability of ongoing training and support services
- Designated points-of-contact shall have round-the-clock access to support for emergency purposes.
- Round-the-clock access to support materials including, but not limited to: online training manuals, support FAQs, customer support forums, instructional videos, informational newsletters, informational and support-driven webinars (live and archived), request forms, online education courses and support-related updates through common social networking mediums

PROJECT OVERVIEW

PROJECT

The Ketchikan Gateway Borough is soliciting requests for proposals for website redevelopment services for its website (www.kgbak.us/).

PROJECT GOALS

The Ketchikan Gateway Borough is seeking to develop a highly organized and functional website that meets high standards for design quality and visual appeal, and improves the accessibility and efficiency of Borough government. Content sought should be easily found and navigation should be user friendly.

In the Ketchikan Gateway Borough, management of online content is decentralized and would remain so. The Borough would like to establish user profiles with varying degrees of user privileges and the ability implement electronic workflow for proposed web postings.

The Borough would like to offer a variety of communication methods to keep audiences up-to-date, including e-mail notifications, SMS text messages, and RSS feeds.

The project shall simplify website administration, allowing users of all skill levels the opportunity and means to update assigned sections of the website.

PROJECT SITE

The Borough website URL is: <http://www.kgbak.us>. The website would be professionally hosted by the successful contractor.

PROPOSAL CHECKLIST

This Proposal Checklist is a summary of the forms and materials required as part of your firm's proposal. Respondents are urged to thoroughly read the entire proposal. It may be helpful to use this checklist to help ensure compliance with the submission requirements.

Place a check mark (✓) in the box next to each qualification when completed.

PROCEDURAL QUALIFICATIONS

- ☐ Respondents must be registered (company name, address, telephone number, and fax number) with the Borough Procurement Officer as indicated in this solicitation.
- ☐ Proposals must be received in the Office of the Borough Clerk no later than the date and time indicated in solicitation.

FORM AND CONTENT OF PROPOSALS

- ☐ Proposals must be in a sealed envelope or box clearly marked with the name of the project on the outside of the envelope or box in order to be considered responsive.
 - ☐ The proposal (exclusive of the price-proposal component) must be submitted.
 - ☐ At least three printed copies of the proposal (exclusive of the price-proposal component) are requested for the convenience of the Borough (one of the copies should be suitable for copying, specifically it should not be bound and it should be printed on one side of 8.5-inch by 11-inch white paper).
 - ☐ Respondents must list and acknowledge receipt of each Addendum on the Proposal Documentation form by signing in the space provided and listing the date that it was received.
 - ☐ Respondents must fill out the Subcontractors List included in the Proposal Documentation indicating the name(s) of any anticipated subcontractors for the proposed project. Use multiple pages if necessary. For portions of the work where a subcontractor will be selected by competitive proposals at a later date enter the type of Work to be subcontracted followed by "To be Determined". For example: "Electrical – To Be Determined" **If the use of subcontractors is not anticipated, "N/A" or "NONE" is to be written on the form.**
 - ☐ Should the proposer have any deviations, modifications or proposed alternatives to the proposal, they must be indicated on an Exception Summary included in the Proposal Documentation. **If there are no exceptions to the proposal or any of the proposals accompanying documents, "N/A" or "NONE" be written on the form.**
 - ☐ The Proposal Documentation Forms must be signed by an individual authorized to bind the respondent. All proposers, other than individuals, must include evidence of authorization to sign on behalf of the corporation, partnership, limited liability company, or other organization. Failure to provide evidence of authority to sign on behalf of the respondent will not be grounds for rejection if the Borough is able to confirm the authority of the signer to bind the respondent.
 - ☐ The Price Proposal must be submitted in a separate sealed envelope marked as the price proposal component. The separate sealed and marked envelope containing the price proposal must be placed within the sealed envelope or box containing the proposal. Price proposals must be submitted on the forms supplied.
- N/A If required by the RFP, Respondents must provide a properly executed Bid Bond (Bids or price proposals between \$25,000 and \$100,000 require a surety of 10%)

of the total bid or price proposal. Bids or price proposals greater than \$100,000 require a surety of \$10,000 plus 5% of the bid or price over \$100,000 (e.g., a \$110,000 bid or price proposal requires a surety of \$10,500)). Use the Bid Bond Form included in the Price Proposal Form package. If a Bid Bond is not necessary for this project, "N/A" or "NONE" is to be written on the form. If a bid bond is required, it must be included in the separate sealed envelope marked as the price proposal component.

- ☐ Proposals must respond directly to the evaluation criteria for this project as specified in the Select Criteria Section and must include the contents specified in the Proposal Content and Format section. (Note: The determination whether a proposal responds directly to the evaluation criteria for this project will not be made by the Borough Clerk or designee at the time of the opening of the proposals. Instead the Proposal Review Team or the Borough Manager will, during the proposal review process, determine whether each proposal responds directly to the evaluation criteria. Proposals that do not meet that requirement will be considered non-responsive.

Completion of this checklist does not guarantee that a proposal will be considered to be responsive. The checklist is provided strictly as a courtesy to respondents.

PROPOSAL DOCUMENTATION FORMS

GENERAL ACKNOWLEDGMENTS WEBSITE REDEVELOPMENT SERVICES

Award of Project. The Borough shall have the right to reject this proposal and such proposal shall remain open and may not be withdrawn for a period of sixty (60) days after the date prescribed for its closing.

Notice of Acceptance. Notice of acceptance and award of the project or requests for additional information may be addressed to the undersigned Respondent at the business address set forth in this proposal.

Minimum Standards. The required work and/or specifications attached herein shall be considered as the minimum standards acceptable to the Borough. Any deviations, modifications, or alternatives proposed shall be specified and clarified by the respondent on the provided form as an EXCEPTION SUMMARY. Insufficient information pertaining to exceptions shall be at the respondent's risk and may result in rejection of the proposal.

Respondent certification.

By signature on this proposal documentation, the undersigned respondent certifies that:

- A. The respondent will comply will all insurance requirements in this RFP;

- B. The respondent will comply with all applicable local, state, and federal laws, including but not limited to, wage and hour laws and non-discrimination laws;
- C. The respondent will comply with all terms and conditions set out in this RFP;
- D. The respondent's proposal was independently arrived at, without collusion, under penalty of perjury; and
- E. The proposal will remain open and valid for at least 60 days from the closing date of the RFP.

Receipt of Addenda. Receipt of the following Addenda to the RFP Documents is hereby acknowledged.

ADDENDUM NO.	DATE OF RECEIPT OF ADDENDUM	SIGNED ACKNOWLEDGMENT
1	_____	_____
2.	_____	_____
3.	_____	_____

(Note: Failure to acknowledge receipt of each addendum will be considered an irregularity and will result in rejection of the proposal.)

RESPONDENT:

By: _____

Title: _____

Alaska Business License No. _____

Company/Firm Name _____

Telephone _____

Fax No. _____

Mobile No. _____

Business Address _____

Email _____

Pursuant to and in compliance with the Request for Proposals, the undersigned respondent, being fully familiarized with all the terms of the specifications hereby proposes and agrees to deliver, within the time and in the manner stipulated in the proposal for the following:

WEBSITE REDEVELOPMENT SERVICES

Signature of Individual Authorized to Bind the Respondent

Printed Name and Title of Individual Authorized to Bind the Respondent

Date

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

SUBCONTRACTOR LIST

SUBCONTRACTORS: The respondent may not subcontract greater than fifty percent of this project without prior written approval of the Borough. List all subcontractors who will be providing greater than 5 percent of the project work and an approximate percentage of their individual participation by discipline." **If the use of subcontractors is not anticipated, "N/A" or "NONE" is to be written on the form.** Use additional copies of this form as needed.

Company/Firm Name _____

Estimated percentage of subcontractor's participation by discipline _____

Telephone _____

Fax No. _____

Business Address _____

Company/Firm Name _____

Estimated percentage of subcontractor's participation by discipline _____

Telephone _____

Fax No. _____

Business Address _____

Company/Firm Name _____

Estimated percentage of subcontractor's participation by discipline _____

Telephone _____

Fax No. _____

Business Address _____

PRINCIPAL

By: _____

Title: _____

ATTEST: (If Corporation)

By: _____

Title: _____
Corporate Seal

PRICE PROPOSAL FORM

WEBSITE REDEVELOPMENT SERVICES

Contract Documents that are the basis for the proposal:

1. This RFP and any and all Addenda
2. Contract
3. Proposer's response to this RFP
4. Other

a. _____

b. _____

Cost proposal based on the scope of work listed in this RFP.

Attached a detailed explanation or chart for all applicable fees

Clarifications and Assumptions made by Contractor (use additional sheets if required):

TOTAL: _____ \$ _____
Written Dollar Amount

Company Date

Signature and Title Printed Name

CORPORATE CERTIFICATE (if applicable)

I, _____, certify that I am the Secretary of the Corporation named as Respondent in the foregoing instrument; that _____, who signed this proposal on behalf of the corporation, was then _____ of said Corporation; that the proposal was duly signed for and on behalf of said Corporation by authority of its governing body or other authority and is within the scope of its corporate powers.

Signature

CORPORATE ACKNOWLEDGMENT

STATE OF _____)
) ss.
_____ JUDICIAL DISTRICT)
COUNTY OF _____)

THIS IS TO CERTIFY that on this _____ day of _____, 2013, before me, the undersigned, a Notary Public in and for the State of _____, duly commissioned and sworn, personally appeared _____ and _____ known to be the _____ and _____ of _____, the corporation which executed the above and foregoing instrument, and who on oath stated they were duly authorized to execute said instrument and acknowledged that they signed the same freely and voluntarily on behalf of said corporation for the purposes therein mentioned.

WITNESS my hand and official seal the day and year in this certificate above written.

NOTARY PUBLIC FOR _____
My Commission Expires: _____

(Seal)

PARTNERSHIP ACKNOWLEDGMENT (if applicable)

STATE OF _____)
) ss.
_____ JUDICIAL DISTRICT)
COUNTY OF _____)

On this _____ day of _____, 2013, before me
appeared _____ and _____
_____ to me personally known, who, being by me duly sworn, did say that they are the
Partners of _____, a _____
_____ (State) Partnership and that said instrument was signed on behalf
of said Partnership and said partner acknowledged said instrument to be the free act
and deed of said Partnership.

NOTARY PUBLIC

Notary Public, State of _____
My Commission Expires _____

(SEAL)

LIMITED LIABILITY COMPANY (LLC) ACKNOWLEDGMENT
(If applicable)

STATE OF _____)
) ss.
_____ JUDICIAL DISTRICT)
COUNTY OF _____)

On this _____ day of _____, 2013, before me
appeared _____, to me personally
known, who, being by me duly sworn, did say that he/she is the Member of _____
_____ a _____
(State) Limited Liability Company and that said instrument was signed on behalf of said _____
_____ (State) Limited Liability Company and said officer acknowledged
said instrument to be the free act and deed of said Limited Liability Company.

NOTARY PUBLIC

Notary Public, State of _____
My Commission Expires _____

(SEAL)

INDIVIDUAL ACKNOWLEDGMENT (If applicable)

STATE OF _____)
) ss.
_____ JUDICIAL DISTRICT)
COUNTY OF _____)

THIS IS TO CERTIFY that on this _____ day of _____, 2013,
before me, the undersigned, a Notary Public in and for the State of _____, duly
commissioned and sworn, personally appeared _____
_____ to me known to be the person(s) described in and who executed the
foregoing instrument, and acknowledged to me that he/she/they signed the same freely
and voluntarily for the uses and purposes therein mentioned.

WITNESS my hand and official seal the day and year in this certificate above
written.

(Seal)

NOTARY PUBLIC FOR _____
My Commission Expires: _____