

BIDS MUST BE SEALED AND ADDRESSED TO:

☐ Remove from Bidder list for this commodity/service. (Return this page only.)

AGENCY ADDRESS:
Crystal Baker
Purchasing Manager
Department of Health Services
Division of Enterprise Services
1 W. Wilson Street, Room 639
Madison, WI 53701-7850

REQUEST FOR BID

THIS IS NOT AN ORDER

BIDDER (Name and Address)

Bid envelope must be sealed and plainly marked in lower corner with due date and Request for Bid # S-0131 DES-14. Late Bids will be rejected. Bids MUST be date and time stamped by the soliciting purchasing office on or before the date and time that the Bid is due. Bids dated and time stamped in another office will be rejected. Receipt of a Bid by the mail system does not constitute receipt of a Bid by the purchasing office. Any Bid which is inadvertently opened as a result of not being properly and clearly marked is subject to rejection. Bids must be submitted separately, i.e., not included with sample packages or other Bids. Bid openings are public unless otherwise specified. Records will be available for public inspection after issuance of the notice of intent to award or the award of the contract. Bidder should contact person named below for an appointment to view the Bid record. Bids shall be firm for acceptance for sixty (60) days from date of Bid opening, unless otherwise noted. The attached terms and conditions apply to any subsequent award.	
Bids MUST be in this office no later than 2:00 PM CT Monday, January 6, 2014	Public Opening ☐ No Public Opening ☒
Name (Contact for further information) Crystal Baker	
Phone (608) 266-6967	Date 11/12/13
Quote Price and Delivery FOB	

Description

The Wisconsin Department of Health Services/Office of the Secretary is releasing this Request for Bid (RFB) to procure a vendor for the following:

- Evaluation of and recommendations for DOA/DHS LAMP Stack for hosting the DHS Drupal Website;
- Create a new web presence for DHS using Drupal;
- Migration of content from the current DHS website to the new website.

Payment Terms:	Delivery Time:
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☐ We claim minority Bidder preference [Wis. Stats. s. 16.75(3m)]. Under Wisconsin Statutes, a 5% preference may be granted to CERTIFIED Minority Business Enterprises. Bidder must be certified by the Wisconsin Department of Commerce. If you have questions concerning the certification process, contact the Wisconsin Department of Commerce, 5th Floor, 201 W. Washington Ave., Madison, Wisconsin 53702, (608) 267-9550.
☐ We are a work center certified under Wis. Stats. s. 16.752 employing persons with severe disabilities. Questions concerning the certification process should be addressed to the Work Center Program, State Bureau of Procurement, 6th Floor, 101 E. Wilson St., Madison, Wisconsin 53702, (608) 266-2605.

Wis. Stats. s. 16.754 directs the state to purchase materials which are manufactured to the greatest extent in the United States when all other factors are substantially equal. Materials covered in our bid were manufactured in whole or in substantial part within the United States, or the majority of the component parts thereof were manufactured in whole or in substantial part in the United States.

☐ Yes ☐ No ☐ Unknown

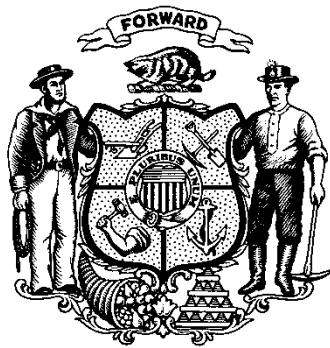
In signing this Bid we also certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a Bid; that this Bid has been independently arrived at without collusion with any other Bidder, competitor or potential competitor; that this Bid has not been knowingly disclosed prior to the opening of Bids to any other Bidder or competitor; that the above statement is accurate under penalty of perjury.

We will comply with all terms, conditions and specifications required by the state in this Request for Bid and all terms of our Bid.

Name of Authorized Company Representative (Type or Print)	Title	Phone ()	
		Fax ()	
Signature of Above	Date	Federal Employer Identification No.	Serial Security No. if Sole

REQUEST FOR BID

STATE OF WISCONSIN
DEPARTMENT OF HEALTH SERVICES
Office of the Secretary



RFB # S-0131 DES-14

DHS Website Implementation Using Drupal

BIDS MUST BE RECEIVED BY 2:00 PM CT Monday, January 6, 2014

- LATE BIDS WILL BE REJECTED
- FAXED BIDS WILL NOT BE ACCEPTED
- THE STATE RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS
- ONLY BIDS USING DRUPAL AS THE WEB CONTENT MANAGE SYSTEM AND ANSWERING "YES" TO ALL THE QUESTIONS IN SECTION 1.5 WILL BE REVIEWED FOR CONSIDERATION.

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1 GENERAL INFORMATION

1.1 INTRODUCTION

The Department of Health Services (DHS) seeks a vendor to work with us on three key deliverables pursuant to migrating the department website from a flat HTML system to Drupal. The first is to evaluate the DHS server environment for hosting Drupal, resulting in recommendations for improvement to ensure the delivered website is fast-loading, reliable and secure. The second is to create a responsive, mobile first and ADA compliant Drupal website that is attractive and functional. The third key deliverable is the migration of static content from what will be the DHS legacy system to the new one in Drupal.

The completed product should allow both casual and frequent users to easily find information and have a positive user experience. Web content managers will have specified templates to use for adding new content. The website content will be easier to manage, as will the granting of permissions to DHS staff. Web analytics will be available to analyze website performance and visitor usage.

1.2 PROCUREMENT OBJECTIVE

The new Drupal site must meet the needs of a very large and diverse government agency with many programs and services. Goals for the completed project are:

- A website that is compliant with the American with Disabilities Act (ADA).
- A responsive, robust website that can be viewed equally well and is optimized first for mobile usage as well as a variety of platforms and browsers, including desktops and tablets.
- A website that uses an information architecture identified as a best practice for meeting DHS content and navigational needs.
- A website that incorporates the taxonomy adopted by DHS.
- A website that utilizes MS Active Directory for authentication.
- Successful migration of content from the existing FrontPage website to the new Drupal website.
- A smooth transition from development and testing to production and then “handing off” the website to DHS for ongoing management.
- Work can be completed remotely by the vendor. No DHS requirement for travel.
- Complete the project within a nine (9) month timeframe.
- Complete the project within a \$300,000 budget.

1.3 CURRENT OPERATIONS

Website overview: The current DHS website (www.dhs.wisconsin.gov) is hosted by the State of Wisconsin and developed with FrontPage versions 2000 and 2003. The website runs on Microsoft IIS 6.0, using FrontPage server extensions to manage the website as well as the top, bottom and left borders. There are approximately 11,000 web pages along with numerous PDF, DOC, PPT, and XLS files, for a total of 41,000 files. In 2012, there were over 10.5 million visitors. The majority of content is static, public HTML, although there are some audio/video files, dynamic data query systems and areas with restricted access.

Completed preparations for moving to Drupal:

- Drupal 7 has been successfully installed and tested on a DHS LAMP system.
- DHS staff conducted a content inventory of the current website this spring. Content types have been identified as well as the fields that would be used (see Appendix A).

1.4 DEFINITIONS

Throughout the RFB, the following terms are used and are defined as:

1. **Bidder:** is defined as an entity responding to this RFB.
2. **Department / DHS:** is defined as the Wisconsin Department of Health Services.
3. **Office:** is defined as the Office of the Secretary.
4. **DOA:** is defined as the Wisconsin Department of Administration.
5. **HIPAA:** is defined as the Health Insurance Portability and Accountability Act of 1996.
6. **MBE:** is defined as a Wisconsin Certified Minority Business Enterprise.
7. **RFB:** is defined as Request for Bid.
8. **State:** is defined as the State of Wisconsin.
9. **Subcontract:** a written agreement between the vendor and a subcontractor to provide services.
10. **Subcontractor:** a third party who contracts with the awarded vendor for the provision of services, which the vendor has contracted with the Department to perform.
11. **Vendor:** is defined as a bidder/contractor.

1.5 MANDATORY VENDOR REQUIREMENTS

This section contains the minimum qualifications for the vendor.

DHS is seeking a vendor with experience in Drupal website development. Failure to meet these mandatory qualifications for vendors will result in disqualification from further review. If you are able to answer "yes" to all of the following, this RFB provides an opportunity for you to respond to the requirements described in Section 4.

Statement of Qualification letter will verify responses in Section 1.5 and be the determining fact as to whether or not DHS will continue to review the bid.

Number	Vendor acknowledges and confirms that it has:	Yes	No
1.5.1	Created ADA-compliant websites. Design and associated elements must comply with Section 508 of the Rehabilitation Act of 1973. The website must also comply with Americans with Disabilities Act (ADA) Best Practices for Website Accessibility for state and local governments, and the Web Content Accessibility Guidelines developed by the Web Accessibility Initiative, a subgroup of the World Wide Web Consortium (W3C).		
1.5.2	Created a unique responsive sub-theme based on one of the following parent themes in Drupal: AdaptiveTheme, Fusion, Omega, or Zen.		
1.5.3	Experience creating a sub-theme that uses HTML5 and Sass/Compass technology.		
1.5.4	Experience implementing a large enterprise (a dozen or more vocabularies containing as many as a 1,000 or more terms) taxonomy in Drupal.		
1.5.5	Experience migrating hand-written HTML to Drupal.		
1.5.6	Experience authenticating via an Active Directory environment or integrating LDAP.		

1.6 PROCURING AND CONTRACTING AGENCY

The Wisconsin Department of Health Services (DHS), Office of the Secretary issued this Request for Bid (RFB). The person responsible for managing the procurement process is Crystal Baker. Any contact with State employees concerning this RFB is prohibited, except as authorized by the procurement manager, during the period from date of release of the RFB until the notice of intent to award is released.

The Wisconsin DHS, Office of the Secretary will administer the contract resulting from this RFB. The Contract Administrator will be Angela Redington, or designee.

1.7 CLARIFICATIONS AND/OR REVISIONS TO THE SPECIFICATIONS AND REQUIREMENTS

Any questions concerning this RFB must be submitted to Crystal Baker, Purchasing Agent, at: Email: DHSProcurement@dhs.wisconsin.gov.

Written questions must be submitted by **Tuesday, December 3, 2013**. All questions are to be submitted in **non-protected Microsoft Word** format with the following subject line listed below:

Subject Line: Question RFB S-0131 DES-14 – *Vendor Name*

Telephone questions will not be accepted. Any oral responses, information, dates, and/or technical assistance received by a prospective Bidder from the Department or Department staff shall not, in any manner whatsoever and whether before or after the release of this RFB, be binding on the State of Wisconsin, unless followed-up and explicitly confirmed and stated in writing by the State.

Bidders are expected to raise any questions, exceptions, or additions they have concerning the RFB document at this point in the RFB process. If a vendor discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFB, the vendor should immediately notify the purchasing agent named above of such error and request modification or clarification of the RFB.

In the event that it becomes necessary to provide additional clarifying data or information, or to revise any part of this RFB, revisions/amendments and/or supplements will be provided through the State VendorNet system.

Each Bid shall stipulate that it is predicated upon the requirements, terms, and conditions of this RFB and any supplements or revisions thereof.

Any contact with State employees concerning this RFB is prohibited, except as authorized by the RFB Purchasing Agent, during the period from date of release of the RFB until the notice of intent to award is released.

1.8 CONTRACT QUANTITIES / NEW OR DELETED ITEMS

DHS does not guarantee to purchase any specific quantity of services. Bids stating that DHS must guarantee a specific quantity or dollar amount may be disqualified.

The vendor shall not have exclusive rights to provide all services covered under this contract during the term of the contract or any extension of the contract.

1.9 REASONABLE ACCOMMODATIONS

DHS will provide reasonable accommodations, including the provision of informational material in an alternative format, for qualified individuals with disabilities upon request. If you think you need accommodations at any time during the RFB process, contact Purchasing Agent Crystal Baker at (608) 266-6967 or DHSProcurement@dhs.wisconsin.gov.

1.10 CALENDAR OF EVENTS

Listed below are specific and estimated dates and times of actions related to this RFB. The actions with specific dates must be completed as indicated unless otherwise changed by DHS. In the event that DHS finds it necessary to change any of the specific dates and times in the calendar of events listed below, it will do so by issuing a supplement to this RFB and posting it to the State of Wisconsin purchasing and vendor notification website (VendorNet) at <http://vendornet.state.wi.us>. There may or may not be a formal notification issued for changes in the estimated dates and times.

DATE	EVENT
November 12, 2013	Date of issue of the RFB (Posted to VendorNet)
December 3, 2013	Deadline for Written Questions
December 11, 2013 (estimated)	All Questions and Answers posted to VendorNet
2:00 PM CT Monday, January 6, 2014	Bids due from bidders
January 15-16, 2014 (as needed)	Oral Interviews (optional)
January 23, 2014 2:00pm (as needed)	Best and Final Offer (optional)
February 5, 2014 (estimated)	Notification of intent to award sent to bidders
February 19, 2014 (estimated)	Contract Execution Date
February 19, 2014 (estimated)	Contract Start Date

1.11 CONTRACT TERM AND FUNDING

The contract shall be effective on the date indicated on the contract and shall run for one (1) year from that date. The total bid cost is to encapsulate the entire project during this contract term.

1.12 VENDORNET REGISTRATION

The State of Wisconsin's purchasing information and vendor notification service is available to all businesses and organizations that want to sell to the state. Anyone may access VendorNet on the Internet at <http://vendornet.state.wi.us> to get information on state purchasing practices and policies, goods and services that the state buys, and tips on selling to the state. Vendors may use the same website address for inclusion on the Bidder list for goods and services that the organization wants to sell to the state. A subscription with notification guarantees the organization will receive an e-mail message each time a state agency, including any campus of the University of Wisconsin System, posts a request for bid or a request for proposal in their designated commodity/service area(s) with an estimated value over \$50,000. Organizations without Internet access receive paper copies

in the mail. Increasingly, state agencies also are using VendorNet to post simplified bids valued at \$50,000 or less. Vendors also may receive e-mail notices of these simplified bid opportunities.

1.13 RETENTIONS OF RIGHTS

The State of Wisconsin retains the right to accept or reject any or all bids if it is deemed to be in the best interest of the State of Wisconsin.

If mutually agreed to by the vendor and the State, the results of this solicitation may be used by other Wisconsin agencies and/or other states.

All bids become the property of DHS upon receipt. All rights, title and interest (including the right to exploit for the State's purposes) in all materials and ideas prepared by the Bidder for the bid to DHS shall become the exclusive property of DHS and may be used by the State at its option.

1.14 NUMBER OF CONTRACTS

It is the intention of the Department to award one contract for the services required in this RFB. However, the vendor(s) shall not have exclusive rights to provide all services covered under the contract during the term of the contract(s) or any extension of the contract(s).

2 PREPARING AND SUBMITTING A BID

2.1 GENERAL INSTRUCTIONS

The selection of a vendor(s) will be based on the information submitted in the vendor's bid. Failure to respond to each of the requirements in the RFB may be the basis for rejecting a response.

Elaborate bids (e.g., expensive artwork), beyond that sufficient to present a complete and effective bid, are not necessary or desired.

The State of Wisconsin is not liable for any cost incurred by Bidders in replying to this RFB.

Bidders must submit bids in strict accordance with the requirements set forth in this section. All materials must be submitted to:

Crystal Baker, Purchasing Agent
Department of Health Services
Division of Enterprise Services
1 W. Wilson Street, Room 655
Madison, WI 53703

All materials must be received in the prescribed formats by **2:00 PM CT Monday, January 6, 2014.**

Bids must be received in the above office by the specified date and time stated above. All bids must be stamped as accepted by the Purchasing Agent or designee. Receipt of a bid by the State mail system does not constitute receipt of a bid by the Purchasing Office, for purposes of this RFB. No bids are allowed to be submitted by fax or email. Any such bids will be rejected.

To ensure confidentiality of the document, all bids must be packaged, sealed and show the following information on the outside of the package:

- **Bidder's name and address**
- **Request for Bid title**
- **Request for Bid number**
- **Bid due date**

2.2 BID ORGANIZATION AND FORMAT

2.2.1 BID RESPONSE PACKAGE

The bid response package must be submitted with the following information included:

- Bid Cover Page (Form DOA – 3070)
- Table of Contents
- Vendor Information Sheet (Form DOA – 3477)
- Statement of Qualifications Section 1.5
- Transmittal Letter (Reference Section 2.2.2)
- Designation of Confidential and Proprietary Information (Form DOA – 3027)
- Certificate Regarding Debarment
- Wisconsin Cooperative Purchasing (Form DOA – 3333)
- Vendor Reference Sheet (Form DOA – 3478)
- Bidder Response Worksheet Section 4.0

All materials must be received in the prescribed formats at the prescribed address no later than **2:00 PM CT Monday, January 6, 2014.**

2.2.2 TRANSMITTAL LETTER

A Transmittal Letter must accompany the RFB package. It must be on the official business letterhead of the prime Bidder submitting the Bid, and must be signed in ink.

The Transmittal Letter must stipulate the following:

- The Bidder is the prime Vendor and is a corporation or other legal organization;
- Services that the Vendor intends to sub-contract to another entity;
- No attempt has been made or will be made by the Bidder to induce any other person or firm to submit or not to submit a Bid;
- Bidder certifies they have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that this bid has been independently arrived at without collusion with any other bidder, competitor or potential competitor; that this bid has not been knowingly disclosed prior to the opening of bids to any other bidder or competitor;
- A *Statement of Qualifications* that bidder is able to meet all the Mandatory Vendor Requirements in Section 1.5 (not to exceed one page);
- The Cost Bid is valid for a minimum of nine months from the Bid due date;
- The person signing this letter and all Request for Bid documents is authorized to make decisions on behalf of the Bidding organization and that the person has not participated, and will not participate, in any action contrary to this statement;
- Assurance that the Bidder will agree to execute and fulfill a contract according to the conditions and terms specified in this RFB;
- That the Bid is predicated upon the requirements, terms, and conditions of this RFB, the posted Questions and Answers, all RFB attachments, and any supplements or revisions thereof;
- Bidder must provide a comprehensive list of past and current litigation in which it has been involved. List must provide name of individual or company and, if possible, settlement amount. If no litigation issues, stipulate the same on a separate sheet of paper with a header - Litigation History. Sanctions or convictions of fraud or falsifying records or other relevant legal action may be grounds for disqualification (Attached as an Appendix).
- That an individual authorized to legally bind the Bidder has signed this Transmittal Letter.

2.2.3 BID RESPONSE PACKAGE COMPONENTS

There are two components needed for complete submission of the Bid Response Package: Paper (Hard Copies) and Electronic. Both components are due to the address above by the stated date and time. The following submission requirements must be followed for each of the components:

Paper (Hard Copy) Bid Components

This component must contain the **original** and **two** paper copies typed and submitted on 8.5-by-11-inch paper bound securely of the entire Bid Response Package including any proprietary information.

Electronic Bid Components

In addition to the paper documents described above, the Bid Response Package must be submitted in non-password protected PDF format on reproducible CDs recorded and labeled as follows:

Disc One: This disc must contain the entire Bid Response Package **including** any proprietary information and have the following label affixed to the disc:

Bid Response Package – Proprietary Information Included

DHS Website Implementation Using Drupal

Name and Address of Bidder

RFB S-0131 DES-14

Disc Two: This disc must contain the entire Bid Response Package **excluding** the proprietary information reported on the Designation of Confidential and Proprietary Information form (DOA-3027). *Note: The Department in responding to open records requests will release the information on this disc. It is the sole responsibility of the Bidder to ensure that there is no conflict between the Designation of Confidential and Proprietary Information form (DOA-3027) and the information provided on this disc.* The following label must be affixed to the disc:

Bid Response Package – Proprietary Information Excluded

DHS Website Implementation Using Drupal

Name and Address of Bidder

RFB S-0131 DES-14

Disc Three: This disc must contain the entire Cost Bid Worksheet. The following label must be affixed to the disc:

Cost Bid Package

DHS Website Implementation Using Drupal

Name and Address of Bidder

RFB S-0131 DES-14

In a separate sealed envelope, provide cost information on the Cost Bid Worksheet included in this RFB (Appendix B), according to the instructions provided. All costs for furnishing the services included in this bid, in accordance with this RFB must be included. Failure to provide any requested information in the prescribed format may result in disqualification of the bid. No mention of costs may be made in any other RFB response area.

2.3 MULTIPLE BIDS

Submission of multiple bids from a vendor is not permissible.

2.4 WITHDRAWAL OF BIDS

Bids shall be irrevocable until contract award unless the Bid is withdrawn. Bidders may withdraw a Bid in writing at any time up to the Bid closing date and time or upon expiration of five (5) business days after the due date and time. To accomplish this, the written request must be signed by an authorized representative of the Bidder and submitted to the RFB Purchasing Agent at the address listed in Section 2.1 General Instructions. If a previously submitted Bid is withdrawn before the Bid due date and time, the Bidder may submit another Bid at any time up to the Bid closing date and time.

3 BID REVIEW AND AWARD

The Department's purchasing staff will perform initial due diligence for conformance to bid requirements. The Department's web and technical staff will review each Bid Response Package and Statement of Bidder Qualifications to verify the Bidder meets the requirements specified in this RFB based on a pass or fail protocol. This determination is made at the sole discretion of the Department not to continue the review of bids.

3.1 VERIFICATION OF BID RESPONSIVENESS

Those Bidders whose *Statement of Bidder's Qualifications and/or Bid Response Package* does not conform to all of the requirements and specifications of this RFB may be disqualified. Cost packet of disqualified Bidders will not be opened.

3.1.1 DEPARTMENTAL REVIEW

The Department will review the *Statement of Bidder's Qualifications and Bid Response Package* for completeness, accuracy, and adequacy of information provided by the Bidder.

Failure to comply with the instructions or to respond with complete and accurate information may cause a bid to be deemed non-responsive, except in those cases where the Department exercises its right to waive minor irregularities and request compliance from the Bidder. The Department reserves the right to seek written and/or oral clarification and/or documentation.

3.2 REFERENCE CHECKS

The vendor references listed on DOA Form-3478 may be contacted as part of the bid review process.

3.3 METHOD OF AWARD

The award will be made to the lowest (Appendix B in the Total Cost), responsible bidder.

The award will be determined on total Bid price, any component cost will solely be used to support bidders response.

*Lowest **responsible** bidder* is defined in State regulations Adm. 6.01 as:

“...the person or firm submitting the competitive bid with the lowest price that meets the specifications contained in the request for bids. In establishing the lowest responsible bidder, all of the following factors may be considered:

- a. The financial ability to provide the services required to complete the contract;
- b. The skill, judgment, experience, and resources to complete the contract;
- c. The necessary facilities, staff, personnel, and equipment to complete the contract;
- d. The demonstrated ability to satisfactorily perform the work or provide the materials in a prompt, conscientious manner;
- e. The demonstrated ability to comply in situations where the award is contingent on special considerations subject to the nature of the services or contract required, and;
- f. Any other factor determined to be relevant in assessing the bidder's ability to supply as required.”

The State of Wisconsin is committed to the promotion of minority businesses in the State's purchasing program and a goal of placing 5% of its total purchasing dollars with certified minority businesses. Authority for this program is found in ss. 15.107(2), 16.75(4), 16.75(5) and 560.036(2), Wisconsin Statutes. The contracting agency is committed to the promotion of minority business in the State's purchasing program.

The State of Wisconsin policy provides that minority-owned business enterprises certified by the Wisconsin Department of Administration, should have the maximum opportunity to participate in the performance of its contracts. The supplier/vendor is strongly urged to use due diligence to further this policy by awarding subcontracts to minority-owned business enterprises or by using such enterprises to provide goods and services incidental to this agreement, with a goal of awarding at least 5% of the contract price to such enterprises.

3.4 RIGHT TO REJECT BIDS AND NEGOTIATE CONTRACT TERMS

The State reserves the right to reject any and all Bids. The State may negotiate the terms of the contract, including the award amount, with the selected Bidder prior to entering into a contract. If contract negotiations cannot be concluded successfully with lowest responsive responsible bidder or upon unfavorable review of the bidder's references, the Department may negotiate a contract with the next lowest responsive responsible bidder.

3.5 BEST AND FINAL OFFER

Bidders may be requested to submit best and final offers. Best and final offers are reviewed on the same criteria stated in Section 3.3. The lowest responsive responsible bidder will then be chosen as the vendor for this project. However, a bidder should not expect that the State will request a best and final offer.

3.6 NOTIFICATION OF INTENT TO AWARD

All vendors who respond to this RFB will be notified via email of the State's intent to award the contract as a result of this RFB.

After notification of the intent to award is made and under the supervision of agency staff, copies of bids will be available for public inspection from 8:00 a.m. to 4:00 p.m. at One West Wilson Street, Room 655, Madison, Wisconsin. Vendors should schedule reviews with Purchasing Agent Crystal Baker at (608) 266-6967.

3.7 APPEALS PROCESS

Notices of intent to protest the intent to award must be made in writing to the Secretary of the Department of Health Services. Protestors must identify Wisconsin Statute and Wisconsin Administrative Code provisions that are alleged to have been violated.

Any written notice of intent to protest the intent to award a contract must be filed with:

Kitty Rhoades, Secretary
Department of Health Services
1 West Wilson Street
PO Box 7850
Madison, WI 53701-7850

A notice of intent to protest must be received in the Secretary's Office no later than five (5) working days after the notice of intent to award is issued.

Any written protest must be received in the same office within ten (10) working days after the notice of intent to award is issued.

The decision of the Secretary of DHS may be appealed to the Secretary of the Department of Administration within five (5) working days of issuance with a copy of such appeal filed with DHS. The appeal must allege a violation of a Wisconsin statute or a section of the Wisconsin Administrative Code (Reference Section 3.3).

3.8 COOPERATIVE PURCHASING

Upon mutual agreement of both bidder and the Department, the same pricing, terms, and conditions resulting from this RFB may be extended to the entities as defined in Wisconsin's Cooperative Purchasing Service Vendor Agreement DOA-3333 (Reference Section 8.0 Required Forms).

4 MINIMUM REQUIREMENTS – BIDDER RESPONSE WORKSHEET

4.1 REQUESTED SERVICE – DHS DRUPAL ENVIRONMENT EVALUATION

The new Drupal website will be hosted by the Wisconsin Department of Administration (DOA). The Vendor will work with DOA and DHS on the Drupal server environment to be used by DHS.

The selected vendor will be provided access to the DHS development environment over a secured Virtual Private Network (VPN) connection. The Drupal environment is currently configured to accept connections via secure shell, HTTP, and FTP. The selected vendor will have administrative access to the Drupal Core and associated file systems on the development web server. The selected vendor will assist DHS with making the necessary changes in the User Acceptance Test (UAT) and Production (PROD) environments in order to implement the new Drupal website (see Figure 1).

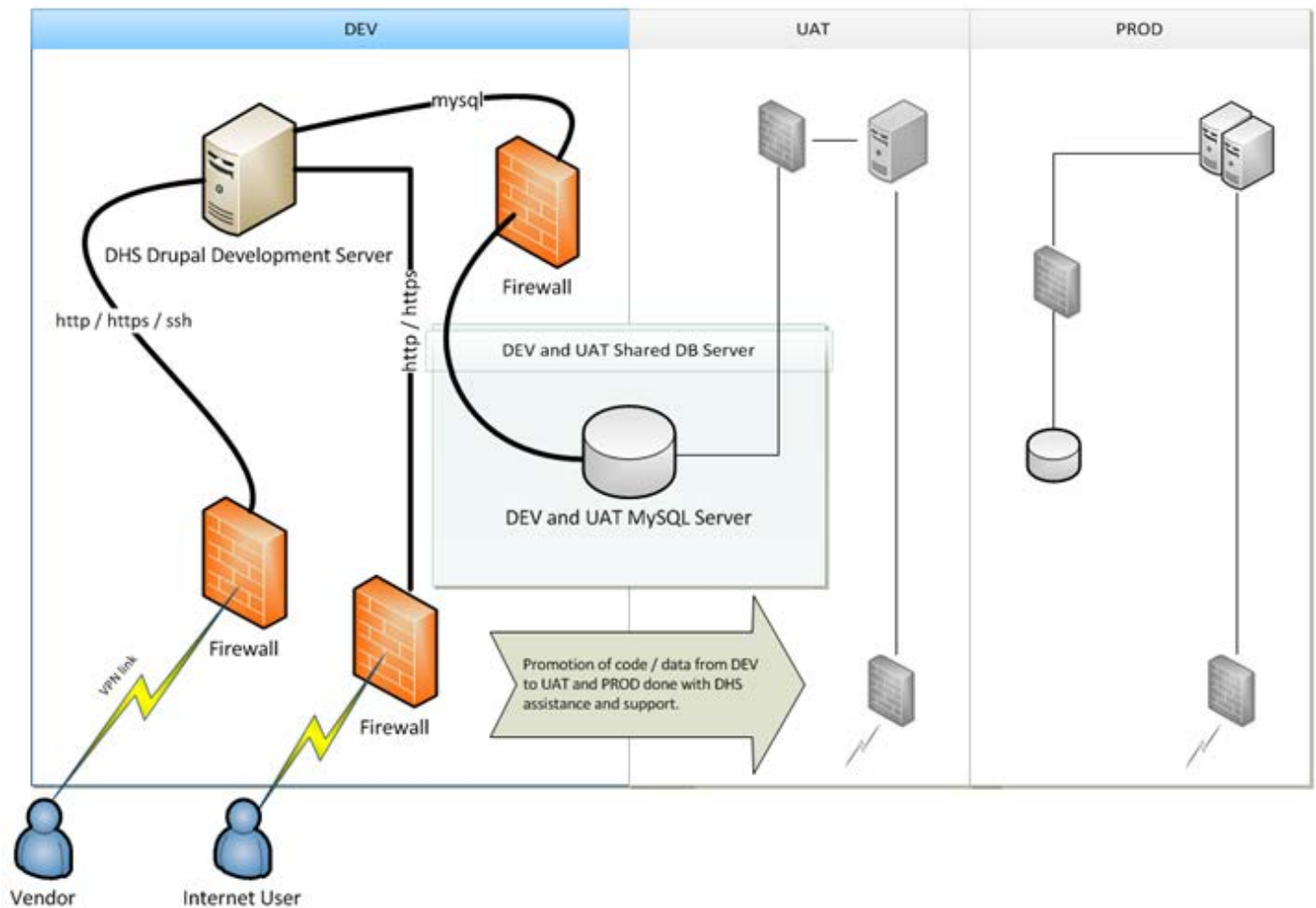


Figure 1

The selected vendor will be expected to review and provide recommendations for any necessary adjustments to the DHS Drupal server environment. Vendor is to recommend best practices for configuring the Drupal environment for hosting multiple Internet websites (each with their own design and URL) in a secure manner.

This portion of the project is estimated to take up to two (2) months.

Number	Vendor acknowledges and confirms that it has:	Yes	No
4.1.1	Evaluated and improved Drupal server environments.	☐	☐
4.1.2	Optimized Drupal server environments for performance. (E.g., load balancing, page load times, stress testing, etc.)	☐	☐
4.1.3	Configured Drupal multi-site environments.	☐	☐
4.1.4	Secured/hardened a Drupal/open source environment.	☐	☐

4.2 REQUESTED SERVICE – WEBSITE BUILD AND DESIGN (DRUPAL IMPLEMENTATION)

As part of a contract the selected vendor will be expected to provide design options for consideration that would lead to a final website design. The final website will include the functionality as described by the requirements below. DHS expects the chosen vendor to provide a project manager as a single point of contact for the contract. This person will work with DHS to define project milestones, provide status updates, and report major issues, budget and schedule variances, accomplishments and next steps.

This portion of the project could take up to five (5) months without jeopardizing the overall project timeline of nine (9) months.

Number	Vendor acknowledges and confirms that it has:	Yes	No
4.2.1	Built websites using responsive design. Website content will be optimized for viewing: easy reading and navigation with a minimum of resizing, panning, and scrolling on mobile devices. Website will work equally well on the most recent versions (minimum 5) of all popular browsers.		
4.2.2	Incorporated all of the following navigation options into a website. a. Automatic addition of breadcrumbs above page contents on each page of the website. b. Main website navigation located in the header region of each page with inclusion of horizontal fly-out menus. c. Display menu options specific to the subject area. d. Relationships defined by taxonomy to be displayed as ("see also"). e. Display taxonomy terms in glossary format.		
4.2.3	Created websites that use Google Analytics. Reporting tool to display website traffic patterns/trends. Frequently used search terms and other support features.		
4.2.4	Developed reports to assist in managing Drupal content. Ability to organize and analyze content based on metadata. Display content/files due to be reviewed (e.g., all content migrated from original website must be reviewed at the one-year mark).		
4.2.5	Incorporated workflow for content management. Defined as automated workflow in Drupal for one-level approval and content deployment. This should include the ability to schedule deployments, as well as deployment on demand for those staff with appropriate permissions.		
4.2.6	Defined and established users, roles and permissions. Defined as ability to create customizable user groups that have different roles and permissions. Permissions should be assignable to specific pages and areas of the website.		

Number	Vendor acknowledges and confirms that it has:	Yes	No
4.2.7	Integrated with Active Directory/LDAP. Defined as authenticating Drupal users against DHS Active Directory and authorizing them for roles based upon DHS AD group membership.		
4.2.8	Incorporated these applicable regulations into a website. Defined as NIST 800-53 Rev 4 – Recommended Security Controls for Federal Information Systems, the PCI Data Security Standard (DSS) 2.0, the Health Insurance Portability and Accounting Accountability Act (HIPAA), the Sarbanes-Oxley Act (SOX), the Gramm-Leach-Bliley Act (GLBA), SSAE 16		
4.2.9	The ability to create usable Drupal “templates” for each DHS content type. Content types and necessary fields are defined in Appendix A.		
4.2.10	Installed a WYSIWYG editor and customized the editor library. (Content types may require the use of an editor.)		
4.2.11	The ability to integrate the Wisconsin “State” search engine in the build. Defined as the State of Wisconsin search appliance. At writing the search appliance is Verity / Autonomy http://www.verity.autonomy.com/ . Regardless of brand, what is available at the time of the build will be the sole search solution.		
4.2.12	Created a website with “clean URLs”. Defined as URLs that do not contain the “?q=” characters.		
4.2.13	Created a website that enables website users the ability to “share” content from each web page. (Users can choose their preferred way to share DHS website content: print, Facebook, Twitter, Email, etc.)		
4.2.14	Created a robots.txt file for search engine optimization.		
4.2.15	Created and customized views.		

4.3 REQUESTED SERVICE – WEBSITE MIGRATION

The selected vendor will be expected to migrate content consisting of up to 10,000 webpages and 5,000 official DHS publications/forms from the current DHS website to the new Drupal website. DHS has identified which content would be migrated and to which content type. Content not migrated will need to remain available and be accessible to the new website and be displayed within DHS search results. The migration "change freeze" window needs to be limited to eight weeks or less. DHS will expect a migration log to document the process.

The actual migration of content could take up to two (2) months. However, planning for the migration would be performed concurrently with the build and design phase.

Number	Vendor acknowledges and confirms that it has:	Yes	No
4.3.1	Migrated flat HTML files to specified content types in a Drupal website while including taxonomy.		
4.3.2	Integrated non-HTML files to a Drupal website (e.g., PDF, MS Excel, MS Word).		
4.3.3	Capability to migrate up to 15,000 files within a four- to eight-week "change freeze" period.		
4.3.4	The ability to include links of non-migrated content in search results.		

4.4 CONTRACT REQUIREMENTS

Noncompliance with mandatory requirements to which the vendor has affirmed its capabilities or experience will result in immediate contract termination and remedial action by DHS to recoup its investment.

Vendor acknowledges and agrees to comply with, but is not limited to, the following contract requirements specific to this RFB:

1. News releases pertaining to this contract or any part of the bid shall not be made without prior approval of the issuing agency.
2. The vendor will appoint a contact person who will be available to consult with DHS personnel during normal working hours (8:00 a.m. - 4:30 p.m. CT, Monday - Friday), for ongoing communication and resolution of day-to-day questions.
3. Any intentional falsification of reports may result in contract termination.
4. DHS retains the right to require the reassignment of an employee or employees, as the Department may deem necessary.
5. The vendor will submit justification in writing of any proposed new staff positions.
6. Subcontracting may be allowed in this contract. The vendor acknowledges full responsibility for contract performance when subcontractors are used.
7. When subcontractors are used, they must abide by all terms and conditions of the contract.

Bids submitted in response to this RFB shall respond to the specifications stated herein. Failure to respond to the specifications may be a basis for a bid being eliminated from consideration during the selection process. The Department reserves the right to reject any or all bids to this RFB, waive minor irregularities, and to accept only the most qualified offer

in the judgment of the Department. The determination of whether an RFB condition is substantive or a mere formality shall reside solely with the Department.

In the event of a contract, the contents of this RFB, all subsequent documents, and the bid from the successful bidder will become contractual obligations. The Department reserves the right to negotiate the award amount, the programmatic goals, and the budget items with the selected bidder prior to entering into an agreement.

Failure of the successful bidder to accept these obligations may result in cancellation of the contract.

4.5 AUTHORIZED REPRESENTATIVE

YES NO

☐ ☐ The person signing below as Bidder is the official agency representative authorized to commit bidder to the terms of this RFB.

Bidder's Signature

Date

5 COST BID WORKSHEET

The total bid price must represent an all-inclusive bid for all costs associated with this contract and all costs to perform the requirements enumerated in the RFB.

Instructions: Vendor to complete Cost Bid Worksheet (Appendix B) with the projected cost for each project deliverable and total cost.

The Total Cost represents the official bid amount for this RFB.

6 STANDARD AND SUPPLEMENTAL TERMS AND CONDITIONS

The State of Wisconsin reserves the right to incorporate standard State contract provisions into any contract negotiated with any bid submitted responding to this RFB, Standard Terms, Conditions (DOA-3054), Supplemental Standard Terms and Conditions (DOA-3681) for Procurements for Services. Failure of the successful Bidder to accept these obligations in a contractual agreement may result in cancellation of the award.

6.1 STANDARD TERMS AND CONDITIONS (DOA-3054)

6.2 SUPPLEMENTAL TERMS AND CONDITIONS (DOA-3681)

7 REQUIRED FORMS

The forms referenced in this section can be found on VendorNet and must be completed and submitted with the Bid.

7.1 VENDOR INFORMATION (DOA-3477)

7.2 DESIGNATION OF CONFIDENTIAL AND PROPRIETARY INFORMATION (DOA-3027)

7.3 CERTIFICATE REGARDING DEBARMENT

7.4 WISCONSIN COOPERATIVE PURCHASING (DOA-3333)

7.5 VENDOR REFERENCE (DOA-3478)

Appendix A DHS Content Types

Reference VendorNet for Appendix A Document

Appendix B Cost Bid Worksheet

Reference VendorNet for Appendix B Document