

Punjab Heritage and Tourism Promotion Board (PHTPB),
Chandigarh

Request for Proposals (RFP): Punjab Tourism Website

Proposals are invited for providing web design, web editing and content management as part of the launch and development of Dynamic Website for Punjab Heritage and Tourism Promotion Board as per Terms of Reference (ToR) is available on PHTPB's current website: **www.punjabtourism.gov.in**. Last date of submitting proposals is 7th June, 2011. Pre bid-meeting will be organised on 23rd May at 11.00 am at PHTPB's office in Chandigarh.

REQUEST FOR PROPOSAL

DYNAMIC WEBSITE FOR Punjab Heritage and Tourism Promotion Board

Sealed Proposals are invited to provide design, web editing and content management as part of the launch and development of the Dynamic website for Punjab Tourism, to be provided to Punjab Heritage and Tourism Promotion Board.

Eligible organisations are requested to submit a sealed proposal for providing web design, web editing and content management as part of the launch and development of the Dynamic website for Punjab Tourism, to be provided to Punjab Heritage and Tourism Promotion Board (PHTPB), as per enclosed Terms of Reference (TOR).

To enable you to submit a Proposal, attached are:

- Annex I Instructions to Bidders
- Annex II General Conditions of Contract
- Annex III Terms of Reference (TOR)
- Annex IV Proposal Submission

Your proposal / offer comprising of technical and financial proposal, sealed in two separate envelopes, subscribed 'technical/ commercial bid for development of dynamic website for Punjab Tourism must be sent to the following by 7th June, 2011 4.00 PM (IST). There will be a pre-bid meeting on 23rd May at 11.00 am at PHTPB's office at Chandigarh.

Manager Projects

Punjab Heritage and Tourism Promotion Board,

Plot No 3, Sector 38 A

Chandigarh

PHONE NO.: 0172-4663140

Fax:

This letter is not to be construed in any way as an offer to contract with your firm/institution.
Your

proposal could, however, form the basis for a contract between your company and PHTPB.

Annexure 1: Instruction to bidders

A Introduction

1) General

The purpose of this Request for proposal (RFP) is to invite Sealed Proposals from organizations to provide design, web editing and content management as part of the launch and development of the Dynamic web-website for Punjab Tourism, to be provided to

Punjab Heritage and Tourism Promotion Board (PHTPB).

Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by PHTPB to provide consulting services for the preparation of the Terms of Reference, and other documents to be used for the procurement of services to be purchased under this Request for Proposal.

2) Cost of proposal

The Bidder shall bear all costs associated with the preparation and submission of the Proposal; and PHTPB will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation

B Solicitation documents

3) Contents of solicitation documents

Proposals must offer services for the total requirement. Proposals offering only part of the requirement will be rejected. The Bidder is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Bidder's risk and may affect the evaluation of the proposal.

4) Clarification of solicitation documents

A prospective Bidder requiring any clarification of the Solicitation Documents may request the PHTPB in writing at the organisation's mailing address or fax. There will be a pre bid meeting on 23rd May, 2011.

C Preparation of proposals

5) Language of the proposal

The Proposals prepared by the Bidder and all correspondence and documents relating to the proposal exchanged by the Bidder and the PHTPB shall be written in English.

6) Documents comprising the proposal

The Proposal shall comprise the following components:

- a) Proposal submission form;*
- b) Operational and technical part of the Proposal, including documentation to demonstrate that the Bidder meets all requirements;*
- c) Price schedule, completed in accordance with clauses 7 & 8;4 | P a g e*
- d) Proposal Earnest money deposit (EMD) of Rs. 10,000.*

7) Proposal form

a) Management structure

This section should provide corporate orientation to include the year of incorporation and a brief description of present activities. It should focus on services related to the proposal.

This section should describe the organizational unit(s) that will become responsible for the contract, and the general management approach towards a project of this kind. The Bidder should comment on its experience in similar projects and identify the person(s) representing the Bidder in any future dealing with the PHTPB.

b) Past Experience

The company should have minimum 3 years of experience in web designing and maintenance at national and international level. Details of relevant past projects with reference.

c) Resource plan

This should fully explain the Bidder's resources in terms of personnel and facilities necessary for the performance of the requirements, and any plans for their expansion. It should describe Bidder's current capabilities/facilities and any plans for their expansion.

d) Proposed approach, methodology, timing and outputs

This section should demonstrate the Bidder's responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed warranty; and demonstrating how the proposed methodology meets or exceeds the specifications. You should include the number of person-working days in each specialization that you consider necessary to carry out all work required.

For assessment of your understanding of the requirements please include any assumptions as well as comments on the data, support services and facilities to be provided by the beneficiary as indicated in the Statement of Requirements/TOR, or as you may otherwise believe to be necessary.

The technical part of the Proposal should not contain any pricing information whatsoever on the services offered. Pricing information shall be separated and only contained in the appropriate Price Schedules.

It is mandatory that the Bidder's Proposal numbering system corresponds with the numbering system as provided in the TOR. All references to descriptive material and brochures should be included in the appropriate response paragraph, though material/documents themselves may be provided as annexes to the Proposal/ response.

8) Proposal prices

The Bidder shall indicate separately the prices of services it proposes to supply under contract along with a payment schedule.

9) Proposal currencies

All prices shall be quoted in INR

10) Format and signing of proposal

The Bidder shall prepare two copies of the Proposal, clearly marking each "Original" and "Copy" as appropriate. In the event of any discrepancy between them, the original shall govern. The two copies of the Proposal shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorised to bind the Bidder to the contract. The latter authorisation shall be indicated by written power-of-attorney accompanying the Proposal. A Proposal shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Bidder, in which case such corrections shall be initialled by the person or persons signing the Proposal.

D Submission of proposal

11) Sealing and marking of proposals

Please seal the technical and commercial (price) bid separately. Both the sealed envelopes must be kept in one enveloped on which it must be subscribed on top right hand corner

"Quotations for Punjab Tourism website development".

12) Deadline for submission of proposals

Proposals must be received on or before 7th June, 2011 by 4.00 pm. Any proposal received by the PHTPB after the deadline will be summarily rejected.

13) Earnest Money Deposit (EMD)

Proposal must be accompanied by an EMD of INR 10,000 in favour of Member Secretary, PHTPB, payable at Chandigarh.

E Opening and evaluation of proposals

14) Opening of proposals

- a. Authorised committee at PHTPB will open all Proposals after the deadline for submissions and in accordance with the rules and regulations of the organization.
- b. First, an assessment of the technical bid will be made and bidders will be shortlisted. The technical bid will be evaluated on the following parameters:
 - Past Experience in Website designing (Relevant sector, government websites etc) – 20 marks
 - Annual turnover for the last three years – 5 marks
 - Dedicated team with ample of experience for PHTPB work- 15 marks
 - Evaluation of model template – 50 marks
 - Local Network for information collection contributing to regular updates- 10 marks
- a. Subsequently, only for shortlisted bidders, a comparative statement of financial bid shall be prepared.

15) Clarification of proposals

To assist in the examination, evaluation and comparison of Proposals, PHTPB may at its discretion, ask the Bidder for clarification of its Proposal. The request for clarification and the response shall be in writing and no change in price or substance of the Proposal shall be sought, offered or permitted.

16) Preliminary examinations

The authorized committee of PHTPB will examine the Proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Proposals are generally in order.

Prior to the detailed evaluation, the authorized committee at PHTPB will determine the substantial responsiveness of each Proposal to the Request for Proposals (RFP).

For purposes of these Clauses, a substantially responsive Proposal is one, which conforms to all the terms and conditions of the RFP without material deviations. The determination of a

Proposal's responsiveness is based on the contents of the Proposal itself without recourse to extrinsic evidence.

A Proposal determined as not substantially responsive will be rejected by PHTPB and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

17) Evaluation and comparison of proposals

A two-stage procedure will be used in evaluating the proposals, with evaluation of the technical component being completed prior to any price component being opened

and compared. The Price Component will be opened only for submissions that passed the scrutiny for the technical evaluation.

The technical proposal is evaluated on the basis of its responsiveness to the Terms of Reference (TOR).

F Award of contract

18) Award criterion, award of contract

The PHTPB reserves the right to accept or reject any Proposal, and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected Bidder or any obligation to inform the affected Bidder or Bidders of the grounds for such action.

The PHTPB will award the contract to the qualified Bidder whose Proposal after being evaluated is considered to be the most responsive to the needs of the organisation and activity concerned. The technical bid shall carry 70% weightage and the financial bid shall carry 30% weightage.

19) Purchaser's right to vary requirements at time of award

PHTPB reserves the right at the time of award of contract to vary the quantity of services and goods specified in the RFP.

G Proposal timeline

- Release of RFP May 16, 2011
- Pre bid meeting May 23, 2011
- Deadline for submitting proposals 4.00 pm June 7, 2011
- Opening of bids June 9, 2011
- Tentative contract award date June 10, 2011
- Project execution June 13, 2011 to July 13, 2011
- Website to be operational and handed over August 13, 2011

Annexure 2: General conditions of contract for professional services

1. Legal status

The contractor shall be considered as having the legal status of an Independent contractor vis-

à-vis PHTPB. The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of PHTPB or Department of Tourism, Government of Punjab.

2. Sources of instructions

The Contractor shall neither seek nor accept instructions from any authority external to PHTPB in connection with the performance of its services under this Contract. The Contractor shall refrain from any action, which may adversely affect PHTPB or Ministry of Tourism, Government of India and shall fulfil its commitments with the fullest regard to the interests of PHTPB.

3. Contractor's responsibility for the employees

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

4. Assignments

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of PHTPB.

5. Sub-contracting

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of PHTPB for all sub-contractors. The approval of PHTPB of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract.

The terms of any sub-contract shall be subject to and conform to the provisions of this Contract.

6. Officials not to benefit

The Contractor warrants that no official of PHTPB or Ministry of Tourism, Government of India has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

7. Indemnifications

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, PHTPB, its officials, agents, and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter-alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

8. Encumbrances/ liens

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with PHTPB against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

9. Copyright, patents and other proprietary rights

PHTPB shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights and trademarks, with regard to products or documents and other materials which bear a direct relation to or are produced or prepared or collected in consequence of or in the course of the execution of this Contract. At PHTPB's request, the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring them to PHTPB in compliance with the requirements of the applicable law.

10. Use of name, emblem or official seal of PHTPB or Ministry of Tourism, Government of India

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with PHTPB, nor shall the Contractor, in any manner whatsoever use the game, emblem or official seal of PHTPB or Ministry of Tourism, or any abbreviation of the name PHTPB or Ministry of Tourism in connection with its business or otherwise.

11. Confidential natures of documents and information

- a Drawings, photographs, plans, reports, recommendations, estimates, documents and all other data compiled by or received by the Contractor under this Contract shall be property of PHTPB, shall be treated as confidential and shall be delivered only to PHTPB authorized officials on completion of work under this Contract.
- b. The Contractor may not communicate at any time to any other person, Government or authority external to PHTPB any information known to it by reason of its association with PHTPB, which has not been made public except with the authorization to private advantage. These obligations do not lapse upon termination of this Contract.

12) Force majeure; other changes in conditions

- a. Force majeure, as used in this Article, means acts of God, war (whether declared or not), invasion, revolution, insurrection or other acts of a similar nature or force, which are beyond the control of the Parties.
- b. In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to PHTPB, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify PHTPB of any other changes in conditions or the occurrence of any event, which interferes or threatens to interfere with its performance of this Contract. The notice shall include steps proposed by the Contractor to be taken including any reasonable alternative means for performance that is not prevented by force majeure. On receipt of the notice required under this Article, PHTPB shall take such action as, in its sole discretion; it considers being appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which perform its obligations under this Contract.
- c. If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, PHTPB shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 13, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.

13) Terminations

- a. Either party may terminate this Contract for cause, in whole or in part, upon thirty days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 14 "Settlement of Disputes" below shall not be deemed a termination of this Contract.
- b. PHTPB reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case PHTPB shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.
- c. In the event of any termination by PHTPB under this Article, no payment shall be due from PHTPB to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract. The Contractor shall take immediate steps to terminate the work and services in a prompt and orderly manner and to minimize losses and further expenditures.
- d. Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, PHTPB may, without prejudice to any other right or remedy it may have, terminate this Contract forthwith. The Contractor shall immediately inform PHTPB of the occurrence of any of the above events.

14) Settlement of disputes

a. Amicable Settlement

The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Contract or the breach, termination or invalidity thereof. Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.

b. Legal jurisdiction

All matters of dispute, regarding the above if any will be subject to the legal jurisdiction of Chandigarh only.

15) Privileges and immunities

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the Ministry of Tourism, Government of India.

16) Observance of the law

The Contractor shall comply with all laws, ordinances, rules and regulations bearing upon the performance of its obligations under the terms of this Contract.

17) Authority to modify

No modification or change in this Contract, no waiver of any of its provisions or any additional contractual relationship of any kind with the Contractor shall be valid and enforceable against PHTPB unless provided by an amendment to this Contract signed by the Authorized official of PHTPB.

Annexure 3: Terms of Reference

A. Background

Tourism is getting competitive. Global competitiveness of India as a tourism destination has to be sustained by continually creating value for all stake holders including a superior experience for our tourists. In a hyper competitive tourism market we need to empower tourist.

Empowered tourist would realize worth of the money spent by him/ her. Over last few years the Internet has become the primary medium for accessing travel information for planning in all major markets. Contemporary tourism markets therefore call for a complete transformation in the way in which tourism destinations and suppliers do their business.

Every Destination organization is, in effect, an 'information broker', gathering information about tourism resources, products and services for communication to potential customers or to visitors. It also serves as a platform for sharing information about tourism market opportunities and other 'intelligence' for communication to tourism service providers. IT serves as an effective technology platform in either case.

Destination management organizations are increasingly resorting to providing relevant information to tourists early in the planning phase. This includes providing connect to most

appropriate Punjab Tourism at the destination. There is a wide spectrum of technology intervention in this ranging from simple email facility to comprehensive websites where Punjab Tourism can be located using searchable key words. This will allow Punjab Tourism stable demand patterns (confirmed booking) and tourists who can negotiate and plan with Punjab Tourism even before the start of travel to destination.

B. Outputs and activities

It is proposed that a dynamic web-website should be developed, wherein information about Punjab Tourism is available. At the front end, a potential tourist visiting the website can search for all relevant information about the places of interest, accommodation, guides etc meeting their expectations.

PHTPB are responsible for training the guides for promoting Punjab Tourism. List of successful trainees is available/ can be made available along with relevant details of licensed guides. This information can be shared on the website.

In addition to this list of classified hotels and rest houses etc will be provided to be shared on the website.

C. Scope of work

The dynamic web website for Punjab Tourism should provide easy access and search to all stake holders especially the tourists. It should be adaptable to current and changing technology, provide content management and be used as a public communications tool. The website shall meet the following criteria:

- Website must provide for search facilities for users to search for Punjab Tourism using certain key words like region, city, language, expertise, etc. Return detailed list and information about Punjab Tourism matching key words.
- Provide a fully operational website complete with information, maps, links, buttons and other operational interactive components, forms and surveys.
- Provide for a message box where tourists can lodge their feedback about the Punjab Tourism
- Website must provide for high speed upload/download response times for both low and high speed computers used by the average citizen.
- Cross-reference information should be hyperlinked from page to page within the website with the Home Page link always visible.
- Provide the public with an alternative means of communicating with concerned tourism officials and staff
- Provide a redesigned site favouring a build-to-suit website with the possibility of long term hosting but not a long-term month-to-month content management relationship
- Provide pages for all Punjab Tourism as per the content provided with different linkage options.

- Provide MIS system for hoteliers and others to log in for updating the tourism statistics and maintain a backend data of the same to generate various reports based on the same. Also, provide unique log-in Ids to each of the hoteliers or others nominated by Punjab Heritage and Tourism Promotion Board.
- Provide for email database with ids for all employees of Punjab Heritage and Tourism Promotion Board and maintain the same.
- Provide for a secure payment gateway for bookings to be made through Punjab Tourism website.
- Contain a dynamic menu and submenus and the ability to add to it as needed.
- Pages with easy, updatable links
- Breadcrumbs
- Be upgradeable.
- Design main components/page layouts of website.
- Test website for compatibility on all platforms.
- Provide a section on FAQs (Frequently Asked Questions).
- Ability to increase type size from A-A1-A2 capability.
- Register websites with variety of top-rated search engines to maximize SEO. Use meta tags to make pages visible to automatic searches; provide appropriate links; and upload to Internet search engines that may include but are not limited to the following: Google, Yahoo, Ask, Bing, MSN/Live, AOL Search and Gigablast.
- Provide flow chart/map for document creation and changes
- The information on the dynamic web websites should be directed towards the following groups:
 - Visitors
 - Travel companies and Hotels
 - Other users

A. Technical Specifications

- **Language – C +**
- **Frontend- Asp.net,ajaxt, jquery, java script, .dotnet**
- **Backend – SQL 2005**
- **W3C- Web code compliance**
- **Website to be developed with WCAG 2.0**

- **Website should have cross compatibility**
- **MIS- RDLC reporting services**
- **Tools – Visual studio 2008, MS-Office, MS-Visio, Adobe Photoshop CSS, Corel Draw XS**

E) Web-based platform development and maintenance

- Launch of the Dynamic web-website by August 8th, 2011.
- Through content management, make this website an interactive and accessible platform, including blogs and posts.
- Manage content for the website.
- Edit databases, and aggregate information on efforts to promote search for Punjab Tourism.
- Dealing with the technical issues of the web platform including domain name registration and renew, server maintenance and routine technical problem shooting of the website.
- Respond to inquiries and provide input on like-minded organizations with which to link and/or partner
- Provide navigational tools. Include graphic navigation buttons or bars offering shortcuts and leading forward, back, up, down and back to the home page. Scrolling should be vertical only.
- Allow for interactivity. Include e-mail response, surveys, forms, and calendar access. The designer must incorporate the ability for users to complete online forms for such tasks as electronic surveys, and any other future online enrolments. Ability to pass parameters on links to go straight to sites.

F. Other important conditions

- Security audit and security clearance of the website as per guidelines of Government of India will be the responsibility of the vendor.
- As per the Government of India guidelines, all Government Website have to be audited before hosting and for this project, it will be done through the nodal agency, Punjab Infotech. All observations or objections raised by the auditors will have to be complied with by the Vendor.
- Vendor will provide development tools for designing of the website.

- Website would have the existing domain name www.punjabtourism.gov.in and this is the domain name needs to be re-designed and hosted.
- Website will be hosted on a server based in India.
- Vendor will ensure the hosting platform compatibility
- Vendor will provide updating/ data entry module
- Website would be developed as per the guidelines of Government of India available at: <http://webservices.nic.in/guidelines> or <http://jksu.nic.in/forms/guidelines.pdf>

F. Eligibility criterion

- a. Web development companies with a proven track record in building multilayered online platforms that allow for maximum exploitation of web 2.0.
- b. Web development companies with a proven track record of website management, providing for support of interactive operations including message posts, and file sharing of video and audio material.
- c) Experienced coordinating professional partners related to dynamic web websites; expertise creating online network and managing collaborative work space.
- d) Expertise in web content compiling, drafting and editing in English; constant and timely updates of the overall website for the life of the contract.
- e) Expertise in technical maintenance of the overall website which includes security of the website, following clients' suggested revisions, conducting regular check up and efficient routine problem-shooting.
- f) At least 05 years of operations.
- g) Existing capacities to implement the project, including qualified personnel and capacities to contribute to further develop the overall capacity of the web platform, taking advantage of new and innovative approaches as they become available.
- h) Turnover of the firm- Minimum annual cumulative turnover for the past two years should be more than Rs. 50 lacs and at least Rs. 20 lacs in any one financial year certified by CA.

H) Deadline

4.00 pm, June 7th 2011

I) Contact

Manager Project,
Room No.16
Punjab Heritage and Tourism Promotion Board
Plot No 3, Sector 38 A
Chandigarh- 160036
Phone: 0172-4663140

Annexure 4: Proposal Submission

A Cover letter

To

Member Secretary
Punjab Heritage and Tourism Promotion Board
Plot No 3, Sector 38 A
Chandigarh- 160036
Dated:
Dear Sir / Madam,

Reg.: Submission of proposal for developing dynamic web website for Punjab Tourism

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide Professional Services for the sum as may be ascertained in accordance with the Price Schedule attached herewith and made part of this Proposal.

We undertake, if our Proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

We agree to abide by this Proposal for a period of 60 days from the Proposal Closing Date as stipulated in the Solicitation Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept any Proposal you may receive.

Name of Bidder

Address of Bidder

Authorised Signature Date:

Name of Authorised

Signature (type or print)

Functional Title of Signatory

B Proposal format

Table

No. Information item

I) Vendor Contact – List the name, address, phone number, FAX, and e-mail address of Vendor's authorized negotiator. Vendor's authorized negotiator shall be empowered to make commitments for Vendor's firm.

II) Vendor Profile – Provide a description of the company including brief company history. Include the location of your organization's headquarters, year the organization was formed and ownership structure.

III) Vendor Staff- Submit a prospectus of your company and a brief biography showing the qualifications of each individual who will work on this project. It is anticipated that the individuals listed will work on the project until completion unless PHTPB agrees to prior approval for change.

IV) Professional References – Provide a list of a minimum three (3), maximum five (5) vendor/client references that you or your assigned agent prepared a minimum of 80% of the design/content.

References of local government or related agencies preferred. The reference list must include the following:

- Client name, location, website
- Current contact person and phone number
- Description of services provided by vendor to client

V) Format of Web Design – List all applications and Third party controls to be used in the design and construction of the website.

VI) Sample Home Page - Provide a sample of what you envision as the home page for this website.

VII) Site Map – Based upon the information provided, develop a sample site map showing the number of levels envisioned.

VIII) Project Schedule- Be as realistic as possible since this will be a part of the contractual agreement. The design and implementation shall be broken into sections with several target dates.

IX) Collection of Information - State how you would go about collecting required information.

X) Cost – The bid should be broken into milestone phases and types of work. The following cost information should be provided:

- Total cost for the proposal
- Breakdown per each phase of the website
- Cost for additional options not listed
- License cost for core functionality

- License cost for any additional modules required to provide the functions mentioned in this RFP
- If there is any component of this website development/design that requires the use of a subcontractor, state the name of the subcontractor and the work they are to perform on the proposal. Any use of subcontractors is to be included on this proposal

XI) Payment – Bidder shall lay out the milestones for payment. However, the same would be open to negotiation and may be settled through mutual agreement during the discussion.

XII) Technical/Software Information – Provide the following information as it relates to website development:

- In what software language is the program written?
- What is the recommended server specification/configuration to run the application effectively? Include a layout or diagram to illustrate and identify where each software component will run
- How is your system to be implemented
- List all network protocols
- Explain your system's ability to integrate with third party website products and identify any with which you have achieved successful integration
- Any additional technical information or requirements for website

XIII) Training - Submit a plan to transition maintenance and updates to PHTPB staff

XIV) Submission– Proposals shall be prepared and submitted at the respondent's sole expense. All proposals will become the property of PHTPB and will not be returned.

XV) Reservation of Rights – PHTPB reserves the right to negotiate mutually acceptable project-related conditions, including costs.

XVI) Ownership- Provide agreement granting PHTPB exclusive ownership and right to control modify and otherwise alter the look, interactivity and content of the website.

All rights to the code, programming, ancillary links and connections will belong to PHTPB exclusively. PHTPB shall also have sole ownership of any and all domains created in association with the primary website. PHTPB agrees to not reproduce or otherwise duplicate the vendor's design for any other agency, business or entity