



City of Aliso Viejo

Request for Qualifications & Proposals

Web Site Maintenance, Design & Hosting Services

**Proposals Due
Friday, September 26, 2008
5:00 P.M.**

**City of Aliso Viejo - City Hall
12 Journey, Suite 100
Aliso Viejo, CA 92656
Attention:
Community Services Director**



**City of Aliso Viejo
Request for Qualifications & Proposals
Maintenance, Design & Hosting of the City's Website
August 21, 2008**

NOTICE

The City of Aliso Viejo is currently requesting Requests for Qualifications & Proposals from a qualified website design firm to host and maintain the City's website. Submittals should also address the firm's potential for future design, development and implementation of a redesigned website. If you are interested, please prepare a proposal according to the attached specifications.

The firm deemed most qualified will have the opportunity to negotiate a contract with the City which will incorporate an agreed upon scope of service, calendar, reporting requirements and budget.

Specifications are attached and also available online at www.cityofaliso Viejo.com. The specifications in the notice shall be considered a part of any contract made pursuant thereto. One (1) original and four (4) copies of the Qualifications & Proposals, submitted in a sealed envelope marked, "Qualifications & Proposals for Website Services", are due no later than 5:00 pm on Friday, September 26, 2008, to the attention of:

City of Aliso Viejo
Helen Wilson
Community Services Director
12 Journey, Suite 100
Aliso Viejo, CA 92656

This Website Design, Maintenance & Hosting Services RFQ is one of two (2) RFQ's that have been issued by the City of Aliso Viejo for computer related services. The City recently issued an RFQ for IT Services. Firms that submit qualifications under this Web Site Maintenance, Design & Hosting Services RFQ and would like to offer IT Services as well, are encouraged to submit qualifications under the IT Services RFQ, which is currently posted on the City's web site home page. Any questions regarding the previously issued IT Services RFQ should be directed to Gina Tharani, Financial Services Director, at (949) 425-2520 or gtharani@cityofaliso Viejo.com.

Any questions regarding this RFQ for Web Site Maintenance, Design & Hosting Services should be submitted in writing to Helen Wilson, Community Services Director, at City of Aliso Viejo or via email at hwilson@cityofaliso Viejo.com.

The City of Aliso Viejo is interested in providing an innovative and easy-to-maintain web site. We look forward to receiving your submittal of qualifications and proposals for website services.

Sincerely,

Helen Wilson
Community Services Director
City of Aliso Viejo

Attachments

REQUEST FOR QUALIFICATIONS & PROPOSALS CITY OF ALISO VIEJO

SCOPE OF PROJECT WEB SITE MAINTENANCE, DESIGN & HOSTING SERVICES

I. GENERAL INFORMATION AND OVERVIEW

The City of Aliso Viejo is interested in contracting with an experienced professional web site development services company to provide the City with an innovative and easy-to-manage and navigate website. The successful firm will be able to maintain, edit and host the current website as well as provide upgrades to programs and content design. Current website features that have content management tools (CMT) maintained by the City and/or current vendor include a Community Calendar, Community Survey, Interactive Map & Community Guide, Walk of Fame, Memory Book (inactive), Employment Section, Home Page News, ENews, Forms & Permits, Links, Photo Gallery and GovPopulous FAQ's. All other content management, edits, re-design and new program development is provided by the current vendor on an hourly rate basis. Support services will include data and visitor tracking, reports, technical/trouble shooting solutions, training and 24/7 telephone support. The specific required services and performance conditions are described in the Scope of Services.

II. BACKGROUND

The City has a resident population of approximately 45,000, and was incorporated on July 1, 2001. The City is technologically advanced, and utilizes several methods to provide support and information to its staff and the public. The Community Services Department is responsible for the City of Aliso Viejo website services and is responsible for long-term web related planning and coordination between departments; and the City's contract Website Services provider (Vendor). The City's entire "hands-on" IT staffing is outsourced through a separate contract and includes security, technical support, network administration, system administration, applications development, applications maintenance, database administration, and specific project development, implementation and support.

III. SUBMITTAL REQUIREMENTS

All work to be performed shall be carried out by qualified personnel. Submittals of Qualifications and Proposals shall include the following:

1. Quantity: Four (4) copies and one (1) original of the complete Qualifications & Proposal must be submitted no later than 5:00 p.m. on Friday, September 26, 2008, to Helen Wilson, Community Services

Director, City of Aliso Viejo, 12 Journey, Suite 100, Aliso Viejo, CA 92656. Qualifications & Proposals should be submitted in a sealed envelope with the caption, "Qualifications & Proposal for Website Development Services".

2. Deadline: Proposals received in the mail after the date indicated, regardless of the date of their postmarks, will be rejected.
3. Format: Qualifications and Proposal shall be printed on 8-1/2 x 11 inches white paper and organized in sections following the order specified under Contents listed below.
4. Contents: Qualifications & Proposal shall contain the following information:
 - A. Letter of transmittal signed by an individual authorized to bind the proposing entity. Include firm's name, title, address, telephone number, principal contact, fax number, and e-mail address.
 - B. Table of contents listings the material by section and by page number.
 - C. List of current California clients including the names and addresses in the State of California for Website Maintenance, Design & Hosting support services of approximately the same size and scope as the City of Aliso Viejo for work performed within the last three years. Include the agency website address, contact person and hard copies of the Home Pages. These companies or agencies may be contacted for references.
 - D. General information about the firm (i.e., company, location of office(s), years in business, organization chart of individuals and program manager, number and position titles of staff, and any certifications or degrees).
 - E. Complete the Summary Sheet and provide the name and title of the personnel who will be assigned to the project (Exhibit "A").
 - F. Sub-Contractors – Proposals should be all encompassing, with a single vendor identified as the "responsible lead vendor". Indicate any needed subcontracted services required to meet the needs of the proposal or clearly indicate what portion of the services are not included as part of the proposal.
 - G. Provide a Scope of Proposed Services & include a Detailed Work Plan for services. Indicate how the resources of your firm (e.g.,

number and type of personnel allocated by hours) will be allocated for this project. Indicate key personnel and their specific roles and responsibilities to this project. Proposal should include necessary software and hardware, any additional communication requirements, integration needs and potential costs necessary to host, maintain, develop and design the website (i.e., hardware, software, installation, licensing, training, etc.). Describe the approach to hosting, managing and coordinating this project. Also describe the approach to any proposed re-design and development efforts. The description should include all tasks listed in the Scope of Work for all phases of the project and a tentative schedule.

- H. Content Management – Indicate what and how specific pages and/or sections are to be managed by either Vendor or City.
- I. Collection of Information – State how all required information will be gathered, format preferred, and assistance expected from the City in order to complete this project.
- J. Sample Home Page – Provide sample(s) of what you envision as a possible new Home Page for the City of Aliso Viejo.
- K. Fee Schedule – Proposal should include total project cost as well as detailed “line item” costs for components of the project (Time & Materials, Reimbursable Costs, Hourly Rate Schedule for Services, etc.). Itemize initial one-time costs, recurring annual costs, licensing fees, etc. Information and costs for any optional services should be submitted separately.
- L. Complete the acknowledgement of Compliance for Insurance requirements and attach a copy of a valid insurance certificate for the firm’s general liability, professional liability, and automobile insurance, and proof of adequate worker’s compensation coverage for employees (Exhibit “B”).
- M. Declaration of Political Contributions, signed under penalty of perjury, regarding disclosure of political contributions to City officials, (Exhibit “C”).
- N. Complete the Certification of Qualifications & Proposal to the City of Aliso Viejo, (Exhibit “D”).

IV. DEADLINE FOR QUALIFICATIONS & PROPOSALS

All Qualifications & Proposals will be accepted by the City of Aliso Viejo until **5:00 p.m. Friday, September 26, 2008**. Qualifications & Proposals will not be accepted after the deadline. Facsimiles will not be accepted. Qualifications & Proposals shall be submitted in a sealed envelope marked, "Qualifications & Proposal for Website Services" and addressed to:

Helen Wilson
Community Services Director
City of Aliso Viejo
12 Journey, Suite 100
Aliso Viejo, CA 92656

Questions regarding this project are to be submitted in writing to:
Helen Wilson, hwilson@cityofaliso Viejo.com, or faxed to 949-425-3899.

V. SELECTION PROCESS

The City's Community Services Director and project team will evaluate all of the proposal submittals. The City may interview the top vendors whose qualifications most closely match the requirements of this RFQ and the needs of the City. The City staff project team will rank the vendors and submit its recommendation to the City Council. The staff recommendation could be based only on the proposals. The Council will make the final decision and enter into an agreement prepared by the City for the desired work. That agreement will include a detailed scope of work and a payment for services schedule.

All costs for preparing the proposals are the sole responsibility of the vendor. The City reserves the right to reject any or all proposals, to request additional information for clarification, to accept or negotiate modifications to any proposal following the deadline for receipt of the proposal and to waive any irregularity if such serves the best interest of the City.

Those vendors that best meet the criteria stated in this RFQ will be invited to interview with and provide a demonstration for the City staff project team. The City may require vendors to participate in additional rounds of refining submittals prior to the ultimate selection. These rounds could encompass revisions to the submittal criteria. The City intends to negotiate a scope of work and contract for services with the selected vendor for Council's approval at the Council Meeting of November 5, 2008.

VI. SELECTION CRITERIA

The City will use the following criteria in the selection of the vendor for website services:

- Understanding of Work
- Proposal & Work Plan
- References from similar private-sector and/or municipal contracts.
- Qualifications and capabilities of company and proposed staff.
- Fee

VII. SCOPE OF SERVICES

The Scope of Services, as may be modified through negotiation and/or by written addendum issued by the City, will be made a part of the Agreement. The term of the Agreement is expected to be a three-year (3-year) term. The City shall have the unilateral option, at its sole discretion, to renew this Agreement automatically for no more than two (2) additional two-year (2-year) terms. It is the City's intention to expand the current usefulness of the website and future needs and functionality should be demonstrated in the proposal. It is not required, but highly desirable that the successful firm have substantial experience in website design, development, implementation, maintenance and hosting services in governmental organizations.

1. General Requirements

- A. Assume hosting responsibilities for the existing City website.
- B. Maintain all current City website features, some of which include Community Calendar, Interactive Map & Community Guide, Employment Section, Walk of Fame, Memory Book (inactive), Home Page News, electronic distribution newsletter (ENews), Forms & Permits, Photo Gallery, and FAQ section (GovPopulous).
- C. Maintain the City's existing website to be resourceful, informative, and serve as a marketing asset that provides a citizen/business friendly environment which emphasizes access to City services, information, and departments.
- D. Maintain and develop a highly beneficial, cost-effective, easy to use, interactive and architecturally sound website that is flexible enough to support the City's website needs for a minimum of five years.

2. General System Operations & Technical Features

- A. The website must provide for high-speed upload/download response times for both low and high speed computers that are used by the average citizen.
- B. To provide for accessibility of the City's public sites to individuals with disabilities, the design of the site will be compliant with Section 508 of the Rehabilitation Act (29 U.S.C. 794d).
- C. The site should be developed to minimize loading times.
- D. The site must be designed to function effectively with common versions of software and hardware, which must be identified in the proposal.
- E. All documents, including maps and tables, should be in Portable Document Format (PDF), HTML, or in a format approved by the City to provide ease of viewing, printing, and downloading, and in alternate ADA acceptable download formats.
- F. Include links for citizens to download any browser plug-in products, such as Acrobat Reader, that are necessary to view information on the site.
- G. The site must be compatible with current versions of commonly used Internet browsers. Please identify proposed compatibility in the proposal.

3. Additional Requirements and Features

- A. Cross-reference information should be hyper-linked from page to page within the website with the Home Page link always visible.
- B. Graphical files should be relative to the site and provide for quickest loading, with no use of cartoons or caricatures.
- C. The site must be designed for continuous operation 24 hours a day, 7 days a week with exception for times of scheduled maintenance.
- D. Capability to maintain an archive of existing and past records such as agendas, staff reports, minutes, press releases, newsletters, etc.

- E. Capability for City personnel to conduct routine maintenance of the site. Therefore, a system needs to be structured for maintenance and updating capabilities by non-technical staff.
- F. Provide on-site training of appropriate IT and departmental staff for initial system startup, including debugging, help-response to users, one-on-one training with critical users, and other recommended approaches to ensure smooth implementation.
- G. Telephone technical support during normal business hours.
- H. Evaluate and monitor trends and developments in website services.
- I. Provide strategic planning and oversight of the City's website development, maintenance and delivery of information to City residents, businesses, employees and general public.
- J. Administer the City's electronic newsletter (ENews), FAQ section (currently GovPopulous), Domain Renewals, and other licensing requirements.

4. Optional Services for Future Enhanced Website Services

- A. Search Tools could be included in all CMT's and have "find anything, anywhere on the website" for general users.
- B. The City anticipates a future possible expansion of the website to include e-commerce. Proposals should include options and fees to facilitate potential online transactions such as permit fee payments, recreation class registration, secure credit card payments, business registration applications, building permit applications, merchandise sales, employment applications, and Geographical Information Systems (GIS) functions. These services may interface with internal City systems and a number of outside contractual services providers.
- C. The Vendor will provide availability of standard or custom programming to support future audio- and/or video- streaming integration. Information and pricing for this option should be described separately.
- D. The Vendor will provide a website design that is portable. In the future, the City may relocate the new website to an internal web server. Information and pricing for this option should be described separately.

- E. The City's preferred website model calls for each City department to have some limited ability to perform routine content management related to routine information such as the posting of meeting dates, agendas, minutes, departmental events, removing old and outdated information and general noticing. The City is interested in a content management process and is open to ideas on how best to accomplish this aspect of the website.
- F. Maintain and create a standardized format and enhanced graphical look for all pages; thereby establishing a unified theme throughout the City's website. However, the established theme should also provide the flexibility to allow for different City functions and some level of individuality and/or functionality between City functions and departments.
- G. For future ease of use, the City's website must be re-designed with consistent orientation and navigational aids, such as hierarchical menus that tell users how deep they are into a topic or subtopic as well as a homepage link or icon on each page in the same position.
- H. Although the City has some specific requirements, we are also interested in your ideas for content, and more specifically, your approach in re-designing and/or improving the City's website. In addition to submitting qualifications and proposals for hosting and maintaining the current website, we encourage all respondents to consider and propose alternative solutions, recommendations and improvements.

5. Services required after selection

- A. The selected Vendor's representatives may be required to attend a public meeting during the approval process.
- B. The selected Vendor's representatives will be required to meet with the City's Project Manager and/or representatives to discuss and plan the project(s) and provide progress reports as needed.
- C. In conjunction with performance under the approved contract, the Vendor may be required to attend additional progress meetings. In the event the Vendor is not in conformance with the contract, these meetings will be provided at no additional cost to the City.

- D. The Vendor may work directly with each department to deal with the specific needs of the department. The successful respondent will be required to meet with the Project Manager and City Department representatives to determine a final list of information to be presented and agree on a final layout for the site.
- E. Any draft website re-design templates will be provided to the City within sixty (60) days from the date of City's request for review prior to implementation and/or consideration in FY 2008-09 Budget.
- F. A testing period and subsequent acceptance testing period shall be provided, during which the City may evaluate the website on City property to ensure satisfaction with the website functions and conformance with specifications.

VIII. CITY OBLIGATION

There is no expressed or implied obligation for the City to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. Materials submitted by respondents are subject to public inspection under the California Public Records Act (Government Code Sec. 6250 et seq.), unless exempt. Any language purporting to render the entire proposal confidential or proprietary will be ineffective and will be disregarded.

To be considered, four (4) sealed copies and one (1) original of Qualifications & Proposal must be received by Helen Wilson, Community Services Director, City of Aliso Viejo, 12 Journey, Suit 100, Aliso Viejo, CA, 92656, on or before **SEPTEMBER 26, 2008 at 5:00 p.m.. NO LATE PROPOSALS WILL BE ACCEPTED. There will not be a formal public opening of the proposals.**

During the evaluation process, the City of Aliso Viejo reserves the right, where it may serve the City's best interest, to request additional information or clarifications, or to allow corrections of errors or omissions. At the discretion of the City, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The City of Aliso Viejo reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether the proposal was selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of Aliso Viejo and the firm selected. All property rights, including publication rights of all reports produced by the selected firm in connection with services performed under this agreement shall be vested in the City.

IX. INSURANCE REQUIREMENTS

Vendor shall procure and maintain insurance for the duration of any Agreement against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by Vendor, its agents, representatives, or employees.

1. Types of Insurance Required:

As a condition precedent to the effectiveness of this Agreement for work to be performed hereunder and without limiting the indemnity provisions of the Agreement, the Vendor in partial performance of its obligations under such Agreement, shall procure and maintain in full force and effect during the term of the Agreement, the following policies of insurance. If the existing policies do not meet the Insurance Requirements set forth herein, Consultant agrees to amend, supplement or endorse the policies to do so.

- A. Commercial General Liability: Commercial General Liability Insurance which affords coverage at least as broad as Insurance Services Office "occurrence" form CG 0001, with minimum limits of at least \$1,000,000 per occurrence, and if written with an aggregate, the aggregate shall be double the per occurrence limit. Defense costs shall be paid in addition to the limits. The policy shall contain no endorsements or provisions limiting coverage for (1) contractual liability; (2) cross liability exclusion for claims or suits by one insured against another; or (3) contain any other exclusion contrary to the Agreement.
- B. Automobile Liability Insurance: Automobile Liability Insurance with coverage at least as broad as Insurance Services Office Form CA 0001 covering "Any Auto" (Symbol 1) with minimum limits of \$1,000,000 each accident.
- C. Professional Liability: Professional Liability insurance with minimum limits of \$1,000,000. Covered professional services shall specifically include all work to be performed under the Agreement and delete any exclusions that may potentially affect the work to be performed. If coverage is written on a claims-made basis, the retroactive date shall precede the effective date of the initial Agreement and continuous coverage will be maintained or an extended reporting period will be exercised for a period of at least three (3) years from termination or expiration of this Agreement.

- D. Workers' Compensation: Workers' Compensation Insurance, as required by the State of California and Employer's Liability Insurance with a limit of not less than \$1,000,000 per accident for bodily injury and disease.

2. Endorsements:

Required insurance policies shall not be in compliance if they include any limiting provision or endorsement that has not been submitted to the City for approval.

- A. The policy or policies of insurance required for (a) Commercial General Liability and (c) Contractor's Pollution Liability shall be endorsed to provide the following:
- (1) Additional Insured: The City, its officials, officers, employees, agents, and volunteers shall be additional insureds with regard to liability and defense of suits or claims arising out of the performance of the Agreement.
- Additional Insured Endorsements shall not (1) be restricted to "ongoing operations"; (2) exclude "contractual liability"; (3) restrict coverage to "sole" liability of Consultant; or (4) contain any other exclusions contrary to the Agreement.
- (2) Cancellation: Required insurance policies shall not be canceled or the coverage reduced until a thirty (30) day written notice of cancellation has been served upon the City except ten (10) days shall be allowed for non-payment of premium.
- B. The policy or policies of insurance required for (b) Automobile Liability and (d) Professional Liability shall be endorsed to provide the following:
- (1) Cancellation: Required insurance policies shall not be canceled or the coverage reduced until a thirty (30) day written notice of cancellation has been served upon the City except ten (10) days shall be allowed for non-payment of premium.
- C. The policy or policies of insurance required for (e) Workers' Compensation shall be endorsed to provide the following:

- (1) Waiver of Subrogation: A waiver of subrogation stating that the insurer waives all rights of subrogation against the indemnified parties.
- (2) Cancellation: Required insurance policies shall not be canceled or the coverage reduced until a thirty (30) day written notice of cancellation has been served upon the City except ten (10) days shall be allowed for non-payment of premium.

3. Primary and Non-Contributing Insurance:

All insurance coverages shall be primary and any other insurance, deductible, or self-insurance maintained by the indemnified parties shall not contribute with this primary insurance. Policies shall contain or be endorsed to contain such provisions.

4. Waiver of Subrogation:

Required insurance coverage shall not prohibit Vendor from waiving the right of subrogation prior to a loss. Vendor shall waive all subrogation rights against the indemnified parties. Policies shall contain or be endorsed to contain such provisions.

5. Deductible:

Any deductible or self-insured retention must be approved in writing by the City and shall protect the indemnified parties in the same manner and to the same extent as they would have been protected had the policy or policies not contained a deductible or self-insured retention.

6. Evidence of Insurance:

The Vendor, concurrently with the execution of the Agreement, and as a condition precedent to the effectiveness thereof, shall deliver either certified copies of the required policies, or original certificates and endorsements on forms approved by the City. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf. At least fifteen (15 days) prior to the expiration of any such policy, evidence of insurance showing that such insurance coverage has been renewed or extended shall be filed with the City. If such coverage is cancelled or reduced, Vendor shall, within ten (10) days after receipt of written notice of such cancellation or reduction of coverage, file with the City evidence of insurance showing that the required insurance has been reinstated or has been provided through another insurance company or companies.

7. Failure to Maintain Coverage:

Vendor agrees to suspend and cease all operations hereunder during such period of time as the required insurance coverage is not in effect and evidence of insurance has not been furnished to the City. The City shall have the right to withhold any payment due Vendor until Vendor has fully complied with the insurance provisions of this Agreement. In the event that the Vendor's operations are suspended for failure to maintain required insurance coverage, the Vendor shall not be entitled to an extension of time for completion of the Services because of production lost during suspension. Acceptability of Insurers: Each such policy shall be from a company or companies with a current A.M. Best's rating of no less than A:VII and authorized to do business in the State of California, or otherwise allowed to place insurance through surplus line brokers under applicable provisions of the California Insurance Code or any federal law.

8. Insurance for Sub-consultants:

All Sub-consultants shall be included as additional insureds under the Vendor's policies, or the Vendor shall be responsible for causing Sub-consultants to purchase the appropriate insurance in compliance with the terms of these Insurance Requirements, including adding the City as an Additional Insured to the Sub-consultants policies.

X. COMPENSATION

Prices should reflect the title/position and hourly rate of each employee proposed to work on the project. Monthly charges should also be listed for licensing fees, design fees, hosting fees, maintenance fees and any other applicable monthly charges. Annual fees should be shown for domain renewals and any other appropriate fees.

The City's payment terms are net thirty days from the date invoices are received by the City.

CITY OF ALISO VIEJO
SUMMARY SHEET – Website Design, Maintenance & Hosting

Firm Name _____

Firm Parent or Ownership _____

Firm Address _____

Firm Telephone _____

Firm Fax _____

Number of years in existence _____ Year Established _____

Other names you have or are operating under: _____

Management Contact is responsible for direct contact with the City and services required for this Request for Qualifications and Proposal:

Name _____ Title _____

Telephone _____ Fax _____

Email _____

Project Manager is the person responsible for the day-to-day servicing of the account:

Name _____ Title _____

Telephone _____ Fax _____

Email _____

Types of services provided by the firm (check all that apply):

Web Design _____	Web Maintenance (CMT) _____	Web Hosting _____
Web Development _____	Text & Copywriting _____	ENewsletter _____
Interactive Features _____	Other _____	

This executed form must be submitted with Scope of Work proposal.

CITY OF ALISO VIEJO

VENDOR'S ACKNOWLEDGEMENT OF COMPLIANCE WITH INSURANCE REQUIREMENTS FOR WEBSITE MAINTENANCE, DESIGN & HOSTING SERVICES

Vendor agrees, acknowledges and is fully aware of the insurance requirements, as specified in **Insurance Requirements** of the Request for Qualifications & Proposals for Website Maintenance, Design & Hosting Services, and accepts all conditions and requirements as contained therein.

Vendor: _____
Name of Firm (Please Print or Type)

By: _____
Name of Authorized Representative

Signature of Authorized Representative

Date: _____

This executed form must be submitted with Scope of Work proposal.

CITY OF ALISO VIEJO

DECLARATION OF POLITICAL CONTRIBUTIONS

Using the space provided below, please list any political contributions of money, in-kind services, or loans made to any member of the City Council within the last twelve (12) months by the applicant and all of applicants employees, including any employee(s) that applicant intends to assign to perform the work or services described in Agreement/Proposal dated August 21, 2008.

If none, please state so:

To the best of my knowledge, I declare under penalty of perjury that the foregoing is true and was executed at:

City, State

Date

Name of Business

Print Name

Signature

This executed form must be submitted with Scope of Work proposal.

CITY OF ALISO VIEJO
CERTIFICATION OF QUALIFICATIONS & PROPOSAL
WEBSITE MAINTENANCE, DESIGN & HOSTING SERVICES

1. The undersigned hereby submits its proposal and, by doing so, agrees to furnish services to the City in accordance with the Request for Qualifications & Proposals (RFQ), dated August 21, 2008, and to be bound by the terms and conditions of the RFQ.
2. This firm has carefully reviewed its proposal and understands and agrees that the City is not responsible for any errors or omissions on the part of the proposer (Vendor) and that the proposer (Vendor) is responsible for them.
3. It is understood and agreed that the City reserves the right to accept or reject any or all proposals and to waive any informality or irregularity in any proposal received by the City.
4. The proposal includes all of the commentary, figures and data required by the Request for Qualifications & Proposals (RFQ), dated August 21, 2008.
5. The proposal shall be valid for 90 days from September 26, 2008, (December 26, 2008).

Name of Firm: _____

By: _____
(Authorized Signature)

Name: _____
(Print or Type Name)

Title: _____

Date: _____

This executed form must be submitted with Scope of Work proposal.