

CONVERSE COUNTY TOURISM PROMOTION BOARD
BOX 1212
DOUGLAS, WY 82633

REQUEST FOR PROPOSAL

for

WEBSITE DESIGN AND MAINTENANCE

dated

NOVEMBER 20, 2008

PROPOSALS MUST BE RECEIVED BY 5:00 P.M. January 9, 2009

please return proposal to:

JODI NEVERVE, CHAIRMAN

CCTPB
BOX 1212
DOUGLAS, WY 82633

for more information contact:

Chair: JODI NEVERVE, 307-359-0693
Vice Chair: CINDY PORTER, 358-2000
RFP Chair: ED WERNER, 358-2007

REQUEST FOR PROPOSAL

1. General:

Sealed proposals for furnishing Website Design and Maintenance services to the Converse County Tourism Promotion Board (Board) will be received until 5:00 p.m. January 9, 2009 at Box 1212, Douglas, WY 82633. Proposals will be publicly opened by the Board at their meeting on January 15, 2009.

1.1 No proposals will be considered which are not submitted on the attached proposal form and signed by an officer or authorized representative of the company. Facsimile, telephone, or email proposals will not be accepted.

1.2 Proposals must be received at the address of the Board given above on or before the time and date specified. Proposals received after the time specified will not be considered.

1.3 The Provider will be required to enter into and sign a formal agreement with the Board. The agreement will become a part of the contract and will be in effect for the duration of the contract period.

2. Award Information:

2.1 The Board hereby notifies all proposers that it will affirmatively insure that minority business enterprises will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, sex, age, creed, or national origin.

2.2 The Board reserves the right to reject any or all proposals, or to award the contract in whole or in part, if deemed to be in the best interest of the Board to do so. The Board shall have the authority to recommend award of the contract to any firm they determine meets the intent of the conditions set forth herein. In addition, the Board reserves the right not to award the project after the proposals are evaluated.

3. Board Representative:

Any questions relating to the requirements contained in this Request for Proposals or to the requirements of this proposal, should be directed to:

Ed Werner, Chair of the RFP Committee.
358-2007

4. Insurance:

4.1 The Provider shall indemnify and save harmless the Board, its officers and employees from all suits, actions or claims of any character brought because of injuries or damage received or sustained by any person, persons or property: 1) on account of the operations of the said Providers, 2) on account of or in consequence of any neglect in safeguarding the work, 3) because of any act or omission, neglect, or misconduct of said Provider, or 4) from any claims or amounts arising or recovered under the Workers Compensation Act, or any other law, ordinance or decree.

4.2 The Provider shall submit evidence of coverage by general professional liability insurance for this engagement in an amount equal to the contract price. Proof of insurance shall be submitted to the Board upon receipt of official notice of award.

5. Contract Requirements:

5.1 Relationship of Parties - The Provider agrees that an independent contractor relationship will be created by this contract. The Provider will not be considered an agent or employee of the Board for any purpose.

5.2 Subcontract - The Provider is prohibited from subcontracting, assigning, transferring, conveying, subletting or otherwise disposing of this agreement or its rights, title or interest therein to any other person, company or corporation without the prior written consent of the Board. All approved assignments, subletting or other transfers referred to herein must abide by the provisions of the contract.

5.3 Confidential Information - Any reports, information, data, etc., furnished by the Board to the Provider and work furnished by the Provider to the Board shall not be made available by the Provider to any individual or organization without the prior written approval of the Board.

5.4 Partial Performance - Should the Provider fail to comply with the provision of the contract, payment for those unfulfilled portions of the contract will be withheld until such time as the contract terms have been executed. Administrative, contractual, and/or legal remedies, as determined by the County Attorney, will be implemented if it appears the Provider has breached or defaulted on the contract.

5.5 Cancellation - The agreement may be cancelled by the Board or the Provider upon thirty days written notice to the other party.

5.6 Extensions - The Provider and the Board covenant and agree that this contract may, with the mutual approval of the Provider and the Board, be extended under the same terms and conditions of this contract for a period of one additional year and said option to extend this contract shall be in effect for each year thereafter for a total period not to exceed two additional years.

6. Provider's Responsibilities:

6.1 The Provider shall designate a project manager who shall be the contact with the Board's representative. The project manager will oversee all activities for the Provider.

6.2 The Provider shall be responsible for personnel, supplies and equipment.

6.3 The Provider shall be responsible for all material errors and omissions in the performance of the contract.

7. Board's Responsibilities:

7.1 The Board will make all appropriate files and records available to the Provider.

7.2 The Board shall provide assistance to the Provider, such as gathering supporting documents.

8. Description of the Project:

8.1 The work to be accomplished as a result of this Request for Proposal is in two parts. The work to be provided is generally described as website design and website maintenance and will be for the period from February 1, 2009 to January 31, 2010.

8.2 Website Design; The board requires assistance in recreating and/or building upon its current website including, but not limited to, assembling graphics, creating links, posting pages, and other associated functions normally found with current standards for websites found on the internet. This website shall be the property of the Board and the successful bidder shall work on behalf of the Board to ensure continued ownership and control of the domain and its contents. The designer shall work with the Board's marketing committee regarding content and arrangement of the site and will be expected to provide suggestions and design expertise to assist in that duty.

8.2.1 Time requirements should be estimated through review of the current website and consideration that the next version will be similar although improvements, expansion and additions should be factored in to the proposed rate. This site can be reviewed at <http://www.conversecountytourism.com>

8.3 Website Maintenance; The website set forth in Section 8.2 above will need periodical updating with minor design changes, additional pages, links and other typical modifications to keep it current and properly functioning.

8.3.1 Website maintenance services time requirements may vary month to month as new information postings may develop but once a well thought out site has been assembled the demands and activity of maintaining the site should be minimal.

9. Required Proposal Submittals:

9.1 Proposers are required to complete the attached information/price sheet. The sheet **must be** signed by an authorized representative or principal of the proposing firm and returned by the date and time specified. If the proposal is for only one of the two services, please note clearly on the price sheet which service the proposal is for and that the other service will not be included. In addition, the following submittals **must be included**:

9.1.1 Experience statement indicating the proposer's prior experience on similar engagements.

9.1.2 Resumes of key personnel assigned to this specific engagement, indicating their experience with similar engagements. In addition, any relevant continuing education programs should be listed.

9.2 Proposals should be prepared simply, providing a straight forward, concise description of the firm's capabilities to satisfy the proposal. Emphasis should be on completeness and clarity of content.

9.3 The absence of any of the required supporting information may be cause for the elimination of the applicable proposal(s). Any additional information the proposer feels will enhance their overall proposal evaluation should be included.

10. Evaluation Criteria:

10. 1 Proposals will be evaluated and subsequent judgments made on the following criteria.

- Comparison of previously developed websites
- Tourism and related website experience
- Experience/education of key personnel
- Cost
- Responsiveness to RFP

10.2 The Board will be the sole judge with respect to the evaluation of proposals.

REQUEST FOR PROPOSAL

PRICE SHEET

The undersigned agrees to furnish WEBSITE DESIGN AND MAINTENANCE to the Board in accordance with the Request for Proposal and Proposal Price Sheet for the following:

- ☐ Website Development Services for the Board for the period from February 1, 2009 to January 31, 2010.

\$ _____ per hour, payable monthly and a not-to-exceed amount of \$ _____ for the project.

- ☐ Website Maintenance Services for the Board for the period from February 1, 2009 to January 31, 2010.

\$ _____ per hour, payable monthly.

The project manager assigned to project is:

Name _____ Phone Number _____

Title _____

Is your firm incorporated? Yes _____ No _____

By submission of a proposal, the proposer certifies that:

1. Prices in this proposal have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition.
2. Prices in this proposal have not been knowingly disclosed by the proposer and will not be, prior to award, to any other proposer.
3. No attempt has been made nor will be by the proposer to induce any other person or firm to submit a proposal for the purpose of restricting competition.
4. The person signing this proposal certifies that he/she is authorized to represent the company and is legally responsible for the decision as to the price and supporting documentation provided as a result of this Request for Proposal.
5. He/She will comply with all federal regulations, policies, guidelines and requirements.

Date _____

Company Name

Authorized Representative

Telephone Number

Address