



LEGAL NOTICE

REQUEST FOR PROPOSAL SEALED PROPOSAL 09-120

For

Web Developer

For

**ST. CHARLES COUNTY GOVERNMENT
ST. CHARLES, MISSOURI**

St. Charles County is seeking proposals for **Web Developer**. The vendor must guarantee the quoted prices for a period of one year. The County, with the consent of the vendor, shall have the option for two (2) one year extensions under the same terms and conditions. The county reserves the right to terminate the contract for any violation, by the successful proposer, of any term or condition of the contract by giving thirty (30) days written notice stating the reasons therefore and giving the party time to remedy any deficiencies.

PROPOSAL INSTRUCTIONS

One original and one (1) signed copy of the proposal must be received in a sealed envelope plainly marked "**Sealed Proposal 09-120 Web Developer**" with the date and time of the proposal opening in the lower left corner of the envelope.

An authorized representative of the company/person submitting the proposal must sign the proposal, in blue ink.

Proposals must be submitted to the St. Charles County Finance Department, 201 North Second Street, Room 541, St. Charles, MO 63301 prior to the proposal opening.

Proposal opening will be on 4/17/2009 at 10:00 AM , in Room 523 of the St. Charles County Administration Building, 201 North Second Street, St. Charles, MO 63301.

St. Charles County reserves the right to accept and/or reject any and all proposals.

Proposal results may be obtained by emailing a request to the St. Charles County Purchasing Manager at rhooker@sccmo.org, **no phone calls please**. Include the name and number of the proposal and date of the proposal opening when requesting the results. The time it takes for final proposal results to be made public depends on the complexity of the project and the cost of the project.

PROPOSAL INQUIRIES

Inquiries about this request should be made to:

Justin Niebuhr or Don Brannam
Information Systems Department - Room 313
St. Charles County Government
201 North Second Street
St. Charles, Missouri 63301-2871
Phone: (636) 949-7480 Fax: (636) 949-7483

Rick Hooker, Purchasing Manager
St. Charles County Government
Finance Department
201 North Second Street
St. Charles, Missouri 63301
Phone: (636)949-7900 ext 3876
rhooker@sccmo.org

TERMS AND CONDITIONS

- St. Charles County reserves the right to reject any and all proposals or parts of a proposal and waive technicalities, and to adjust quantities.
- All proposals will be considered final. No additions, deletions, corrections, or adjustments will be accepted after the time of proposal opening.
- All delivery costs or charges must be included in the F.O.B. destination proposal price.
- City, County and State of Missouri Sales Tax and Federal Taxes are not applicable to sales made to St. Charles County and must be excluded.
- The contract shall be effective for the approximate twelve (12) month period from the date of the notice of award.
- The County, with the consent of the vendor, shall have the option to renew said contract for two (2) additional twelve (12) month periods at the same specifications and terms and conditions of any contract that may be derived from this request for proposal.
- The electronic version of this proposal/RFP is available upon request. The document was entered into WORD for Microsoft Windows. The Purchasing Office does not guarantee the completeness and accuracy of any information provided on the electronic version. Therefore, respondents are cautioned that the hard copy of this proposal/RFP on file in the Purchasing Office governs in the event of a discrepancy between the information contained in or on the electronic version and that which is on the hard copy.
- Vendors are required to clearly identify any deviations from the specifications in this document.
- An authorized officer of the company submitting the proposal must sign all proposals, in blue ink.
- Vendors must submit two (2) signed copies of their proposal; one is to be an original and so marked.
- All prices and notations must be in blue ink or typewritten on the attached form. Mistakes must be crossed out, corrections typed adjacent and must be initialed in blue ink by the person signing the proposal.
- St. Charles County will not award any proposal to an individual or business having any outstanding amounts due from a prior Contract or business relationship with the County or who owes any amount(s) for delinquent taxes, fees or licenses.
- Sealed proposals received after the designated time of the receipt of the sealed proposals will be considered as "No Bid" and "Void" and will not be opened.
- The successful proposer is specifically denied the right of using in any form or medium the

names of St. Charles County or any other public entity within the St. Charles County for public advertising unless express written permission is granted.

- All proposers must possess the necessary and appropriate business and/or professional licenses in their field.
- Award will be made to the low responsive, responsible proposer, or to the offeror whose proposal is most advantageous to the County, price and other factors considered. When payments are to be made to the County, award will be made to the most advantageous offer.
- County reserves the right to accept any item or group of items offered, unless the proposer qualifies his proposal by specific limitations. The proposal can be on an "all or none" basis if wording in the proposal so states and if all items solicited are included in the proposal.
- When applicable, provide unit prices and extension prices. Where there is disagreement in the unit and extension prices, the unit price shall govern.

Certification

The contractor understands and agrees that by signing the Proposal document, the contractor certifies the following:

The contractor shall only utilize personnel authorized to work in the United States in accordance with applicable federal and state laws. This includes but is not limited to the Illegal Immigration Reform and Immigrant Responsibility Act (IIRIRA) and INA Section 274A.

If the contractor is found to be in violation of this requirement or applicable federal, state and /or local laws and/or regulations, and if the County of St. Charles has reasonable cause to believe that the contractor has knowingly employed individuals who are not eligible to work in the United States, the County shall have the right to cancel the contract immediately without penalty or recourse and suspend or debar the contractor from doing business with the County.

The contractor agrees to fully cooperate with any audit from federal, state, or local auditor or investigation by federal, state, or local law enforcement agencies.

PROPOSAL SPECIFICATIONS

St. Charles County is accepting proposals for a web developer. This is to include part-time (30 to 40 hours) per week on-site staffing Monday through Friday. The county currently maintains both an internet portal and intranet portal. The County reserves the right to self-perform web development.

Scope of Services

1. Develop web applications both stand alone and within existing frameworks taking applications from development, testing, launch and through reevaluation period.
2. Modify existing web applications
3. Migrate and enhance existing legacy applications into web based environment.
4. Properly document all applications and application development.
5. Applications will be developed to industry standards
6. Applications will be developed to meet specific needs of end users and the public as identified in the discovery phase of the specific project.
7. Provide expertise in the design and implementation of High availability solutions.
8. Train existing employees on web development techniques
9. Assist with the implementation and integration of other contract purchased systems.

General Requirements

Proposers must submit resumes of the personnel to be assigned, including length of time with the firm, education, and experience on similar assignments.

Proposers must submit qualifications of the personnel to be assigned, as they relate to the specifications of this request.

All work must be performed to the specifications and satisfaction of the County Director of Information Systems.

The hourly rate charged to the County cannot be increased for a period of twelve months.

The County reserves the right to negotiate services and prices with the Proposer subsequent to the submission of proposals.

The personnel assigned by the successful proposer shall be subject to the County's regulations regarding personal behavior and use of the County network, equipment and facilities.

For the Web Applications Developer, all sections of the relevant qualifications area must be completed for the proposal to be accepted.

All application development and programming performed for St. Charles County will become the property of, and will be wholly owned by St. Charles County Government.

Technical Requirements

The consultant must be able to provide personnel with expertise in the latest operating systems, programming languages and tools, database management systems, web development tools, web servers, network protocols and data standards, and e-commerce platforms. The personnel should be knowledgeable in the latest advances in these areas in order to offer the best solutions to our needs.

➤ **Web Development/Design Tools**

- Visual Studio, .Net, ASP.Net, Classic ASP
- PHP, SilverLight, WPF, WCF
- JSP, ASP, CGI, PHP, Java Servlets/applets
- ISAPI server extensions and filters
- Macromedia Dreamweaver
- MS Front Page, Adobe Photoshop
- Macromedia Flash, Adobe InDesign
- SSRS, SSIS, Active Reports
- Crystal Reports
- Cold Fusion, HTML, DHTML, SML
- CGI, PERL
- Director Visual Studio

➤ **Web Servers**

- MS IIS
- Apache (under NT)
- Apache Jserv, Tomcat (under NT)
- XML, SGML, WML
- Tomcat
- SharePoint Portal

➤ **Programming Languages/Tools**

- MS Visual .NET Platform
- C / Visual C++, UNIX, PERL, CGI, Active Perl
- Java, JSP, JavaScript, Java IDEs, Swing, EJB, Servlets, Applets, CORBA, RMI
- ASP.NET, ASP, VB.NET, VB, C#
- COM/DCOM, Visual Basic, Crystal Reports
- LISP, AutoLisp
- Performance Tuning Tools (Jprobe, Optimizelt)
- GNU Tools, Cygwin

➤ **GIS Technologies:**

- ArcGIS / ArcMap, ArcCatalog,
- ArcToolbox, ArcGIS ModelBuilder
- ArcObject, ArcIMS,
- ArcEditor, ArcSDE, ArcView

➤ **Database Management Systems**

- MS SQL
 - MySQL
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➤ **Network Protocols and Data Standards**

- TCP/IP, ICMP, SNMP
- HTTP 1.1, WebDav, LDAPv3
- SMTP, POP3, PAP/CHAP, NPP, NNTP, etc.
- XML, XSL, RDF, P3P

Price

Price information shall be submitted as an hourly rate as follows:

Costs for on-site development services \$ _____ per hour

Exception Sheet

If the item(s) and/or services proposed in the response to this proposal is in any way different from that contained in this proposal, the proposer is responsible to clearly identify all such differences in the space provided below. Otherwise, it will be assumed that the proposer's offer is in total compliance with all aspects of the proposal.

Below are the exceptions or differences to the stated specifications (attach additional sheets as needed):

Date: _____

Signature: _____

Title: _____

Company: _____

THIS FORM MUST BE COMPLETED AND ENCLOSED WITH THE PROPOSAL

Audit Clause for Contracts

Examination of Records

The Contractor's records must include, but not be limited to, accounting records (hard copy, as well as computer readable data), written policies and procedures, subcontractor files, indirect cost records, overhead allocation records, correspondence, instructions, drawings, receipts, vouchers, memoranda, and any other data relating to this contract shall be open to inspection and subject to audit and/or reproduction by the County Auditor, or a duly authorized representative from the County, at the County's expense. The contractor must preserve all such records for a period of three years, unless permission to destroy them is granted by the County, or for such longer period as may be required by law, after the final payment. Since the Contractor is not subject to the Missouri Sunshine Law (Chapter 610, RSMo), information regarding the Contractor's operations, obtained during audits, will be kept confidential.

The Contractor will require all subcontractors under this contract to comply with the provisions of this article by including the requirements listed above in written contracts with the subcontractors.

Vendor Information

Company Name: _____

Business Address: _____

Business Hours: _____

Phone: _____ Fax: _____

Email address: _____

Contact Person: _____

Authorized Signature: _____
(Indicates acceptance of all proposal terms and conditions)

Date: _____