

REQUEST FOR PROPOSALS

WEBSITE DESIGN AND MAINTENANCE OFFICE OF LT. GOVERNOR PAT QUINN

BACKGROUND

Lt. Governor Pat Quinn uses his office as an advocate for taxpayers and consumers. In addition to being first in line of succession to the Governor, the Lt. Governor has several defined duties, including serving as chairman of the Illinois River Coordinating Council, Governor's Rural Affairs Council, Illinois Main Street Advisory Council, Illinois Green Government Coordinating Council and the Broadband Deployment Council.

The Office of Lt. Governor Pat Quinn (the Office) currently maintains 15 different websites that together receive more than 1.5 million hits per month. These sites can be accessed through the portal site StandingUpForIllinois.org.

PROJECT DESCRIPTION

The Office is accepting proposals from qualified consultants for the design and maintenance of all of the existing sites, and the design of new websites.

PROJECT SCOPE SPECIFICATIONS

The Office helps citizens achieve a stronger voice in government to make their communities the best places to live, work and visit. As part of this mission, the Office uses its websites as an online extension of the Office to compliment offline services and provide exclusive content.

The Office encourages creativity and innovation. Proposals should suggest new interactive features that will bring more services and information to the citizens of Illinois. All of the sites must have:

- Visual Appeal – The sites must use attractive text, graphics and colors that are easy to read.
- Common Theme – Virtually all of the existing websites are on a common template. The common appearance of sites must be maintained.
- Layout and Navigation – The layout will be arranged to make information easily accessible and promote efficient navigation between sites.
- Flexibility – The sites must be designed for maximum flexibility.

The Office's websites are currently maintained by a part time (30 hour per week) contractor and a part-time employee. The contractor position is up for bid in this request for proposals (RFP). It is expected that the part-time employee will also continue to work on the websites. The successful bidder must make provisions to allow for equal access to all templates and designs for the part-time employee, or other persons designated by the Office. It is expected that the successful bidder will be offered a contract for approximately 30 hours per week.

The Office currently designs and maintains its websites using CSS, PHP and MYSQL. Any proposals that require substantial retrofits to other formats should specify the benefits, and expected costs, of such retrofits. All of the websites are currently hosted on either servers controlled by the State of Illinois or on contracted servers. Hosting of the sites will continue as the responsibility of the Office.

RESERVATIONS

The Office expects to award a contract for services beginning July 1, 2007. At the sole discretion of the Office, the contract will be awarded for any term up to a one-year period.

This RFP does not commit the Office to award a contract or to pay any costs incurred in the preparation of a proposal. The Office reserves the right to accept or reject any or all proposals received as a result of this RFP. The Office will be the sole judge as to whether a proposal has satisfactorily met the requirements of the RFP.

Discussions may be conducted with responsible bidders who submit proposals for the purpose of clarifying and assuring full understanding of and responsiveness to the solicitation requirements. Revisions may be permitted after submission and before award for the purpose of obtaining best and final offers.

No agreement exists and no work shall begin until a contract has been finalized and signed by both parties. Payment will be made according to a negotiated payment schedule set forth in the contract.

Any contracts entered into via this RFP shall be subject to a post performance contract review, which shall include, but not be limited to, a review of billings and contractor's performance in accord with the contract.

Any contract entered into via this RFP shall be for an independent contractor arrangement and not one of agency, permanent or temporary employee status.

Contractor shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses in such cases and shall pay any judgment, interest or costs rendered against the Office.

The Office may request a presentation from bidders or an interview. Any costs associated with such requests shall be borne by the bidder.

REQUIRED QUALIFICATIONS

A successful bidder must have at least three years of experience designing and maintaining websites for governments or corporations of similar size and scope to the Office. A successful bidder must also show experience with creating and maintaining interactive features such as online petitions, maps and databases. Extensive graphics design abilities is also a prerequisite.

The contractor will be required to spend at least one-full day (7.5 work hours) per week in the Chicago office of Lt. Governor Pat Quinn. The remaining hours may be spent at an off-site location. If an off-site location is used, the contractor must provide any and all equipment and software needed for that location at his/her own expense. The contractor must be prepared to work on evenings and weekends.

No proposals will be accepted that contain provisions for work to be conducted by a sub-contractor, unless prior written approval from the Office is obtained. Furthermore, contractor may not assign any or all parts of any contract resulting from this bid to anyone else without prior written approval from the Office.

CONTENTS OF RESPONDENT SUBMITTALS

Each responsive bidder (respondent) must include in their submission the following documents, preferably in the order listed below:

1. Letter of Interest A one-page Letter of Interest should briefly summarize why the respondent should be selected. The letter must be signed by an authorized representative and bind the respondent to the certifications of this RFP.
2. Qualifications, Experience and Competence of Firm Respondent must include a statement of qualifications which should summarize the past experience of the respondent, any honors or awards received by the respondent and resumes for all key players in the firm.
3. Project Proposal Respondents should provide a 2-3-page project proposal. This proposal should include answers to each of these questions:
 - a. What are the key positive attributes of the existing websites maintained by the Office?
 - b. What features of the existing websites are most unique?
 - c. What are the key weaknesses of the existing websites?
 - d. What new features would you propose adding to the websites?
4. Proposed Cost Respondents must provide a total cost to perform the work. The cost should be provided on an hourly basis. The hourly rate for each person expected to work on the contract must be provided.
5. References (optional) Respondents may include up to three professional references. Do not include persons employed by or contracted with the Office.
6. Contractor Disclosure Respondents must submit a completed Contractor Disclosure of Political Contributions form and a completed Certification of Public Contract Number form.

Two copies of each proposal must be submitted in a sealed envelope no later than 5pm on June 1, 2007 to:

Web Contractor RFP
Office of the Lt. Governor
100 W. Randolph, Suite 15-200
Chicago, IL 60601

Any questions prior to the submission of the proposal should be directed by mail to the above address or by fax to 312-814-4862. Questions or communications submitted in any other format will not be acknowledged.

The Office shall assume no liability for the failure to receive any bids or other communications due to the fault of any party other than the Office. Bids are submitted at the full risk of the responsive bidders.

CERTIFICATIONS

By submitting a proposal, responsive bidders certify that s/he hereby understands and agrees to the following terms, which shall form part of Contractor's agreement with the Office:

Contractor makes the following certifications to the Office:

- a) Contractor is not barred from entering into this contract by Section 33E-3 or 33E-4 of the Criminal Code of 1961 (720 ILCS 5/33E-3, 33E-4). Sections 33E-3 and 33E-4 prohibit the receipt of a state contract by a contractor who has been convicted of bid-rigging or bid-rotating.
- b) Contractor is not barred from entering into this contract by Section 50-5 of the Illinois Procurement Code (30 ILCS 500/50-5). Section 50-5 prohibits the receipt of a state contract by anyone who has been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois or any other state, or who has made an admission of guilt of such conduct which is a matter of record.
- c) Contractor is not barred from entering into this contract by Section 50-13 of the Illinois Procurement Code (30 ILCS 500/50-13). Section 50-13 prohibits the receipt of a state contract by state officers and employees, their spouses, children, and certain businesses in which they have an interest.
- d) Contractor, if an individual, is not in default on any educational loan as provided in the Educational Loan Default Act (5 ILCS 385/0.01 et seq.).
- e) Contractor, in compliance with 30 ILCS 582/2, certifies that neither it nor any substantially owned affiliated company is participating or shall participate in an international boycott in violation of the provisions of the U.S. Export Administration Act of 1979 or the regulations of the U.S. Department of Commerce promulgated under that Act.
- f) Contractor, if an individual, will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of this contract (30 ILCS 580/4).
- g) Contractor is not barred from entering into this contract by Section 50-11, 50-12 or 50-14 of the Illinois Procurement Code and contractor acknowledges the contracting state agency may declare the contract void if this certification is false (30 ILCS 500/50-11 and 50-12 and 50-14).
- h) Contractor shall agree to maintain for a minimum of three (3) years after the completion of the contract, adequate books, records and supporting documents to verify the amounts, recipients, and uses of all money paid under this contract in the manner required by the Illinois Procurement Code (30 ILCS 500/20-65).

i) Contractor shall obey all laws, regulations, and executive orders prohibiting discrimination on the basis of race, color, national origin, sex, age, or handicap, and all other laws, regulations, and executive orders applicable to its activities.

j) Contractor is not prohibited from receiving a state contract or grant because it pays dues or fees on behalf of its employees or agents, or subsidizes or other reimburses them for payment of their dues or fees to any club which unlawfully discriminates. Discriminatory Club Act (775 ILCS 25/1).

k) If applicable, the applicant shall be required to comply with all provisions of the Prevailing Wage Act (820 ILCS 130/1 et. seq.), which applies to the wages of workers employed in any public works project.

l) Contractor shall waive any of its rights to copyright and other intellectual property rights to any materials or work product created during the term of this contract. Contractor shall cooperate in all reasonable efforts to grant all copyright and other intellectual property rights, to any materials or work product created during the term of this contract, to the Office.

APPLICABLE LAW

Any contract entered into because of this RFP shall be subject to Illinois law. Contractor further must certify to abide by all relevant rules and Executive Orders issued by, or pertaining to, the Office.

**STATE OF ILLINOIS
OFFICE OF THE LIEUTENANT GOVERNOR**

CERTIFICATION OF PUBLIC CONTRACT NUMBER

Bidder Name: _____

Address: _____

Phone Number: _____

Fax Number: _____

E-Mail Address: _____

The Illinois Human Rights Act requires all contractors that employed more than fifteen (15) or more full-time employees at any time during the 365-day period immediately preceding the publication of this solicitation in the Illinois Procurement Bulletin (or issuance date if not published), to have a current Public Contract Number or proof of having submitted a completed application for such number prior to the bid acceptance date for this solicitation.

The bidder (check one)

_____ has been issued _____ a Public Contract Number (enter number).

_____ has applied for a Public Contracts Number (attach copy of application).

_____ is not required to apply for a Public Contracts Number because the bidder has employed fourteen (14) or less full-time employees during the 365-day period immediately preceding the public of this solicitation in the Illinois procurement bulletin (or issuance date if not published).

The bidder certifies that the foregoing is a full and complete statement.

Name of Authorized Representative: _____

Signature: _____

Date: _____

**STATE OF ILLINOIS
OFFICE OF THE LIEUTENANT GOVERNOR**

**DISCLOSURE OF POLITICAL CONTRIBUTIONS
TO THE LIEUTENANT GOVERNOR AND/OR OFFICE EMPLOYEES**

Bidder Name: _____

Address: _____

Phone Number: _____

Fax Number: _____

E-Mail Address: _____

The bidder must list below all political contributions made since July 1, 2005 to the Lieutenant Governor, any employee of the Lieutenant Governor's Office or any political committee organized on behalf of the Lieutenant Governor or any employee of the Lieutenant Governor's Office by (1) the bidder; (2) the spouse and/or any dependent children of the bidder; or (3) the officers, employees, subsidiary or any owner of the bidder. For purposes of this disclosure, the term "owner" means any person with an ownership or beneficial interest of more than 7.5% of the bidder.

Contribution Made To: _____

Date of Contribution: _____

Amount of Contribution: _____

Contribution Made To: _____

Date of Contribution: _____

Amount of Contribution: _____

Contribution Made To: _____

Date of Contribution: _____

Amount of Contribution: _____

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Contribution Made To: _____

Date of Contribution: _____

Amount of Contribution: _____

The bidder certifies under penalty of perjury that the foregoing is a full and complete disclosure of all political contributions made since July 1, 2005 to the Lieutenant Governor, any employee of the Lieutenant Governor's Office or any political committee organized on behalf of the Lieutenant Governor or any employee of the Lieutenant Governor's Office by (1) the bidder; (2) the spouse and/or any dependent children of the bidder; or (3) the officers, employees, subsidiary or any owner of the bidder.

Name of Authorized Representative: _____

Signature: _____

Date: _____