



Albuquerque Area Indian Health Board, Inc. (AAIHB)

Request for Proposal for

Phase I: Website design

Deadline to submit proposals: May 12, 2014 (4:00pm MST)

and

Request for Proposal for

Phase II: Website Content Management

Deadline to submit proposals: June 30, 2014 (4:00pm MST)

Released: April 21, 2014

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ALBUQUERQUE AREA INDIAN HEALTH BOARD, INC. (AAIHB)

- OVERVIEW

AAIHB was established in 1977 and incorporated as a nonprofit organization in 1980. AAIHB is composed of six tribes in New Mexico and Southern Colorado – the Navajo communities of Tóhajiilee and Ramah, the Mescalero Apache Tribe, the Jicarilla Apache Nation, the Ute Mountain Ute Indian Tribe and the Southern Ute Indian Tribe.

The mission of AAIHB is to: 1) advocate for tribal communities in areas of health, 2) collaborate with tribal communities to address health concerns, and 3) engage communities in the use of research to address community health needs.

For the past three decades, AAIHB has served as a leader in the provision of culturally appropriate health services research, health promotion and disease prevention intervention, advocacy, training, technical assistance, capacity building and specialized clinical services. The AAIHB administrative component is comprised of an Executive Director, Finance Officer, and support staff. AAIHB programs include:

- Tribal Audiology - promotes early identification of hearing loss and appropriate intervention to prevent the onset of communication disorders in Native American populations.
- HIV/AIDS Prevention Program - provides prevention education and advocacy outreach to Tribal communities in New Mexico and southern Colorado. This program also provides mobile HIV rapid-testing.
- Southwest Tribal Native American Research Center for Health (NARCH) Program - encompasses a student development program, a research project to reduce health risk behaviors among AI adolescents, and the Southwest Tribal Institutional Review Board.
- Albuquerque Area Southwest Tribal Epidemiology Center (AASTEC) - collaborates with the 27 Southwestern American Indian Tribes in the Albuquerque Area to provide high quality, culturally-congruent health research, surveillance and training to improve the quality of life of American Indians.

INTRODUCTION AND PURPOSE

The purpose of this Request for Proposal (“RFP”) is to solicit proposals from professionals (“Respondents”) for two phases 1) design graphics for AAIHB webpage template and 2) design website content management structure for the redesigned AAIHB website. Interested applicants can bid for one or both phases of this RFP.

SELECTION PROCESS

Selection criteria are based on following:

- Overall responsiveness to the RFP
- Ability to meet project deadlines
- Experience working with American Indian organizations
- Reasonableness of proposed budget

The selected candidate will be notified via telephone, followed by an official letter of notification and a draft of the recommended contract agreement. As part of the selection process following the initial review of submitted responses, AAIHB may choose to contact Respondents for an interview.

SUBMISSION REQUIREMENTS

The proposal should include the following:

Letter of transmittal. Respondent's submission should include a cover letter acknowledging the general nature of the work to be performed, supported by a brief statement of the candidate's ability to provide the requested services. The letter should describe the general approach to be employed to fulfill the requests outlined below:

Statement of suitability. This statement must reference the phase of work (I or II) on the statement and include a detailed outline of the applicant's ability to perform the work showing past consultancies, research and publications.

Work approach. The Work Approach needs to detail the way in which the applicant would respond to the scope of work. Successful candidate will be required to communicate through email and conference calls.

List of personnel who will be assigned to perform service. The response must include Curriculum Vitae for the whole team showing each individual's suitability for the proposed work.

AAIHB contract compliance. Applicants should warrant that they are willing to operate under a standard non-disclosure agreement.

Completed W-9 form.

Respondent's Additional Terms to Scope of Work.

References - No less than three (3), include: a) Individual or Company Name; b) Contact Person, c) Address, d) Phone Number, and e) Time Period Known.

Cost Proposal.

SCOPE OF WORK: PHASE I – WEBSITE GRAPHICS

- Design website template/banner:
 - Provide at least five (5) unique website templates/banners. Ancillary images (bullets, borders, thumbnails, etc.) should be part of graphics package
 - Integrate AAIHB logo
 - Website will utilize vertical and horizontal menus

- Modern and universal technologies must be used (i.e., cross-platform/cross-browser support, no flash content, HTMLs, etc.)
- Considerations:
 - The website design should be compatible with a content management system.
 - Use colors in AAIHB logo
 - Design should be culturally appropriate
 - Themes: health, unity, collaboration, Native populations representing southwest tribal groups to include Apache, Navajo, Pueblos and Utes.
 - Design should consider website content to include the following types of pages (not inclusive): Home, Programs (Audiology, HIV/AIDS, NARCH, AASTEC), Communities (Map); Board of Directors Page, Calendar, Contact Us (employee listing)
- Revisions may be required depending on selection of website content management software/provider.
- Ownership of Webpages Graphics. Copyright to the finished assembled work of webpages graphics produced by the Contractor shall be vested with AAIHB upon final payment for the project.

SCOPE OF WORK: PHASE II – WEBSITE CONTENT MANAGEMENT

- Contractor should work with website graphics provided by AAIHB.
- Page content management – Respondent will provide software options that allow edits to the AAIHB website.
- Installation - Finished site will be uploaded to AAIHB's hosting company.
- Revisions may be required.
- Client education and training via phone/email/webinar/in-person is required by this contract.
- There is an option to utilize the designer's/contractor's web host under a separate service agreement.

TIMEFRAME

Phase I: Website Graphics

- Contractor should submit working drafts by June 9, 2014.
- Contractor shall perform any and all tasks relevant to the AAIHB website by June 20, 2014.

Phase II: Website Content Management

- Contractor have website ready by July 14, 2014.
- Contractor shall perform any and all tasks relevant to the AAIHB website by July 28, 2014.

GENERAL TERMS AND CONDITIONS

Potential Contractors are advised that AAIHB reserves the right to reject any and all submitted proposals. All submissions are generated at the sole risk and expense of the Contractor and become the property of AAIHB, even if rejected. In addition, this RFP is subject to the specific conditions, terms and limitations stated below:

- AAIHB shall be the sole judge of whether a response complies with the requirements of this Request and the merits of each individual response.
- Acceptance of a Contractor's proposal pursuant to this RFP will not create any rights on the Contractor's part. Therefore, AAIHB advises all Contractors that this creates no legal obligation on the part of AAIHB, and does not constitute an offer.
- AAIHB may withdraw this RFP if all responses are unacceptable. Issuance of this Request does not obligate AAIHB to undertake any action.

HOW TO RESPOND

The Respondent should submit an original and two (2) copies of the submission to the address given below or send an electronic copy of their proposal to Nancy Martine-Alonzo (nmalonzo@aaihb.org).

Responses should be received by:

Phase I: Website Design – **May 12, 2014** (4:00pm)

Phase II: Website Content Management – **June 30, 2014** (4:00pm)

Address:

Albuquerque Area Indian Health Board, Inc.
Attn: Nancy Martine-Alonzo (AAIHB Website)
5015 Prospect Avenue NE
Albuquerque, NM 87110
Phone: (505) 764-0036