



Website Design, Development and Hosting Request For Proposals

Charleston, South Carolina
Date: February 8, 2018

Due Date: March 22, 2018
Time: 3:00 P.M. EST

Receipt Location:
BCD Council of Governments
Attn: Jason McGarry
1362 McMillan Ave, Suite 100
North Charleston, SC 29405

REQUEST FOR PROPOSALS

RFP #WIOA2018-01

SC WORKS TRIDENT WEBSITE DESIGN, DEVELOPMENT AND HOSTING

Berkeley Charleston Dorchester Council of Governments (BCDCOG) provides workforce innovation and opportunities (WIOA) act programs within the Berkeley Charleston and Dorchester regions. Berkeley Charleston Dorchester Council of Governments (BCDCOG) is funded, in part, by DOL and SCDEW. Berkeley Charleston Dorchester Council of Governments (BCDCOG) is subject to the regulations of the U.S. Department of Labor (DOL), South Carolina Department of Employment and Workforce (SCDEW), and federal, state and local laws.

SC Works Trident is seeking the services of a qualified firm to host and manage the Workforce Center's website (www.tridentscworks.org) and to help lead SC Works Trident in a dynamic, engaging website redesign that will capture the interest of current job seeker and employer customers, potential new customers and stakeholders. The updated website must be user friendly, intuitive, informative and mobile-friendly by incorporating responsive design features to ensure mobile compatibility.

Key services selected contractor shall provide for this project include:

- SC Works Trident website assessment, creation of design alternatives and website redevelopment plan
- Develop and populate the site with SC Works Trident content which will be provided
- Conduct quality assurance testing
- Project management.

The updated website must be user friendly, intuitive, informative and mobile-friendly by incorporating responsive design features to ensure mobile compatibility.

The deadline for Bidders to submit written questions for information and/or clarification is **3:00 PM on Thursday March 08, 2018**. All written questions received by this deadline will be answered in a written addendum.

The deadline for receipt of all submittals is **3:00 P.M. on Thursday March 22, 2018**.

All Proposal responses should be mailed or delivered to:

BCD Council of Government
1362 McMillan Ave, Suite 100
Attn: Jason McGarry
North Charleston, SC 29405

*Note: The deadline shown above 3:00 P.M. on **Thursday March 22, 2018** is extremely important. The completed proposal must have been physically received on or prior to that deadline. If you plan to have your proposal delivered other than by personal delivery, please remember that even though the proposal may be postmarked prior to the deadline, if it is not received by the deadline time and date, it absolutely cannot be considered.*

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1.0 Introduction

Berkeley Charleston Dorchester Council of Governments (BCDCOG) provides workforce innovation and opportunities (WIOA) act programs within the Berkeley Charleston and Dorchester regions. Berkeley Charleston Dorchester Council of Governments (BCDCOG) is funded, in part, by DOL and SCDEW. Berkeley Charleston Dorchester Council of Governments (BCDCOG) is subject to the regulations of the U.S. Department of Labor (DOL), South Carolina Department of Employment and Workforce (SCDEW), and federal, state and local laws.

1.1 Proposal Schedule

Proposals shall be solicited and evaluated by the following schedule:

Publish/Release Solicitation	February 08, 2018
Deadline for Written Questions	March 08, 2018 by 3:00 PM
Deadline for Proposals	March 22, 2018 by 3:00 PM
Evaluation Process	TBD
Interview with Selected Bidders	TBD

A. Submission

One (1) digital, One (1) original (unbound) and three (3) copies of the Proposal shall be submitted no later than 3:00 p.m. EST on March 22, 2018, to the following address:

BCD Council of Government
Attn: Jason McGarry, Procurement/Contracts Administrator
1362 McMillan Ave, Ste 100
North Charleston, SC 29405

Any proposals received after the scheduled deadline on the closing date will be immediately disqualified in accordance with BCDCOG policies.

Proposals shall be submitted in a sealed box or envelope that is labeled with the Bidders name and identified as containing a Proposal responding to RFP #WIOA2018-01 for Website Design, Development and Hosting Services.

No oral, facsimile, telegraphic proposals or subsequent modifications to such proposals will be considered except as specified herein.

B. Addenda

In the event it becomes necessary to revise any part of the RFP, addenda will be provided to all firms who received or requested the RFP document from BCDCOG.

C. Proposal review process

The procurement of these Offeror's services will be in accordance with BCDCOG and other applicable federal, state and local laws, regulations and procedures.

Proposals shall be submitted as set forth in this RFP. The selection committee will review and evaluate Proposals in accordance with the requirements and instructions contained in this RFP.

Following evaluation of the proposals, the Selection Committee may sub-select finalist who may be invited to participate in an interview, if necessary.

1.2 Instructions and General Conditions

A. BIDDERS RESPONSIBILITY

Bidder shall fully acquaint itself with the conditions relating to the scope and restrictions attending the execution of the services under the conditions of the RFP. The failure or omission of a Bidder to acquaint itself with the existing conditions shall in no way relieve it of any obligation with respect to the proposal submitted by the Bidder to any contract resulting from this RFP.

B. DUTY TO INQUIRE

Should a Bidder find discrepancies or omissions in this RFP, or should the Bidder be in doubt as to the meanings, the Bidder shall at once notify BCDCOG in writing prior to the last day for written questions. If additional clarification is warranted, a written addendum will be sent to all persons or firms receiving this RFP.

C. SIGNATURE REQUIREMENTS

Only authorized officers eligible to sign contract documents will be accepted. Consortiums, joint ventures, or teams submitting proposals, although permitted and encouraged, will not be considered responsive unless it is established that all contractual responsibility rests solely with one contractor or one legal entity. This proposal should indicate the responsible entity. Bidders should be aware that joint responsibility and liability will attach to any resulting contract and failure of one party in a joint venture to perform will not relieve the other party or parties of total responsibility for performance.

D. WAIVER

By submission of its proposal, the Bidder represents and warrants that it has sufficiently informed itself in all matters affecting the performance of the work or the furnishing of the labor, services, supplies, materials, or equipment called for in the solicitation; that it has checked the proposal for errors and omissions; that the prices and costs stated in its proposal are intended by it; and, are a complete and correct statement of its prices and costs for providing the labor, services, supplies, materials, or equipment required.

E. CONFIDENTIAL INFORMATION

All proposals received become the exclusive property of BCDCOG. At such time, as a Contract is agreed to by the contractor and the Board, all proposals submitted will become a matter of public record and shall be regarded as public records, with the exception of those elements in each proposal which constitute confidential and proprietary information or trade secrets as those terms are used in S.C. Code Ann. §§ 11-34-410 and 30-4- 40(a)(1) and which are so marked as "TRADE SECRET," "CONFIDENTIAL" or "PROPRIETARY." However, proposals which indiscriminately identify all or most of the proposal as exempt from disclosure without justification may be released pursuant to a freedom of information request. BCDCOG shall not in any way be liable or responsible to any Bidder or other person for any disclosure of any such records or portions thereof, whether the disclosure is deemed to be required by law, by an order of a court, or occurs through inadvertence, mistake, or negligence on the part of

BCDCOG or its officers, agents, or employees. Any legal costs associated with determination of what is excluded or included in a public records request is at the expense of the Bidder.

Offerors should not simply mark their entire proposal as Confidential or exempt from Freedom of Information Act. Doing so will result in BCDCOG's making an independent determination of confidentiality or exemption. BCDCOG further hereby disclaims any responsibility for any information which is disclosed as a result of Offerors such independent determination of confidentiality or exemption necessitated by the Offerors failure to properly follow this section.

F. REVISION TO RFP

BCDCOG reserves the right, when necessary, to postpone the times in which proposals are scheduled to be received and opened, and to amend part or all of the RFP. Prompt notification of such postponement or amendment shall be given by BCDCOG to all perspective Bidders who have requested or received copies of the RFP. Receipt of all addenda must be acknowledged in the proposals received by BCDCOG.

G. PROTEST PROCEDURES

Any prospective Bidder or contractor who is aggrieved in connection with the solicitation of a contract may protest to BCDCOG. Any such protest must be delivered in writing within five days of the issuance of the RFP. Or within five days of the amendment there to if the amendment is the issue. A protest must set forth all specific grounds of protest in detail and explain the factual and legal basis for each issue raised. This project is to be funded in part by FTA and is subject to FTA rules and regulations. FTA only accepts protests alleging that a grantee fails to have written protest procedures or has violated such procedures or fails to review a complaint or protest.

H. WITHDRAWAL OF PROPOSAL

No proposal may be withdrawn after the proposals have been opened.

2.0 Scope of Work

Key services selected contractor shall provide for this project include:

- SC Works Trident website assessment, creation of design alternatives and website redevelopment plan
- Develop and populate the site with SC Works Trident content which will be provided
- Conduct quality assurance testing
- Project management

SC Works Trident is seeking the services of a qualified firm to host and manage the Workforce Center's website (www.tridentscworks.org) and to help lead SC Works Trident in a dynamic, engaging website redesign that will capture the interest of current job seeker and employer customers, potential new customers and stakeholders. The updated website must be user friendly, intuitive, informative and mobile-friendly by incorporating responsive design features to ensure mobile compatibility.

Website Design & Support Phase/Development Guidelines

1. **Assessment.** Selected Consultant shall first conduct an assessment of the existing SC Works Trident website, its content and navigation scheme as well as the overall look and feel of the site.

2. **Design Meeting and Discovery.** Selected Contractor will meet with Staff (location TBD by the Trident SC Works Administrative Staff and affiliated contractor staff) to review the purpose, goals and desired outcome of SC Works Trident’s website redesign efforts. Look, functionality and design considerations will also be discussed at this meeting. Staff will share examples of similar websites to use as a basis for informing the discussion.
3. **Website Architecture and Wireframes.** The Selected Contractor shall supply a website architecture plan and appropriate wireframes to document site development. These elements may be supplemented with additional material to inform website functionality, navigation scheme, information architecture and future options. These elements will be reviewed and approved by staff prior to website development. This plan should include recommendations to utilize state of the art technology to appreciably enhance the utility and functionality of the site. The plan must also include, but are not limited to, recommendations for the following elements:
 1. Website hierarchy
 2. Homepage and website look and functionality
 3. Website navigation scheme
 4. Fonts, style, guide, use of graphic and other non-text elements.
 5. Videos and forms for virtual orientation and registration
 6. Website accessibility in compliance with ADA standards
 7. Intranet to store center related policies and content for partners and staff
4. **Design Composition.** Consultant shall design three (3) alternatives for SC Works Trident to review and approve for use in a new website. Each design alternative will include a mock-up of three sample web pages:
 - a. proposed Trident SC Works home page;
 - b. one page that contains mixed graphics and written content;
 - c. one page agreed upon between staff and the Consultant.

These design alternatives must include proposed font(s), page layout, colors, attractive look and feel, graphics and other webpage elements.
5. **Design Presentation.** Selected Consultant will present the design alternatives to staff, onsite (or location TBD by Trident SC Works Administrative Entity and SC Works Trident contracted staff) and answer questions about the proposed design, site architecture, technology and other matters regarding the design and website implementation.
6. **Design Development.** After the “Design Presentation” task, SC Works Trident will select one design alternative for further design development. In consultation with staff, Selected Contractor will refine the Selected Design until it is approved for use in the new website.
7. **CMS (Content Management System) Development.** Using the information acquired during the initial assessment, create a content management system that will permit designated, non-technical staff to instantly update website content on specific pages.
8. **Hosting Services or Recommendations.** It is required that the Selected Contractor will either supply hosting services or work with staff to identify a web site hosting provider that can meet the needs of

the website being proposed.

- a. Hosting Service requirements include expertise & advice to staff on selecting a hosting plan that will support the expected bandwidth, scalability and expandability as discussed during the “Design Meeting and Discovery” task above.
- b. The selected hosting provider must have automatic backup and recovery features for the website.
- c. The hosing provider must also have:
 - secure facilities,
 - live customer support and
 - an alytical tools to monitor performance of the site.

Whether the web hosting solution is supplied directly by the vendor responding to this RFP or offered as a third-party hosting solution, the proposal should include a minimum of (3) references for the hosting services recommended, including the identification of environmental and security features available to protect Trident SC Works’ network architecture.

Once a website host has been identified, staff will secure the hosting plan (Including all associated fees and agreements). SC Works Trident will grant Selected Contractor access to the host for website creation and development.

Deliverables-to be provided to SC Works Trident for the activities described in this section include:

1. Documented website architecture plan and wireframes
2. Three (3) Design Alternatives, including at least three (3) sample web pages per alternative
3. Description of CMS redevelopment plan and capabilities
4. Description of hosting services providing or brief recommendation (in a written memo or email) as it applies
5. One (1) refined Selected Design for the home page, interior page and selected page

Website Development

New website must provide:

1. resources, information, and serve as a marketing and public engagement tool that establishes a professional and friendly environment for local job seekers, employer and industry partners and other partner agencies and community organizations that have a broad range of technical and computer literacy.
2. visual-appeal, easily navigation, ease of use, highly-interactivity, architectural soundness and flexibility sufficient to support SC Works Trident website needs for the next five to eight years. The site must have the ability for multi-media applications, including but not limited to, video/slideshow and live video streaming capability.
3. design in accordance to the Web Content Accessibility Guidelines (Federal guidelines, Section 508) Information can be found at this web site: www.usability.gov.
4. capability for staff to perform routine content management such as the creation of new pages, development of additional sections, uploading of photos, graphics and limited animation.

5. consistency with a standardized look, feel and tone for all pages; thereby establishing a unified theme throughout the redesigned and redeveloped SC Works Trident website. However, the established theme must also provide the flexibility to allow for different SC Works Trident projects and functions to have some level of individuality and/or functionality. SC Works Trident logo, including the American Job Center logo, should be prominently displayed on every page as a common header. The use of photographs, fonts and layouts should be consistent throughout the site.
6. responsiveness with rapid download times for both low and high bandwidth providers typically used by the average citizen - including file size optimization of graphics. Must be designed with a balance of text and graphics whereas each page loads in 8 seconds or less on the average computer.
7. easy to use functions, links and information for mobile device applications in order to be compatible for use on mobile devices.
8. ability to convert substantial amounts of existing content to new website. We will use much of the existing web content. Any additional content/copy or photography will provided by SC Works Trident. Adapt forms, manuals, etc. already in use at SC Works Trident on the new website.
9. consistently oriented 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 in the same position on each webpage.
10. enhanced interactivity. Such interactivity may include, but is not limited to, email links, surveys, feedback forms, online calendars and social media sharing tools.
11. advanced internal and external search capabilities (including .pdf's).
12. design so that forms and pages may be easily printed. Consultant shall also include links for visitors to download any browser plug-in products, such as Acrobat Reader, that are necessary to view content on the site.

Additional Features.

Additional features may include (but not limited to):

- Spam filtering services
- Search engine optimization
- Mobile SC Works Trident
- Smartphone/iPhone applications
- Facebook Function
- Twitter Function
- QR Function
- Real Audio/Video Live Streaming
- Live Broadcasting w/100 Streams
- Tag all pdf, photos, graphics with keywords (for search strength)
- Video hosting or remote playing capabilities

- Automated job posting
- Event calendar/submission
- Keyword search
- Subscription
- Directories
- Multi-media (video/slideshow)
- Language translator capability
- Ability for multiple graphics; photos, etc. per page using flash
- Should contain multiple tier level drops down boxes to more easily connect and view information.
- Homepage should include quick links-Buttons for the most used, most viewed, most requested information.
- Schedule finder functions included
- Text prediction
- Service Bulletins
- Homepage should feature prominent graphic/photo image. Should be flash media in order to highlight several subjects. Should be clean looking and fit in well in the design of the page in order not to appear cluttered.
- Items and stories on the homepage should link directly to the source location. When clicking on a subject matter user should be taken directly to that source story.

Presentation of Draft Website

Once a draft of the redesigned website (the “Draft Site”) has been completed, Selected Contractor will present the Draft Site to staff (location TBD by SC Works Trident Administrative Entity and affiliated SC Works contractor staff) and answer questions about the design, site architecture, technology, functionality, and other matters regarding the site. Staff may request changes and modifications of the website which Selected Contractor will implement in a prompt manner until such time that staff accepts the website as satisfactory, meeting all the requirements (the “Final Site”).

CMS (Content Management System) Development

Concurrent with “Website Development” task, Selected Contractor shall develop a Content Management System that meets the following criteria:

1. System should work with interactive elements and allow staff the ability to easily update those functions.
2. System should have the flexibility to interline future elements and allow staff to update and interact with those functions.
3. Provide general maintenance and upgrades to allow CMS to continue to accommodate the growing demands of the community and staff.
4. System should have a function where staff can view analytics on an ongoing basis as well as monthly statistics.

5. System should be capable of working with windows as well as HTML software. This is required to: 1) provide non-technical staff to update and upload information to the site in a very easy, simple format and 2) to allow staff and associates with some technical knowledge the ability to have more options and greater flexibility with the on-going maintenance and updating of the site to keep the appearance vibrant as it grows.
6. System can be customized to fit the specific needs of SC Works Trident; however, the system should be the property of SC Works Trident and it should not contain proprietary items that would prohibit the use of the system in whatever way SC Works Trident determines.
7. Provide initial training to selected staff on CMS and provide future periodic training as it applies.

Quality Testing & Assurance

During the development phase of the new SC Works Trident website, Selected Consultant shall also conduct quality assurance testing.

1. **Platforms and Browsers.** Selected Consultant shall test web pages on both PC and Macintosh platforms, using a variety of popular operating systems on a variety of popular Web browsers and versions, including, but not limited to: Firefox, Internet Explorer, Safari, Opera, Lynx and mobile phone browsers such as iPhone and Android.
2. **Connectivity Speed.** Selected Consultant shall test web pages at both 56k dial-up modem and broadband connectivity to ensure each webpage can be accessed without undue load time or lag.
3. **Post Go-Live Support.** Selected Contractor will also provide SC Works Trident with sixty (60) days post go-live support to assure the site is functioning properly under conditions of normal/public use. Such support will address bug fixes or other defective functions of the site. Website updates, design modifications and other training or consulting services are outside the scope of post go-live support.
4. **Deliverables:**
 - Draft site
 - An approved fully-functioning website/source code of finalized/accepted recreated and redesigned accessible website
 - HTML and CSS templates for future development of the website
 - Major design elements in the native file format
 - Fully functioning CMS and source code of finalized system
 - All graphics, logos and other design elements in digital format.
 - Relevant documentation related to web site access, usage and instructional material

Project Management

Contract shall provide Project management services to manage and ensure completion of the project on schedule and within budget. Specific tasks and deliverables include, but are not limited to, the following:

1. **Project Kick-off Meeting.** Within ten (10) calendar days of contract execution, Selected Contractor

will meet with the staff to validate scope and schedule as well as discuss communications, SC Works Trident's objectives for the new website and other matters regarding the work described herein.

2. **Project Schedule.** Consultant shall work with SC Works Trident staff to prepare a detailed project schedule which shall include, but not be limited to, the following milestones and project phases:
 - Website Design & Support Alternatives Presentation
 - Development phase timeline
 - Website Hosting options
 - Draft Site Presentation
 - Final/Approved Site Delivery
 - Finalized CMS
 - Implementation Schedule
 - Periodic project meetings with staff
3. **Single Point of Contact.** Selected Consultant shall provide a single point of contact for the SC Works Trident Project Managers to contact regarding project status, issues, schedule and other matters related to performance of the work. Selected Consultant shall provide day-to-day management, coordination and direction to the contract team.
4. **Project Status Meetings.** Consultant shall attend and participate in a one-hour project status meeting, once per month, to discuss progress, issues, risk management activities and other aspects of the work. Selected Consultant shall prepare the agenda for these project status meetings and distribute the agenda at least two (2) hours prior to the meeting. The meeting location will be determined later.
5. **Deliverables to be provided by Selected Consultant:**
 - a. Project Schedule
 - b. Project Status Meeting Agenda

Hosting Services

Selected company shall provide hosting services that meet the current needs of SC Works Trident as well as accommodating for future growth. Consultants must also provide documentation of their downtime performance, technical support complaint history and demonstrate their internet traffic throughput speed. (Respond if applicable or recommend a hosting company)

A. Web hosting services will provide the following (but not limited to):

1. A secure, reliable connection to the internet
2. Scalable bandwidth
3. State-of-the art ancillary services such as audio, video and wireless features
4. Support for multiple platform environments for software application
5. Stability provided through 24x7x365 server management
6. Minimal downtime or disruptions of the site in the event of needed server upgrades
7. A professionally staffed technical support help desk with call backs in under 1 hour

B. Server Specification Requirements:

1. Dedicated Server

2. Full anonymous FTP, unlimited access
3. 'True Doman Name' IP address
4. Canonical Non-'www.' domain name capability
5. Unlimited web space, callable as the website grows over time
6. Multiple connections to major internet backbones (with redundancy)
7. Access to raw log files
8. Web Site Traffic Statistics/Analysis Program
9. Administrative Control Panel w/password protections
10. Secure SSL
11. E-commerce and tracking-enhance current functions and provide the ability to increase items offered to the public.

C. Scalable Server:

1. Counters Submit Site to Search Engines
2. Customizable Error Pages
3. Spam Filters
4. File Manager Capability
5. Password protected directories
6. Internal Search Engine
7. 99.7% uptime guarantee
 - This should apply to the site being accessible to users online. If the site is down and inaccessible to the public or staff (for changes and updates) and this is due to server and/or network issues, the uptime guarantee should apply
8. Free of advertising not authorized by SC Works Trident

D. Technical Support Requirements:

1. Daily backups
2. Rapid, responsive and knowledgeable customer support – voice & e-mail
3. 24x7x365 email technical support
4. 24x7x365 help desk support
5. Secure Location, UPS and Generator Backup
6. Secure access, encryption

E. Reporting Requirements:

Ongoing reporting of web statistics, including unique user site sessions, page views, hit counters, cumulative year-to-date site visits and page views, etc.

F. Deliverables:

1. Full Description of Hosting Services providing containing the elements as listed above. Include any recommendations and reasoning if these recommendations differ or fall outside of the parameters listed above.
2. Referrals of hosting customers with similar size and functions as the SC Works Trident website.

Meeting Summary

Selected Contractor is expected to attend the following meetings under the contract:

1. Project Kick-Off Meeting

2. Design Meeting and Discovery
3. Design Presentation
4. Draft Website Presentation
5. Project Status Meetings: Assume at least approximately 8

Resources to be provided by SC Works Trident

In support of this project, SC Works Trident will provide Selected Consultant with the following:

1. Directions for obtaining content and any original content needed for the website, including: text, graphics (.jpg, .gif, etc.) reports (.pdf, .doc, etc), PowerPoint presentations (.ppt), etc.
2. The Marketing Coordinator will serve as the points of contact of SC Works Trident, expedite decision-making, provide constructive feedback and general direction to the Selected Consultants Project Manager and act as a liaison to other key Staff.
3. If Applicable, web hosting for the redesigned website.
4. Any information requested regarding system configuration and intended functionality, including access to key project participants.
5. Ongoing maintenance and support of the website.

4.0 Selection Criteria/Selection Process

The following criteria will be used in evaluating the proposals:

1. **Scope/Approach (40%)** – How the firm responds to the items in the RFP. Does the project proposal demonstrate a clear understanding of the project and the needs of SC Works Trident? Will the firm be able to provide all the services described in Section 2 and 3. Does the approach to the project demonstrate an excellent technical understanding of the project?
2. **Experience (20%)** – Has the firm been involved in any other projects similar to this project? Are the firm's previous clients satisfied with the quality of the work product on similar projects?
3. **Professional Staff (20%)** – Does the staff assigned to the project have the necessary skills to carry out the tasks? Is there a sufficient number of staff available to get the work finished in a timely manner? Who will be key staff dedicated to the project?
4. **Availability and Familiarity (10%)** - with the Berkeley-Charleston-Dorchester Region. Has the firm committed staff to be in the BCD Region for a significant portion of the work? How will BCDCOG and SC Works staff communicate with firm staff? Where will the project manager be located? How many other projects is the firm involved in currently that would prevent the project from being completed in a satisfactory and timely manner?
5. **Price (10%)** – The overall value of the final product.

The Selection Committee will make a recommendation to the BCDCOG Executive Director. The Executive Committee will approve or disapprove the recommendation. The selected firm may be contacted for additional information concerning the submittal and contractual information.

5.0 Requested Response Format

Each proposal shall include Exhibit A-E which shall be signed and dated by a representative authorized to bind the Offeror. As part of its proposal, the Offeror shall provide, at a minimum, the following material and essential requirements outlined in the Deliverables sections

Section 1: Website Design & Support Phase/Development Guidelines

1. Documented website architecture plan and wireframes
2. Three (3) Design Alternatives, including at least three (3) sample web pages per alternative
3. Description of CMS redevelopment plan and capabilities
4. Description of hosting services providing or brief recommendation (in a written memo or email) as it applies
5. One (1) refined Selected Design for the home page, interior page and selected page

Section 2: Project Schedule

Contract shall provide Project management services to manage and ensure completion of the project on schedule and within budget.

Section 3: Website Development

1. Draft site
2. An approved fully-functioning website/source code of finalized/accepted recreated and redesigned accessible website
3. HTML and CSS templates for future development of the website
4. Major design elements in the native file format
5. Fully functioning CMS and source code of finalized system
6. All graphics, logos and other design elements in digital format.
7. Relevant documentation related to web site access, usage and instructional material

Section 3: Hosting Services

- A. Full Description of Hosting Services providing containing the elements as listed above. Include any recommendations and reasoning if these recommendations differ or fall outside of the parameters listed above.
- B. Referrals of hosting customers with similar size and functions as the SC Works Trident website.

6.0 Additional Information

A. Project Schedule

Notice to proceed for this project will be given as soon as a contract with the successful proposer has been executed and any and all state and federal requirements are met.

B. Signature Requirements

Proposals must be signed by a duly authorized official of the responder. Consortia, joint ventures, or teams submitting proposals, although permitted and encouraged, will not be considered responsive unless it is established that all contractual responsibility rests solely with one Contractor or one legal entity, which shall not be a subsidiary or affiliate with limited resources. Each proposal should indicate the entity responsible for execution on behalf of the proposal team.

C. Additional Information

BCDCOG retains the right to reject all proposals and to re-solicit if deemed to be in its best interests. Selection is also dependent on the execution of a mutually acceptable contract with the successful responder.

The selection of the successful proposal may not be the lowest cost but the best value for the COG.

Each proposal shall state that it is valid for a period of not less than ninety (90) days from the date of receipt.

All plans, calculations, maps, digital files, reports, correspondence, minutes of meetings, and related data generated for this project will be included in the final documents submitted to BCDCOG.

D. Compliance with Law – The contract will have a provision requiring the Contractor to maintain compliance as follows:

In rendering the performance hereunder, the Contractor shall comply with the requirements of the Workforce Innovation and Opportunity Act (WIOA), Public Law 113-128, with the regulations promulgated thereunder, and with the following:

- Applicable Federal Laws and appropriate OMB Circulars
 - Laws of the State of South Carolina
 - WIOA Policies as adopted by the South Carolina Department of Employment and Workforce
 - Local Laws
 - Local WIOA Plan
 - Local Workforce Development Board Policies
 - U.S. Department of Labor Statement 29 CFR 37.20 Regarding the Non Discrimination and Equal Opportunity Provisions of the Workforce Investment Act of 1998 and as reauthorized.

In the event of a conflict between such laws and regulations and the terms of this agreement, precedence shall be given to the laws and regulations.

Other Contract Provisions – The contract may have provisions which are not described in this RFP. Those provisions may be necessary due to in applicable laws or regulations, provisions added or changed to reflect negotiations made subsequent to the issuance of this RFP, requirements not known at the time of the issuance of this RFP, or for other reasons.

PROPOSAL COVER SHEET

Legal Name of Organization _____

Authorized Signer: _____

Title: _____

Mailing Address: _____

Physical Address (If Different): _____

Telephone Number: _____

FAX Number: _____

Contact Person Name: _____

Contact Person Title: _____

Entity Type: Corporation Sole Proprietor

Partnership Other

Is Responder a HUB? Yes No

Certifying Agency: _____

**Attachment A - Certification Regarding Debarment Suspension,
Ineligibility, and Voluntary Exclusion Lower Tier Covered Transactions**

This Certification is required by regulations implementing Executive Order 12549, Debarment and Suspension, 20 CFR Part 98. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 1916019211).

1. The prospective recipients of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

2. Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participants shall attach an explanation to this proposal.

Name of Authorized Representative	Title

Signature	Date

**Attachment B - Certification Regarding
Drug-Free Workplace**

A. The grantee certifies that it will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition.

2. Establishing an outgoing drug-free awareness program to inform employees about

- a. The dangers of drug abuse in the workplace;
- b. The grantee's policy of maintaining a drug-free workplace;
- c. Any available drug counseling, rehabilitation, and employee assistance programs; and
- d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1.

4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will:

- a. Abide by the terms of this statement;
- b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such violation.

5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4b from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position, title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification numbers(s) of each affected grant.

6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4b, with respect to any employee who is so convicted:

- a. Taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

7. Making good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5, and 6.

B. The grantee may insert in the space provided below the site(s) for the performance of work down in connection with the specific grant:

Place of Performance: Check () if there are workplaces on file that are not identified here.
() Not Applicable.

Name of Applicant Organization:

Name & Title of Authorized Signatory:

Signature: _____ Date: _____

ATTACHMENT C
CERTIFICATE REGARDING CONFLICT OF INTEREST

By signature of this Certificate, Respondent covenants and affirms that:

- 1.** No manager, employee or paid consultant of the Respondent is a member of the Policy Board, or an employee of BCDCOG;
- 2.** No manager or paid consultant of the Respondent is married to a member of the Policy Board, or an employee of BCDCOG;
- 3.** No member of the Policy Board, the President or an employee of BCDCOG owns or controls more than a 10 percent share in the Respondent's organization;
- 4.** No spouse of a member of the Policy Board, or employee of BCDCOG receives compensation from Respondent for lobbying activities.
- 5.** Respondent has disclosed within the proposal response any interest, fact or circumstance, which does or may present a potential conflict of interest;
- 6.** Should Respondent fail to abide by the foregoing covenants and affirmations regarding conflict of interest, Respondent shall not be entitled to the recovery of any costs or expenses incurred in relations to any contract with BCDCOG and shall immediately refund BCDCOG any fees or expenses that may have been paid under the contact and shall further be liable for any others costs incurred or damages sustained by BCDCOG relating to that contract.

Name of Individual or Organization submitting application.

Name and Title of Authorized Signatory.

Signature

Date

Attachment D

Fees Associated With Website Design, Development and Hosting

Name of Organization: _____

Specify if the fee is website design or maintenance fee. If fee is other than schedule fees, indicate if a one-time fee and task.

	Flat Fee	Hourly Fee
Website Design & Development		
Maintenance Fee		

Additional pages may be used to describe fees.