

Requests for Proposals
by the
Catawba Regional Council of Governments
for
Website Redesign

Bid Due Date: September 11, 2020

215 Hampton Street
Rock Hill, SC 29730
803-327-9041

**Catawba Regional Council of Governments
Request for Proposals
General Information**

The requester is:

Catawba Regional Council of Governments (CRCOG)
215 Hampton Street
Post Office Box 450
Rock Hill, SC 29731

Questions concerning the proposals or CRCOG should be directed to:

Amy Chitwood, Finance Director or Rob Jackson, GIS Analyst
Catawba Regional Council of Governments
Post Office Box 450
Rock Hill, SC 29731
(803) 327-9041 or achitwood@catawbacog.org / rjackson@catawbacog.org

To qualify for consideration, a proposal must be received via email by 3:00 p.m. on September 11, 2020. The proposals should be addressed to Amy Chitwood at the above email address. Late proposals will be rejected as not meeting the mandatory RFP requirements. Your proposals should comply strictly to the required format.

Proposals will be reviewed September 11, 2020, at 3:00 pm in the office of the Catawba Regional Council of Governments, 215 Hampton Street, Rock Hill, SC 29730.

All proposals will become the property of CRCOG.

Catawba Regional Council of Governments
Request for Proposals
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Catawba Regional Council of Governments

Request for Proposals

I. The Council's Needs

A. Catawba Regional COG Background:

The Catawba Regional Council of Governments (CRCOG) CRCOG is a 501 (c) (3) organization that was formed in 1967 under the provision of Article 2, Act 487 of the South Carolina General Assembly, as amended in 1971. CRCOG is governed by a Board of Directors comprised of elected officials and private sector representatives from the counties of Chester, Lancaster, Union and York. CRCOG is a state and federally recognized regional entity for providing a variety of planning and development services for its member counties and the state. CRCOG is involved in local and regional planning efforts which include: workforce development, transportation, information and referral, technical assistance, mapping and zoning, business loans, community development block grants, environmental initiatives, recreation, and other contract and grant services to enhance local government efforts. CRCOG is seeking a website designer that can redesign the current COG website, and bring in the WIOA (workforce) website to be included into the COG website.

The Catawba Regional Development Corporation (CRDC), a non-profit affiliate of the Council of Governments. The Catawba Regional Development Corporation (the Corporation) was incorporated under the laws of the State of South Carolina on April 14, 1982, to further the community and economic development of the Catawba Region and to promote and assist in the growth and development of small business concerns in the region. One member of the Council's Board also serves on the Corporation Board. The Corporation contracts with the Council to use the Council's staff and office facilities for its daily operations. The Corporation is currently included in the existing COG website.

Selection will be made by CRCOG and CRDC staff. The CRCOG and reserve the right to reject any or all submittals not deemed complete. Selection will be primarily based upon the qualifications of the consultant to perform the services outlined within this RFP as well as upon estimated fees provided in the response.

B. Goals of redesign:

- 1) Redesign CRCOG's current website www.catawbacog.org.
 - a) This includes developing on a platform that can be maintained by COG staff
 - b) Design the site so that can be supported by mobile devices
 - c) Enhance the aesthetics of the site as well as functionality to allow a video component and other interactive components
 - d) Retain and enhance a calendar/upcoming events feature that allows for board members to access content
 - e) Incorporate the current Catawba SC Works website and related links/documents into the new CRCOG and CRDC website

- f) The ability to add documents/files quickly
 - g) The website should be ADA compliant
 - h) Develop website with target audience in mind. See item A above.
 - i) Include links/connections to the COG's Facebook page/other social media
- 2) Include WIOA's website (<http://www.scworkscatawba.com/>) into the redesigned CRCOG site
 - 3) Include a maintenance program that details cost and work that will need to be maintained by web developer

C. Assistance Available to Proposer: CRCOG Staff will be available to answer questions in regards to document location, data/information placement, and any other questions in regards to the existing CRCOG website.

D. Proposal Content:

Proposing Website Designer

- ◆ Description of the Developer's firm

Experience and resumes

- ◆ Statement of the Developer's expertise and experience with not for profit organizations. Also, provide three references with contact information.

Engagement fee

- ◆ Present an engagement fee for both one and two-year periods.

References

- ◆ The proposal should include background references of no less than three similar organizations that CRCOG may contact. Include the name of the organization, contact at the organization, address and phone number, and the date and type of services performed.

Other items

- ◆ Proposed time line of site development and delivery.

E. Right of Rejection: CRCOG reserves the right to reject any and all proposals and to request additional information from any and all proposers.

II. Format for Information Requested from the Proposer: In order to simplify the review process and to facilitate comparison, the following format is suggested:

- A. **Title Page** listing the developer's name, local address, contact person, telephone number, and the date of the proposal.
- B. **Table of Contents** with a clear identification of the material by section and page number.

- C. **Letter of Transmittal** briefly stating in one to two pages the proposer's understanding of the work to be done and a positive commitment to perform the work in the manner required. The letter of transmittal should also separately state the fees for the completed project and any fees associated with website maintenance (outside COG staff's ability).
- D. **Proposer's Profile** stating the location of the office performing the work along with the number of partners, managers, and other professional staff employed at that office. The profile should describe the range of performed at this office and the approximate percentage of total work hours devoted to each activity.
- E. **Proposer's Qualifications** should identify the supervisors and key staff who will work on the project.
- F. The **Work Plan** should include time estimates for each significant segment of the work.
- G. The proposer may also include any **Other Information** deemed relevant.

III. Evaluation of Proposals: The following factors will be considered by CRCOG in its evaluation of proposals:

- A. Responsiveness of the proposal in clearly stating an understanding of the work to be performed, and should follow the above required format.
- B. Qualifications of staff
- C. Cost
- D. Technical experience of the Developer