

TOWN OF KEARNY
2018-(R)_____

Resolution Authorizing the Town Clerk to Advertise for Requests
for Proposals for the Redesign, Hosting and Maintenance of the Town's Website

WHEREAS, the Town wishes to issue a Request for Proposals to select a contractor for the redesign, hosting and maintenance of the Town's website; now therefore be it

RESOLVED by the Mayor and Council of the Town of Kearny, County of Hudson and State of New Jersey, that the Town Clerk is hereby directed to advertise the Request for Proposals once completed by the Town Administrator for the redesign, hosting and maintenance of the Town's website.

ADOPTED: May 9, 2018

I certify that the above Resolution was adopted by the Mayor and Council on May 9, 2018

Patricia Carpenter, Town Clerk

REQUEST FOR PROPOSALS REDESIGN, HOSTING AND MAINTENANCE OF KEARNY WEBSITE

The Town of Kearny is seeking proposals from qualified vendors for the redesign, hosting and maintenance of the Kearny website. The proposal should be for a one-year period with monthly renewals thereafter at the Town's option. Proposals should address the following scope of work:

Scope of Work:

Discovery:

- Creation of completed site map
- Provide asset sheets for all needed information
- Complete and receive approval of Site Maps

Design:

- Develop three (3) design concepts
- Complete and receive approval of design concepts

Database:

- Develop database design
- Complete and receive approval of database design
- Program database
- Input information into database
- Develop server pages for database
- Create user interface for information input
- Import content of the Town's existing website
- Ability to gather statically data from website

Programming:

Construction of website that uses contact management system (CMS) Drupal or WordPress

Testing:

- Integrate beta site for testing
- Test site on all modem browser
- Fix any bugs or problems
- Final Testing

Delivery:

- Integrate with Hosting Service
- Walk though site
- Staff instruction and training on database and site management

Maintenance Included in Proposal:

- Quarterly Meeting to discuss website content, usability, and backup of website on disc for two years from ignition of proposal.
- Twenty-Four Hour turnaround on content additions

Qualifications:

The Town shall be the sole judge of each Proposer's conformance with the requirements of this RFP. Factors to be considered in selecting the contractor are price, web design/maintenance experience, technical qualifications and experience with governmental websites. Each proposal should address these factors.

Conditions, Terms and Limitations: Reservation of Rights

The Town reserves the right: to amend, modify or withdraw this RFP; to request supplemental or additional details or clarifying statements or information from any Proposer to this RFP; to correct deficient responses that do not completely conform with this RFP; to waive any conditions or modify any provisions of this RFP with respect to one or more Proposers; and to cancel this RFP and "opt out" of the RFP process, for any reason or no reason, all in the Town's sole discretion. The Town may exercise any such rights at their sole discretion at any time, without notice or liability to any Proposer or other parties for costs, expenses or other obligations incurred in the preparation or review of a response or otherwise.

Proposals

Proposals will be accepted by Kearny and must be submitted in written form to the office of the Kearny Business Administrator, Kearny Town Hall, 402 Kearny Avenue, Kearny, NJ on **June 1, 2018** no later than **11:00 am**. Local time. Any contract awarded pursuant to this RFP shall contain the contractor's agreement to comply with state equal opportunity/affirmative action requirements and the Town's living wage ordinance.