

**VILLAGE OF RANTOUL
REQUEST FOR PROPOSAL FOR WEB SITE REDESIGN**

1. Requesting Entity

This Request for Proposal (this “**RFP**”) is made by the Village of Rantoul, Champaign County, Illinois, having its principal office located in the Municipal Building, 333 S. Tanner Street, Rantoul, Illinois 61866. All inquiries for clarification of this RFP in connection with the service to be provided under this RFP shall be made to the Comptroller of the Village identified below.

Scot Brandon
Village of Rantoul
333 S. Tanner Street
Rantoul, IL 61866
(217) 892-6828
(217) 892-5501
sbrandon@village.rantoul.il.us

or

For technical questions please contact:
Chris Huston
IT Network Administrator
217-892-6803
chuston@village.rantoul.il.us

2. Standard Terminology

For convenience of reference, the words, terms and phrases defined below and elsewhere in this RFP shall have the meanings respectively ascribed to them for all purposes of this RFP including as follows:

“**Village**” means the Village of Rantoul, Champaign County, Illinois.

“**Contractor**” means the prospective provider, which includes any subcontractor, consultant, firm, offerer, proposer or vendor who submits a Proposal in connection with this RFP.

“**Project**” means providing a web site redesign of the current Village of Rantoul web site which can be viewed at myrantoul.com

“**Work**” means web site redesign to be provided by the Contractor in connection with the Project under and pursuant to the Contract Documents specified in part 3 of this RFP below, and any related labor, parts, materials, supplies and equipment, together with the submission of any and all documents, instruments and certificates required to be submitted thereunder.

3. Scope of work.

A. Summary

The Village of Rantoul is accepting proposals to redesign our web site. Additionally, the proposal shall include the development and implementation of a web content management system (CMS) along with development and implementation services.

We currently maintain approximately 350 pages within the Village of Rantoul’s web site www.village.rantoul.il.us (also www.myrantoul.com).

B. Objectives

- Improve interaction with the village residents through communication modules.
- Market and showcase the village to potential businesses and residents through attractive imagery and designs.
- Offer a variety of communication methods to keep audiences up-to-date, including e-mail notifications, and RSS feeds.
- Create online applications for job openings, rental inspection registration, police recruiting, and any other online forms necessary.
- Use CMS to simplify administration, allowing users of all departments the ability to update their assigned sections of the website.
- Comply with all applicable laws including but not limited to the Americans with Disabilities Act, Section 508 of the Rehabilitation Act of 1973 and Illinois Human Rights Act.

C. Design

- Web site design should be visually appealing, incorporating the village's appeal and strengths, and using the village logo where appropriate.
- The design should remain consistent throughout all pages to maximize usability, except where requested by the Village.
- Ownership of the web site design and all content shall be transferred to the village upon completion of the project, where it will be hosted in house.
- The web site must be compatible with all major browsers including, Internet Explorer, Mozilla Firefox, Safari, and Google Chrome.
- The web site must integrate with common social-networking applications such as Facebook and Twitter.
- There must be search functionality for all information contained within the web site.

D. Content Management

- The system should define rights and workflows for both general content and modules that are included as a part of the Content Management System (CMS). For example:
 - a. Ability to restrict editors to specific portions of the site (departments, modules, etc)
 - b. Editor's changes must be able to be approved by a manager or Webmaster before they are published to the site
- There should be both user administration and group administration, allowing permission levels to be attributed to groups to which users can be added.
- Logins and group membership should integrate with Active Directory if possible.
- Content publishers should be able to add and update menu items if assigned the appropriate permission level.
- Editors should have the option to use pre-created page templates to assist in the formatting and development of new content.
- The content management system must be compatible with major browsers, with the vendor confirming support of the following:
Internet Explorer, Mozilla Firefox, Safari, and Google Chrome.

E. Administration

- The Village should have full access to view and edit the HTML code of any individual page directly.
- The Village must have page creation ability.
- The Village must have the ability to add and edit banners to the web site.
- The Village must have site search statistics, including the ability to filter searched terms by date and time; search terms should have the ability to be exported.
- The site must have a dynamic menu structure, with the ability to easily add, edit, move and delete menu items in multiple structural areas of the site.
- The site must have an infinite page structure system that allows the addition of an unlimited number of pages by the Village.
- The site must have an infinite menu level system that allows the addition of an unlimited number of menu levels by the Village.

F. Preferred Modules

- A document repository specifically designed for meeting agendas, reports, videos, minutes and other historical documents, with built-in filtering abilities, search capabilities specific to the application and a reverse-chronological display.
- Job posting functionality through an application specifically designed to display jobs for multiple departments with filtering options by status.
- An online job application system that allows site visitors to create an online profile with employment and background information, upload supporting documentation and apply for jobs posted in the job-posting application.
- Bid posting functionality through an application specifically designed to display bids for multiple departments with filtering options by status.
- An easily searchable business and resource directory with the ability to display basic resource information, photos and links to additional material.
- An event calendar application that allows an unlimited number of calendar categories or types to be added to the site, with an unlimited number of items allowed to be added within each individual category.
- A news and announcements application that allows an unlimited number of news categories or types to be added to the site, with an unlimited number of items allowed to be added within each individual category.
- A staff directory with unlimited levels of departments, sub-departments, divisions and groups, with options for expanded staff biographies and images; e-mail addresses associated with directory listings shall be automatically obscured from automated methods of e-mail collection.
- A section for the display of Village GIS maps.

4. Proposals to submit.

An original and at least three (3) copies of the Proposal shall be submitted along with three (3) copies of additional documentation, if any. The original together with each copy of such Proposal shall be securely bound and submitted together as a package in a sealed envelope clearly identified on the outside of such envelope with the words “VRNTL-12-R-04, Proposal Web Site Redesign” Each such

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submittal shall show the name, address, telephone and telefax numbers and e-mail address of the provider submitting the Proposal. Proposal shall also include the following:

- A. Company overview and qualifications of staff assigned to the Project;
- B. Portfolio of recent related work with site addresses and references (preferably municipal government clients) of projects completed in the last two years;
- C. The scope of services available to meet the requirements of this RFP and for any future required or optional maintenance as needed;
- D. A proposed process and timeline for the Project;
- E. A complete listing of fees and a not to exceed total cost for the Project;
- F. Any other relevant information the Contractor may wish to provide.

5. Proposal closing time, date, and opening.

Any Proposal shall be submitted not later than 2 p.m. (CST) Monday, March 5, 2012 (the “**Due Date**”). Any Proposal not submitted by a Contractor by such Due Date and time may be considered nonresponsive and may, at the discretion of the Village, not be considered.

6. Place of Submission.

All Proposals shall be submitted to the Village of Rantoul, Comptroller, Municipal Building, and 333 S. Tanner Street, Rantoul, IL 61866.

7. Proposal Guarantee.

Any Proposal submitted in response to this RFP shall be irrevocable for a period of sixty (60) days from and after the Due Date of this RFP and may not be withdrawn by any Contractor during such period. After such period of sixty (60) days, the Proposal may be withdrawn by any Contractor at such Contractor’s request if such Contractor’s Proposal has not been selected prior to any such request to withdraw.

8. Proposal Security. N/A

9. Evaluation Criteria.

An award of the web site redesign Contract shall be made at the sole discretion of the Village. In determining the best responsible proposal, the Village may consider the following (not necessarily in this order) as well as other relevant criteria:

- A. The ability and capacity of the Contractor to provide the web site redesign required with in the time frame provided;
- B. The total cost of the redesign project.
- C. The character, integrity, reputation, judgment, experience and efficiency of the Contractor including, but not limited to, past performance defaults; whether or not such

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defaults were with the Village; competency; or failure to pay or satisfactorily settle all claims due for labor and material;

- D. The quality of performance and final product by the Contractor on any previous web site redesign projects
- E. The previous and existing compliance by the Contractor with laws and ordinances relating to any previous work;
- F. The ability of the Contractor to perform any future maintenance, service or work for the use of the Project, including guarantees;
- G. The number and scope of any conditions made a part of the proposal by the Contractor;
- H. The Contractor's record of payments for taxes, licenses or other monies due the Village, if any; and

I. Whether the Contractor is a Local Vendor (i.e., a vendor having a place of business which employs at least one (1) permanent employee at a location determined in the following order of priority: (a) the Village; (b) Champaign County; or (c) the State of Illinois) and entitled to preference as set forth below. For any Proposal of five thousand dollars (\$5,000.00) or more, the Local Vendor determined to have the highest priority among other Local Vendors, if any, shall have preference and shall be considered to have provided the lowest responsible Proposal if each of the following conditions are met: (i) any such Local Vendor is a responsible Proposal; and (ii) the Proposal of any such Local Vendor is not greater than the lowest Proposal submitted by a vendor providing a low responsible Proposal by more than two percent (2%) or two thousand dollars (\$2,000.00), whichever is less. This Local Vendor preference shall not be applicable, however, if any federal or state funding source prohibits any such application in connection with any such Work under any applicable law, rule or regulation.

In connection with any such evaluation by the Village, any Contractor may be invited to submit more detailed information, to make oral presentations, or both. The Village may make any reasonable investigation deemed necessary and proper to determine the ability of the Contractor to perform the Work, and the Contractor shall furnish to the Village all information for this purpose that may be reasonably requested. The Village reserves the right to accept or to reject any or all Proposals, or any part thereof, received from any Contractor in connection with this RFP for any reason.

10. **Insurance.** N/A

11. **Performance & Payment Bond.** N/A

12. **Taxes.**

The Village is exempt from sales taxes imposed by the State of Illinois and from federal excise taxes.

13. **Acceptance of Proposal**

The contents of the Proposal or such parts thereof as may be accepted by the Village will become a contractual obligation of the Contractor and will be incorporated into the final Contract Documents.

REQUEST FOR PROPOSAL

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WEB SITE REDESIGN

Prepared and Requested By:

Village of Rantoul
Comptroller's Office
Municipal Building
333 S. Tanner Street
Rantoul, IL 61866