
REQUEST FOR QUOTE

Issued by:	Local Workforce Innovation Area (LWIA) 15 on behalf of the Partner Network in LWIA 15
Service Requested:	Partner Website Design, Hosting and Maintenance Services
Date Issued:	Tuesday, September 1, 2020
Due Date:	One email version in Microsoft WORD of the quote and Adobe PDF cover letter must be received at wcheatham@careerlink16.com no later than 5:00 PM on Friday, October 2, 2020. Faxes will not be accepted.
Bidder's Conference:	There will not be a bidder's conference
Limitations:	This application process does not commit LWIA 15 to award a contract, to pay any costs incurred in the preparation of a proposal to this request, or to procure or contract for services or supplies.
Questions:	Questions should be addressed only to Warren Cheatham at wcheatham@careerlink16.com or 309-261-2171 (cell).
Evaluation and Review:	Applications will be evaluated by a review committee according to the criteria in the attached Rating Guide and only in accordance with the written material submitted by the applicant.
Contract Terms:	Contracts will be entered into with successful applicants for a one-year period with options to renew the contract for two additional years.
Signature:	The proposal must contain a cover letter with the signature of the authorized individual requesting consideration for funding.

Application

Requesting Organization Information

The federal Workforce Innovation and Opportunity Act (WIOA) established a network of partner agencies to serve local workforce areas throughout the United States. The United Workforce Development Board (UWDB) administers WIOA in an eight county region in central Illinois. The counties in the region are Fulton, Marshall, Mason, McLean, Peoria, Stark, Tazewell and Woodford. The UWDB's mission is to enhance the productivity and competitiveness of our community by linking individuals with employment opportunities through training and services.

Statement of Need

The UWDB is seeking a company that can deliver the following three components in the most effective and cost efficient manner:

1. Design a custom, modern website utilizing WordPress or a compatible content management system. Design work may include content writing.
2. Host the site by providing software, security, support and bandwidth. Applicants may propose subcontracting with a web hosting company.
3. Perform all tasks necessary to maintain a website, keeping it up-to-date and in optimal working order so that it functions properly and displays correctly with the latest web browsers and mobile devices.

Minimum project elements include:

1. A customized, modern design that effectively communicates UWDB's partner network services to individuals and businesses;
2. A mobile-responsive design that adapts to the device its viewed on;
3. Integration with social and digital media platforms;
4. Video-fused pages to accommodate future marketing initiatives;
5. Search engine optimization;
6. Content planning and consultation;
7. An open-sourced content management system;
8. Effectiveness tracking to capture data from website visitors;
9. Training for in-house access and editing;
10. Compliance with the latest Web Content Accessibility Guidelines (WCAG) and Illinois Information Technology Accessibility Act (IITAA) requirements.

The UWDB does not currently have a website to represent the partner network. The Service Provider will coordinate the purchase of a domain name. Cost of a new domain name should be included in the proposal's itemized budget.

Response Items

The ability of the review committee to understand clearly what the applicant intends to provide will be a key factor in awarding funds for this project. *All responses must be typed in Microsoft WORD.*

Applicant's Quote & Background Information

Proposals should address the items below in order. This Microsoft WORD document should include:

1. Name, Address, FEIN, DUNS, Telephone Number of applicant.
2. Name and title of highest ranking staff in your organization.
3. Contact Person (if different than 2.) including name, telephone number and email address.
4. Brief history of your organization, its mission, relevant experience, accomplishments, staffing, and similar information.
5. Describe your approach to website development.
6. Describe how your organization will meet the minimum project elements listed above.
7. Describe your understanding of and experience with grant-funded work. Describe, if any, your special programs for working with non-profit organizations.
8. What content management system/platform will you build this website on?
9. Describe your in-house copy writing abilities.
10. Describe your approach to search engine optimization.
11. What is your experience with ADA compliance and what measures do you take to ensure compliance?
12. Where will the website files be hosted?
13. Upon launch of the website, will the client retain exclusive ownership over the website?
14. How will you ensure the website remains functional after it's launched?
15. Please indicate the costs of the Website Design, Hosting and Maintenance services. Itemize your price quote if possible. Proposals should include the initial cost of design; annual web hosting costs; annual maintenance costs; and domain name costs. What invoicing options are offered? What cost is associated with ongoing maintenance or updating?
16. Provide an assurance of compliance with Equal Opportunity provisions.

Equal Opportunity Assurances

The Service Provider must abide by the following policies which promote fair hiring, promotion and recruiting practices in all job classifications in order to achieve equality in employment by complying with the non-discrimination and non-sectarian activities and provision under Section 188 of the Workforce Innovation and Opportunity Act, as well as abide by the following federal/state laws and regulations for EO/Non-discrimination:

- Executive Order 11246;
- Title VI and Title VII of the Civil Rights Act of 1964, as amended;

The Age Discrimination Act of 1975;
Sections 503 and 504 of the Rehabilitation Act of 1973, as amended;
Title IX of the Education Amendments of 1972, as amended;
U.S. Department of Labor Regulations at 29 CFR Part 37;
The Illinois Human Rights Act, as amended;
Americans with Disabilities Act of 1990;
The Equal Pay Act of 1963;
The affirmative action provisions of the Vietnam Era Veterans Readjustment Assistant Act of 1974;
The Age Discrimination in Employment Act of 1967; and
The anti-discrimination provision of the Immigration and Nationality Act.

Letter of Application/Bid

Provide a Letter of Application, signed by the person in your organization who has the authority to bind the organization to a contract. In the Letter of Application, state the organization is submitting a quote and will be able to enter into a contract if so selected.

Rating Guide

Website Design, Hosting and Maintenance Services

Applicant: _____

CRITERIA	Possible Points	Points Assigned
To what degree does the applicant describe an organization capable of providing the requested services?	10	
To what degree does the applicant describe services that match the minimum project requirements listed in the RFQ?	25	
To what degree does the applicant describe services that are efficient and cost effective?	25	
Has the applicant provided the necessary Equal Opportunity assurances?	5	
To what degree does the applicant have knowledge and prior experience with the Workforce Innovation and Opportunity Act (WIOA)?	10	
Is the organization owned by a female or minority?	5	
TOTAL	80	

To be eligible for a contract an applicant must receive a minimum of 35 points.

Rater: _____

Date: _____