



Request for Proposal
Website Redesign

RFP 2018-10-10

Tlingit Haida Regional Housing Authority (THRHA) is requesting proposals from qualified firms experienced in website development and design.

Submit Proposals to:

Tlingit and Haida Regional Housing Authority
Attn: Bradley Kizer, Procurement Coordinator
5446 Jenkins Drive
Juneau, AK 99801

For questions and registration, contact
Bradley Kizer
907-780-3132
bkizer@thrha.org

Posting Date: May 16, 2018
RFP Proposals Due: May 28, 2018

I. General Information

THRHA is seeking a qualified firm to redesign the current website:

<http://regionalhousingauthority.org>.

Indian/Native owned firms and Minority and Women owned firms (MBE/WBE) are encouraged to participate. Preference points will be given to Indian owned organizations and economic enterprises as described in Part XIII Evaluation Procedure and Criteria.

Preference will be given to those submittals demonstrating extensive experience with website development and design. Offerors must meet the minimum qualifications and possess sufficient resources to ensure streamlined deliverables and schedules are met.

Preference: To receive a qualifying preference (e.g. Minority Business / Woman Owned Entity), Offerors must have a valid, current business license and provide evidence to support each preference being requested. Acceptable evidence may consist of any of the following:

- Documentation that verifies the entity is at least 51% Indian Owned and operated; and
- Certification that verifies the entity is MBE / WBE owned

Proposals that do not provide acceptable supporting evidence will not receive a preference. Offerors must provide their documentation with Attachment I, Preference Questionnaire. THRHA reserves the right to award higher points to Alaskan Offerors if determined to be in the best interest of THRHA.

II. Background

THRHA is a 501(c)(3) nonprofit corporation, and is Southeast Alaska's largest provider of affordable housing. Our mission is to connect Southeast Alaskans with sustainable housing opportunities and innovative financial solutions.

Our current website lacks a user-friendly interface and the functional components to support our robust areas of operations, finance, and tribal support. We are seeking a website design that represents the organizations many facets, in a more streamlined fashion that's aimed at providing up-to-date information in an accessible, easy-to-navigate format.

III. Goals, Objectives and Scope of Services

THRHA is looking for a public website that is user-friendly and will serve all potential and current clients, partner tribes, tenants, general public and THRHA staff. The website must function as the main portal for anyone seeking information about our programs, policies and functions of the Regional Housing Authority. Our current website is located at www.regionalhousingauthority.org.

The current website is out of date and lacks a cohesive and intuitive design. A more streamlined and user-friendly site aimed at providing up-to-date information in an accessible format would help minimize staff time answering general questions from people trying to learn more about our programs. We anticipate the new website will provide a relatively similar level of content and pages presented in a more accessible, client-based format.

The requirements and deliverables listed in the RFP are THRHA's best understanding of the services, features and functions needed for a customary website. This is an inclusive but not exhaustive list. Those services and deliverables that are customary to website design, development and implementation that are not accounted for in the RFP, are a requirement and must be provided by the successful Offeror.

Target Audience

Our principle target audience consists of

- Potential clients/applicants;
- Current participants/tenants;
- Partner tribes;
- General public; and,
- Staff

who possess enough knowledge to navigate a well-designed website; however, many of our clients live in remote communities with limited internet bandwidth and rely solely on cellular

devices to access information. Given the complexity of our programs and site content, the website should be built for desktop access, but be mobile-optimized for a variety of platforms. Our current site does not feature any analytics to measure our visitor base and other data. THRHA desires an analytics function, such as Google Analytics, to be incorporated into the new site.

Website Goals and Objectives

Our principle goals for the new website include:

- Educating our client base (prospective applicants and current program participants) by providing tools and elements that easily explain our programs,
- Making important program requirements, forms, policies and other information readily and accessibly available,
- Providing accommodating access portals for Tribes, Participants, Tenants, Vendors and Employees,
- Providing clients an online option for submitting commonly requested information to THRHA (can be part of a Participant Portal),
- To be the principal source for marketing THRHA programs, and
- Minimizing phone and walk-in traffic to the Regional Housing Authority's front desk.

Content and Technical Requirements

THRHA is seeking a seamless migration from our existing platform. Our current website is administered through WordPress whose limited amount of content can be reused for the new site. THRHA will identify and provide the exact content to be reused for cutover migration.

The new site will include text, downloadable documents (Microsoft suite and PDF), fillable forms, photos, and video. The website should be searchable, with easy navigation, and include a document library.

Technical Requirements

THRHA would like to see the following technical requirements met under the resulting contract:

- Website hosting, maintenance, and a user-friendly new content management system must be included in the proposal
- The site must be compatible with Internet Explorer, Firefox, Chrome, and Safari
- The site must be functional on mobile devices, including tablets and smartphones
- The website design and content management system must allow non-technical THRHA staff to make content changes
- Text should be scalable into larger fonts to accommodate the visually impaired to the greatest extent possible, and
- The site must be able to auto correct for platform – e.g. desktop, tablet or phone

Website Cutover and Deployment

The successful Offeror will be required to provide cutover, deployment and the following functions prior to launch:

- Website Go-Live
 - ✓ Update records, emails and required features and functionality
 - ✓ Test all functionality, links, pages and widgets
 - ✓ Train staff on features, functionality, and basic administrator applications

- Cutover Plans
 - ✓ Develop, coordinate and implement THRHA approved cutover/transition plan
 - ✓ Identify, quantify and minimized anticipated downtime, and

It is anticipated that THRHA may merge to Office 365 after implementation of the new website. THRHA may request additional hybrid migration services, under the same terms and conditions of the resulting contract, at the same proposed fee.

The successful Offeror must ensure that the cutover migration occurs on non-business hours.

Website Maintenance

In addition to website design, THRHA is seeking ongoing maintenance services to ensure that its website continues to meet the needs of the Authority and its clients. Maintenance needs will include, but not be limited to:

- Complete regular repairs to scripting languages, basic HTML, broken links, broken images, corrupt widgets and all other malfunctioning code or components
- Complete regular software and plug-in updates for all programs in use on THRHA's website (schedule to be established prior to contract award)
- On a quarterly basis, the successful Offeror will check for broken links, broken images, corrupt widgets, template distortion, and test all contact forms and other interactive elements and provide a **findings report**. This report should also include site traffic statistics, search engine analysis reports, and recommendations for resolve of the issues found
- Edit, revise, update or create new textual content and graphics on existing pages based on THRHA request. THRHA anticipates minor content updates monthly and other content (new images and pages) intermittently
- Maintain site search engine by ensuring any content updates and new pages are searchable, and
- Integrate any new third-party applications, plugins and software extensions into website, when applicable

Design

The design should support a desired framework to provide a flexible viewer experience that can be integrated with existing software and if necessary, potential upgraded software. The successful Offeror must also provide a detailed layout for all page and feature templates,

functional specifications, and usability test results.

Here are several examples of websites that we feel would represent our mission, objectives, and overall goals of the new design:

Cook Inlet Housing- <https://www.cookinlethousing.org/>
Everett Housing Authority- <http://www.evha.org/>
Indianapolis Housing Agency- <http://www.indyhousing.org/>

The design process will include a review and revision cycle as needed to achieve approval of the final design by THRHA.

Launch and Post Launch Support

From launch to post launch, the successful Offeror must provide quality assurance (QA) and testing to ensure the integrity of the design, format, system function and features, performs to the satisfaction of THRHA; using a robust (thorough) QA and testing protocol.

Copyright and Confidentiality

The successful Offeror must maintain strict privacy of THRHA records, data and files (regardless of media); including any copyrighted material received from THRHA.

IV. Prior Experience and Minimum Requirements

Offerors (firm, personnel, subcontractors and/or joint ventures) must demonstrate that it meets the following minimum requirements. Offerors must provide sufficient, detailed information that demonstrates:

- Experience in website design, development and migration
- Experience developing websites that utilize current design practices (e.g. flexible design for desktop, mobile and tablet)
- Successful completion of **at least three** other works on similar projects, comparable to the requirements requested in this RFP, in the last five years (January 2012 to December 2017), and
- Performance of similar work, as described and requested in the RFP, for a minimum of **five years**, either as a company or staff

In determining responsibility, THRHA reserves the right to request supplementary information to assure prospective Offerors have a satisfactory record of performance, and are qualified legally to contract. Additionally, THRHA reserves the right to require prospective Offerors to demonstrate they have the necessary financing, equipment, facilities, expertise and personnel to fulfill any area of the RFP and resulting contract.

V. General Proposal Information

The following conditions also apply:

- THRHA, at its sole discretion, reserves the right to; reject any or all proposals, waive irregularities and minor informalities, request additional information, and accept the proposal deemed to be in the best interest of THRHA, whenever such rejection, waiver and award is determined to be in the best interest of THRHA.
- Proposals may be submitted by; mail or email.
- Proposals may be considered non-responsive and may be rejected if all required documents are not present. A complete proposal consists of all documents listed in Section VI – Technical Proposal.
- A complete proposal must also include a cover letter signed by the Offeror's official authorized to bind the Offeror contractually, and contain a statement that the proposal is firm for 90 days. **An unsigned letter or one signed by an individual not authorized to bind the Offeror will be rejected.**
- The successful Offeror must be an Equal Opportunity Employer.
- All information in the Offeror's response must be submitted on the RFP attachments provided. Any deviation in format or content will be grounds for finding the proposal nonresponsive and rejected. Accuracy and completeness are essential. The successful response will be incorporated into the resulting contract as an exhibit; therefore, Offerors should not make claims to which they are not prepared to commit themselves to contractually.
- Proposals received after the deadline will not be accepted. It is neither THRHA's responsibility nor practice, to acknowledge receipt of any proposal. It is the Offeror's responsibility to assure that a proposal is received in a timely manner.
- THRHA will not reimburse any expenses incurred by the Offeror, including, but not limited to; expenses associated with the preparation and submission of the response and/or attendance at interviews if required.
- THRHA expects all Offerors to consent to the scope of services, general specifications, and all required services of the RFP.
- Offerors should carefully review this solicitation for defects and questionable or objectionable material. Comments concerning defects and objectionable material must be made in writing and received by the procurement officer **at least five days prior to the deadline set for receipt of proposals**. This will allow time for the issuance of any necessary amendments. Protests based on any omission or error, or on the content of the solicitation, will be disallowed if these faults have not been brought to the attention of the procurement officer, in writing, at least five days prior to the deadline set for receipt of proposals.

- Offerors are only allowed to submit **one Technical and one Cost Proposal** for the RFP. Any alternate proposals or proposals that offer something other than what is being asked in the RFP will not be accepted and will cause the Offeror's submission to be deemed nonresponsive and rejected. This includes and deviation from the provided attachments in response to the Offeror's Technical and Cost Proposals. Any exceptions / alterations proposed must be submitted in writing to the procurement officer **at least five days prior to the deadline set for receipt of proposals**. Determinations will be provided in an amendment and address the questions / exceptions proposed.

VI. Technical Proposal (Total of 80 Points)

Offerors must prove their ability in experience, qualifications, management, and service methodology meets the requirements of the RFP.

1. Firm Experience and Qualifications (0 to 20 Points)

Describe how the firm meets the experience and minimum qualifications of the RFP. Include a brief background of the history of the firm, time in business, what resources you have available in order provide the services required, and what unique strengths you have that are relevant to the requirements being requested. In addition, please include:

- A description of your understanding of THRHA's needs in the proposed project and your staffing commitments to assure your ability to meet our timeframe;
- An overall experience summary of the firm's knowledge in website development and design, and experience with cutover and hybrid migration;
- The firm's capability to maintain a proposed response time for technical issues and immediate maintenance needs; and
- The firm's facilities (primary and secondary offices), address, email, fax and phone numbers(s), and equipment

Provide a reference list of **three** other works (Clients) on similar projects, comparable to the requirements requested in this RFP, in the last five years (January 2012 to December 2017); including their current, functioning website that THRHA can use as samples of the Offeror's work.

Please include the Client's Name, Service Description, Services Length, Contact Name, Address, and Phone Number.

This list must be accompanied by a letter from each client's project manager (or other contract authority) that confirms the services were provided by the Offeror.

THRHA may contact any other known clients, whether offered as references or otherwise, to obtain information that will assist THRHA in evaluating this proposal. THRHA retains the right to use reference information to make selection decisions. Submittal of a proposal is agreement that THRHA may contact and utilize such information for the evaluation of the Offeror's proposal.

Offeror must use **Attachment C** to provide responses to the above.

2. Project Approach (0 to 10 Points)

Describe how you will:

- Implement the work requested in this RFP; more importantly, what obstacles that may be present and how you would mitigate them.
- Provide a list of items to be provided by THRHA/Tribe to assist your firm in completing the requested work.
- Provide an estimate number of hours in completing the web redesign; including the cutover migration, and go-live timelines.

Offerors must **use Attachment D** to provide responses to the above.

3. Project Management and Employee Qualifications (0 to 20 Points)

Provide an organizational chart of the personnel that meet the experience and minimum qualifications of the RFP that illustrates your organization; from the project management responsible for THRHA's account, to all individuals accountable for the execution of each component and deliverable of the RFP.

Provide detailed resumes for each personnel assigned to this contract (Key Personnel) that will be responsible for THRHA's account and will oversee the daily work for services required under the resulting contract. The resumes must include, but not be limited to, the following:

- Name & Title;
- Degree of Education & Credentials;
- Years of Relevant Experience with the organization; and,
- Responsibility with the organization.

Describe how the staff will be adequately maintained when faced with staff turnover or absences over the term of the contract. Also, provide the overall organization's staff turnover rate for the past three years.

Describe the organization's training program or approach to staff that ensures the quality, and knowledge of the process, services, deliverables, and requirements of the contract are met and will continue throughout the term(s).

In addition, please include:

- The primary contact for the contract, and identify those who would be working in more specialized areas and describe their current principle responsibilities; and
- The firm's strategy for project management that indicates how it intends to coordinate the proposed work with THRHA/Tribe

Offerors must **use Attachment E** to provide responses to the above.

4. Customer Service (0 to 10 points)

Describe how you would;

- Approach developing an understanding of our organization and our unique needs in a website,
- The ability to create architecture and the design that supports THRHA's current and future needs, and
- The training approach you will use to ensure THRHA's employees have the knowledge to manage THRHA's new site

More specifically, please address the following areas:

- The management plan to ensure adequate communication is maintained and staff are positioned to the account's priority;

Offerors must use **Attachment F** to provide responses to the above.

5. Cost Proposal (0 to 20 Points)

The Offeror must submit an all-inclusive, lump-sum price based on the goals, objectives, services, and requirements identified in the RFP as your firm's "Service Fee." In addition to the Service Fee, the Offeror must provide:

Maintenance Fee: Annual price for yearly website maintenance as described in the "Website Maintenance" section of the RFP.

Additional Services: Hourly fee for additional service work, under the same terms and conditions of the requirements of the RFP.

Travel and Transportation: Travel and transportation expenses are set at the rates and regulations established and permitted by the United States government's Office of Management and Budget (OMB) Circular 200; in accordance with the Federal Travel Regulation and THRHA Travel Policy. All travel will be paid at actual expense and invoiced and reimbursed separately from the services contract.

The proposed pricing for the above is considered 'all-inclusive' and includes all direct and indirect costs (labor, fringe benefits, equipment, supplies, and incidental costs). such as telephone, photocopying, and fax (these costs are not reimbursable

Pricing must remain firm throughout the duration of the resulting contract(s).

Upon completion of review of proposals received, THRHA reserves the right to conduct a "best and final offer" with Offerors who are susceptible for award.

Offerors must use **Attachment G** as their Cost Proposal.

VII. Contract Terms and Conditions

THRHA will be responsible for managing the contract and the relationship with the awarded firm (Contractor). The Contractor will be responsible for managing all contracts and relationships with the subcontractors (if applicable).

The Contractor will be required to adhere to all State and Federal provisions that govern the funding of the project, and those identified in the RFP.

THRHA reserves the right to cancel the contract, at its convenience, with 30-days' written notice to the Contractor. THRHA is only liable for payment due from services performed, supplies provided, before the effective date of the termination.

VIII. License, Bond and Insurance Requirements

The successful Offeror must provide proof of their current, valid professional and business licenses prior to contract approval. The Offeror must also provide proof of; workers' compensation, commercial general liability, and commercial automobile liability insurance prior to contract approval. THRHA must be named as an Additional Insured under their Certificate of Insurance.

All licenses, bonds and insurance requirements must be valid at time of award and remain valid through the duration of the contract and all subsequent extensions or renewals.

The Offeror is required to have the following insurance under the contract.

- ✓ Commercial General Liability: The Contractor must have a minimum coverage limit of \$300,000 combined single limit per claim covering all business premises and operations used by the Contractor in the performance of services under this agreement.
- ✓ Workers' Compensation: The Contractor shall provide and maintain, for all employees engaged in work under this contract, coverage as required by AS 23.30.045, and; where applicable, any other statutory obligations including but not limited to Federal U.S.L. & H. and Jones Act requirements. The policy must waive subrogation against THRHA.
- ✓ Commercial Automobile Liability: The Contractor must have a minimum coverage limit of \$300,000 combined single limit per claim covering all vehicles used by the Contractor in the performance of services under this agreement.

In addition to the provisions of the RFP, all terms and conditions of **Appendix A** also apply.

IX. Submission Instructions

- If submitting by email:
Email bids to bkizer@thrha.org titled (subject):

THRHA Website Redesign RFP #2018-10-10 **return receipt requested.**

- If submitting by mail:
Clearly identify the solicitation title and number on your package. Your response must be sealed and delivered to:

Tlingit Haida Regional Housing Authority
ATTN: Bradley Kizer
P.O. Box 32237
Juneau, Alaska 99803

- If submitting by carrier or in-person:
Clearly identify the solicitation title and number on your package. Your response must be sealed and delivered to:

Tlingit Haida Regional Housing Authority
ATTN: Bradley Kizer
5446 Jenkins Drive
Juneau, Alaska 99803

X. Questions

Offerors are encouraged to register with the procurement officer Bradley Kizer to receive solicitation updates and subsequent correspondence related to the RFP. Please submit any questions related to the solicitation to bkizer@thrha.org. All questions will be answered through an amendment.

XI. Proposal Schedule

The RFP's proposed schedule represents THRHA's best estimate of the schedule that will be followed. If a component of this schedule, such as the deadline for receipt of proposals, is delayed, the rest of the schedule may be shifted by the same number of days.

RFP Issued	5/16/2018
Deadline for Receipt of Proposals	5/28/2018
Evaluation Committee	5/30/2018
Notice of Intent to Award	5/31/2018
Anticipated Contract Award Date	6/1/2018

Responses must be received **no later than May 28, 2018 @ 4:30pm prevailing Alaska Time.**

XII. Notice of Intent to Award

After completion of contract negotiations, the procurement officer will issue a written Notice of Intent to Award and provide a copy to all respondents who registered for the RFP.

XIII. Period of Performance

The period of performance for this contract is one year from the date of award; with the option to renew for two additional 1-year renewal options to be solely exercised by THRHA.

Unless otherwise stated in this RFP, THRHA and the successful Offeror/Contractor agree: (1) that any holding over of the contract, excluding any exercised renewal options, will be considered a month-to-month extension, and all other terms and conditions will remain in full force and effect; and (2) to provide written notice to the other party of the intent to cancel the month-to-month extension at least 30-days before the desired date of cancellation.

XIV. Termination

THRHA reserves the right to cancel the contract, in whole or in part, immediately, in the event the Contractor (or subcontractor) fails to perform the work in accordance with the provisions identified in this RFP.

Either party may terminate the contract with a 30 calendar days' prior written notice.

XV. Evaluation Criteria and Contractor Selection

Offeror's proposals will be scored comparatively against one another to determine the most advantageous offer proposed. The Evaluation Committee will be comprised of a minimum of two committee members to review and score the proposals.

Proposals will be reviewed and evaluated in accordance with the Offeror's responses for each category of services listed in Section III:

EVALUATION CRITERIA	RATING POINTS
Firm Experience and Qualifications	0 to 20
Project Approach	0 to 10

Project Management and Employee Qualifications	0 to 20
Customer Service	0 to 10
Cost	0 to 20
MBE/WBE/ ¹	0 or 5
Native Preference to Native Owned Business ²	0 or 15

Total possible points: 100

XVI. Attachments

The following attachments are required to be submitted with your proposal:

- ✓ Appendix A: Contract Provisions
- ✓ Attachment A: Proposal Checklist
- ✓ Attachment B: Proposal Cover Sheet
- ✓ Attachment C: Firm Experience and Qualifications
- ✓ Attachment D: Project Approach
- ✓ Attachment E: Project Management and Employee Qualifications
- ✓ Attachment F: Customer Service
- ✓ Attachment G: Cost Proposal
- ✓ Attachment H: Debarment Certification
- ✓ Attachment I: Preference Questionnaire

¹ Points for MBE/WBE cannot be combined with Native Preference points

² To be eligible for Native Preference points, bidders must submit evidence showing Indian Ownership to the Authority's satisfaction.



Appendix A: Contract Provisions Required by Federal Law

The regulatory authority of the contract vests within the provisions set forth by Tlingit Haida Regional Housing Authority (THRHA) and in accordance with Code of Federal Regulations (CFR), and United States Code (USC). These clauses / provisions provided are required by Federal law or regulation pursuant to 24 CFR Part 85.36 and 41 U.S.C. 403(11).

Additional Services: THRHA will perform a cost or price analysis as required by 24 CFR 85.36 (F) prior to the issuance of a contract modification/amendment for Additional Services. Such services will be within the general scope of the contract. The Contractor will provide supporting documentation to support the cost / fees of the additional services.

Amendments: The terms of the contract may be modified or amended upon signature of THRHA and the Contractor.

Contract Adjustments: Notwithstanding any other term or condition of the contract, any settlement or equitable adjustment due to termination, suspension or delays by the Contractor will be negotiated based on the cost principles stated at 48 CFR Subpart 31.2 and conform to the contract pricing provisions of 24 CFR 85.36 (f).

Conflicts of Interest: Per 24 CFR 85.36(b) and the contract agreement between THRHA and HUD, no employee, officer or agent of THRHA, will participate in selection or in the award or administration of a contract, subcontract or agreement, supported by Federal funds if a conflict of interest, real or apparent, would be involved.

Copyrights and Rights in Data (Intellectual Properties): Per 24 CFR 85.36, the Contractor will pay any / all royalties and license fees and will identify any applicable patents to fulfill the requirements of the resulting construction contract. All drawings, specifications, documentations and intellectual properties will become the sole property of THRHA.

Design Certification: The Contractor must provide a Design-Professional certification regarding all designs in relation to the project / contract if / when requested by THRHA.

Disputes: THRHA and the Contractor agree that any disputes that arise will be handled through negotiation and within the guidelines and authority of THRHA. If disputes cannot be settled through negotiation, THRHA and the Contractor agree to present the dispute to either THRHA's Executive Central Council or a third-party reviewer for resolution. The decision by either the Executive Central Council or third-party reviewer will be final and binding to both parties.

Employment, Training, and Contracting Opportunities: Section 3 of the Housing and Urban Development Act of 1968 requires that employment and other economic opportunities generated by HUD assistance or HUD assisted projects will, to the greatest extent feasible, be directed to low and very-low income persons, particularly persons who are recipients of HUD assistance for housing. The Contractor agrees to include a Section 3 clause in every subcontract subject to compliance with 24 CFR 135, and agrees to take appropriate action if the subcontractor is found to be in violation of the regulations.

Noncompliance with any of the aforementioned regulations will result in termination of the contract for default and debarment or suspension from future HUD assisted contracts.

Termination: THRHA may terminate the contract for cause or convenience. THRHA will provide a written notice to the Contractor and will remit payment for all services rendered prior to the termination of the contract; provided the Contractor has not been required to remedy any contract issue that has been identified by THRHA.

Additional Provisions:

(A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council ("Councils") as authorized by 41 U.S.C. 1908, shall include administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

(B) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 shall include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."



Attachment A – Proposal Checklist

The following documents are required for this solicitation. To be considered responsive, each Attachment and required document(s) must be submitted with your proposal. Provide a check in the box to acknowledge you have submitted each document.

REQUIRED DOCUMENTS	DOCUMENT TITLE	INCLUDED?
Attachment – A	Proposal Checklist	<input type="checkbox"/> YES
Attachment – B	Proposal Cover Sheet	<input type="checkbox"/> YES
Attachment – C	Firm Experience and Qualifications	<input type="checkbox"/> YES
Attachment – D	Project Approach	<input type="checkbox"/> YES
Attachment – E	Project Management and Employee Qualifications	<input type="checkbox"/> YES
Attachment – F	Customer Service	<input type="checkbox"/> YES
Attachment – G	Cost Proposal	<input type="checkbox"/> YES
Attachment – H	Debarment Certification	<input type="checkbox"/> YES
Attachment – I	Preference Questionnaire	<input type="checkbox"/> YES



Attachment B – Proposal Cover Sheet

OFFEROR INFORMATION

This is the cover page for your proposal. By signing and submitting this attachment, you confirm that you comply with all provisions of the RFP; are a company officer empowered and authorized to bind the company legally and financially, and; if applicable, can provide notice that you qualify as a Minority / Women Owned Business and/or American Indian / Alaska Native Entity.

Failure to sign this attachment and provide the information required will deem your proposal nonresponsive and will be rejected.

RFP NUMBER:	2018-10-10
RFP NAME:	THRHA WEBSITE REDESIGN
RFP NAME:	
MAILING ADDRESS:	
TELEPHONE NUMBER:	
FAX NUMBER:	
FEDERAL TAX ID #:	
ALASKA BUSINESS LICENSE NUMBER:	
CONTACT NAME:	
TITLE:	
E-MAIL ADDRESS:	
ALTERNATE PHONE #:	

BY SIGNATURE ON THIS PAGE, THE OFFEROR HEREBY CERTIFIES THAT ALL INFORMATION PROVIDED IS TRUE AND SERVES TO BIND THE COMPANY TO THE PROVISIONS OF THE RFP AND RESULTING CONTRACT.

SIGNATURE

DATE

TITLE



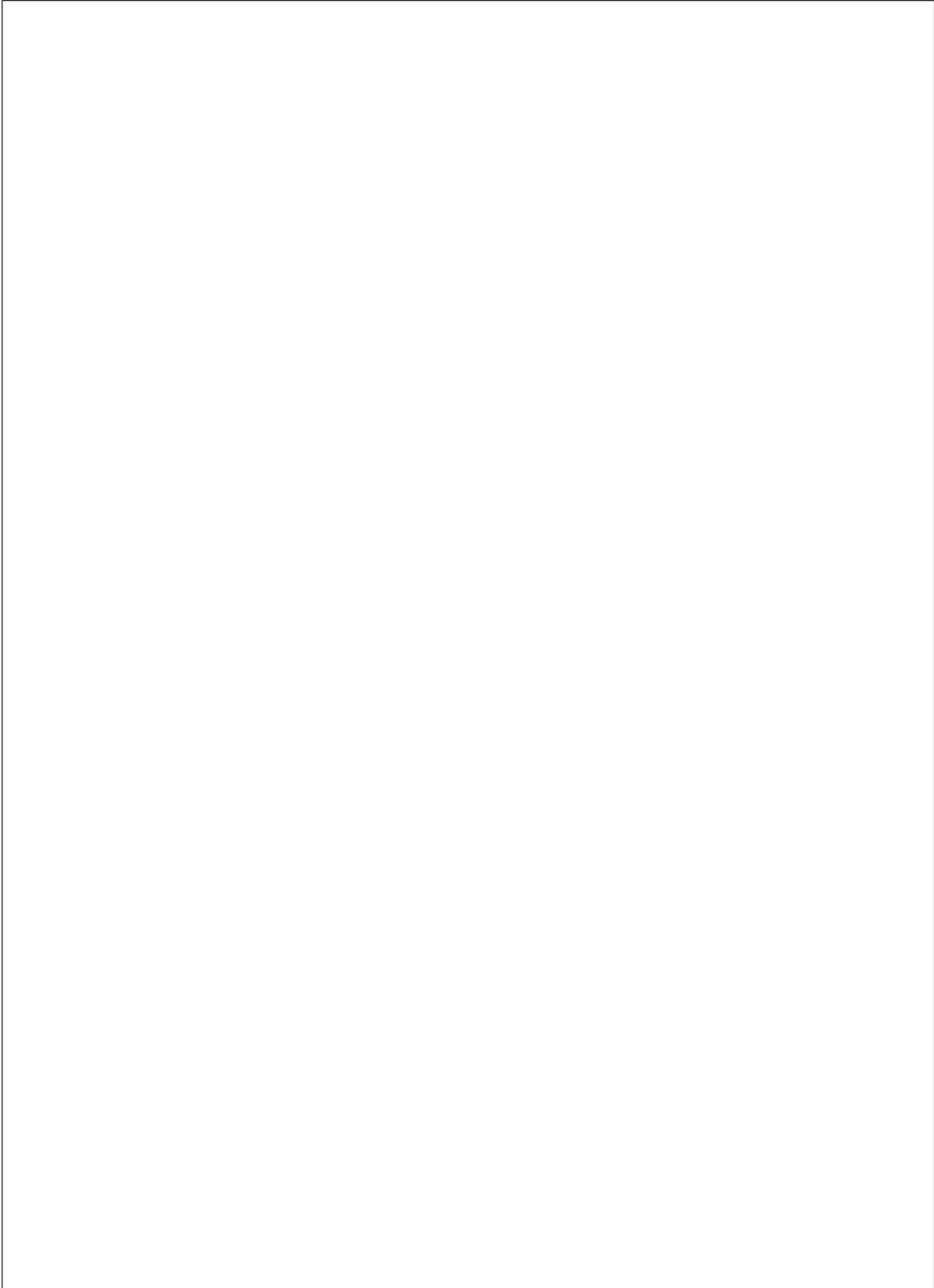
Attachment C – Firm Experience and Qualifications

Instructions: Offerors must use this form to provide a response to Section VII. Offerors are required to limit their response to FOUR PAGES for this section of their proposal. Do not list any cost information on this form.

Offeror's Response: Demonstrate you meet the minimum requirements of the RFP and Section VI.

Describe how the organization meets the minimum qualifications and experience requirements identified in the RFP, and Section VI. In order to be found responsive, Offerors must provide enough detail and information that responds to each item requested in this section.









Attachment D – Project Approach

Instructions: Offerors must use this form to provide a response to Section VI. Offerors are required to limit their response to THREE PAGES for this section of their proposal. Do not list any cost information on this form.

Offeror's Response: Demonstrate you meet the minimum requirements of the RFP and Section VI.

Describe how the organization meets the minimum qualifications and experience requirements identified in the RFP, and Section VI. In order to be found responsive, Offerors must provide enough detail and information that responds to each item requested in this section.





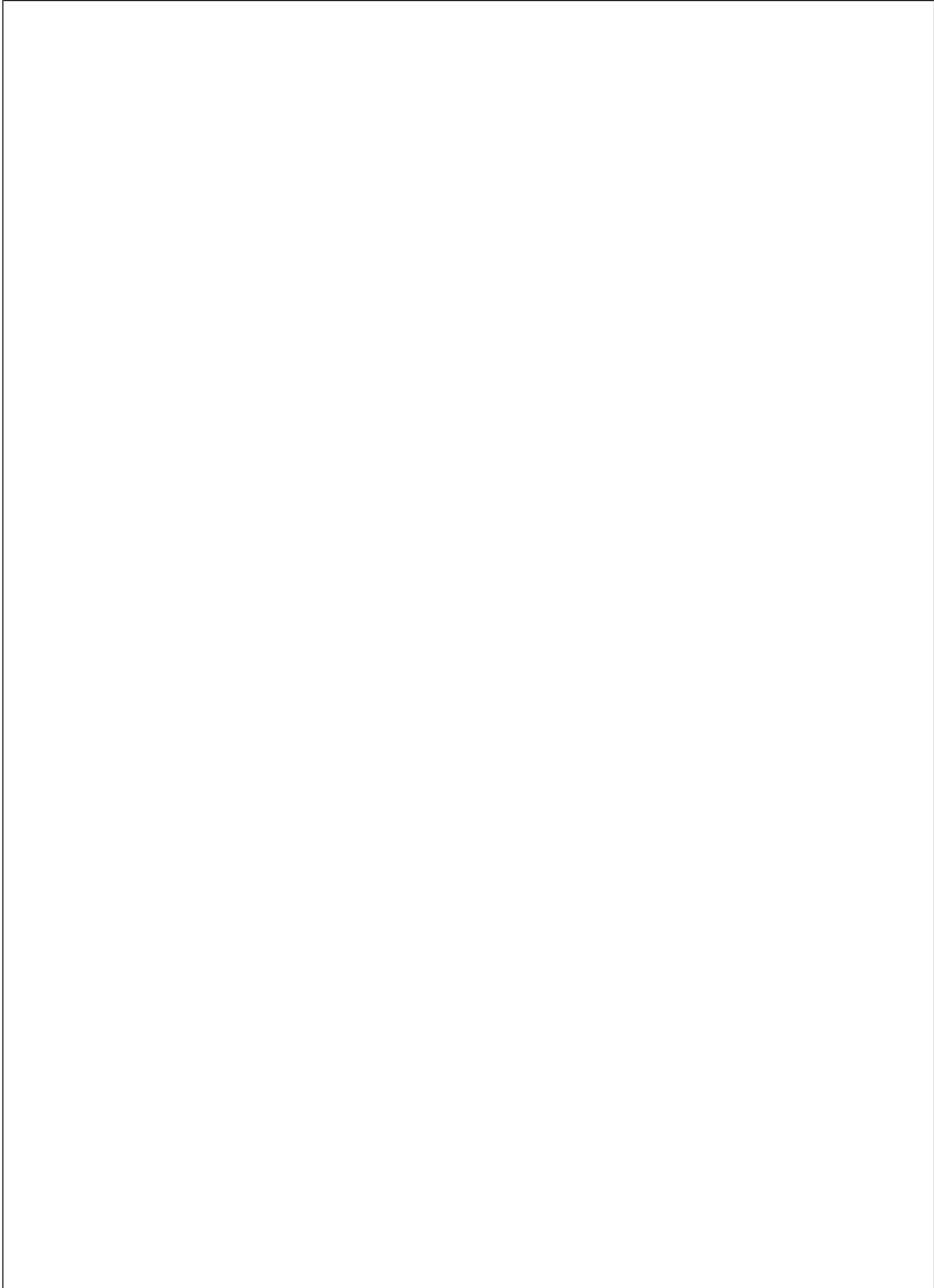


Attachment E – Project Management and Employee Qualifications

Instructions: Offerors must use this form to provide a response to Section VI. Offerors are required to limit their response to FOUR PAGES for this section of their proposal. Do not list any cost information on this form.

Offeror's Response: Demonstrate you meet the minimum requirements of the RFP and Section VI.

Describe how the organization meets the minimum qualifications and experience requirements identified in the RFP, and Section VI. In order to be found responsive, Offerors must provide enough detail and information that responds to each item requested in this section. Resumes may be attached behind this attachment with your proposal.









Attachment F – Customer Service

Instructions: Offerors must use this form to provide a response to Section VI. Offerors are required to limit their response to TWO PAGES for this section of their proposal. Do not list any cost information on this form.

Offeror's Response: Demonstrate you meet the minimum requirements of the RFP and Section VI.

Describe how the organization meets the minimum qualifications and experience requirements identified in the RFP, and Section VI. In order to be found responsive, Offerors must provide enough detail and information that responds to each item requested in this section.





Attachment G – Cost Proposal

OFFEROR’S NAME: _____

Instructions: Offerors must propose an all-inclusive price to perform the services required in the RFP and resulting contract.

Note: The fees provided in this form will be used for RFP cost evaluation and in the awarded contract. The table below represents estimates for evaluation purposes only. In the event of mathematical error in extensions fees, the unit price will prevail.

Cost Proposal Guidelines:

Service Fee: All-inclusive, lump-sum price based on the goals, objectives, services, and requirements

Maint. Fee: Annual price for yearly website maintenance as described in the “Website Maintenance”

Additional Services: Hourly fee for additional service work

1. Multiply the monthly / annual fee by their respective quantities listed to arrive at your ‘total cost’ for each service.
2. Add the totals to arrive at the Total Contract Cost.

WEBSITE SERVICES					QUANTITIES			TOTALS
SERVICE FEE (LUMP SUM)								\$
MAINTENANCE FEE (PER MO)	\$	X	12	=	\$	(YR PRICE)		
ADDITIONAL SERVICES (PER HR)	\$	X	120	=	\$			

TOTAL COST: \$

PRINT NAME & SIGNATURE

DATE

TITLE



Attachment H – Certification Regarding Debarment, Suspension, and Other Responsibility Matters

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded by any Federal, State, Local or Tribal department or agency;
 - b) Have not, within a seven-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, Tribal or Local) transaction, contract or subcontract under a public transaction; violation of Federal or State anti-trust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property;
 - c) Are not presently indicted for or otherwise criminally or civilly charged a governmental entity (Federal, State, Tribe or Local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
 - d) Have not, within a seven-year period preceding this proposal, had one or more public transactions (Federal, State, Tribal or local) terminated for cause or default.
 - e) Have not, within a seven-year period preceding this proposal, had a civil or criminal judgement rendered against them by a Tribal Court for any offense related to Indian Preference laws (including TERO provisions) or had a civil judgement rendered against them relating to the firm's status as an Indian contractor.
 - f) Have not, within a seven-year period preceding this proposal, had one or more contracts terminated for default by any Federal, State, Tribal or Local agencies.
- (2) Principals, for the purpose of this certification, means: officers; directors; owners; partners; and persons having primary management or supervisory responsibilities within a business entity (e.g. General Manager; Plant Manager; Head of Subsidiary, division, business segment, or similar positions).

- a) The Offeror must provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. In addition, under 13 USC Sec. 1601, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years or both.

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Name & Title of Authorized Representative

Date

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Signature of Authorized Representative

Date

I am unable to certify to the above statements. My explanation is attached.



Attachment I – Preference Questionnaire

In order to qualify and receive any of the preferences, Offerors must provide supporting documentation with their proposal as well as check “YES” in the form provided. Failure to provide the information requested may determine your preference not applicable.

PREFERENCE FORM	CLAIMING PREFERENCE?
MBE/WBE	<input type="checkbox"/> YES / <input type="checkbox"/> NO
INDIAN OWNED FIRM	<input type="checkbox"/> YES / <input type="checkbox"/> NO