



Missouri Association of Councils  
of Government (MACOG)  
213 East Capitol Avenue  
P.O. Box 1865  
Jefferson City, MO 65101

## **Request for Proposals**

### **Website Design**

#### Statement of Purpose

The Missouri Association of Councils of Government (MACOG) – the statewide association comprising all 19 of Missouri’s regional planning commissions and councils of governments – is requesting proposals from qualified contractors to provide a new and updated website design for the MACOG Online website.

#### Background Information

In November 2015, the Missouri Association of Councils of Government (MACOG) was awarded a Community Development Block Grant to further enhance Missouri’s disaster resiliency and preparedness. The goal of this statewide planning initiative, developed in consultation with the Missouri Departments of Economic Development and Public Safety, is to provide key value added planning services to supplement existing disaster mitigation and long-term recovery programs and give strategic planning support to local communities to help them better prepare for possible disaster events.

In 2016, MACOG received a local technical assistance grant from the United States Department of Commerce – Economic Development Administration to supplement funding for this planning initiative.

One element of this statewide planning initiative is the redesign and enhancement of the MACOG website to better function as a portal of information on Missouri’s regional planning commission network and to serve as a repository of information for long-term disaster recovery resources of RPCs and local governments.

#### Scope of Work

This work activity includes website design for MACOG in order to support stakeholder outreach and education efforts across the state to inform local jurisdictions, public officials, public/private service organizations, and other potential stakeholders of Missouri’s long-term disaster recovery framework and role of Missouri’s regional planning commission network.

Specific work activities are:

1. Redesign and revamp the MACOG website ([www.MACOGOnline.org](http://www.MACOGOnline.org)) and train MACOG staff to maintain the site, if necessary. MACOG desires a website that is more user friendly for its member RPCs and partner organizations and can be used as an effective outreach and education portal for Missouri’s long-term disaster recovery framework and the role of Missouri’s regional planning commission network in long-term disaster recovery.

The website will be designed in WordPress or other online portal or platform that can easily be edited and accessed by multiple users, and at a minimum, should include the following:

- All information and links that are currently on the site.
- Discussion Board capabilities for member RPCs – either within the website or an efficient third-party discussion board site.
- Incorporation of new information on the long-term disaster resiliency resource “toolkit”.
- Ability to share documents from the website with others.

The website must be mobile-responsive and ADA-compliant.

The contractor will provide training to MACOG staff and documentation on the maintenance of the website including, but not limited to:

- Editing content
- Adding documents
- Adding and updating information
- The website should have the ability to link to other websites. The website must be constructed to allow for future updates such as membership changes or new projects. The website should accommodate the editing and uploading of information and documents with little or minimal software acquisition.

This RFP does not include web hosting. The contractor will work with MACOG staff (including on-site visits) throughout the development of the website and will continue to provide maintenance and updating of the website as needed on an hourly basis for a time mutually agreed upon. **Please provide hourly rate for maintenance work after the completion of the design.** The contractor will advise MACOG on any necessary software needed.

#### Outcome and Performance Standards

The strategic outcome is an improved MACOG website that will, among other things, enhance awareness by local governments of the Missouri long-term disaster recovery framework, how to use it and how to access resources by local governments and others involved in long-term disaster recovery and recovery planning.

#### Contractual Terms and Conditions

Contract will be between the Missouri Association of Councils of Government (MACOG), a Missouri 501(c)6 Corporation, and the contractor.

Period of performance will be six (6) months from contract date – provided the resource “toolkit” information provided by a third party is completed.

#### Requirements for Proposal Preparation

All responses to this RFP must contain:

- Name of firm, address, telephone, website and email addresses and contact person(s).
- Background on the contractor, description of general services, and relevant experience.

- A description of how the contractor will complete the Scope of Work, as described above, within the contract period.
- List of three (3) references with addresses, phone numbers and email addresses.
- Web addresses for at least three (3) sites that your company has created and are representative of your best work.
- Pricing for completion of project as described in the RFP and hourly rate for maintenance.
- E-Verify compliance status: Contractor must be in compliance with E-Verify law. This is the law that requires employers to verify that their employees are eligible for employment.

Interested parties should submit their proposal on or prior to close of business on March 28, 2018. Proposals will be accepted by mail or email.

Proposals shall be delivered to:

Missouri Association of Councils of Government (MACOG)  
 Gamble & Schlemeier  
 213 East Capitol Avenue  
 P.O. Box 1865  
 Jefferson City, MO 65101  
 DJHermes@kc.rr.com

Evaluation and Award Process

An evaluation committee comprising four regional planning commission Executive Directors (MACOG Board of Director members) will review all complete proposals received by MACOG prior to the submission deadline. The evaluation committee will identify the top proposals based on responsiveness of proposal, qualifications of firm or organization and key individuals assigned to the project, ability of firm or organization to complete the scope of work within the contract period, and proposed cost to complete the scope of work. The evaluation committee will hold in-person or phone interviews with the contacts for the identified top proposals and will provide a recommendation on project award to the MACOG Board of Directors for consideration.

Process Schedule

RFP Release Date:	March 14, 2018
Deadline for submissions:	March 28, 2018
Evaluation of submissions:	March 29 – April 9, 2018
Award date:	April 11, 2018

Point of Contact

Questions regarding this Request for Proposals may be directed to:

Doug Hermes

Statewide Planning Coordinator  
Missouri Association of Councils of Government  
Telephone: (816) 781-8631  
Email: DJHermes@kc.rr.com

MACOG reserves the right to reject any or all proposals.

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