



CITY OF TIPP CITY

RFP FOR WEBSITE DESIGN, DEVELOPMENT & IMPLEMENTATION

CITY OF TIPP CITY, OHIO

REQUEST FOR PROPOSAL (RFP)

FOR

*WEBSITE DESIGN, DEVELOPMENT AND
IMPLEMENTATION (WEBSITE DESIGN AND
CONTENT MANAGEMENT SYSTEM)*

ISSUE DATE: AUGUST 5, 2016

ISSUED BY: CITY OF TIPP CITY
260 S. GARBER DRIVE
TIPP CITY, OH 45371-3116

ADMINISTRATIVE INQUIRIES:
BRADLEY VATH
CITY OF TIPP CITY
ASSIST. CITY MANAGER
937-506-3166 V
VATHB@TIPPCITY.NET

TECHNICAL INQUIRIES:
DOUG ARNOLD
CITY OF TIPP CITY
FACILITIES MANAGER
937-506-3182 V
ARNOLDD@TIPPCITY.NET

INFORMATION DUE: SEPTEMBER 9, 2016 10:00 AM EDT

CITY OF TIPP CITY

RFP FOR WEBSITE DESIGN, DEVELOPMENT & IMPLEMENTATION

TABLE OF CONTENTS

1.	INTRODUCTION AND SCOPE	2
2.	GENERAL REQUIREMENTS	3
3.	VENDOR REQUIREMENTS	3
4.	ANTICIPATED APPROACH.....	4
5.	CONTACT WITH CITY EMPLOYEES/WRITTEN QUESTIONS	4
6.	INFORMATION REVIEW, EVALUATION AND SELECTION PROCESS	4
7.	RESPONSE INSTRUCTIONS	5
8.	RIGHT OF REFUSAL	5
9.	RFI SCHEDULE	6

RFI RESPONSE FORMS:

REQUIREMENTS AND RESPONSE FORM	7-17
PRICE RESPONSE FORM.....	18

1. INTRODUCTION & SCOPE

The City of Tipp City, located in central Ohio with a population of approximately 10,000 and a regional service area of approximately 7.5 square miles prides itself on being one of the premier communities in West-Central Ohio and wants to convey this image through its website, a website that is easily accessed and navigated by the general public that emphasizes flexible and available access to information and activities, enhances delivery and awareness of public services and facilitates a clearly accessible process for public inquiry. The City is extremely interested in utilizing the website(s) to create a unified marketing theme and approach that will “connect” with users in all age groups and further promote the City as a premier community. Furthermore, the City seeks an overall architecture and content management system that is conducive to future growth of information, services and functions that is easily maintained by the City’s departmental personnel.

The City is seeking a highly functional and interactive web environment that will provide information and services for its citizens, visitors and businesses and other



CITY OF TIPP CITY

RFP FOR WEBSITE DESIGN, DEVELOPMENT & IMPLEMENTATION

outside stakeholders, both current and future, and has the flexibility to change to meet the City's needs for a minimum of five (5) years.

This RFP addresses the Organization's desire to contract the design of a website and the purchase of a Web Content Management System including all software and related services for the setup, customization, installation and implementation of that system onsite at the City of Tipp City; all from a vendor that possesses a history of solid accomplishment for municipal customers, the capability of delivering excellence, and a vision for the future.

Although the City has some specific requirements, we are also interested in your ideas for content, and more specifically, your approach in re-designing the style of the City's website. We encourage respondents to consider and propose alternative solutions, recommendations and improvements.

2. GENERAL REQUIREMENTS

Create a consistent and standardized format and enhanced graphical look for all pages, establishing a unified theme throughout the City's website, including use of the City's logo. Furthermore, the City anticipates future expansion of its e-government use, and the re-design of our current site should facilitate capability of secure online transactions, a method of asking questions, the submission of online forms, the submission of service requests to interface with Facility Dude and IworQ, secure credit card payments, surveys, and the integration of other systems for the purpose of permit applications and payments, employment applications, vendor registrations and Geographical Information Systems functions. Additionally, the online sale of swimming pool passes is required. The pool pricing matrix is driven by age, familial status, location (in or out of corporate limits), and tax-payer status.

3. VENDOR REQUIREMENTS

The City is interested in engaging a firm with the following qualifications:

- Has demonstrated competence and professional qualifications necessary for successfully performing the work required by the City as stated in the RFP and has significant experience in content management website construction, design, development, and implementation for the public sector.
- Has demonstrated professionalism and creativity in website development.
- Has the company depth and knowledge of the latest technical tools available in the marketplace that will allow the City of Tipp City to achieve its goals and objectives with its website re-design including interactivity, increased e-government services, more easily accessed information and greater appeal to the website user.
- Has the financial viability to provide long-term, on-going support to the City.
- Has been in the business of providing website design and web content management solutions for government/municipalities or other clients with

CITY OF TIPP CITY

RFP FOR WEBSITE DESIGN, DEVELOPMENT & IMPLEMENTATION

similar service offerings and complexity for at least three (3) years and has performed at least five (5) similar projects for public agencies within the last three (3) years.

- The City requires respondents to hold the following insurance coverage:
 - **\$1 million General Liability Coverage**
 - **\$1 million Professional Liability Coverage** also called Errors and Omissions (This is not to be confused with General Liability Coverage.)

4. ANTICIPATED APPROACH

The City expects that the Contractor and City will work together to plan and organize information on the site, which most likely will include planning sessions, regular meetings, and continued communication throughout the duration of the website design project. The City anticipates five (5) distinct phases of activities for website development, each of which will include City testing and acceptance, but will entertain other approaches if thought to provide an enhanced plan.

- Phase 1 - Preliminary / Perform Needs Assessment
- Phase 2 - Conceptual Design of Website (no less than 8 weeks from the date of the approved contract for review prior to implementation)
- Phase 3 - Development Phase
- Phase 4 - Conversion of Existing Website and Implementation
- Phase 5 - Training and Initial Support

5. CONTACT WITH CITY EMPLOYEES/WRITTEN QUESTIONS

Prospective vendors are required to submit any inquiries in writing to the contact noted on the cover of the RFP
Written inquiries (e-mail) must be received no later than 5PM on the date indicated in the Project Schedule Section.

6. INFORMATION REVIEW, EVALUATION and SELECTION PROCESS

All documents submitted as part of the vendor's response will be deemed confidential during the evaluation process. Vendor responses will not be available for review by anyone other than the evaluation team or its designated agents. All applicable information will be subject to public disclosure in accordance with the Freedom of Information Act and Ohio Public Records Law, at award of contract, cancellation of this project, or within 180 days, whichever shall occur first.

The selection of a firm to assist in the design, development and implementation of a new website for the City will be based on the firm's qualifications as presented in its proposal, overall price and cost to the City, the experience and success of the firm in providing website design and support to similar public sector clients.

A screening committee will review the proposals. The proposals will be evaluated and ranked in accordance with the evaluation criteria described below:

CITY OF TIPP CITY

RFP FOR WEBSITE DESIGN, DEVELOPMENT & IMPLEMENTATION

-
- The understanding and grasp of the project including the ability to meet the desired specifications as requested in the RFP
 - The approach and work plan for the project presented in the proposal.
 - The qualifications and experience of the vendor.
 - Cost of the overall solution, both one-time and on-going.
 - Financial stability for continued and on-going support

For ease of communication and project development, preference will be given to vendors utilizing their own development staff rather than subcontracting pieces of the project development to additional vendors. Subcontractors or vendor-utilized third-party developers who assist in part or in whole in the development of the website or continuing services shall be fully disclosed in any development proposal.

7. RESPONSE INSTRUCTIONS

Each response will be prepared on the form provided (adjust column and field size as necessary but do not refer to attachments) and be submitted by the date/time specified via e-mail or postal mail to the POC shown on the cover of this RFP. If cut and paste is utilized, pasted items must be converted to text.

Responses delivered via postal mail must include an electronic copy of the RFP on compact disc or other electronic media. It is the sole responsibility of the vendor to see that their RFP is received in the proper time.

The City will not reimburse respondents for any costs incurred in preparation or submission of the proposal. All proposals are made at the sole cost of the Respondent. Proposed fee should not include or consider the costs incurred in preparation of the proposal.

8. RIGHT OF REFUSAL

The City reserves the right to change proposal submission requirements and to change the due date at any point during the RFP process, upon notification of all firms and individuals who have expressed to the City the intent to submit a proposal. Selection of proposals will be at the sole judgment of the City. The City will consider all parts of the proposal collectively, but place an emphasis on design, prior experience, and cost in the selection process. The selection process may include conference calls, webinars or other interview sessions. The City will select the respondent that in the sole judgment of the City best satisfies the requirements in the RFP and the expectations of the City and can do so at the best value to the City. Selection may not be the proposal with the lowest cost. Respondents may not contest for any reason the selection of the City.

Selection does not guarantee a contract. After selection, the Contractor and City will discuss and agree on final scope of work and final contract amount and terms of the Contract. If the Contractor and City fail to reach an agreement, the City is free to

CITY OF TIPP CITY

RFP FOR WEBSITE DESIGN, DEVELOPMENT & IMPLEMENTATION

select from remaining available respondents, cancel the RFP, or issue an additional Request for Proposals.

The City reserves the right to award any contract related to this RFP in any manner deemed in the best interest of its citizens.

9. RFI SCHEDULE

August 5th, 2016

August 12th, 2016

August 26th, 2016

September 9th, 2016

No later than January 31st, 2017

RFI Submission Open

Deadline for submission of questions

City Response to submitted questions

RFI Submission Close

City Announcement regarding next step

CITY OF TIPP CITY

RFP FOR WEBSITE DESIGN, DEVELOPMENT & IMPLEMENTATION

REQUIREMENTS

1.	Brief description of company (please include indications of financial viability, business longevity, stable ownership). Indicate approximate share of business devoted to web design for public agencies.)	Vendor Response
2.	Brief Description of your organization's experience in developing websites. Note any experience with design and development for municipal corporations and provide any additional information about your organization that you feel is relevant to the decision process.	Vendor Response
3.	Describe the company's service & support philosophy. Include information regarding processes, support techniques and service hours for issues ranging from simple Q&A to incidents both urgent & immediate. Indicate availability of live support via e-mail or phone. Indicate availability and method of access to support materials including, but not limited to: online training manuals, support FAQs, customer support forums, instructional videos, informational newsletters, informational and support-driven webinars (live and archived), request forms, online education courses and support-related updates through common social networking mediums. Describe methods of obtaining customer feedback and if user groups, user conferences or other forums exist for the purpose of gathering customer requests.	Vendor Response
4.	Please describe a strategy for determining residents' expectations for the website? Discuss a methodology for ascertaining if the information on the website easy for residents to find, understand and use.	

CITY OF TIPP CITY

RFP FOR WEBSITE DESIGN, DEVELOPMENT & IMPLEMENTATION



5.	The City’s preferred website model calls for delegated content management within the CMS. The City is open to ideas on how best to accomplish this aspect of the website. Please describe the model and process which has been successful for your customers and recommended for our use. Please include short descriptions of options of which we might take advantage.	Vendor Response
6.	Please state name and function of all 3 rd party applications, outsourced functions or subcontractors relevant to your solution or services. Please indicate relationship longevity.	Vendor Response
7.	Define responsibilities of the City during the web site design process. Describe the expected interaction between your organization and the City throughout the development and transition process.	Vendor Response
8.	Please describe a proposed timeline for each phase of the website re-design, including meetings with City staff, re-design, development, draft presentation, implementation, hosting and training. Please note that the City is open to web conferences and webinars to reduce or eliminate travel time and associated costs. The proposal should include an estimated summary timeline for completion of each phase of the project. This should be as realistic as possible since this will be part of the contractual agreement.	Vendor Response
9.	Describe the company’s commitment to Research & Development as it pertains to the proposed solution	Vendor Response
10.	The City is interested in staying current with technology. Please indicate how new technology is adopted into the vendor’s array of products and services, and how a customer (current	Vendor Response

CITY OF TIPP CITY

RFP FOR WEBSITE DESIGN, DEVELOPMENT & IMPLEMENTATION



	version/current on maintenance) is impacted when a new version or replacement application becomes available.	
11.	List the programming languages and software that would be used to create the site including all graphics software and recommended applications and licenses that the City will need to purchase for the continued maintenance of the website.	Vendor Response
12.	Describe the proposed system's administrative features. Include process and tools for authorizing individual and group access to data, and extent of field level security. Please describe ability for security audits and related reports & alerts. Please indicate who typically performs system administration - vendor, IT or customer.	Vendor Response
13.	Provide name and contact information of 5 similarly sized government agencies that are currently using the proposed CMS system and have been developed by the vendor in the past three years. Please indicate the implementation date.	Vendor Response
14.	General technology overview (please indicate all supported desktop environments, server operating systems, network communication, office packages, interface types, and databases). Identify compatible versions of all commonly used Internet browsers, including IE, Firefox, Safari, Chrome and Opera.	Vendor Response
15.	Does the application meet an open database architecture requirement? Is the database structure document available including relationships between tables and database dictionary?	Vendor Response
16.	Describe the implementation and training approach recommended for the proposed application in our environment.	Vendor Response

CITY OF TIPP CITY

RFP FOR WEBSITE DESIGN, DEVELOPMENT & IMPLEMENTATION



	Additionally, please describe any options that might be available to us.	
17.	Describe your licensing model and payment terms. Are price increases limited to annual occurrences and tied to consumer price index or contain “not to exceed” provisions?	Vendor Response
18.	Please provide hardware specifications for the optimal success of the project. Please include anticipated storage space required and projections of annual growth.	Vendor Response
19.	Please describe plan for addressing ADA & WCAG 2.0 accessibility standards. Describe how the content management system will enable editors to create accessible content.	Vendor Response
20.	Describe your disaster recovery plan for restoring the website after an outage. Delineate a specific guaranteed uptime, proposed minimum and maximum recovery time & point objectives and associated costs. Also delineate how much downtime will be experienced before receiving monetary credit. Additionally delineate any potential causes of downtime that would exclude us from the terms of the Service Level Agreement	
21.	Describe how the CMS will protect against security threats including but not limited to: Cross-Site Scripting, Cross-Site Request Forgery, DDoS attacks, and SQL inquiry injections. Also describe the physical security protocol of the website host.	
22.	Will the website be developed with Responsive Web Design? Describe methodology to ensure that the website content is easy to use on small screen devices. Describe the control that the City will have over how mobile content displays?	

CITY OF TIPP CITY

RFP FOR WEBSITE DESIGN, DEVELOPMENT & IMPLEMENTATION



23.	Please describe any additional features the respondent feels would improve the City website or the transition process.	Vendor Response
24.	The City is very interested in providing a visitor facing dashboard to display programs and services for citizens with real time statistics (in some cases tied to City SQL databases and in other cases manually updated) as a method of providing up to date statistics to our citizens. Examples are showing electric usage trends, water usage, park usage, and snow removal statistics. Please describe the proposed system's design and ability to incorporate this requirement into the web page. The City maintains SQL DBA expertise for assistance.	Vendor Response
Please indicate with Y or N if the functionality is available in the software without customization		
25.	Provides method to add, edit and move content directly on an assigned webpage without the need to utilize or be trained on a back-end administrative system.	Please indicate Y/N
26.	Provides method for content publishers with appropriate security ability to add and update menu items.	Please indicate Y/N
27.	Automatically creates and updates a sitemap and on-page breadcrumbs when content is added, edited or removed from the site.	Please indicate Y/N
28.	Provides ability for content publishers to assign multiple content records to a single link, allowing for rotating content.	Please indicate Y/N
29.	Provides templates to assist in the formatting and development of new content.	Please indicate Y/N
30.	Provides ability for both delayed posting and automatic expiration abilities for page content, plug-in applications or modular elements.	Please indicate Y/N
31.	Provides notification of expiration of site content via dashboard or email.	Please indicate Y/N
32.	Provides ability and method to automatically archive all published content and retrieve that content without reference to backup processes outside the CMS application.	Please indicate Y/N

CITY OF TIPP CITY

RFP FOR WEBSITE DESIGN, DEVELOPMENT & IMPLEMENTATION

33.	Provides dashboard for CMS administrators and other content contributors. Dashboard features a customizable interface that displays critical shortcuts, on-site items that require attention and recent activity logs.	Please indicate Y/N
34.	Provides an infinite page structure system that allows the addition of an unlimited number of pages by Organization.	Please indicate Y/N
35.	Provides an infinite menu level system that allows the addition of an unlimited number of menu levels by Organization.	Please indicate Y/N
36.	Provides spell check on free form text fields.	
37.	Provides language check on free form text fields.	Please indicate Y/N
38.	Provides ability to convert documents to PDFs via an included PDF conversion method	Please indicate Y/N
39.	Provides ability to create report a report detailing all changes and activity taking place on the website through content contributors and administrators; the report shall be filterable by start and end dates, times, by content time and by action taken	Please indicate Y/N
40.	Provides reports for administrators detailing broken links on the website, including the referring page location so that links can be corrected	
41.	Provides a separate history report detailing user login history, including the user type, the date and time of the attempted login, the IP address of the user and whether or not the login attempt was successful.	
42.	Provides if necessary, one or more Secure Sockets Layer (SSL) certificates to encrypt data contained in site transmissions.	Please indicate Y/N
43.	Provides a password-protected area of the website, available only to those users approved to access secure content.	Please indicate Y/N
44.	Provides ability for 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.	Please indicate Y/N
45.	Provides ability to set up calendar events as single events or recurring events with options for daily, weekly, monthly or annual recurrences.	Please indicate Y/N

CITY OF TIPP CITY

RFP FOR WEBSITE DESIGN, DEVELOPMENT & IMPLEMENTATION

46.	Provides method for quick and easy access to add and update calendar listings.	
	Provides ability to associate address for calendar events to at least one web-based mapping site	Please indicate Y/N
47.	Provides ability to view calendar by list of events, category, weekly view or monthly view	Please indicate Y/N
48.	Provides ability to create multiple separate calendars and news pages based on category and/or department	
49.	Provides ability for render entire site, including calendar, keyword searchable.	Please indicate Y/N
50.	Provides a search function that allows the user to search the whole site or subsections within the site.	
51.	Provides access to site search statistics, including the ability to filter searched terms by date and time; search terms should have the ability to be exported	
52.	Provides easily visible and changeable emergency alert notifications that link to critical on-site information.	Please indicate Y/N
53.	Provides a Frequently Asked Questions (FAQ) application that allows an unlimited number of FAQ categories or types to be added to the site, with an unlimited number of items allowed to be added within each individual category.	Please indicate Y/N
54.	Provides for 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.	Please indicate Y/N
55.	Provides ability to feature news and announcements on individual pages and in multiple structural areas of the site.	Please indicate Y/N
56.	Provides ability to associate news items with images	Please indicate Y/N
57.	Provides ability for graphic files, both static and streaming,	Please indicate Y/N
58.	Allows for search capabilities using existing search engines.	Please indicate Y/N
59.	Allows for search capabilities using City database within home site.	Please indicate Y/N
60.	Provides ability to size each page to allow printing or contains a printer friendly version.	Please indicate Y/N
61.	Capability to administer branch sites associated with the primary site.	Please indicate Y/N

CITY OF TIPP CITY

RFP FOR WEBSITE DESIGN, DEVELOPMENT & IMPLEMENTATION

62.	Provides security for users of e-government services.	Please indicate Y/N
63.	Includes ability for site administrators to report on page hits	Please indicate Y/N
64.	Includes links for customers to download any browser plug-in products, such as Acrobat Reader, that are necessary for viewing or interacting with information on the site.	Please indicate Y/N
65.	Provides ability for current and potential vendors to create online profiles for the purpose of doing business with the City either through the website capabilities itself or through an interface with the Storeroom module of Cityworks.	Please indicate Y/N
66.	Provides integration with social networking websites, allowing us to selectively update our Face book and Twitter pages with the content management system as staff updates the website.	Please indicate Y/N
67.	Provides ability to link live social media feeds to the website directly to display most recent posts.	
68.	Provides Mobile device compatibility for all website content	Please indicate Y/N
69.	Provides a live calendar with a listing of important dates and community events, which can be divided according to department or category.	Please indicate Y/N
70.	Provides the ability to create different but duplicate instances of a page in multiple areas of the website navigation	Please indicate Y/N
71.	Provides the ability to conduct online polls and surveys with responses in multiple formats.	Please indicate Y/N
72.	Provides ability to view video/streaming video that the City produces on the site.	Please indicate Y/N
73.	Provides ability for users to complete various forms online.	Please indicate Y/N
74.	Provides a method by which administrators can create friendly URLs.	Please indicate Y/N
75.	Provides administrators with ability to utilize on-site banners and graphics, and the ability to add new banners and on-site graphical elements and assign those elements to specified areas of the site.	Please indicate Y/N
76.	The permission system shall be divisible into both user administration and group administration, allowing permission levels to be attributed to groups to which users can be added.	Please indicate Y/N

CITY OF TIPP CITY

RFP FOR WEBSITE DESIGN, DEVELOPMENT & IMPLEMENTATION

77.	Administrators shall have the ability to add, edit, update and move menu items, affecting overall site structure and organization.	Please indicate Y/N
78.	Features area control on website pages, including the ability to add featured areas and assign content to those areas.	Please indicate Y/N
79.	Provides ability for administrators to create content categories within CMS applications and modules and edit the parameters for categories, as well.	Please indicate Y/N
80.	Provides bid posting functionality through an application specifically designed to display bids for multiple departments with filtering options by status.	Please indicate Y/N
81.	Ability for site visitors to subscribe to updates from individual bid categories through HTML e-mail, plain-text e-mail or SMS text message.	Please indicate Y/N
82.	Provides ability for each calendar category, if desired, to post events automatically to an RSS feed, available individually or collectively.	Please indicate Y/N
83.	Provides ability for calendar items to produce associated iCal feed for import into major calendar applications (desktop and web based) as a series of recurring events or single calendar event.	Please indicate Y/N
84.	Provides ability for site visitors to subscribe to updates from topics or individual calendar categories through HTML email, plain text email, SMS text messages, RSS feeds and to view calendar updates through popular social-networking applications; subscription application may contain an unlimited amount of categories and has the ability to deliver an unlimited amount of correspondence.	Please indicate Y/N
85.	Provides bulletin board software that allows audiences to join an online forum and participate in threaded discussions available in multiple categories and subcategories.	Please indicate Y/N
86.	Provides an integrated blog module with options for multiple blog categories and user comments	Please indicate Y/N
87.	Allows the creation of on-line profiles for citizens and others for the purposes of increasing participation and interactivity.	Please indicate Y/N

CITY OF TIPP CITY

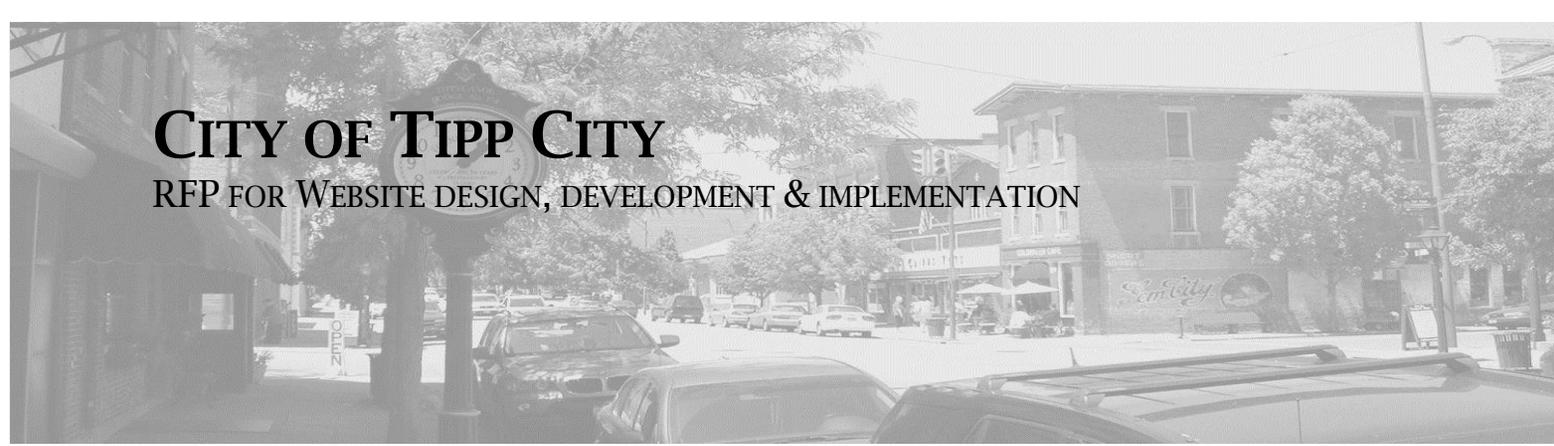
RFP FOR WEBSITE DESIGN, DEVELOPMENT & IMPLEMENTATION



88.	Provides ability to create professional HTML newsletters through the subscription service and deliver to an unlimited number of subscribers.	Please indicate Y/N
89.	Provides a double opt-in security system that prompts subscribers to confirm subscriptions and reduces the number of non-functioning e-mail addresses in the system	
90.	Provides method of interfacing with Cityworks for the purpose of creating a service request and tracking current and previous service requests.	Please indicate Y/N
91.	Provides a method for site visitors to submit questions comments and concerns online and have the comments directed to the appropriate City official.	Please indicate Y/N
92.	Provides image management tools for the addition of images to on-site content through web pages and modular elements associated with the content management system.	Please indicate Y/N
93.	Provides image editing abilities on uploaded images, including the ability to change opacity, resize images dynamically based on width and height, ability to constrain proportions, flip images, rotate images, crop images, restore images and save altered images as either a thumbnail or alteration of the original upload or to replace the original upload with the altered image.	Please indicate Y/N
94.	Provides capacity to upload multiple images at one time and associate images with specific pages	Please indicate Y/N
95.	Provides ability to set a maximum file size for graphic and pdf images.	Please indicate Y/N
96.	Provides ability to preview images prior to association with on-site content.	Please indicate Y/N
97.	Provides ability to alter image properties, including image width, image height, capability to associate or disassociate width and height, border color, border width, image alignment, margins and application of CSS classes from overall website styles	Please indicate Y/N
98.	Provides full accessibility options in an easy-to-use interface that promotes all image-based aspects relating to Section 508 of the Rehabilitation Act of 1973, including specification of alternate text and long descriptions.	Please indicate Y/N
99.	Provides image mapping tools to create clickable maps or images with multiple hyperlinked points.	Please indicate Y/N

CITY OF TIPP CITY

RFP FOR WEBSITE DESIGN, DEVELOPMENT & IMPLEMENTATION



100.	Provides integrated Flash management.	Please indicate Y/N
101.	Provides integrated Media management.	Please indicate Y/N
102.	Provides ability to create slideshows using multiple images and common tools found in the image management portion of the website content management system.	Please indicate Y/N
103.	Provides ability to alter the order, speed, transition type, transition duration and layout of on-site slideshows.	Please indicate Y/N
104.	Provides ability to automatically resize images to common and specified dimensions in slideshows.	Please indicate Y/N
<p>The City is committed to leveraging the value of current and future systems by exchanging information between applications. If the vendor has experience or documented processes to assist us with the following interfaces, please indicate:</p>		
	• Work order and Permitting (Facility Dude & IworQ)	Please indicate Y/N
	• Geographical Information Systems (ESRI)	Please indicate Y/N
	• Standard Productivity Software (MSOffice or Open Office)	Please indicate Y/N
	• Novus Agenda Management Software	Please indicate Y/N
	• NeoGov Online Application Service	Please indicate Y/N
	• VSI RecTrac Software	Please indicate Y/N
	• CMI Utility Billing Software	

CITY OF TIPP CITY

RFP FOR WEBSITE DESIGN, DEVELOPMENT & IMPLEMENTATION

PRICE FORM

This document sets forth the requested pricing structure for responding to this RFP.

Please indicate not to exceed contract proposal amount.

Please be very explicit in listing and describing any services or items not covered in the proposal fee amount.

Please note - this form provides flexibility for subscription and/or license costs. Please use all applicable fields.

Vendors agree to negotiate a final scope of work and contract terms.

Description	One Time Costs	Annual Subscription Costs	License Costs	Recurring costs (annual)
1) Web Content Management System				
2) Design/Configuration/Installation/Implementation				
3) Any other costs relative to the successful implementation of this solution - please include any necessary travel.				
4) Training a) Training (specify what is provided and for how many users) b) Other anticipated training costs (travel, etc)				
5) Service & Support Hourly rate (\$/hour) for additional services				
6) Web Site Hosting				

Contact Name	Contact Email Address & Telephone
Authorized Signature	Title
Name (typed)	Date