

City of Fairfield, Ohio Request for Proposals - Web

The City of Fairfield, OH is seeking proposals for a new web content management system (CMS), and therefore, a new web design. The new website will be easier for citizens and customers to use and offer a refreshed, unique design. Please include target launch date in estimate. The City currently maintains all information on one page (fairfield-city.org and fairfieldoh.gov); however, may be looking to create additional URLs for specific Divisions and desires to rollout a mobile web application.

When submitting a proposal, please include three business references, describe the work you performed, and please provide work samples for those businesses (share examples similar to this project or best in class in your portfolio). Please note if any portion of a work sample was outsourced (design, management, audit process, writing, etc.). Also please include company history and bios of those that would be working on the project.

Questions regarding the Proposal should be directed to the Communications Manager **no later than Friday, August 26, 2016 at 5:00 PM EDT**. Please send three (3) proposals to the Communications Manager **no later than Friday, September 2, 2016 at 5:00 PM EDT**. It is anticipated that RFP review will conclude by Friday, September 16, 2016 at which time approximately three vendors will be invited to present in-person, including a demonstration of workflow with regards to CMS page editing.

Contact Information: Jenny Dexter, Communication Manager, City of Fairfield, OH 5350 Pleasant Avenue, Fairfield, OH 45014.
Phone: 513-867-5350 Fax: 513-867-5388 Email: jdexter@fairfieldoh.gov

ITEM	DETAILS	ESTIMATE
Web CMS	<ul style="list-style-type: none"> • Web Audit, if recommended (please note what a web audit would entail) • Site Map/Information Architecture • Consistent design with brand and logo • Mobile Application with Citizen Self-Serve features (contacts, service requests, calendars, social media integration) • 3 home page desktop/mobile concepts, 2 mobile app concepts and 2 internal page concepts • Edits to design (please include how many rounds of client changes/edits are included in price, if limited) • User Interface recommendations • Video uploading capabilities (we use YouTube) and please note any limitations • Survey capabilities • Email sign up capabilities (with 2 email template designs) • Interactive calendar capabilities • Training (please note amount of time provided for training if limited) • Analytical reports • Customer support and issue resolution • Interactive documents/forms • Please note if system includes WYSIWYG, HTML coding capabilities, style sheets, etc. • If secure intranet with log-in is available, please note and include details • Integrated social media • Web analytics • Client meetings with stakeholders (approximately 10 departments) • Ability to blog • Any additional ideas for improvements and ability to utilize third-party tools (i.e. NeoGov, event registration, online bill pay, online ticket pay, application process for forms and permits, FTP-type service, database queries for records search, etc.) 	Estimate:
Web hosting	<ul style="list-style-type: none"> • If able or desired to host web site, please provide details (storage, FTP account, etc.) and estimate. 	Estimate:
Other	<ul style="list-style-type: none"> • Please note discounts (E-rate, packages, commitment discount, etc.) • Hourly rates for work beyond original scope (i.e. copy editing, ongoing maintenance, etc.) 	Estimate:

NOTES

1. Each item is considered a separate project, unless noted in proposal
2. Please include expiration date if estimates expire