Leavenworth County Kansas
Request for Qualifications and Pricing Proposal
For Website Design and Replacement
Project Scope

Leavenworth County is seeking the services of an experienced website design firm to update, redesign, develop and implement a new web site by utilizing existing information on its current websites as well as new information or services as identified in this RFQ. The system should be intuitive and allow county staff to modify content as necessary.

Leavenworth County currently has the following registered domain sites:

- www.leavenworthcounty.gov (aka www.leavenworthcounty.org)
- www.lvsheriff.org

Description of Design & Development Services Required

Leavenworth County is requesting information from vendors specializing in web design services and Content Management Systems (CMS) able to meet the requirements identified in Appendix A. The preferred vendor will have knowledge of website management with an emphasis on local government.

Content Management System Requirements

Leavenworth County is looking for a content management system that will be adaptable to current and changing technology and enable content subject matter experts to efficiently publish and manage content on the County’s website(s).

Design and Development Process

The vendor must be an expert in mobile first development and design, specifically geared toward local government websites. This includes programming and integrating with existing applications as well as migrating any current webpages. The RFQ must contain a CMS system that is manageable and scalable.

The proposed website design must offer integration with the County’s web applications.

Successful outcomes would include collaborative design “look and feel”, implementation and migration plan, staff training and mentoring. The vendor will work closely with the County to identify best practices, enhancements and current issues that need to be addressed within the new CMS system.
Data Migration

The vendor must assist the County in the planning and migration of current webpages and content. Vendor must also assist in the organization of current pages to fit within a new, device agnostic design.

Training and Mentoring of County Staff

The vendor will provide all documentation for the processes, procedures and code that will be used to train and mentor County web publishers. The vendor may be required to provide detailed training materials which should include a written manual with screen shots in PDF format to facilitate instructor led onsite training. The proposal shall include technical and user training. Vendor must have a proven track record of providing staff training and guidance on the utilization of the CMS and best practices in content promotion.

Phased Project Engagements

Each engagement or Scope of Work (SOW) should include the following:

- Project management – Provide a team and methodology to facilitate and lead these engagements and meetings necessary to achieve the desired objectives
- Coordinate multiple meetings with county representatives to understand business needs in support of engagement goals
- Ensure compliance with privacy, security and ADA guidelines.
- Oversee data and document integration
- Facilitate the creation, documentation and implementation of a performance monitoring process
- Create and document design requirements
- System backup and recovery

RFQ Application Deadline and Instructions

Interested contractors/vendors must submit their documents to Leavenworth County no later than 10:00 a.m. on March 5, 2020. The County will complete a review of all submitted RFQ’s by April 2, 2020. Vendors that meet the County’s criteria will be contacted to schedule presentations and demonstrations.
Sealed proposals shall be mailed to:

**County Clerk’s Office**  
**ATTN: Web– RFQ**  
**300 Walnut St, Suite 106**  
**Leavenworth, KS 66048**

Questions regarding this RFQ may be submitted to lmalbrough@leavenworthcounty.gov.

**Evaluation of Proposals**

All proposals submitted in response to this Request for Proposal become the property of Leavenworth County, unless expressly identified as proprietary. Proposals will be evaluated by County staff based upon the criteria set forth below. All proposals submitted will be the primary document upon which each proposal will be evaluated. All proposals will first be screened to determine minimum qualifications as outlined in the RFQ. Proposals that do not meet these minimum requirements will automatically be rejected and shall not undergo further evaluation.

Candidates should plan to be available if interviews and/or demos are needed. Depending on the responses to this RFQ and short list interview, the County may select more than one firm or individual for interviews.

This RFQ does not commit Leavenworth County to award a contract or pay any cost incurred in preparation or for travel. Any contract that may be awarded in response to this RFQ shall be considered, selected and offered at the complete and sole discretion of the County. The County reserves the right to accept or reject any or all proposals received or to cancel this RFQ in part or in its entirety. The County reserves the right to waive any and all irregularities or informalities in the proposal content, manner or method of delivery, or consideration of proposals.
Appendix A - Web Project Technical Requirements

A) CMS System Technical

1. Scheduling of Content
2. Workflow for Content and promotion - Implementation of an electronic workflow for all proposed website changes for approval and promotion
3. Look and feel (GUI) of the CMS
4. WYSIWYG editor
   a. CMS software which contains a WYSIWYG editor, tools, & components
   b. Ability to limit features of WYSIWYG editor to maintain common look and feel throughout the website
5. CMS infrastructure design (SQL, Front end, Server(s), network, etc.)
6. Spell checker
7. Ability to organize, manage, and optimize uploaded documents and images, as well as animations
8. Publishing workflow with the ability to customize by groups
9. Audit Trails of content changes as well as design changes
10. Template Design - Extensive flexibility in page layout options, and page design templates
11. Active link verification
12. Ability to preview pages prior to publishing
13. Ability to secure content to specific authors
14. Ability to allow for future dating of publishing and expiring of content
15. Archival and retrieval of expired content
16. CMS is scalable and allows for future growth
17. Easy adoption by staff with differing technical capabilities
18. Custom URLs or simple URLs

B) Design Components and Tools

1. Mobile First - “Responsive Design”
2. Single Site design. One repository for mobile and traditional web environment
3. Open Source CMS solution or a proprietary CMS software use
   a. If using Open Source CMS software, state the development platform and cite your experience working with this software
4. Flexibility in page layout and navigation
5. UI/UX Manager Experience (User Interface/User Experience)
6. Data Migration Tools
7. Social Media integration with appropriate tags in documents
8. Full Site Search - provide a strong web site search design
   a. Full site and PDF searching capabilities – to include all sources of content
9. Security overview of CMS to include role-based access control with regard to content editing
10. Describe workflow concepts and capabilities
11. Meets U.S. Federal Government ADA requirements
12. On premise and/or cloud hosting solutions
   a. Identify the benefits and liabilities for Cloud and On Premise solutions

13. Site hosting (Cloud or On Premise)
   a. State if re-selling or fully hosting
   b. Cloud - appropriate redundancy and scalability to avoid unexpected outages and to accommodate periodic maintenance, usage growth and spikes
   c. Flexible or adaptable performance to meet ISP pipe/bandwidth demands (Hosted solutions)
   d. Outline security features (penetration testing, DDOS, etc.) in place to prevent unauthorized access to web content

C) Web

1. “New Look and Feel” designs: Provide samples of proposed look and feel designs in support of the County’s web sites. Preferred samples would be active URLs showing a sampling of the content in new “new look and feel” layouts. Such links would be responsive in design. Hardcopy design samples will be accepted for this RFQ.
2. ADA Compliance components - User experience and Section 508/ADA compliance
3. Analytics Features
4. Embedded view/URL
5. Call or Query data elements that can render changing data
6. Dynamic Data set up
7. Full integration with Leavenworth’s web applications (Hosted, on premise applications)