



Request for Proposals for City Website Design and Replacement

RFP

**Date issued:
August 21, 2017**

1. INTRODUCTION

1(A) Background

Tucker, GA, a well-established community for 125 years, was officially incorporated as DeKalb County's newest city in early 2016. The City's inaugural Mayor and Council are using an innovative public-private partnership to deliver the high quality of service Tucker's 35,000 residents and business owners deserve. With its rich history, strong community support, desirable location and mix of residential, office, commercial and industrial properties, along with parks and green space, the City of Tucker is poised for success well into the future.

For more information about the City of Tucker, visit <http://www.tuckerga.gov>

1(B) RFP Purpose

The goal for the City is to have a website with the technology to support online services, provide full site searchability, facilitate content creation and editing, house a calendar of events system and create an overall inviting and engaging web design interface. The City is requesting qualifications from vendors specializing in web design services able to meet the requirements in this document for the City's new website. Content on the City's current website is generated through WordPress. It is not required that bids involve WordPress compatibility, but ability to convert existing content from the current site is necessary. The planned website redesign project will start this current fiscal year 2018.

1(C) RFP Cover Sheet

<p>CITY OF TUCKER RFP City Website Design and Replacement Response Cover Sheet</p>

	Yes	No
Has your company operated at least 1 year without interruption?	<input type="checkbox"/>	<input type="checkbox"/>
Does any employee or official of the City have any financial or other interest in your firm?	<input type="checkbox"/>	<input type="checkbox"/>
Has your company been disqualified by any public agency from participation in public contracts?	<input type="checkbox"/>	<input type="checkbox"/>

Please fill out this sheet with the appropriate contact information for your company.

FULL LEGAL NAME OF COMPANY _____

TYPE OF BUSINESS Corporation Partnership (general) Partnership (limited)
 Sole Proprietorship Limited Liability Company

FEDERAL EMPLOYEE ID NUMBER (FEI):
ADDRESS _____

CITY/STATE/ZIP _____

EMAIL ADDRESS: _____

PHONE _____ FAX _____

NAME(PLEASE PRINT) _____ TITLE _____

SIGNED _____ DATE _____

2. RFP INSTRUCTIONS AND INFORMATION

2(A) RFP Timeline

Day/Date	Description
August 21, 2017	Advertisement announcing RFP will be placed in Tucker. RFP placed on City of Tucker website and Georgia Municipal Association Website. RFPs available to vendors via email notification and access to website.
September 11, 2017	Vendors' written questions must be received by the RFP Coordinator (Section 2C) using the Question Submittal Form in Section 6.
September 12, 2017	Written answers from the City for pertinent questions by vendors posed on the Question Submittal Form, Section 6 by the above date.
September 18, 2017 by 10 a.m.	RFP responses must be received by the Communications Office at the 4119 Adrian Street, Tucker, GA 30084. Respondents assume the risk of the method of dispatch chosen. The City assumes no responsibility for delays caused by any delivery service. Postmarking by the due date will not substitute for actual receipt of proposals. Proposals shall not be delivered by facsimile transmission or other telecommunication or electronic means.
Sept. 18-22, 2017	Vendors' responses will be analyzed and scored by the evaluation team. The total score will factor heavily into the City's decision as to which vendors will be considered finalists.
September 22, 2017	A decision is made as to which vendor(s) will be called for onsite or web-based demonstrations. All vendors will be notified of the City's decision.
Sept. 25-29, 2017	On-site or web-based interviews/demonstrations will be conducted throughout the week for finalists. <i>**Additional demonstrations may be scheduled if deemed necessary by the City.</i>
October 9, 2017	Award to apparent successful vendor is made subject to successful negotiation of terms and conditions. Notice of Award to selected vendor posted on website.

2(B) Selection and Evaluation Team

Matt Holmes	Team Leader
Dede Musser	Team Member

Cindy Jenkins	Team Member
Ashley Smith	Team Member

2(C) RFP Coordinator

	<p>Matt Holmes, Communications Director</p>	<p>Physical Address: 4119 Adrian St Tucker, GA 30084</p> <p>Mailing Address: 4119 Adrian St Tucker, GA 30084</p> <p>Email address: procurement@Tuckerga.gov</p> <p>Any and all communication to the Purchasing Manager relative to this requirement must be via email.</p>
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2(D) RFP Evaluation Criteria

An evaluation team composed of the members of the Selection and Evaluation Team listed in Section 2(B) and others will evaluate the RFP responses received from each vendor. Prior to the selection of the award to the apparent successful vendor, the City of Tucker reserves the right to conduct on-site visits of any vendors' facilities and/or require any vendor to participate in a presentation to the evaluation team (and others) of the items contained in the RFP response and any other items deemed appropriate by the City of Tucker.

If an award is made as a result of this RFP, it shall be awarded to the vendor whose proposal will lead to the best product for the City with the quality of design, CMS, along with price and other factors including, but not limited to: demonstrated technical ability and expertise; reference calls and/or recommendations; memberships, licenses, ISO Certifications or any other applicable membership or certifications; presentations to the City evaluation team and others (if applicable); on-site visits at vendor's site (if applicable); product; any additional criteria deemed appropriate by the City which would lend itself to establishing the Service Provider's viability to perform the work as outlined in this RFP.

When determining whether a vendor is responsible, or when evaluating a vendor's response, the following factors will be considered, any one of which will suffice to determine whether or not a potential vendor is a responsible vendor or if the vendor's proposal is the most advantageous to the City:

1. The ability, capacity and skill of the vendor to perform/provide the service required.
2. The character, integrity, reputation, judgment, experience and efficiency of the vendor.
3. The vendor can provide a content management system that meets the requirements of the City
4. The quality of performance of previous public and private contracts or services, including, but not limited to, the vendor's ability to perform satisfactorily and complete items specified in the contract agreements.
5. The previous and existing compliance by the vendor with laws relating to the contract or services.
6. Evidence of collusion with any other vendor, in which case colluding vendors will be restricted from submitting further bids on the subject project or future tenders.
7. The vendor is not qualified for the work or to the full extent of the RFP.
8. There is uncompleted work with the City or others, or an outstanding dispute on a previous or current contract that might hinder, negatively affect or prevent the prompt completion of the work bid upon.
9. The vendor failed to settle bills for labor or materials on past or current public or private contracts.
10. The vendor has been convicted of a crime arising from a previous public contract, excepting convictions that have been pardoned, expunged, or annulled.
11. The vendor has been convicted of a crime of moral turpitude or any felony, excepting convictions that have been pardoned, expunged or annulled, whether in this state, in any other state, by the United States, or in a foreign country, province or municipality. Vendors shall affirmatively disclose to the City all such convictions, especially of management personnel or the vendor as an entity, prior to notice of award or execution of a contract, whichever comes first. Failure to make such affirmative disclosure shall be grounds, in the City's sole option and discretion, for termination for default subsequent to award or execution of the contract.
12. More likely than not, the vendor will be unable, financially or otherwise, to perform the work.
13. At the time of the project award, the apparent successful vendor must obtain a City of Tucker business license. Failure to do so will constitute a determination that the vendor is not responsive and may be disqualified.
14. Such other information as may be secured having a bearing on the decision to award the contract.
15. Any other reason deemed proper by the City.

2(E) Notices and Response Criteria

2(E)1 Good Faith

This RFP has been compiled in good faith. The information contained within is selective and subject to the City's updating, expansion, revision and amendment.

2(E)2 Right to Cancel

The City reserves the right to change any aspect of, terminate, or delay this RFP, the RFP process and/or the program, which is outlined within this RFP at any time, and notice shall be given in a timely manner thereafter.

2(E)3 Not an Award

Recipients of this RFP are advised that nothing stated herein, or any part thereof, or any communication during the evaluation and selection process, shall be construed as constituting; offering or awarding a contract, representation or agreement of any kind between the City and any other party, save for a formal written contract, properly executed by both parties.

2(E)4 Property of the City

Responses to this RFP will become the property of the City, and will form the basis of negotiations of an agreement between the City and the apparent successful vendor.

2(E)5 City not Liable for Costs

The City is not liable and will not be responsible for any costs incurred by any vendor(s) for the preparation and delivery of the RFP responses, nor will the City be liable for any costs incurred prior to the execution of an agreement, including but not limited to, presentations by RFP finalists to the City.

2(E)6 City's Expectations

During the review of this document, please note the City's emphasis on the expectations, qualities, and requirements necessary to be positioned as an RFP finalist and successful vendor.

2(E)7 Waiver of Minor Administrative Irregularities

The City reserves the right, at its sole discretion, to waive minor administrative irregularities contained in any proposal.

2(E)8 Single Response

A single response to the RFP may be deemed a failure of competition, and in the best interest of the City, the RFP may be cancelled.

2(E)9 Proposal Rejection; No Obligation to Buy

The City reserves the right to reject any or all proposals at any time without penalty. The City reserves the right to refrain from contracting with any vendor. The release of this RFP does not compel the City to purchase. The City may elect to proceed further with this project by interviewing firm(s) well –suited to this project, conducting site visits or proceeding with an award.

2(E)10 Right to Award

The City reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially with the most favorable terms the vendor can offer.

2(E)11 Withdrawal of Proposals

Vendors may withdraw a proposal that has been submitted at any time up to the proposal closing date and time. To accomplish this, a written request signed by an authorized representative of the vendor must be submitted to the RFQ Coordinator. The vendor may submit another proposal at any time up to the proposal closing date and time.

2(E)12 Non-Endorsement

As a result of the selection of a vendor to supply products and/or services to the City is neither endorsing nor suggesting that the vendor's product is the best or only solution. The vendor agrees to make no reference to the City in any literature, promotional material, brochures, sales presentation or the like without the express written consent of the City.

2(E)13 Proprietary Proposal Material

Any information contained in the proposal that is proprietary must be clearly designated. Marking the entire proposal as proprietary will be neither accepted nor honored. If a request is made to view a vendor's proposal, the City will comply according to the Open Public Records Act. If any information is marked as proprietary in the proposal, such information will not be made available until the affected vendor has been given an opportunity to seek a court injunction against the requested disclosure.

2(E)14 Errors in Proposal

The City will not be liable for any errors in vendor proposals. Vendors will not be allowed to alter proposal documents after the deadline for proposal submission.

The City reserves the right to make corrections or amendments due to errors identified in proposals by the City or the vendor. This type of correction or amendment will only be allowed for such errors as typing, transposition or any other obvious error. Vendors are liable for all errors or omissions contained in their proposals.

2(E)15 Funding

Any contract entered into as a result of this RFP is contingent upon the continued funding by the City of Tucker.

2(E)16 Scoring the Submissions

Each submission will be judged according to a fixed set of criteria. The criteria are:

- 35% on experience level of project manager, including quality of previous design portfolio
- 35% on the approach of the proposal, including portability of the CMS system and ability to meet the requirements of the RFP
- 20% on the experience level and references of the contractor, including last five implementations and quality of training on the CMS provided to City Staff
- 10% on the total cost of the proposal

3. SCOPE OF SERVICES

3(A)1 Project Goals

The primary goal of this project is to replace the current website with a new and improved website, along with an updated Content Management System. The new website will be easier for users to navigate, more efficient for City staff to manage, and provide a wide variety of services to the citizens of the City of Tucker. The Vendor will provide the City with an information ready, turn-key website that City staff can immediately begin to migrate information into.

Short Term Goals

1. Improve the tools that support updating the website, i.e.; content management system (CMS).
2. Improve the information architecture that supports easy navigation of the site to key City services.
3. Redesign the website with a new look and feel supporting the branding efforts of the City and reflecting the diverse make up and vision of the citizens of the City.

Long Term Goals

1. Improve the timeliness of content published to the website.
2. Expand the services the City offers to citizens on the website.
3. Enable updating the look and feel of the website on an as-needed basis.
4. Expand the amount of information the City publishes on the website.
5. Ensure easy accessibility and navigational user experience, encouraging citizens to return.
6. Visually reflect the values and character of the City.

3(A)2 Project Objectives

1. Redesign the information architecture of the City's website.
2. Replace or upgrade the existing website CMS software.
3. Implement electronic workflow for all proposed web postings for approval and promotion.
4. Redesign the look and feel of the website.
5. Update and implement website technology management policy and best practices
 - a. Identify and formalize content contributors from each department who will ensure that all content is accurate and up to date.
 - b. Identify and formalize use of web social networking tools.
 - c. Identify and formalize acceptable website content and links to outside resources.
 - d. Identify and provide web information management tools to comply with the State of Georgia Public Records retention guidelines. This will include the storing of each information update.
6. Provide for full integration with existing e-government applications currently in use and provide for easy integration with future e-government applications.

3(A) 3 Scope of Work

Vendors replying to this RFP will be asked to organize and itemize their submissions into five (5) main areas for the City's consideration of their services: scope of design services offered, examples of previous designs; proposed content management system (CMS) software; available hosting options; and options for training.

The City reserves the right to award the entire project to a single vendor or split the award to separate vendors for specific work.

A. The Vendor(s) will be responsible for the following:

- 1) Redesign the City website look and feel to support the City's updated brand as well as the design needs of specific departments/services.*
 - Provide a project plan for the design phase of the website replacement project.
 - New website content information architecture that supports easy navigation to key services.
 - Determine a consistent look and feel for the website, including color schemes, graphic elements, and navigation tools that provide straightforward navigation within a unifying graphic theme as well as flexibility for the branding of different City departments/services.
 - Provide design mock ups of primary website sections: Home page, Departments, A Projects Page (not currently on website), Visitors, Businesses, Residents, Contact Us, Community Calendar, FAQs.
- 2) Apply website redesign mockups to website CMS software implementation to enable information ready website.
 - Provide a website CMS software implementation project plan. This can be integrated with the overall project plan.
 - Install and configure website CMS software on City server infrastructure.
 - Consult with City staff to determine how the website CMS navigation will support the City template requirements.
 - Create website templates that meet ADA / 508 standards compliance.
- 3) Website CMS training for site administrators and content contributors.

**** A deliverable of the City of Tucker Branding project is an informal website design of what the website could look like to support the updated brand. It is not currently known if this deliverable will be directly applied to the website replacement project.***

B. The successful Vendor(s) will deliver the following:

- 1) Look and Feel Design
 - The Vendor shall provide a minimum of three (3) designs of the proposed website that adhere to the branding style and standards (to be provided by the City).
 - The Vendor will work with the City Information Technology Department to determine a new website content information architecture navigation framework to support easy navigation to key City services.
 - The Vendor may be required to work with the City marketing and public relations team and assist in design analysis and style integration fit/gap.

- 2) CMS
 - The Vendor shall provide a comprehensive CMS solution.
 - The CMS software proposed should not be a beta, release candidate or other early adopter technology.
 - The CMS shall be accessible via external access.
 - The Vendor will provide a search engine solution that will support indexing of all contents within the CMS as well as external City website resources.
- 3) Website
 - The Vendor shall provide a fully operational and working website framework (“information ready”). City staff should be able to immediately begin updating and migrating information.
 - The website shall integrate all existing e-government applications and shall be designed for easy integration of additional e-government applications.
 - The Website should be viable on mobile devices. (ex. iPhones, iPads, Android phones and tablets.)
- 4) Training
 - The Vendor will provide full and complete training on the use of the CMS.

C. The City of Tucker will be responsible for:

- 1) Collaborating with the website design vendor in determining key services for inclusion in the updated information architecture that will support easy navigation of the site to key City services.
- 2) Specify website CMS template requirements.
- 3) Website governance, i.e. user roles, permissions, and approval levels.

3(A)4 Website Content Management Software

3(A) 4.1 Software Needs Summary

The City is looking for website content management software that will; be adaptable to current and changing technology, enable content subject matter experts to efficiently publish and manage their content on the City website, and provide easy access of City services to website visitors.

3(A) 4.2 Product Requirements

Product requirements are outlined below. This list is a comprehensive set of requested features based on input from the City departments’ website administrators and the IT staff members’ requirements.

General Website Content Management System features:

1. Content Editor

- WYSIWYG rich text editor
- Spell checker
- Ability to limit certain features of WYSIWYG editor to maintain common look and feel throughout the website.
- Content publisher control of associated meta data

2. Content Management

- Ability to organize and manage uploaded documents and images.
- Ability to archive outdated documents and images.
- Ability to optimize uploaded pictures and graphic files for quickest page loading.
- Interactive photo galleries to publish and display photo assets.
- Document galleries to organize and publish documents according to subject matter.
- List module for creation and organization of logically related items into lists that can be shared on multiple pages but managed within single list. Example list content: contacts and links.
- Ability to determine specify a publishing schedule for specific content
- Versioning and indexing of content to meet State of Georgia Records Retention and Retrieval requirements.
- Multi-lingual Content Integration with website content translation capabilities in up to five (5) languages.

3. Navigation

- MEGA Drop Down Menus
- Breadcrumb navigation
- Secondary level navigation within specific content subject matter areas
- Friendly URL's
- Addition of external pages to navigation
- Flexible navigation tools that facilitate management of common links across site.
- Ability to reorganize content to different sections of the website without manually changing content links.

4. Master Calendar Functionality

- Master calendar to share events, meetings, holidays, etc. that can be managed in a main calendar and shared across the website by content/subject matter category.
- iCal links for users to add events to desktop calendar programs such as Outlook.
- The ability to create interactive maps of event locations.
- Provide RSS feeds by calendar based on content creator defined categories.

5. Forms

- Standard contact forms
- Ability to easily add custom forms to site pages and manage content produced by the forms
- Surveys and ad hoc reporting

6. Security/Authorization

- Ability to centrally add and manage users and specify access rights
- Ability to create groups with different access rights

- Ability to limit certain group members from specific content and content management functionality
- Ability to manage logged in users
- Publishing Workflow with ability to customize by security group and user
- Audit trail and reports of changes to content within the CMS

7. Additional Functionality

- RSS consumption and display of external resources
- RSS production on frequently updated content such as news releases and calendar events.
- “Share This” social networking site links for site visitors to share content on Facebook, Twitter, etc.
- Site templates must be ADA / 508 standards compliant
- CSS template features for viewing text only, printing, and mobile access versions of the site.
- Software Development Kit - Ability for the IT Department or outside Vendor to create custom pages and content within the site’s templates to facilitate integration of other e-Gov services software such as GIS, permitting, online bill payment, etc.
- Search engine that can be directed to index both internally and externally hosted website resources.
- Ability to manage an interactive multimedia top stories section within the CMS.

3(A) 4.3 Technical Requirements

- Hosted by the vendor or within City’s current Microsoft server environment on Microsoft Server 2012 server and Microsoft SQL Server 2008. If the City hosts the site it intends to remain with Microsoft IIS for web services,
 - Active Directory authentication integration if possible.
- Ability to have separate development and production environments.
- Vendors will have the ability and will allow City staff to perform a hands-on demo/test of the software during the website CMS selection process.
 - Demos will be as close to current production environment as possible.
 - Documentation of additional functionality and performance differences from demo will be provided.

3(A) 4.4 Site Look and Feel

- Site must display correctly in all version for major browsers, e.g. Internet Explorer, Firefox, Google Chrome, Opera, etc.
- Site themes and/or style sheets that maintain common look and feel throughout website.
- Department / Service Marketability – ability to apply customized look and feel within different departments/services while maintaining global navigation and website common look and feel.

4. ADDITIONAL INFORMATION

The information that is provided in your responses should answers all questions as indicated in the RFP Response Submittal checklist in Section 8.

4(A) Technical Questions

4(A)1. Content Editor and Management

- 1) Does the CMS software provide a WYSIWYG rich text editor an easy interface for nontechnical users to update content? If yes, please describe in detail, addressing how the editor manages HTML tags, tables, links, images, spellchecking, and other features.
- 2) Can WYSIWYG capabilities be turned off for source code editing? If yes, please describe how this is accomplished.
- 3) Can administrators limit certain features of the WYSIWYG editor? Please describe the features that can be controlled and how the control functionality is accomplished.
- 4) Describe the CMS software meta data management tools.
- 5) Can content live in multiple areas or be referenced in multiple areas? If yes, please describe the functionality and management of this feature.

4(A)2. Archiving and Roll Back and Restore Functionality

- 1) As pages are updated, are existing versions automatically archived? Is there a limit to the number of archived versions?
- 2) Describe the CMS software's version control of content and rollback to the previous versions of content and documents/pages.
- 3) Does the CMS generate an audit trail and reports for the content that was updated? If yes, please describe this functionality.

4(A)3. Content Scheduling

- 1) Describe the CMS ability to schedule publishing or deletion/archive of content based on date, time and/or approval, etc.
- 2) Describe how the CMS assigns expiration dates and handles expired pages (automatic e-mail notifications, link updates, removal of expired pages, follow up tasks, etc.).

4(A)4. Navigation

- 1) Describe the ability of users to create new navigation menus.
- 2) Describe the ability of users to move or change the placement of navigation menus.
- 3) Does the CMS software manage content and links for MEGA Drop Down Menus in it's global navigation? If yes, please describe how this is accomplished.
- 4) Does the CMS software manage navigation and display of interactive content such as tabbed content areas? If yes, please describe how this is accomplished.

- 5) Does the CMS software support the addition of external links to the global and secondary navigation? If yes, please describe how this is accomplished.
- 6) Does the CMS software support notification of users when they are leaving the site? If yes, please describe how this is accomplished.
- 7) Is 'breadcrumb' navigation automatically created and maintained by the software on every page of content? If yes, please describe how this content and links is managed.
- 8) Does the CMS support the ability to generate friendly URLs? If yes, please describe how this is accomplished.

4(A)5. Master Calendar Functionality

- 1) Describe the website calendar functionality.
- 2) Does the calendar support item categories and the custom display of calendar items by category across the site? If yes, please describe how this is accomplished.
- 3) Does the calendar create event reminders for site users to download event reminders to their own calendar applications? If yes, please describe how this is accomplished.

4(A)6. Security/Authorization

- 1) How are users and user groups created and managed? If yes, please describe how this is accomplished.
- 2) Can users with different access rights be created? Can groups with different access rights be created? If yes, please describe how this is accomplished.
- 3) Are there pre-defined users and/or group types included or specified with in the CMS software? If yes, please describe these users and/or group types.
- 4) Can specific content ownership be managed down to the user level including reassigning ownership to another user or user group? If yes, please describe how this is accomplished.
- 5) Can only certain group members have access to certain functionality, including limiting what buttons are accessible in the HTML editor? If yes, please describe how this is accomplished.
- 6) Can size limitations/quotas be assigned to different files, folders, and/or sites? If yes, please describe how this is accomplished.
- 7) Describe the administrator's role and access to content and content management on the website.
- 8) Describe the CMS software's workflow management tools including the ability to customize the workflow, workflow notifications, and the auditing capabilities of the workflow system.

4(A)7. Other Features

- 1) Does the CMS software support the ability to apply customized look and feel within different departments/services while maintaining global navigation and website common look and feel? If yes, please describe how this is supported.

- 2) Does the CMS software produce RSS feeds? If yes, please describe the content this feature is available for and how it is managed within the software.
- 3) Does the CMS support social networking links for site visitors to share content on Facebook, Twitter, etc.? If yes, please describe this functionality and the ability to manage which sites are included in this feature.
- 4) Does the CMS meet ADA / 508 standards? If yes, please describe how this is accomplished.
- 5) Does the CMS support viewing text only, printing, and mobile access of content? If yes, please describe how this is accomplished and the mobile access systems are supported.
- 6) Does the CMS have a software development kit or other functionality to facilitate the integration of current and future e-government services software such as GIS, permitting, online bill payment, etc.? If yes, please describe how this type of integration can be accomplished.
- 7) Does the CMS have search and index capabilities both internally and externally hosted website resources? If yes, please describe the content that can be indexed and how search features are managed.
- 8) Please describe the opportunities that the proposed CMS solution has, if any, for Microsoft SharePoint integration.
- 9) Does the solution provide for the management of content in rotating content or slideshow type of content that could support a rotating news feature on the home page? If yes, please describe how the software supports this type of content.

4(B) Summary

Explain in one page or less how your solution will differentiate you from other vendors and why we should choose you as our successful vendor. List the unique features that give your company a competitive edge in the website design and replacement industry.

5. RFP RESPONSE SUBMITTAL CHECKLIST

Vendor shall submit a response in the following format; please note that No scanned RFP response submissions will be accepted.

1. Vendor shall create one original response (**labeled “original”**) with original signature (See Tab 1) and **four (4) identical copies (for a total of five (5) responses)**.
2. The **original and each of the four (4) identical copies** shall be submitted in its own three-ring binder of sufficient size to contain the response.
3. The **original and each of the four (4) three-ring binders** shall be sent to the City Purchasing Manager’s attention at the address shown in Section 2C, on or before the due date shown in Section 2A and in a box of sufficient size to hold all the responses.
4. In addition to the copies specified above the Vendor **MUST** include a CD or USB/flash drive of the entire response which shall be placed inside the front cover of the original response.

5. The RFP name must be shown on the lower left-hand corner of the box.
6. The **original and each of the four (4) copies** shall be indexed in the suggested format with tabs as follows:

Tab #	Section	Description
1	1(C)	RFP Cover Sheet
2	3	Acknowledgement of Scope of Services
3	n/a	Company Profile
4	n/a	Visual Examples of Previous Work
5	n/a	Visual Examples of Proposed Content Management System
6	4(A)1	Answers to Content Editor and Management Questions
7	4(A)2	Answers to Archiving Questions
8	4(A)3	Answers to Content Scheduling Questions
9	4(A)4	Answers to Navigation Questions
10	4(A)5	Answers to Master Calendar Functionality Questions
11	4(A)6	Answers to Security/Authorization Questions
12	4(A)7	Answers to Other Features Questions
13	4(B)	Summary

This checklist is intended merely as an aid to the Vendor in providing a response to this RFP. The Vendor retains the sole responsibility for accuracy and completeness of the response.