

If you have printed this bid from the City of Quincy's Website or through an email, it is your responsibility to check for addenda at www.quincyma.gov before you turn in your proposal.

"Please send an acknowledgment that you have printed out this bid via email to;

kimtrillcott@quincyma.gov" The City of Quincy will not be responsible for any bids received omitting any addenda acknowledgement.

Thank you



REQUEST FOR PROPOSALS

CITY OF QUINCY, MASSACHUSETTS
PURCHASING DEPARTMENT
1305 HANCOCK STREET, QUINCY, MA 02169

In accordance with M.G.L. Chapter 30B, the City of Quincy requests proposals for furnishing and delivering to the City:

IT DEPARTMENT WEBSITE DESIGN & DEVELOPMENT JUNE 25, 2015 @ 11:30 A.M.

The City of Quincy, on behalf of the Department of Information Technology, is requesting proposals from qualified vendors to provide internet website design, development, implementation services and content management system with access to remote locations.

Detailed specifications are available on-line at the City of Quincy's website, www.quincyma.gov and also available at the office of the Purchasing Agent, Quincy City Hall, 1305 Hancock Street, Quincy, Massachusetts, 02169, between the hours of 8:30^{AM} and 4:30^{PM}

Non-Price Proposals must be submitted in a sealed envelope and Price Proposals must be submitted in a separate sealed envelope. The outside of the sealed envelopes are to be clearly marked "**RFP –NON-PRICE PROPOSAL ENCLOSED**" with time/date of RFP and "**RFP – PRICE PROPOSAL ENCLOSED**" with time/date of RFP opening.

Proposals will be received at the office of the Purchasing Agent until the time and date stated above, at which time and date they will be opened and registered. Late proposals, delivered by mail or in person, will be rejected.

The right is reserved to reject any or all RFP's or to accept any part of an RFP or the one deemed best for the City, and waive any informalities in the bidding, if it is in the best interest of the City to do so.

Thomas P. Koch, MAYOR

Kathryn R. Hobin, Purchasing Agent

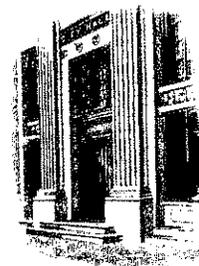
LEGAL: JUNE 8, 2015
LEGAL: JUNE 11, 2015

GOODS & SERVICE
REQ #: S062515

DEPT. CHARGED: IT DEPARTMENT



City of Quincy
City Hall
1305 Hancock Street
Quincy, Massachusetts 02169
Purchasing Department



THOMAS P. KOCH
Mayor

Kathryn R. Hobin
Purchasing Agent
Phone: (617) 376-1060
Fax: (617) 376-1074

Certificate of Non-Collusion

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the work "person" shall mean any natural person, business, partnership, corporation, union committee, club or other organization, entity or group of individuals.

Name: _____

Address: _____

City, Town & Zip: _____

Email #: _____

Name of Business: _____



CITY OF QUINCY
Purchasing Department
1305 Hancock Street, Quincy, MA 02169

Phone: 376-1060

Fax: 376-1074

TAX COMPLIANCE CERTIFICATE

MASS. GENERAL LAWS, CH. 62C, S: 49A(b)

I hereby certify that I have complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding of child support.

Signed under the pains and penalties of perjury.

(1) Individual Contractor

(Contractor's Name and Signature)

Social Security Number

(2) Corporation, Association
or Partnership

(Contractor's Name)

Federal Tax ID Number, or
Social Security Number

By:

(Authorized Signature)

Note to Contractor: Please sign at (1) or (2), whichever applies.

CHAPTER 62C. ADMINISTRATIVE PROVISIONS RELATIVE TO STATE TAXATION

Chapter 62C: Section 49A Certification of compliance with tax laws as prerequisite to obtaining license or governmental contract

Section 49A. (a) Any person applying to any department, board, commission, division, authority, district or other agency of the commonwealth or any subdivision of the commonwealth, including a city, town or district, for a right or license to conduct a profession, trade or business, or for the renewal of such right or license, shall certify upon such application, under penalties of perjury, that he has complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support. Such right or license shall not be issued or renewed unless such certification is made.

(b) No contract or other agreement for the purposes of providing goods, services or real estate space to any of the foregoing agencies shall be entered into, renewed or extended with any person unless such person certifies in writing, under penalties of perjury, that he had complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

(c) Any such agency, which has been notified by the commissioner pursuant to section forty-seven A that a person who holds a license or certificate of authority issued by such agency or who has agreed to furnish goods, services or real estate space to such agency has neglected or refused to file any returns or to pay any tax required under this chapter and that such person has not filed in good faith a pending application for abatement of such tax or a pending petition before the appellate tax board contesting such tax or has been penalized pursuant to section 9 of chapter 62E for failure to comply with the provisions under said chapter 62E relating to reporting of employees and contractors, or has been penalized pursuant to paragraph (3) of subsection (f) of section 12 of chapter 119A for failure to comply with the provisions under said chapter 119A relating to withholding and remitting child support, shall refuse to reissue, renew or extend such license, certificate of authority, contract or agreement until the agency receives a certificate issued by the commissioner that the person is in good standing with respect to any and all returns due and taxes payable to the commissioner as of the date of issuance of said certificate, including all returns and taxes referenced in the initial notification or, if the licensee has been penalized for failure to comply with the provisions relating to reporting of employees and contractors under chapter 62E or withholding and remitting child support under chapter 119A, a certificate issued by the commissioner that the licensee is in compliance with said provisions.

(d) Any person who owns or leases a motor vehicle or trailer that is required to be registered in the commonwealth under chapter 90 and improperly registers the motor vehicle or trailer in another state or misrepresents the place of garaging of the motor vehicle or trailer in another city or town, shall be considered in violation of laws of the commonwealth relating to taxes under chapter 60A, chapter 64H or chapter 64I. The right, license or contract provided for in subsections (a) and (b) shall not be issued or renewed until the person or business entity has paid all taxes due at the time of application for such right, license or contract.

(e) Any person who, for the purpose of evading payment of a tax pursuant to chapters 59 to 64J, inclusive, willfully makes and subscribes any return, form, statement or other document pursuant to subsection (a), (b) or (d) that contains or is verified by a written declaration that is made under the penalties of perjury, and that contains information that he does not believe to be true and correct as to every matter material to his compliance with all laws of the commonwealth relating to taxes, shall be subject to section 73.



CITY OF QUINCY
Purchasing Department
1305 Hancock Street, Quincy, MA 02169

Phone: 376-1060

Fax: 376-1074

SIGNATURE AUTHORIZATION

At a duly authorized meeting of the Board of Directors of the

(NAME OF CORPORATION)

held on _____, at which all the Directors were present or waived notice, it was
(DATE)

VOTED, that:

(NAME)

(OFFICER)

of this company, be and he/she hereby is authorized to execute Contracts and Bonds in the name and behalf of said Company, and affix its Corporate Seal thereto, and such execution of any Contract or obligation in this Company's name on its behalf by such _____ under seal of the Company, shall be valid
(OFFICER)

and binding upon this Company. It was further voted that the City of Quincy may rely on such authorization of future Contracts until notified to the contrary.

A true copy,

ATTEST: _____
(CLERK'S SIGNATURE)

PLACE OF BUSINESS: _____

DATE OF THIS CONTRACT: _____

I hereby certify that I am the Clerk of the:

_____ that _____ is the
(COMPANY) (NAME)

duly elected _____ of said Company, and that the above VOTE has not been
(TITLE)

amended or rescinded and remains in full force and effect as of the date of this Contract.

_____ CORPORATE SEAL

INDEMNITY AGREEMENT

In consideration of the award of Contract No. _____.

by the City of Quincy, hereinafter referred to as INDEMNITEE, to the CONTRACTOR/BIDDER:

_____.

hereinafter referred to as INDEMNITOR, and for other good and valuable consideration, said INDEMNITOR agrees to hold INDEMNITEE, City of Quincy, and its various department and employees harmless from any and all liability, loss or damage that INDEMNITEE may suffer as the result of claims, demands, costs, including attorneys fees, or judgement or other actions against it by reason of any and all work done by or on behalf of the INDEMNITOR in connection with the above-referenced contract.

INDEMNITOR,

By Duly Authorized Agent

Date: _____.

City of Quincy

Request for Proposal

**“INTERNET WEB SITE
DESIGN AND DEVELOPMENT”**



City of Quincy

1305 Hancock Street

Quincy, Massachusetts 02169

RFP Opening: June 25, 2015 @ 11:30 a.m.

All questions regarding this bid should be directed to Kathryn R. Hobin, Purchasing Agent through fax: 617-376-1074 and email: khobin@quincyma.gov and cc: to kimtrillcott@quincyma.gov Questions will be accepted until June 19, 2015 at 4:00 p.m.

**Thomas P. Koch
Mayor**

**Kathryn R. Hobin
Purchasing Agent**

**CITY OF QUINCY
REQUEST FOR PROPOSALS**

INTERNET WEB SITE DESIGN AND DEVELOPMENT

General Information

The City of Quincy seeks qualified developer/designers to provide internet web site design, development, implementation services, and content management systems with access to remote locations. This web design shall be the primary scope of the contract. In addition, the city reserves the option to request additional services for internet development after the completion of the primary web design work.

The City of Quincy will select the most qualified company to provide web design, development, and implementation services. The successful company will design and develop a cost-effective, efficient, and easily managed web environment for the city, install the new web site and all related components on the city's web server, install any hardware, software tools, and licenses necessary to maintain the web site, provide a knowledge transfer for core technologies to key city staff and recommend training resource for key city staff to adequately maintain the new site. The completion time for this project is 120 after execution of contract.

Seven (7) copies and one original copy of the technical proposal must be submitted in separate sealed envelope and marked **Technical Proposal**. One (1) original price proposal on the form furnished must be submitted in a different sealed envelope and marked **Price Proposal** to the Purchasing Department City Hall, 1305 Hancock Street, Quincy, MA 02169

Minimum Criteria

Submitting companies must meet the following minimum qualifications to submit a response to this solicitation:

The consultant must have produced a minimum of six (6) web sites including three municipal web sites with content management systems.

WEBSITE ADDRESS	CONTACT PERSON	PHONE #	Municipal Website (Yes or No)
			(Yes or No)

The company must have been in business for at least five (5) years. Yes _____ No _____

The company must provide five references with names and phone numbers.

COMPANY NAME	ADDRESS	CONTACT PERSON	PHONE #
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COMPANY NAME	ADDRESS	CONTACT PERSON	PHONE #
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COMPANY NAME	ADDRESS	CONTACT PERSON	PHONE #
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COMPANY NAME	ADDRESS	CONTACT PERSON	PHONE #
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COMPANY NAME	ADDRESS	CONTACT PERSON	PHONE #
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SCOPE OF WORK - Background and Objectives

The City of Quincy's current web site runs on a virtual operating system VMware vSphere 5.5 Enterprise Plus and VMware vSphere 5.5. Web Client.

The City seeks a contractor who will provide a website in a responsive web design allowing the website to recognize the user's screen resolution and media type, (phone, tablet, ipad, PC, touch, mouse etc.), and use this information to select the appropriate style sheet to provide the most user friendly experience. The contract will provide sufficient time to allow the initial development, and any follow-up work that the city may request as the initial development nears completion. If the company proposes a web site that has any licensing or copyright requirements, it must be clearly presented in the offer form. This contract will not include ongoing routine management of the web site. The city desires to maintain ownership of the web site, its components, content, and will maintain the site with internal staff.

The city will purchase and provide any approved hardware and/or software that are required to complete the work. The vendor shall alert the city to such needs providing ample advance notice to allow adequate time for city to pursue acquisition. The city and vendor will discuss any needs to insure concurrence and the city will pursue acquisition of the desired products in a timely manner.

The City has identified the following **Development Objectives** for web site design:

DEVELOPMENT OBJECTIVES

The City of Quincy wants to create a customer focused web site using intuitive navigation controls that makes it easy for visitors to locate the information they are seeking. The city wants to reinvent the web site with modern technology that takes advantage of current automation tools and strategies to meet the following objectives:

Balance Municipal Look & Feel with Unique Web Presence

Municipal sites are informational in nature and should clearly portray the purpose of the city web site. The site should also portray a unique web presence that is attractive as well as functional. The vendor

will be expected to work with key city staff to design a look and feel that can be applied to various city web pages and templates.

Site Navigation and Organization

The user interface should use modern tools and techniques to intuitively guide the visitor to the information they seek. The site should include four navigation strategies:

1. Menu system as the primary navigation method of the site that is always displayed at the top/left of each page except with specific pages where we don't want it. The city's web team has analyzed the content and will provide hierarchical menu content divided into related functional areas.
2. Each department should present a main page where visitors can navigate to the services they provide.
3. Full site search, with administrator control.
4. Site map with administrator control.

Automate Content Management

The City of Quincy desires the content of the web site to be managed dynamically by non-technical department staff in as simple method as possible. This means the departments staff will need to add, change and delete site content without manipulating any HTML or scripting code. This includes formatted text, hyper-links, digital pictures, as well as providing downloadable documents in Word, Excel, PDF, and other formats.

Most documents will age and lose relevancy over time, and need to be routinely updated or removed. The City requires tools to manage document life cycles, and reduce need for human management. The web site application should notify document owners that periodic review is due, and take specified action if the owner does not respond in a timely manner.

The database driven client/server application developed by the vendor, should provide various templates that city staff can use to manage their web content.

Web site Reporting

In order to maintain a quality site that continues to meet city needs, city webmaster and key city staff need a quality web site reporting system. The vendor should provide a suite of standard canned reports as part of web application, recommend a 3rd party package, and help install and setup the package to provide the necessary reporting.

Utilize Our Standardized Tools

The City expects the new web site to fit within current existing infrastructure. The new web server should work with VMware vSphere 5.5 Enterprise Plus and VMware vSphere 5.5 Web Client. The City will evaluate other tools as necessary, but strong direction will be given provide solutions using these platform.

Maintain Web Site and Network Security

The city requires tools and a stringent security methodology to protect the city's web site and network against attack. The city web server sits in a DMZ with a firewall protecting the internal network. The

vendor will work with the city webmaster and network engineering staff to open appropriate ports, configure network components and implement appropriate security

Knowledge Transfer and Skills Training

The new web application will bring new technologies to the city, and new ways to use existing technologies. The City expects the vendor to work closely with the webmaster and other staff to answer questions and demonstrate how components work. The vendor will also determine training levels required for the technologies implemented in their web designs, and either provide or recommend training resources for key city staff including on-site training on initial set up.

Document Conversion Methodology

The vendor needs to specify a methodology to convert the existing city web site to the new site. Convert the bulk of our existing web documents into the new web site.

Maintenance Cost

Yearly maintenance costs to maintain Website and software for next three years.

Additional Requirements

1. Compliant with all applicable regulations and /or guidelines set forth emanating from the Americans with Disabilities ACT, (ADA). .
2. Vendor should provide an app to take and send pictures to Constituent Services
3. Vendor place source code in escrow.
4. Vendor shall provide written or on-line documentation for: User level & Administrator Level.
5. Software shall provide audio and video file support and streaming video support.
6. Web site should be able to provide Calendars for departments and main city page.
7. E-mail blasts for departments and main city page.
8. Ability to send and receive secure FTTTPS with integrated FTTP services.
9. Ability to link to Unibank or electronic payments vendor.
10. Provide RSS feed capability.
11. User friendly print function.

CITY OF QUINCY REQUEST FOR PROPOSALS

INTERNET WEB SITE DESIGN AND DEVELOPMENT

CRITERIA FOR EVALUATION OF PROPOSALS

Development Objectives

The City of Quincy wants to create a customer focused web site using intuitive navigation controls that makes it easy for visitors to locate the information they are seeking. The City wants to reinvent the web site with modern technology that takes advantage of current automation tools and strategies to meet the following objectives.

Highly Advantageous (2 points): Proposal includes this capability.

Somewhat Advantageous (1 points): A portion of this capability has been included in the proposal.

Not Advantageous (0 points): Proposal does not include this capability.

Balance Municipal Look & Feel with Unique Web Presence

Municipal sites are informational in nature and should clearly portray the purpose of the city web site. The site should also portray a unique web presence that is attractive as well as functional. The vendor will be expected to work with key city staff to design a look and feel that can be applied to various city web pages and templates.

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Somewhat Advantageous (1 points): A portion of this capability has been included in the proposal.

Not Advantageous: (0 points): Proposal does not include this capability.

Utilize Our Standardized Tools

The City expects the new web site to fit within current existing infrastructure. The new web server should work with VMware vSphere 5.5 Enterprise Plus and VMware vSphere 5.5 Web Client. The City will evaluate other tools as necessary, but strong direction will be given provide solutions using these platform.

Highly Advantageous (2 points): Proposal includes this capability.

Somewhat Advantageous (1 points): A portion of this capability has been included in the proposal.

Not Advantageous: (0 points): Proposal does not include this capability.

Maintain Web Site and Network Security

The city requires tools and a stringent security methodology to project the city's web site and network against attack. The city web server sits in a DMZ with a firewall protecting the internal network. The vendor will work with the city webmaster and network engineering staff to open appropriate ports, configure network components and implement appropriate security

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Somewhat Advantageous (1 points): A portion of this capability has been included in the proposal.

Not Advantageous: (0 points): Proposal does not include this capability.

Knowledge Transfer and Skills Training

The new web application will bring new technologies to the city, and new ways to use existing technologies. The City expects the vendor to work closely with the webmaster and other staff to answer questions and demonstrate how components work. The vendor will also determine training levels required for the technologies implemented in their web designs, and either provide or recommend training resources for key city staff including on-site training on initial set up.

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Somewhat Advantageous (1 points): A portion of this capability has been included in the proposal.

Not Advantageous: (0 points): Proposal does not include this capability.

Document Conversion Methodology

The vendor needs to specify a methodology to convert the existing city web site to the new site. Convert the bulk of our existing web documents into the new web site.

Highly Advantageous (2 points): Proposal includes this capability.

Somewhat Advantageous (1 points): A portion of this capability has been included in the proposal.

Not Advantageous: (0 points): Proposal does not include this capability.

Additional Requirements

1. Compliant with all applicable regulations and /or guidelines set forth emanating from the Americans with Disabilities ACT, (ADA) .
2. Vendor should provide an app to take and send pictures to Constituent Services
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7. E-mail blasts for departments and main city page.
8. Ability to send and receive secure FTTTPS with integrated FTTP services.
9. Ability to link to Unibank or electronic payments vendor.
10. Provide RSS feed capability.
11. User friendly print function.

Highly Advantageous (2 points): Proposer meets all additional requirements.

Somewhat Advantageous (1 points): Proposer meets at least 8 of the additional requirements.

Not Advantageous: (0 points): Proposer meets 5 or less of the additional requirements.

Completion Time

Completion date within 120 days of signed contract.

Highly Advantageous: Proposer can complete before 120 days.

Somewhat Advantageous: Proposer can complete at 120 days.

Not Advantageous: Proposer can not complete before 120 days.

References

Highly Advantageous: References as obtained by the City are extremely positive. Each reference reports that the proposer far exceeded expectations, met deadlines, included support when needed, and produced an extremely high quality website.

Advantageous: References as obtained by the City are positive. Each reference reports that the proposer met expectations, met deadlines, included support when needed, and produced a high quality website.

Not Advantageous: References as obtained by the City were not positive, did not meet expectations, deadlines, and support or have the high quality necessary to meet the City of Quincy needs.

PRICE PROPOSAL FOR WEB DEVELOPER/DESIGNER

The City of Quincy on behalf of the Department of Information Technology seeks qualified developer/designer to provide internet web site design, development, implementation services, and content management system with access to remote locations. This web design shall be the primary scope of the contract. In addition, the City reserves the option to request additional internet services after completion.

Total Price _____
(in numbers and words)

Additional services at the request of the Department of Information Technology after completion:

Per Hour Price _____

Vendor Name: _____

Contact: _____ email address: _____

Address: _____

Telephone: _____ Fax: _____

Signature: _____

Print Name: _____

The City of Quincy reserves the right to withdraw the Request for Proposal, to reject any and all proposals, (waive non-statutory requirements) and to accept any proposal deemed to be in the best interest of the City of Quincy.

All questions regarding this bid should be directed to Kathryn R. Hobin, Purchasing Agent through fax: 617-376-1074 and email: khobin@quincyma.gov and cc: to kimtrillcott@quincyma.gov Questions will be accepted until June 19, 2015 at 4:00 p.m.

If you have printed out this bid from the City of Quincy Website it is your responsibility to check for addenda (at www.quincyma.gov) before you turn in your proposal. The City of Quincy will not be responsible any bids received omitting addenda acknowledgement.