



Romeo Downtown Development Authority

134 W. St. Clair, POB 110, Romeo, Michigan 48065
586-752-1170 office, 586-752-2037 fax, info@romeodda.org

www.romeodda.org

REQUEST FOR PROPOSAL

ROMEO DDA WEBSITE AND INTERNET SUPPORT SERVICE

The Romeo Downtown Development Authority (DDA) in the Village of Romeo, Michigan seeks consultants to submit proposals to provide website and internet support service to the Romeo DDA District in downtown Romeo, northwest Macomb County, Michigan.

www.romeodda.org

The Romeo DDA website has been established and online for about five years. The Romeo DDA wishes to continue the current DDA website, insure continuous availability, insure high visibility, insure the ability to upgrade for new technology, adapt it for new uses, and have DDA personnel administer much of the content to a great extent. The Romeo DDA expects to own the website content.

Project Work

The project will include;

- Re-creation of the current DDA website using available software technology, including content management software technology that is commonly available and user friendly for administration.
- Set up for the use of video, social networking and blog functions. Stats reporting.
- Hosting of the DDA website on commonly used service providers, such as Godaddy.com
- Maintenance of the DDA website, software upgrades, backup and associated domain names with a monthly service fee.
- Maintenance of the associated email addresses, about 15 with high quality filtering for spam.
- Training of DDA personnel for support software use, support, and administration.
- Consulting on an ongoing basis as needed with DDA personnel.

The consultant will be responsible for all project work, software, equipment and supplies. The consultant will meet with DDA representatives as needed throughout the project.

The project will be completed in 2010.

All website content will be owned by Romeo DDA. Web content is text, graphics and photographs. Text and photographs will be provided by the Romeo DDA.

All software will be in common use and not proprietary and/or owned solely by the consultant. Consultant will provide the DDA with periodic backup copies of web site content on storage media.

Consultant will be available to meet with DDA personnel from time to time for training and consultation in the administration of the website on an ongoing basis.

Consultant will provide the DDA with annual written proof of domain name registration and maintenance.

Qualifications Contractor Must Meet

General Qualifications;

The consultant must be a licensed business in the state of Michigan.

The consultant must have business qualifications in the IT field.

The consultant must have recent website creation and support experience including handling text, graphics, photographs, video and social networking support.

Insurance Regulations;

The consultant will not commence work until they have obtained and delivered to the Romeo DDA the certificate of insurance required under this paragraph. All insurance carriers must be acceptable to the Romeo DDA and licensed and admitted to do business in the State of Michigan. A new certificate of insurance shall be provided to the Romeo DDA each year at the time of the policy renewal. Failure of the consultant to maintain the required insurance shall be grounds for contract cancellation.

Commercial General Liability insurance, liability coverage of 1 million dollars minimum. Commercial General Liability insurance as described above, shall include an endorsement stating the following be additional insureds; the Romeo DDA and the Village of Romeo appointed officials, all employees, and volunteers, all boards, commissions and/or authorities and board members including employees and volunteers thereof of the Romeo DDA and the Village of Romeo.

Information Contractor Must Provide in Their Proposals

1. Description of the work to be performed
2. Include all software used by name and support companies
3. Include detail about website hosting, including security, availability, levels of service, hardware, backup, redundancy and bandwidth
4. Include plan for technical upgrades of software, support
5. Include service response times and support
6. Consultant's plan for accomplishing the work, personnel, equipment and a schedule
7. Project personnel indicating number of personnel and their related work experience
8. Three referrals for similar project work; name, location and contact information
9. Total project cost and itemized budget together with the attached Price Sheet.

Criteria for Evaluating Proposals

To be acceptable, a proposal must demonstrate all of the following:

1. Understanding of the work, software and schedules required.
2. An adequate program to maintain support 24/7.

3. Personnel with the necessary skills, involved in the project.
4. Willingness to work with DDA personnel.

Using the above criteria, each proposal will be evaluated first choice, second choice, etc. in each of the above categories and the scores – 1 for first choice, 2 for second choice, 3 for third choice, etc. in each category – added up. Any proposal that is unacceptable in one of the above categories will not be considered. The proposal receiving the lowest overall score that also meets the project's budget's constraints will receive preference. If neither of the two lowest-scoring proposals meets the DDA's budgetary constraints, the Romeo DDA reserves the right to re-bid the project or to negotiate with the two contractors whose proposals received the lowest scores.

The Romeo DDA reserves the right to interview any number of qualifying consultants as part of the evaluation process. The decision of which consultant to contact if any, will be based on the criteria outlined in this document and as determined in the evaluation process.

No contract may be assigned, sublet or transferred without the written consent of the Romeo DDA.

The Romeo DDA reserves the right to reject any and all proposals, to waive any formalities and to award the contract in any manner deemed to be in the best interest of the Romeo DDA. The consultant selected shall agree not to discriminate against any employee or applicant for employment because of sex, race, age, religion, color, national origin, or disability status.

Proposal Information

The proposal will be completed in legible form, preferably typewritten.

Mark your envelopes/fax cover sheet *Romeo DDA – Website/Internet Support*.

Bid proposals are due at the Romeo DDA office or POB 110 by 3:00 p.m. on Tuesday, August 10, 2010, Romeo, MI. 48065-0110 at which time and place all bids will be opened publically and read aloud at the Romeo DDA Office.

Open to the public.

All information requested herein should be submitted with the Request for Proposal, failure to do so may result in rejection of the bid as non-responsive and/or incomplete.

For the *Request for Proposal* document, map and more information, contact:

Janine Saputo

Romeo DDA Coordinator,

at 586-752-1170 office, 586-752-2037 fax,

134 W. St. Clair St., POB 110, Romeo, Michigan 48065

www.romeodda.org, Coordinator@romeodda.org

This Request for Proposal is also online at www.romeodda.org.

Romeo DDA
Romeo, Michigan 48065

Price Sheet
Request for Proposal

Prices are to be FOB Romeo DDA, Romeo, Michigan and shall not be subject to state sales tax. If an Addendum is issued, check if received below. The Addendum, if issued, is made a condition of this proposal.

Legal status of Bidder;

Bidder's Business Name: _____

By: _____

Bidder's Business Address: _____

Bidder's Business contact information; Main telephone no. _____

Fax no. _____

Email address: _____

Website(s): _____

Addendum issued; Y/N

Addendum received: Y/N

Website re-creation and installation online Bid Price; \$ _____

Website/Internet support, monthly Bid Price; \$ _____