

Request for Proposals (RFP) for Website Development Services

Issued by: Area 10 Workforce Development Board

Issue Date: September 6, 2024

Proposal Submission Deadline: October 4, 2024

Contact Email: cknight@choosericland.com

1. Introduction

The Area 10 Workforce Development Board is inviting proposals from qualified entities to develop a modern, user-friendly website. The website will serve as a key tool for communication, resource dissemination, and public engagement. The process should include migrating information from current Area 10 Workforce Development Board web presence as well as uploading current information. The timeline of this project will be established based on the awarded proposal. An estimated delivery schedule should be included, based on the aspects of your proposal.

For reference, the Area 10 Workforce Development Board has a web presence at:

www.richlandcrawfordworks.com

www.midohioskills.com

<https://www.facebook.com/profile.php?id=61553475993165>

<https://www.instagram.com/midohioskills/>

2. Project Overview

The website must fulfill the following primary functions:

1. **Host Information about the Area 10 Workforce Development Board:**
 - Provide detailed information about the Board, its mission, vision, members, and services offered.
 - Include dedicated sections for various resources and programs available through the Board.
2. **Serve as an Official Notification Resource:**
 - Feature a section for official announcements regarding public meetings, proceedings, and decisions.
 - Include a dynamic public calendar of events that is easily accessible and regularly updated.
3. **Web-Based Application Form:**

- Develop a secure, user-friendly application form that businesses can complete online to apply for services.
 - Ensure that notifications of form submissions are automatically sent to designated managing parties.
4. **Provide Information and Links to Resources:**
- Offer comprehensive information on resources available through the Board, with links to relevant external sites.
 - Include downloadable documents, such as guidelines, reports, and application forms.
5. **Interactive Interface with Social Media:**
- Integrate social media platforms to facilitate interaction and sharing of content.
 - Allow for seamless updates and cross-posting to the Board’s social media channels.

3. Scope of Work

The selected entity will be expected to:

- **Website Design and Development:** Create a visually appealing, responsive website that meets the outlined objectives and is compatible with all devices.
- **Content Management System (CMS):** Implement an easy-to-use CMS that allows Board staff to update content efficiently.
- **Form Development:** Design and implement a secure online application form with automated notification features.
- **Security:** Ensure the website adheres to the highest security standards to protect user data and comply with relevant regulations.
- **Training and Support:** Provide training for Board staff on CMS use and offer ongoing technical support after launch.

4. Proposal Requirements

Proposals must include the following:

- **Company Profile:** Overview of the entity’s experience, expertise, and qualifications relevant to this project.
- **Project Approach:** Detailed description of how the project will be executed, including timelines, milestones, and deliverables.
- **Timeline:** An estimated timeline of project milestones (without specific dates)
- **Cost Proposal:** Comprehensive breakdown of costs associated with the project, including development, implementation, and ongoing maintenance.
- **References:** Contact details for at least three references from similar projects.
- **Portfolio:** Examples of previous work, especially websites with similar functionalities.

5. Evaluation Criteria

Proposals will be evaluated based on:

- **Experience and Qualifications:** Demonstrated ability to deliver projects of similar scope and complexity.
- **Technical Approach:** The quality and feasibility of the proposed approach.
- **Cost:** Transparency and reasonableness of the proposed budget.
- **References and Portfolio:** The relevance and quality of past projects and client testimonials.
- **Innovation:** Creative solutions and innovative approaches to achieving the project's objectives.

6. Submission Instructions

Proposals must be submitted via email to **cknight@chooserichland.com** by the end of the day on **October 4, 2024**. Please include "RFP Submission - Area 10 Workforce Development Board Website" in the email subject line.

7. Contact Information

For any questions or additional information, please contact:

Administrative Director

Area 10 Workforce Development Board

Email: cknight@chooserichland.com

Phone: 419-522-3211

The Area 10 Workforce Development Board reserves the right to reject any or all proposals, waive any irregularities, and accept the proposal that best meets the Board's needs.

Interested entities are encouraged to review this RFP carefully and submit a detailed proposal that addresses all aspects of the project.