CITY OF ANGOLA INDIANA
Department of Information Technology
210 North Public Square Angola, Indiana 46703 | 260.668.5594 | 260.665.9164 fax

REQUEST FOR QUOTES

Website Project

The City of Angola, Indiana is seeking proposals for an overhaul/redesign of our current municipal website https://www.angolain.org. This project is intended as a design/build to give consultant the flexibility to incorporate their experience and talent into the design. However, the city is currently undergoing branding efforts and any design must follow that lead. The project was budgeted so the entire project could be completed in phases. This was for ease of budgeting and to make sure the project is properly funded.

Vendor General Information/Restrictions

- The City's current website is hosted and maintained by eGov/CORE Business Technologies.
- The City will make the award to the lowest responsive and responsible quoter.
- In determining the lowest responsive and responsible quoter, cash discounts based on preferable payment terms will not be considered.
- Where prices/quotes are the same, the City reserves the right to award to one quoter, or to split the award.
- No proposal will be accepted if the quote is made in collusion with any other quoters without prior notification to the City of Angola via narmstrong@angolain.org and jbarclay@angolain.org.
- The City reserves the right to reject any and all quotes.
- Any quote will be treated confidentially, and no aspect shared with any other quoter. This is not a public/sealed bid.
- The City is tax exempt.
- Successful quoter must demonstrate knowledge and experience in completing this project and provide some references for similar services.

Budget

This project is will be phased, we currently have approved $25,000 calendar year 2023 and $25,000 calendar year 2024.

What We Expect

- Include a new look and feel that incorporates our ongoing branding efforts.
- Include social media integration for social media platforms.
- Mobile device friendly and accommodating to all mobile device layouts.
- Complies with best practices with regards to compatibility, interface, and navigation.
- ADA compliance.
- Includes a content management system with the ability to set permissions for individual users.
- Community calendar with the ability for external approved users to enter events.
- Some form of content migration from the old site to the new where applicable.

- Provide hosting and ongoing support for the new website. This should include at least a single yearly backup of the entire site.
- Provide/describe the security features of the proposed hosted site.
- A time frame to completion.
- A general description of technologies being used to create/maintain the website.
- Webmaster/Editor/Content Contribution training must be included.
- Web based CMS login. Integration with our existing Azure Active Directory would be very welcome.
- Multiple user roles to control access/permissions.
- Audit trails of content changes including the user and time/date.
- SEO Keyword Analysis.
- SEO Copywriting.

Website Hosting

- Identify in the proposal where the website is hosted.
- Any documentation showing quoter hosted website uptime records and bandwidth utilization would be welcome but not required.
- Describe backup and recovery details including; backup intervals, items being backed up, recovery options and how long backups are kept.
- Identify any responsibilities expected of the City in your website hosting offering.
- The quote should clearly state maintenance/recurring costs for hosting the City's website for the next three years until (1/1/2026).

Submission

- Name, address, email, phone, website
- # of years in operation
- Top clients and when (date) partnered
- 4-6 client references
- 3-5 top relevant projects, who worked on each project, link to case study or website URL
- # of individuals (approx.) that will work on the website project, their roles & responsibilities
- Team size, bios, years of experience for each, their role, awards/ certifications
- Any additional resources required for support (ex: sub-contractors)
- # of hours and general timeline from start to completion (approx.)
- Project management approach
- General overview of website build process end-to-end
- ***Submission Due Friday, March 17, 2023 by 4:00 PM***

Questions

Any questions on this document must be delivered in written form, preferably email, and addressed to Nathan Armstrong narmstrong@angolain.org and Jennifer Barclay jbarclay@angolain.org.