



**CLAY COUNTY
PURCHASING DEPARTMENT
REQUEST FOR PROPOSAL (RFP)**

RFP NO:	80-21	PURCHASING SPEACIALIST II	PATRICK WEST
TITLE:	WEB PAGE DESIGN AND DEVELOPMENT SERVICES	EMAIL:	PWEST@CLAYCOUNTYMO.GOV
ISSUE DATE:	9/21/2021	PHONE NO:	816-407-3630

**PROPOSAL RESPONSES MUST BE RECEIVED NO LATER THAN:
10/19/2021 AT 2:00 PM CENTRAL TIME.
PROPOSAL RESPONSES WILL BE OPENED AND READ ALOUD AT 3:00 PM CENTRAL TIME.**

SUBMITTAL INSTRUCTIONS: In an effort to support the County's initiative for conservation, it is preferred that the Request for Proposals (RFP) be submitted via www.PublicPurchase.com. Sealed RFPs may be delivered to the Clay County Purchasing Department prior to the return date and time. Print the **Sealed RFP Label** found in Attachment 1 or type **RFP Number, RFP Title** and **Return Due Date** on the lower left hand corner of the envelope or package. In order for a response to be considered complete, the Clay County document **MUST** be completed in its entirety which includes this cover page. All subsequent pages **MUST** also be initialed and the Terms and Conditions Acknowledgement form **MUST** be signed.

RETURN RFP TO:

**CLAY COUNTY
ATTN: ~ PURCHASING DEPARTMENT
1 COURTHOUSE SQUARE
3rd FLOOR COMMISSION DESK
LIBERTY, MISSOURI 64068**

**AGREEMENT PERIOD: DATE OF AWARD THROUGH ONE YEAR; WITH FOUR ONE-YEAR RENEWALS
DELIVER SUPPLIES/SERVICES/INVOICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:**

**SHERIFF'S OFFICE
12 SOUTH WATER STREET
LIBERTY, MO 64068**

By signing this RFP cover page, the vendor shall hereby declare understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein and the Contract Terms and Conditions. The vendor shall further agree that the language of this RFP shall govern in the event of a conflict with their proposal. In addition, the vendor shall further agree that upon receipt of an authorized purchase order from Clay County or when a Vendor Agreement is fully executed by an authorized agent of Clay County, a binding agreement shall exist between the vendor and Clay County.

SIGNATURE REQUIRED

Company Name	Authorized Representative (Print)	Title
Street Address		Authorized Signature
City/State/Zip	County	Date
Telephone No.	Facsimile No.	Company Tax ID No.
Telephone No.		E-Mail
<input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> State/Local Government <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> IRS Tax-Exempt		
Vendor Tax Filing Type with IRS (Check One)		

1. INTRODUCTION AND GENERAL INFORMATION

This section of the RFP includes a brief introduction and background information about the intended acquisition for which the requirements herein are written. The contents of this section are intended for informational purposes and do not require a response.

Submittal instructions and determination of award information can be found on our website by clicking the following link <https://www.claycountymo.gov/bids/current>

1.1 Purpose:

1.1.1 This document constitutes a request for competitive, sealed proposals from prospective vendors for Web Page Design and Development Services for Clay County Sheriff's Office in accordance with the requirements and provisions stated herein.

1.1.2 RFP Document Contents:

- Introduction and General Information
- Scope of Work/Functional Specifications
- Meeting Information Page
- Agreement Terms and Conditions Acknowledgement Form

- Exhibit A - Pricing
- Exhibit B - Experience and Expertise
- Exhibit C - Project Approach
- Exhibit D - Miscellaneous Information

- Attachment 1 – Sealed RFP Label

1.2 Questions:

1.2.1 Questions relating to the RFP must be submitted via the www.PublicPurchase.com website or e-mailed to Purchasing@ClayCountyMo.gov

1.2.2 **All questions and issues should be submitted no later than Friday, October 8, 2021.**

- a. If not received prior to the aforementioned date, the Clay County Purchasing Department may not be able to fully research and consider the respective questions or issues.

1.3 Background Information:

1.3.1 The Clay County Sheriff's Office is a progressive law enforcement agency that serves the approximately 250,000 residents of Clay County, Missouri, as well as those who visit and work in the County.

- a. Clay County, Missouri covers the northeast portion of the Kansas City metropolitan area and is growing steadily, adding almost 70,000 residents in the last 20 years.

1.3.2 The Clay County Sheriff's Office has approximately 230 employees and oversees the 400-bed Clay County Detention Center; provides patrol, investigation and dispatch services to unincorporated areas and smaller cities in the County; provides school resource deputies to the North Kansas City School District; serves civil process orders; provides courthouse security and oversees sex offenders, among many other duties.

- a. Sheriff Will Akin took office in January 2021.

Vendor's Initials: _____

- 1.3.3 The successful vendor shall adhere to any State or County regulations, limitations, business rules, and shall have or obtain any professional licenses etc. that may affect work performance or need for adherence to policies/procedures.
- 1.3.4 Although an attempt has been made to provide accurate and up-to-date information.
- a. Clay County does not warrant or represent that the background information provided herein reflects all relationships or existing conditions related to this Request for Proposal.

1.4 Estimated Quantities:

- 1.4.1 The County shall not guarantee any minimum or maximum amount of the vendor's services that may be required under the Agreement.
- a. The vendor shall provide products/services on an as needed basis.
 - b. The County shall not guarantee any usage of the contract whatsoever.

1.5 Award Determination:

- 1.5.1 Any award of Agreement must be approved by the County Commissioners and shall be made by notification from the Purchasing Department to the successful bidder.
- a. Clay County shall have the right to make awards by items, or as an all or none basis.
 - b. Clay County may make awards to multiple vendors.
 - c. The grouping of items and/or multiple vendor awards shall be determined by Clay County based upon factors such as item similarity, location, administrative efficiency, or other considerations in the best interest of Clay County.

2. SCOPE OF WORK

This section of the RFP includes requirements as well as desirable attributes and provisions relating specifically to the scope of work requirements of Clay County. The contents of this section include mandatory requirements that will be required of the successful vendor and subsequent vendor. The vendor is requested to provide responses to the requirements/desired attributes in this section pursuant to the directions identified herein. The vendor's response, whether responding to a mandatory requirement or a desired attribute, shall be binding in the event the proposal is accepted by Clay County. The vendor must provide all costs necessary to meet the mandatory requirements and the fulfillment of any desirable attributes by the vendor (if any) in the appropriate sections of Exhibit A, Pricing Pages.

2.1 Specific Requirements:

- 2.1.1 The vendor shall provide a Web Page Design and Development Services, which meets or exceeds the specifications contained in this document.
- 2.1.2 The Clay County Sheriff's Office (CCSO) must keep its services on pace with the growth of the County and meet community expectations of transparency and accountability in law enforcement.
- a. To be effective the new web site must facilitate these goals, while educating about the CCSO's services and providing easy access to information users seek utilizing but not limited to the following criteria:
 1. Adaptive to all mobile devices/responsive design.
 2. Americans with Disabilities Act (ADA) compliant.
 3. Securely hosted with little to no downtime.
 4. Visually pleasing with simple navigation and search capabilities.
 5. Quick to load and operate.
 6. Easy for non-technical content managers to maintain on a user-friendly content management system.
 7. Translatable to other languages.
 8. Viable for at least five years.
 9. Allow for future expansion.
 10. Tested and functional on as many web browsers as possible.

Vendor's Initials: _____

11. Consistent in CCSO branding and style across all pages.
12. Reflective of the progressive and service-oriented culture of the CCSO.

2.2 Current Site:

- 2.2.1 CCSO's current site, **claymosheriff.org**, is built on a Weebly platform and minimally maintained by information technology staff.
- a. It is difficult to customize, out of date and not adaptable to mobile devices.
 - b. It is an information dump that lacks organization and an intuitive way to find information.
 - c. It has just 27 pages but dozens of pdf files that should be separate pages.
 - d. Some division commanders have become so frustrated with the site they created separate web sites and/or social media accounts to provide information to the public instead.
 - e. Due to these issues, it currently gets only 20 to 30 views daily.
 - f. To be consistent with our social media presence, we will change the **URL** from **claymosheriff.org** to **sheriffclayco.org** on the new site.

2.3 Requested Features in New Site:

- 2.3.1 The new site will have up to 150 pages and should include but not limited to:
- a. Web-based CMS.
 1. CMS should include ability for administrator to assign roles and permissions.
 2. Ability to schedule content.
 - b. Fillable forms.
 - c. Ability to embed videos (YouTube) and post pictures.
 - d. Social media feeds.
 - e. News center with subscription capabilities.
 - f. Ability to post pdf documents.
 - g. Prominent search function.
 - h. Online employment application.
 1. Ability for CCSO staff to input applicants' status in the hiring process and an option for applicants to view their status in the hiring process if they create an account.
 2. Ability to automatically feed application information into a database or Excel.
 3. Ability to print employment applications.
 - i. A "most wanted" section with fugitives' photos and descriptions.
 - j. Search engine optimization.
 - k. Events calendar.
 - l. Integration of existing third-party applications, including Encartele, RAIDS online, detention population listing (<https://claymosheriff.org/popsheet.php>).
 - m. User analytics, such as Google Analytics.

2.4 Future Feature Development:

- 2.4.1 The new site should be expandable for future development to include but not limited to the following:
- a. Online payment processing.
 - b. Resident-facing mobile app.
 - c. A new detention population listing.
 - d. A password-protected "employee only" section.

2.5 Miscellaneous Requested Information:

- 2.5.1 The vendor should respond to the information requested in all sections and all exhibits.

3. RFP OPENING

- 3.1.1 RFP Responses will be read out loud at **3:00 P.M.** on **OCTOBER 19, 2021** in the Administration Building, 1 Courthouse Square, 3rd Floor Commission Hearing Room, Liberty, MO 64068.

Vendor's Initials: _____

4. AGREEMENT TERMS AND CONDITIONS ACKNOWLEDGEMENT FORM

The undersigned vendor has read, understood, and accepted the Terms and Conditions as published on the Clay County Official Website located at:

[https://www.claycountymo.gov/application/files/1515/9923/0486/CONTRACT TERMS AND CONDITIONS.pdf](https://www.claycountymo.gov/application/files/1515/9923/0486/CONTRACT_TERMS_AND_CONDITIONS.pdf)

All terms and conditions as stated shall be adhered to by vendor upon acceptance of Agreement. Vendors enter into this agreement voluntarily, with full knowledge of its effect.

Vendor Signature

Date

Vendor Name

Vendor's Initials: _____

**EXHIBIT A
Pricing Pages**

PRICING TABLE 1: REQUIRED PRICING

The vendor shall complete the following pricing table(s) (or in a form similar to the pricing tables) and provide firm, fixed pricing necessary to meet the mandatory requirements of the RFP.

DESCRIPTION	UNIT OF MEASURE	UNIT COST	QUANTITY	EXTENDED COSTS
Cost Proposal to accomplish Scope Outlined in Section 2.0 Scope of Work; including but not limited to all design, development, training and acquisitions necessary for development and testing.	Total	\$		\$
Web Design	Project Cost	\$		\$
Web Hosting	Yearly Fee	\$		\$
Web Content Management System Setup & Implementation	Project Const.	\$		\$
Web Content Management Hosting	Yearly Fee	\$		\$

PRICING TABLE 2: OTHER REQUIRED PRICING

The vendor must state below all other applicable costs necessary to satisfy the mandatory requirements of the RFP. Unless stated in Exhibit A, the County shall assume that absolutely no other fees or charges, will be assessed to the County whatsoever in connection Web Page Design and Development Services for Clay County Sheriff's Office herein and to satisfy the RFP requirements.

DESCRIPTION / COMMENTS	UNIT OF MEASURE	UNIT PRICE
Proposal pricing regarding technical support expenses for up to 36 months of support following any go live dates. This expense will be considered in addition to the budget for the design and development components above		

Vendor's Initials: _____

EXHIBIT A, continued

PRICING TABLE 3: OPTIONAL PRICING

The vendor may provide firm, fixed pricing for optional features, expansion options and/or enhancements for the proposed Web Page Design and Development Services for Clay County Sheriff’s Office solution. Also, list any pricing discounts.

DESCRIPTION / COMMENTS	UNIT OF MEASURE	UNIT PRICE

PRICING TABLE 4: FEE SCHEDULE

If additional services are requested by the County, the vendor shall prepare and submit to the County an estimate of the total cost associated with such additional services. The vendor must indicate in the pricing table below the firm, fixed hourly rate for the personnel job classification that may be necessary to fulfill the requirements of the RFP.

TASK/PERSONNEL BREAKDOWN
 SCHEDULE OF HOURLY BILLING RATES FOR SERVICES

PERSONNEL CLASSIFICATION	TYPICAL WORK TASKS	HOURLY RATE

Vendor’s Initials: _____

**EXHIBIT B
Experience and Expertise**

The evaluation of the vendor’s experience and expertise shall be subjective based on the requirements stated herein. Therefore, the vendor should present detailed information regarding current and/or prior experiences in providing the services and expertise of the organization as well of its personnel. The County shall have the right to use the information provided herein, including information gained from any other source, in the evaluation process.

B.1 EXPERIENCE:

A MINIMUM of 5 years experience is required of the successful vendor, in similar services, as described in the scope. Experience and references provided by vendors shall be verified and will be a significant factor in the evaluation. Vendors should provide the information below.

How many years has your company been in the Web Page Design and Development Services business? _____

List a minimum of three (3) references showing Agreements held by your company providing the same or similar services for other public entities, local government or private companies.

Reference No. 1 of 3	
Company/Organization Name:	
Address:	
Name of Contact and Title:	
E-mail Address:	
Telephone No.:	
Agreement or Service Period (dates of services):	
Reference No. 2 of 3	
Company/Organization Name:	
Address:	
Name of Contact and Title:	
E-mail Address:	
Telephone No.:	
Agreement or Service Period (dates of services):	
Reference No. 3 of 3	
Company/Organization Name:	
Address:	
Name of Contact and Title:	
E-mail Address:	
Telephone No.:	
Agreement or Service Period (dates of services):	

Vendor’s Initials: _____

EXHIBIT B, continued

B.2 EXPERTISE:

PERSONNEL QUALIFICATIONS

Vendors should provide the information below.

Indicate person who will be supervising project(s) and years of experience in similar work.

Name: _____ No. of Years _____

Type of Experience: _____

Complete the following for employees that would be working on this project. List any previous work directly relating to the RFP specifications that have been performed for other public entities, local government or private companies in the last five years. Attach a separate sheet of paper if needed.

EMPLOYEE NAME	QUALIFICATIONS	EXPERIENCE/TRAINING/CERTIFICATIONS

Vendor's Initials: _____

EXHIBIT C
Project Approach

The evaluation of the vendor's proposed method of performance/project approach shall be subjective based on the requirements stated herein. Therefore, the vendor should present detailed information regarding the proposed method of performance/project approach. The County shall have the right to use this information, including information gained from any other source, in the evaluation process.

It is the vendor's responsibility to make sure all Web Page Design and Development Services for Clay County, Missouri Sheriff's Office proposed are adequately described. It should not be assumed that the evaluator has specific knowledge of the services proposed; however, the evaluator does have sufficient technical/business background to conduct an evaluation when presented complete information.

C.1 PROJECT APPROACH INFORMATION

Respondents, please provide information about:

1. Experience with web design for law enforcement, government, and/or quasi-governmental entities, including links to recent work.
2. The experience and education of key personnel.
3. Project development approach and timeline.
4. Training for content managers.
5. Ongoing support and maintenance.
6. Development cost.

Additionally, Respondents should reply to the following questions regarding Web Site Hosting Services:

7. How often do you backup?
8. How often do you have down time?
9. How often do you upgrade software/hardware?
10. Please describe your technical support.
11. Please describe your security.
12. Please describe your methodology and service level agreements.
13. Please describe your data center.

Vendor's Initials: _____

**EXHIBIT D
Miscellaneous Information**

D.1 LOCAL GOVERNMENT USE (COOPERATIVE PROCUREMENT):

- 1) This section is optional, it will not affect proposal award. If the County awarded you the proposed Agreement, would you sell under the prices and terms of this Agreement to any Municipal, County Public Utility, Hospital, Educational Institution, or any other non-profit organization having membership in the Mid-America Council of Public Purchasing (MACPP) or Mid-America Regional Council (MARC) and located within the Greater Kansas City Metropolitan Trade Area. (All deliveries shall be F.O.B. Destination and there shall be no obligations on the part of any member of said Council to utilize this Agreement.)

YES: NO: INITIALS: _____
- 2) Sales shall be made in accordance with the prices, terms, and conditions of the RFP and any subsequent term Agreement.
- 3) There shall, however, be no obligation under the cooperative procurement agreement for any organization represented by MACPP or MARC to utilize the Agreement unless they are specifically named in the RFP as a joint participating entity.
- 4) All sales to other jurisdiction shall be made on purchase orders issued by that jurisdiction. All receiving, inspection, payments and other Agreement administration shall be the responsibility of the ordering jurisdiction.
- 5) The Purchasing Manager shall be responsible to handle the solicitation and award the Agreement. The Purchasing Manager shall have the sole authority to modify the Agreement and handle disputes regarding the substance of the Agreement.
- 6) Each jurisdiction that is a party to the joint bid has authority to act as Administrative Contracting Officer with responsibility to issue purchase orders, inspect and receive goods, make payments and handle disputes involving shipment to the jurisdiction.

D.2 WEBSITE

- 1) Does your company have a website? YES: NO:
- 2) If yes please provide the website address:

D.3 EMPLOYEE BIDDING/CONFLICT OF INTEREST:

Vendors who are elected or appointed officials or employees of Clay County or any political subdivision thereof, serving in an executive or administrative capacity, must comply with sections 105.450 to 105.458, RSMo, regarding conflict of interest. If the vendor or any owner of the vendor’s organization is currently an elected or appointment official or an employee of Clay County or any political subdivision thereof, please provide the following information.

Name and title of elected or appointed official or employee of Clay County or any Political sub-division thereof:	
If employee of Clay County or Political sub-division thereof, provide name of Clay County entity or political sub-division where employed:	
Percentage of ownership interest in vendor’s organization held by elected or appointed official or employee of Clay County or political sub-division thereof:	

Vendor’s Initials: _____

**ATTACHMENT 1
Sealed RFP Label**

PLEASE ATTACH LABEL TO OUTSIDE OF RFP PACKAGE

SEALED RFP RESPONSE ENCLOSED

DELIVER TO:

CLAY COUNTY ~ PURCHASING DEPARTMENT
1 COURTHOUSE SQUARE
3RD FLOOR COMMISSION DESK
LIBERTY, MO 64068

RFP No.: 80-21 DATE: 10/19/2021

RFPs MUST BE RECEIVED BEFORE **2:00 pm CENTRAL TIME**
DESCRIPTION: WEB PAGE DESIGN AND DEVELOPMENT SERVICES

SPECIFY VENDOR NAME: _____

SPECIFY VENDOR'S CITY, STATE LOCATION: _____

City, State Location

Vendor's Initials: _____