

LACKAWANNA COUNTY BOARD OF COMMISSIONERS

REQUEST FOR PROPOSALS

WEBSITE REDESIGN-UPDATE

NOTICE IS HEREBY GIVEN that pursuant to a fair and open process, submissions will be received by the County of Lackawanna (the "County") Board of Commissioners ("Board of Commissioners") at its offices at 123 Wyoming Ave, 6th floor, Scranton, Pennsylvania 18503, on Friday July 30, 2021 at 4PM for professional Website Redesign.

A. PURPOSE

The purpose of this Request for Proposals is to solicit interest from qualified firms and/or individuals to provide professional services for the County. A qualified firm and/or individual will be selected through a competitive, quality-based, fair, and open process at the sole discretion of the County.

- Lackawanna County wants to redesign its website currently found here: <https://www.lackawannacounty.org/>

B. PROCEDURES FOR RESPONDING TO REQUEST FOR PROPOSALS

1. Emailed, hand delivery or mail submissions, inclusive of all information required by Section C, should be provided. Proposals must be submitted to the Board of Commissioners, c/o Deputy Chief Traci Harte via HarteT@lackawannacounty.org 123 Wyoming Ave, 6th Floor, Scranton PA 18503. The County assumes no responsibility for delays in any form of delivery service causing the submission to be received after the above-referenced due date and time. Submission by fax or telephone, is not permitted. The final selection shall be made in the sole discretion of the Board of Commissioners.

Along with your proposal, please submit a small video of website functionality (2 minutes in length). **OPTIONAL**

2. All questions regarding this Request for Proposals should be made in writing to the Board of Commissioners, c/o Traci Harte, HarteT@lackawannacounty.org Lackawanna County reserves the right to reject any or all proposals.

Respondents are required to monitor the Lackawanna County Website for RFP Amendments.

C. CRITERIA FOR EVALUATION OF PROPOSALS

Each response shall be evaluated by a select committee, as established by the County Commissioners, to determine if the respondent meets the qualification and needs criteria of the



solicitation and if the technical specifications in the response are acceptable. Discussions may be held with respondents who meet the qualifications and experience criteria in order to clarify any technical specifications in their response.

1. Complete revamp of website, to be accessible via desktop and mobile responsive
2. Knowledge of the County, its services and operations
3. Availability to accommodate any requests for postings for the County on an almost daily basis within a 2 hour turnaround time
 - a) After hours (not in the 8AM-5PM EST) emergency postings within 30mins of notification
 - b) Work with the County's webmaster
4. Domain name and ownership, LackawannaCounty.org and content owned by Lackawanna County, web design, framework, and apps are all owned by Lackawanna County
5. Creation of a mirror site
6. Technical Requirements
 - a) Web Host: Lackawanna County has a current web host that we will be keeping
 - b) Integrations/Active Plug-ins: Legistar/Granicus; YouTube; Micro Teams Integration; Tyler/Infocon
 - c) Content Management
 - d) Archival of public Board meetings
 - e) Point of Sales
 - f) Election News
 - g) Community Calendar, News Feed/Spotlight, "Forms Page" and Mobile Apps (App optional) for News, Events (with Community Calendar), and Emergency Bulletins
7. Other factors determined to be in best interest of the County
8. Websites that are of visual interest:
 - a) <https://www.buckscounty.org/>
 - b) <https://www.chesco.org/>
 - c) <https://eriecountypa.gov/>
 - d) <https://www.co.lancaster.pa.us/>
 - e) <https://www.pasco-wa.gov/>

D. QUALIFICATION OF RESPONDENTS

Each respondent may be required, before the award of any contract, to show to the satisfaction of the County that it has the necessary facilities, ability, and financial resources to furnish the services herein specified in a satisfactory and professional manner. The respondent may also be required to show past history and references which will enable the County to be satisfied as to the respondent's qualifications

E. EXPENSES INCURRED IN PREPARING RESPONSE



The County of Lackawanna accepts no responsibility for any expense incurred in the preparation and presentation of a response. Such expense is to be borne exclusively by the respondent.

F. COMMUNICATION WITH COUNTY OFFICIALS: All communications during this process should be directed to the Office of the Lackawanna County Chief of Staff. Any firm that makes any effort to communicate with any other official of Lackawanna County, either directly or indirectly, during this process will be EXCLUDED from consideration.

G. SCHEDULE OF PROPOSAL PROCESS

The following is a tentative schedule of events concerning the proposal process. This schedule may be subject to change if determined necessary by the County or its appointed staff.

<u>Event</u>	<u>Date</u>
RFP Public Announcement and Website Posting	June 18, 2021
Proposal Closing	July 30, 2021
Lackawanna County Committee Review Complete	August 6, 2021
Tentative Zoom Interviews	August 9, 2021
Tentative Contract Negotiations	August 16, 2021
Commissioners Approval	September 1, 2021
Operational Start Date	September 2, 2021

