

Kingman County Economic Development

Request for Proposals

kingmanks.com website redesign



Date of Issue: January 8, 2021

Proposal Due Date: February 4, 2021, by 1:00 p.m.

1. Introduction

This written Request for Proposal (RFP) states the scope of the Kingman County Economic Development's (KCED) requirements and specifies the general rules for preparing the proposal. The purpose of this RFP is to define the KCED's minimum requirements, solicit proposals, and gain adequate information by which the KCED may evaluate the services and products offered by respondents.

The proposal should clearly demonstrate how the firm can best satisfy the requirements of the Kingman County Economic Development. The Kingman County Economic Development shall reserve the right to enter an agreement with the firm presenting the proposal that is most advantageous to the Kingman County Economic Development.

2. General Objectives

The objective of the KCED is to have a user friendly website with mobile functionality. In addition, the website should be able to easily accommodate updates by KCED staff.

3. Rules of Preparation

The submitted proposals must follow the rules and the format established within this RFP. Adherence to these rules will ensure a fair and objective analysis of all proposals. Failure to comply with any portion of this request may result in rejection of a proposal.

4. Inquiries

The KCED has prepared this RFP and has designated Leslie Schrag as project coordinator. Please direct questions or comments concerning the administrative requirements of this RFP to:

Leslie Schrag, Director
Kingman County Economic Development
324 N. Main
Kingman, Kansas 67068
Phone: (620) 553-4029
economicdevelopment@cityofkingman.com

5. Submission of Proposals

Please prepare and submit nine (9) hard copies and one electronic copy on an external thumb drive of the proposal. Completed proposals should be sealed and clearly marked "RFP for KCED Website redesign" and be submitted no later than 1:00 p.m. February 4, 2021, to 324 N. Main, Kingman, Kansas.

Proposals received after the above date and time will be considered late and will not be accepted. Any late proposals will be returned unopened to the firm. Responses will be evaluated objectively based on the firm's responses to the RFP.

The Kingman County Economic Development will not pay costs incurred in the proposal preparation, including the costs for printing, demonstration, negotiation process, etc. All costs for the preparation of the proposal shall be borne by the proposing firm.

6. Notification of Withdrawal of Proposal

Proposals may be modified or withdrawn by an authorized representative of the firm or by formal written notice prior to the final due date and time specified for proposal submission.

7. Minimum Specifications/Scope of Services

Proposals should address all equipment, installation, training, and services necessary to complete the project. Services required include, but may not be limited to, the Scope of Services.

8. Contractual Obligations

The successful firm will be required to enter an Agreement for Services with Kingman County Economic Development in which the firm will undertake certain obligations. These obligations include, but are not limited to, the following:

Inclusion of Proposal – The proposal submitted in response to this RFP will be incorporated as part of the Agreement for Services.

Indemnification and Insurance – The successful firm shall indemnify and hold the Kingman County Economic Development and its officers, agents, employees, and assigns, harmless from any liability imposed for injury whether arising before or after completion of work hereunder, or in any manner directly or indirectly caused, occasioned or contributed to, or claimed to be caused, occasioned or contributed to, in whole or in part, by reason of any act or omission, including strict liability or negligence of firm, or of anyone acting under firm's direction or control or on its behalf, in connection with or incident to, or arising out of the performance of this contract.

Costs – All costs are to be stated in exact amounts. All costs must be specifically detailed in the proposals.

Selection – The final award is subject to the approval of the Kingman City Commission and the Kingman County Commission.

9. Right of the Kingman County Economic Development to reject proposals

Kingman County Economic Development reserves the right to reject any and all proposals or any part of any proposals, to waive minor defects or technicalities, or to solicit new proposals on the same project or on a modified project that may include portions of the originally proposed project as the Kingman County Economic Development may deem necessary in its best interest. The Kingman County Economic Development also reserves the right to negotiate with any firm concerning all or part of any proposal that is in the best interest of the KCED.

10. Evaluations

Kingman County Economic Development will evaluate each proposal based on:

- Technical content provided
- Technical support offered after completion
- User training provided
- Previous background and experience, provide reference
- Adequacy and completeness of the proposal
- Cost of the proposed project

The intent of Kingman County Economic Development is to hire the most qualified firm to meet the needs of the KCED within the funds budgeted for this project. Proposals that emphasize economical, yet functional elements will be preferred. Any contract is subject to the approval of the Kingman County Commission and the City of Kingman Commission.

11. Projected Schedule of Events

Release of RFP Document	January 8, 2021
Questions about project (email or phone call)	January 8-29, 2021
Last day to submit proposals	February 4, 2021
Request for award to City Commission for approval	February 11, 2021
Request for award to County Commission for approval	February 16, 2021
Anticipated Notice to Proceed	February 16, 2021
Required Completion Notice	April 30, 2021

12. Proposal Response Format

In order to facilitate the analysis of responses to this RFP, firms are required to prepare their proposal in accordance with the instructions. Proposals should be prepared as simple as possible and provide a straightforward, concise description of the firm's capabilities to satisfy the requirements of the RFP. Emphasis should be concentrated on accuracy, completeness, and clarity of content.

The proposal shall include, as a minimum:

1. The project approach, including comments on schedule, coordination with the KCED, understanding of the work, and what work, if any, expected of the KCED.
2. Discussion and interpretation of the scope of work including those tasks or aspects that you believe require special attention, alternate approaches or revisions suggested based on experience, and descriptions of work elements presented in the proposed scope of work that should be expanded and/or modified to address any special considerations or approaches. The KCED wants the best system within its budget parameters, so suggestions to help achieve this goal will be appropriate.
3. Identify the Project Manager and other key staff/special consultants and their qualifications.
4. A schedule of sufficient detail to convey an understanding of the timing and sequence of the work elements.

13. Confidentiality of Documents

All responses to the RFP submitted by firms shall be deemed public documents at the time opened by the Kingman County Economic Development. The RFP is intended to be worded in a manner so as not to elicit proprietary information from the firm. If proprietary information is submitted as part of the proposal, such information is to be labeled proprietary and be accompanied with a request that the information is to be returned by the Kingman County Economic Development to the submitter. Any proposal that is submitted with a blanket statement or limitation that would prohibit or limit such public inspection shall be considered non-responsive and shall be rejected.

14. Code Compliance

All proposals must comply with the codes in the City of Kingman, Kansas. All work must be compliant with ADA requirements where needed.

15. Minimum Project Specifications

Introduction: The KCED currently has a website, kingmanks.com. The current website is not user friendly, has significant formatting issues, and lacks usable mobile capabilities. The overall look does not meet the standards of the KCED and updating the website by KCED staff is cumbersome.

Budgetary limitations: These do exist, but the KCED is committed to improve its website. For that reason, the KCED appreciates suggestions for any element that can serve our purposes as economically as possible. Cost-saving measures and considerations should be at the forefront while still providing a functional and useable system. Providing alternate options to consider for various components is welcomed because the KCED will consider alternate approaches based upon price. For guidance, contractors can expect the KCED to most receptive to proposals with costs less than \$10,000.00.

Intended Use: The most basic use of the website is for companies and individuals to obtain information about Kingman County including, but not limited to, business listings, current events, property listings, and residential and business resources.

Components: Admittedly, the writer of the RFP is not a professional in this area. The following elements are a lay-person's vision of what is needed. Consequently, the KCED is quite interested to see what professionals can suggest to meet its needs.

1. Mobile Friendly: A redesigned website should meet today's expectations by functioning on mobile devices including phones and tablets.
2. Include tabs or pages with the following information:
 - Visit/Relocate/Amenities
 - Links to city and county websites
 - Business Directory with submission button
 - Sign up for email/Contact Us/About us
 - Site Selectors/property listings/Regional Data/Key Industries
 - Resources for businesses and residents
 - Calendar with submission button
3. Include change in website address from kingmanks.com to kingmancountyks.com but retain kingmanks.com and redirect it the new address.
4. Easily updated by KCED staff