

NEW ENGLAND STATES GOVERNMENT FINANCE OFFICERS ASSOCIATION

REQUEST FOR PROPOSAL Redesign and Hosting of the NESGFOA Website

The New England States GFOA is a not for profit organization and the nation's first multi-state GFOA that is comprised of membership from each state in the region. For over 70 years state and local finance officials along with private sector professionals have been collaborating with each other to share solutions on common issues.

The objectives and purpose of the organization are to:

- Cooperate with the Government Finance Officers Association of the United States and Canada, and similar organizations, in order to promote and encourage a closer relationship among those engaged in finance in the municipal, state and federal service;
- Developed a closer relationship and understanding among public officials whose responsibilities and duties involve state and municipal problems; and to facilitate discussion, analysis and solutions of such problems under the laws existing in the New England States, and;
- Promote continuing educational programs for public finance officials and employees.

The goals of this Request for Proposals for redesigning and hosting the organization's website are to a) ease the administration of the website; b) improved navigation; c) enhance the users' experience; and, d) encourage re-engagement of the website.

Proposals must be received no later than 5:00 PM, March 8, 2019. Proposals should be sent to Bill Fazioli, Executive Director at fazioliw@pfm.com.

NESGFOA's current site may be viewed at www.nesgfoa.org. Each proposal response will include, redesigning the site, porting over the current site, annual web hosting and providing content updates. Companies or individuals submitting proposals must have experience developing and hosting municipal and/or association websites and the specific needs of NESGFOA.

Design. NESGFOA's current website was designed within the last five years. The NESGFOA would like to move to a fresh, modern look and feel for the visitors to the site. The new design should have a dynamic front page with easy navigation to other sections of the site. Sub sections shall all have a consistent appearance and functionality across the site. The design may utilize templates but should still be unique to the NESGFOA.

Website Management. The website must be designed to allow certain NESGFOA Board members to edit the site. The expectation is that the winning bidder will maintain the website with updated information being provided by the website liaisons of NESGFOA. The site must include administrator capabilities. Any administrator may have unlimited access to the entire website and be able to add, delete, and modify permissions at the user level. The administrative console must also be easy to use. Whoever will be performing any updates from the NESGFOA will not have webpage building experience, so the tools used to update pages must be simple and intuitive.

Data Porting. Much of the current site will still need to be part of the new site. Porting over of data to the new site will be required.

Website Hosting. The proposal shall include web hosting and website maintenance and shall cover a term of not less than five years. The first year's billing shall commence on September 1, 2019 and renew each September with the final term ending on August 31, 2024. Initial website design and data porting costs shall be listed separately from annual website hosting.

Records Hosting. The selected vendor will be required to provide Name Server service(s) and be the Start of Authority for all involved records. This would include associated records such as MX, DNS, SPF, and any others typical to a Name Server or Start of Authority.

Proposals shall consist of the following:

1. Cover page
2. Qualifications
 - a. Company history
 - b. Staff resumes
3. List of five (5) active municipalities and/or associations utilizing vendor's platform
 - a. Project contact
 - b. Date of project
 - c. Link to active community webpage
4. Platform Information
 - a. Provide an overview of the website platform listing features, capabilities, limitations including but not limited to:
 - i. Capability to import/export existing and future distribution lists
 - ii. Email features such as opt in/out
 - b. Provide a detailed overview of the administrator's interface
5. Test Page
 - a. The submittal must include access to a limited use "test" site to verify features and check reported ease of use and functionality.
 - b. The submittal must provide a contact for "test site" questions and guidance.
6. Pricing
 - a. Provide a five-year price structure for website hosting with the first year beginning September 1, 2019 and ending August 31, 2020.
 - b. Provide separate pricing for the following: initial website design, annual maintenance, data porting, training, and troubleshooting.

For more information, or for clarification of the instructions above, contact Bill Fazioli at (401) 709-5112 or by email at fazioliw@pfm.com.