

Request for Proposals
Website Design, Build, and Ongoing support
Village of JACKSONVILLE (WHITINGHAM) Vermont

Date of Issue: July 10, 2024

Closing Date: 5pm on August 10, 2024

The Village of Jacksonville, in the Town of Whitingham, in Windham County, Vermont, is seeking a web development company to design, build and provide ongoing support and hosting for the Electric Company.

Contractor Requirements

The winning bidder will provide design and photo support and hosting for the site. A CMS interface and training for employees to update basic site changes is a must.

The winning bidder will carry, at all times during the contract period, Liability Insurance in the minimum amount of \$1,000,000 naming the Village of Jacksonville as additional insured is required. **This is flexible given the nature of this project.**

A Certificate of Workers' Compensation Insurance is required or a signed waiver.

Website Needs:

This is a build from scratch site. We need a website that will be the main customer face of Jacksonville Electric and will function as a repository for hosting forms, tariffs, and other information about the electric company. The ability to rapidly post outage information is a must. The site is expected to be about 7 pages in total and will have the ability to host server PDFs and work request forms. The final number of pages will be a joint decision with the winning proposal and office staff. There will be an external link to an offsite account log in (the account screens, log ins and information is not part of this website).

The site must conform to all applicable laws and regulations including ADA, GDPR and other state, national and international regulations where applicable. The site must be mobile responsive and follow "white hat" SEO best practices. The selected agency will work with office staff to wireframe, design and build the site. Google analytics integration will be required.

Ongoing hosting and support of office staff going forward should be included. This support will include maintaining the updates needed for servers, widgets, and/or CMS related maintenance as well as occasional support where needed for customer facings site changes. The goal is to have our staff make the basic changes for the front end of the site and only use the agency when needed for larger changes.

Example of site: <https://www.hardwickelectric.com/>

Timing:

The project is set to begin around September 1, 2024

Qualified, interested bidders should submit the following information no later than 5pm on August 10, 2024:

1. Qualifications and/or resume. Please include references and contact information.
2. Description/portfolio of experience.
3. Proposed one time cost and ongoing cost separately

The Village of Jacksonville encourages responses from disadvantaged, women-owned, minority-owned and small local firms.

The Village of Jacksonville reserves the right to make the award of the bid as appears in the best interest of the Village of Jacksonville and to reject any or all bids at any time or reason.

Please deliver responses and inquiries to:

James Weber

Village of Jacksonville Electric Company

351 VT Route 112

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Jacksonville, VT 05342

(802) 368-7010

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