

RFP for City of Kirkland Web Content Management Software, Job #24-04-IT



- PROJECT SCOPE:** The City of Kirkland is soliciting a vendor to provide a quality Web Content Management Software solution to serve as a back-end to the City of Kirkland website <http://www.ci.kirkland.wa.us>. The software should allow for non technical users to be able to enter and manage their own content as simply as possible. This would require that users both technical and non-technical be able to edit/create and delete their own content without altering the coding or structural integrity of the system. The estimated cost for this project is between \$40,000 and \$55,000 dollars.

The system should be capable of providing at minimum the following:

- Run under IIS and the Microsoft Windows 2003 Server Operating System
- Produce clean section 508 and ADA compliant web code
- Handling large amounts of web traffic without degradation of content delivery 200 – 500+ users daily
- Scalable to incorporate site expansion over the next 2-3 years
- Allow for integration of streaming video
- Brick by Brick back up and restore feature (either included or available as an add-on)
- Operate using a SQL or similar enterprise level database

KIRKLAND WEBSITE SNAPSHOT:

Quick Stats	Site Content (approximately)
13-15,000 unique visitors a year 70-80,000 page views a month 2,300+ page views a day	1,200 static HTML pages 1,100 Current and Archived PDF files 400 DWF, DWG Files 450 Microsoft Word, Excel and PowerPoint Files 2,000 JPG and GIF images

OTHER ONLINE SERVICES AND INITIATIVES: The software package should have the ability for us to absorb or incorporate these standalone city owned and e-government websites in to the global look and feel of the site architecture.

- www.KirklandPermits.net – Online permit search
- www.KirklandParks.net – Online class registration site.
- www.MyBuildingPermit.com – City E-Gov Initiative portal
- www.myparksandrecreation.com - City E-Gov Initiative portal

BACKGROUND ON THE CITY OF KIRKLAND: The City of Kirkland, Washington is located in the Seattle metropolitan area, on the eastern shore of Lake Washington and approximately 10 miles east of downtown Seattle. It has a population of 45,000, is the fifteenth largest City in the State of Washington and the seventh largest city in King County, Washington. (King County includes the City of Seattle and has a population of 1.7 million.)

The City has seven elected council members and a Mayor elected from within the council. The Council employs a professional City Manager as the chief administrative official. The City of Kirkland employs 425 full-time employees and additional seasonal staff. A full community profile is available from the [City of Kirkland Website](#) (PDF)

QUESTIONS REGARDING THIS RFP: ALL questions must be submitted in writing to the RFP coordinator. Questions and answers will be forwarded to all proposing vendors who provide contact information. Answers will also be posted in the [Information Technology section](#) of the City of Kirkland website. In order to make information available to all proposing vendors, no questions will be entertained past **Tuesday, July 20th, 2004**

RFP Coordinator

Rob Mullin
City of Kirkland/ Webmaster
425 828-8754
rmullin@ci.kirkland.wa.us

DISTRIBUTION OF RFP DOCUMENT AND ADDENDA: This RFP can be downloaded directly from the City of Kirkland's website (www.ci.kirkland.wa.us). Those who wish to automatically receive any addenda or a notice of cancellation should provide contact information by emailing Barry Scott, Purchasing Agent, at bscott@ci.kirkland.wa.us. Those who choose not to submit contact information will be solely responsible for monitoring the City's website for any addenda or a notice of cancellation.

PROPOSAL PREPARATION: Firms submitting proposals shall be responsible for any and all costs and/or expenses associated with preparing such proposal.

ADDITIONAL OPTIONS: The City of Kirkland is willing to look at additional consulting contracts on the following items:

- Assistance on migrating existing the city's static website to new system
- Training for webmaster on use and development on CMS system.
- Documentation or training materials for training site or content editors.

*These items should be broken out as separate line items in the RFP submission

SUBMISSION OF PROPOSALS: Sealed proposals must be submitted by no later than **4:00 PM, Monday August 2nd, 2004**. The sealed package should contain 4 printed copies and 2 electronic copies of the proposal, completed System Features Matrices and any company brochures, pamphlets and/or materials indicating the firm's qualifications. Each proposal copy should be no larger than 15 pages. Proposal packages must be submitted to:

City of Kirkland
Attn: Barry Scott, Purchasing Agent
RFP # 24-04-IT
123 5th Ave
Kirkland, WA 98033

All proposals should contain:

- The firm's name, size, longevity, and information on qualifications of staff/vendors assigned to this project.
- Client list with references
- Samples of recent sites using the software solution (created in the last 2 years) including site URLs
- A completed **System Features Matrix** – Appendix A
- A completed **Pricing Matrix** – Appendix B
- Completed Non-Collusion Affidavit

Proposals should provide a break down of system requirements; servers, databases and client software including a detailed description of all maintenance, licensing and software costs.

It is the responsibility of the vendor to be sure the proposals are sent sufficiently ahead of time to be received

no later than 4:00 PM on the opening date. Proposals received after the 4:00 PM deadline will be returned to the vendor unopened.

EVALUATION PROCEDURES

The City Webmaster and other staff will evaluate the submitted proposals.

The evaluators will consider how well the vendor's proposed solution meets the needs of the city as described in the vendor's response to each requirement and appendices. It is important that the responses be clear and complete so that the evaluators can adequately understand all aspects of the proposal. The evaluation process is not designed to simply award the contract to the lowest cost vendor. Rather, it is intended to help the city select the vendor with the best combination of attributes, including price, based on the evaluation factors.

Proposals will be evaluated based on system feature set, support options, licensing options, timeliness of software delivery and price. Finalists will be contacted by phone and may be required to present their concept in front of a review committee either in person or via webcast/conference call. Vendor may also be required to provide company financial information to demonstrate financial stability.

COOPERATIVE PURCHASING

RCW 39.34 allows cooperative purchasing between public agencies (political subdivision) in the State of Washington. Public agencies which have filed an Intergovernmental Cooperative Purchasing Agreement with the City of Kirkland and which are actively participating may purchase from City of Kirkland contracts, provided that the vendor has agreed to such participation. Each vendor shall indicate in their proposal if they will not honor other public agency orders in accordance with contract terms and conditions in addition to orders from the City of Kirkland. The City of Kirkland does not accept any responsibility for purchase orders issued by other public agencies.

Public agencies desiring to use Kirkland's contracts must have executed an Intergovernmental Cooperative Purchasing Agreement with the City of Kirkland, as required by RCW 39.34. Only those public agencies who have complied with these requirements are eligible to use this contract. The public agency accepts responsibility for compliance with any additional or varying laws and regulations governing purchase by or on behalf of the public agency in question. A purchase by a public agency shall be affected by a purchase order from the public agency, directed to the Supplier or other party contracting to furnish goods or services to the City of Kirkland.

The City of Kirkland accepts no responsibility for the performance of any purchasing contract by the Supplier, and the City of Kirkland accepts no responsibility for payment of the purchase price for any public agency.

MINORITY BUSINESS ENTERPRISE

Vendor should indicate in their proposal if they are a Minority Business Enterprise. A Minority Business Enterprise is defined as a "business, privately or publicly owned, at least 51% of which is owned by minority group members." For purpose of this definition, minority group members are African Americans, Hispanics, Asian Americans, American Indian or Alaskan Natives, or Women.

SMALL BUSINESS

Vendor should indicate in their proposal if they are a small business concern. (A small business concern for the purpose of government procurement is a concern, including its affiliates, which is independently owned and operated, is not dominant in the field of operations in which it is bidding on government contracts, and can further qualify under the criteria concerning number of employees, average annual receipts, or other criteria as prescribed by the Small Business Administration).

COMPLIANCE WITH LAWS

The vendor shall comply with all applicable federal, state and local laws, rules, and regulations, affecting its performance and hold the Purchaser harmless against any claims arising from the violation thereof.

Contractor must obtain a City of Kirkland business license or otherwise comply with Kirkland Municipal Code Chapter 7.02.

CONTRACT DISPUTES

Any contract agreement shall be performed under the laws of the State of Washington. Any litigation to enforce such agreement or any of its provisions shall be brought in King County, Washington.

NON-COLLUSION

The supplier must certify that his/her firm has not entered into any agreement of any nature whatsoever to fix, maintain, increase or reduce the prices or competition regarding the items covered in this Request for Proposal. Supplier is to complete the attached Non-Collusion affidavit and submit it with the proposal.

FREIGHT TERMS

Quoted price is to include delivery to: CITY OF KIRKLAND, ATTN: ROB MULLIN, 123 5TH AVE,
KIRKLAND, WA 98033

**NONCOLLUSION AFFIDAVIT
CONTENT MANAGEMENT SOFTWARE
JOB NO.: 24-04-IT**

STATE OF WASHINGTON)
) SS
COUNTY OF KING)

The undersigned, being duly sworn, deposes and says that the person, firm, association, co-partnership or corporation herein named has not either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in the preparation and submission of a proposal to the Owner for consideration in the award of a contract on the improvements described as follows for the City of Kirkland:

Supply of Content Management Software

_____ FIRM NAME

_____ AUTHORIZED SIGNATURE

Sworn to before me, this _____ day of _____, 2004.

Notary Public
in and for the State of Washington
Residing at _____
My Commission Expires _____

SYSTEM FEATURES MATRIX – APPENDIX A

Technical Specs	Yes	No	Description
Database			
Windows 2003 compatible			
Direct/staging server			
Language/Platform			
Server load capable of 200-500 users per day			
Presentation			
Ads			
Calendar			
CSS layout			
Download manager			
FAQs			
Image gallery			
News			
PDA friendly			
Printer friendly			
Program listings			
Section 508/ADA compliant code			
Slide show			
Staff Directory			
Navigation	Yes	No	Description
Drop-down menus			
Dynamic bread crumbs			
Dynamic menus			
Dynamic sitemap			
Full text search			
Content Editing			
Browser-based			
Customizable Interface			
Page versioning			
Paste clear text			
Remote access			
Search and replace			
Spell check			
Track changes			
WYSIWYG editor			
Content Management			
Archiving			
Asset manager			

Content Management			
Email-based approval			
Form creation			
Links manager			
Move content			
Scheduling			
Content Syndication (RSS)			
Site Administration			
Access statistics			
Audit trail			
Configurable URLs			
Content approval			
Content review scheduler			
Force field formatting			
Friendly URLs			
Maintenance reporting			
Meta tags			
Query refresh scheduler			
Password secure sections			
Terms/conditions manager			
User/group security			
Visitor profiling			
Workflow manager			
Interaction			
Customizable interface			
Online Forms Tool			
Profile manager			
Subscriptions			
Online Survey/Poll Tool			
Targeted content			
Other Features			
Robust calendaring tool			
Sub-sites / Roots			
Undo			

Pricing Table – Appendix B

Software*	Detail	Cost	Discount	Maintenance	Post Discount Cost
Server Software					
Content Editor Software					
Licensing**					
Server License					
Client License					
Content Editor License					
Additional editor licenses					
Additional Pricing					

* City of Kirkland would prefer un-named user or per device licensing

** City of Kirkland would prefer installing and operating vendor software on city owned servers.

PROPOSAL SUBMITTED BY:

Company: _____

Authorized Signature: _____

Print Name: _____

Title: _____

Date: _____ Phone: _____