

CITY OF TAUNTON MASSACHUSETTS

Shaunna L. O'Connell, Mayor

Office of Economic and Community Development
William D. Roth, Jr., Executive Director



REQUEST FOR QUOTES

Website Designers for STEP UP Grant Program

RFP ISSUED: *November 17, 2021*

RESPONSE DUE: *December 16, 2021*

SUBMIT PROPOSALS ELECTRONICALLY TO:

City of Taunton - OECD
Taylor (TJ) Torres, Grants Coordinator
ttores@taunton-ma.gov
508-821-1030

INTRODUCTION:

The City of Taunton is requesting sample quotes and supporting documents from qualified website designers who will be contracted directly by the City to provide new or redesigned websites for recipient businesses of the Sales Technology and Efficiency Professional Upgrade Program (STEP UP).

REQUESTS FOR PROPOSALS

The City of Taunton, through its Office of Economic and Community Development (OECD), in accordance with the Uniform Procurement Act, M.G.L. c. 30B, for the procurement of property and services involving the expenditure of federal grant funds, is inviting qualified consultants to submit *sample quotes for a typical 6-page website design and one year of hosting*.

This program is supported through the use of the American Rescue Plan Act funding. MBE, WBE, VBE, Section 3 and non-profit entities are highly encouraged to apply.

The City of Taunton must identify any potential conflicts of interest. Therefore, the OECD will seek assurance from the City of Taunton, Human Resources Department that any person that is an employee, agent, consultant, officer, or elected official or appointed official of the of the recipient, or of any designated public agencies, or sub-recipients of the selected firm have not been employees of the City of Taunton within the past 12 months.

All offerors are required to submit an electronic copy of their quote to; Taylor Torres, Grants Coordinator, OECD, via email to ttorres@taunton-ma.gov. All quotes must be received before **December 16, 2021**.

CONTRACTS FOR SERVICES

The selected consultant(s) shall enter into a contract with the City of Taunton for each client assigned to them, in accordance with the prevailing contract requirements and conditions.

BACKGROUND

The City of Taunton's Office of Economic and Community Development (OECD) administered a pilot round of the STEP UP grant program in spring 2021. OECD is now launching a new round of the program funded by a portion of Taunton's ARPA allocation and is expected to be administered until 2024, or until funds are expended.

SCOPE OF SERVICES FOR SAMPLE QUOTE

OECD seeks the following scope of services as either a new or redesigned website for a recipient small business:

- Creation of a 6-page website.
- One year of hosting and performing of reasonable edits as needed by recipient business.
- Domain name registration.
- Meeting and consultation with recipient business to assess individual needs and vision, which shall consist of at least one in-person meeting.
- Possible integration of online sales/ordering if requested by business.

All work and deliverables must be completed within 90 days of the contract start date of each particular website assignment.

REQUIRED INFORMATION

The following information shall be supplied as part of the proposal;

- a) Sample quote for an average website that meets the criteria of this RFQ
- b) Resume of website designer
- c) List of three active URLs to websites designed by you for reference
- d) Copy of current General Liability Insurance Policy showing at least \$1,000,000 in coverage
- e) IRS form W9 (unless already on file with City)

RULE FOR AWARD

We anticipate contracting with at least three different website design vendors whose pricing is deemed reasonable and whose proposals meet the scope and criteria of this RFQ.

NON DISCRIMINATION

The offeror must insure that the employees and applicants for employment are not discriminated against because of race, color, religion, sex, sexual orientation, gender identity, national origin, disability or familial status.

Any and all questions with regards to the content of this RFQ shall be directed to TJ Torres, City of Taunton Grants Coordinator at ttorres@taunton-ma.gov or (508) 821-1030.