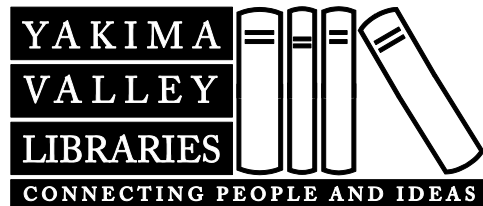


RFQ-064

Request for Quote

for

Website Redesign



Melissa Vickers  
IT Manager

**Yakima Valley Libraries**

Date: 1/5/2017

RFQ NAME: Website Redesign  
ISSUING AGENCY: Yakima Valley Libraries  
102 North 3<sup>rd</sup> Street  
Yakima, WA 98901

Yakima Valley Libraries is seeking quotes from qualified vendors for a project to rebuild and redesign the Library’s website.

1. RFQ SCHEDULE

Issue Request for Quote (RFQ)	1/5/2017
Pre-Quote Question Period	1/5/2017 – 1/30/2017
Deadline for Receipt of Quotes	1/31/2017
Evaluation of Quotes	2/1/2017 – 2/9/2017
Name Apparent Successful Vendor	2/15/2017

Upon release of this RFQ, all responding Vendors’ communications must be directed to the RFQ Coordinator’s email address listed below:

Melissa Vickers, RFQ Coordinator  
102 North 3<sup>rd</sup> Street  
Yakima, WA 98901  
(509) 575-3426, [mvickers@yvl.org](mailto:mvickers@yvl.org)

2. PRE-QUOTE QUESTION PERIOD

Respondents who wish to submit a quote are invited to forward any questions about the Scope of Work to the RFQ Coordinator. Questions will be accepted through Monday, January 30, 2017. Respondents are requested to submit their questions to the RFQ Coordinator in writing via email.

3. CONTRACT PERIOD AND PAYMENT TERMS

The contract term will conclude at project completion. The start date will be determined during contract negotiation. The quote price provided will be valid for a 90 day period. Once an agreement has been executed, either party may cancel this agreement with 30 days written notice.

Billing for this contract is to be done after services are complete. Invoices will be mailed to:

Yakima Valley Libraries  
Attn: Accounts Payable  
102 North 3<sup>rd</sup> Street  
Yakima, WA 98901

Terms of payment will be Net 30 days after receipt of invoice and satisfactory completion of the project.

#### 4. ADDITIONAL SERVICES

Written approval must be obtained from YVL prior to performing any additional services not included in this RFQ.

#### 5. PROJECT LOCATION

Yakima Valley Libraries  
102 North 3<sup>rd</sup> Street  
Yakima, WA 98901  
Yakima County

#### 6. REFERENCES

Quote submitted will include 3 commercial references for comparable work / projects. The last page of this RFQ has the reference form that is to be returned with your quote.

#### 7. APPARENT SUCCESSFUL VENDOR

An Evaluation Committee will select the Apparent Successful Vendor who most closely meets the requirements of this RFQ. Quotes received will be evaluated on the basis of price, schedule, quality of previous work, references, and how closely the needs of the RFQ are reflected in the quote. After successful contract negotiations have been completed, the Apparent Successful Vendor will be awarded a contract to rebuild and redesign the Library's website.

The Contract will incorporate all requirements, terms, and conditions of this RFQ and the Apparent Successful Vendor's proposal as negotiated. If Yakima Valley Libraries fails to negotiate a contract with the Apparent Successful Vendor, the Library District reserves the right to negotiate a contract with the next most qualified Vendor. The award of a contract pursuant to this RFQ is expressly conditional upon the execution of a contract document deemed acceptable by Yakima Valley Libraries.

All proposals are considered confidential in nature. However, upon submission of a Public Records Request Form, in accordance with RCW 42.56 and Yakima Valley Libraries' Inspection of Public Records Request Policy and Procedure, they will be made available.

#### 8. SCOPE OF WORK

Yakima Valley Libraries (YVL) seeks proposals from qualified professional website designers and development consultants to work with a YVL representative to rebuild and redesign the Library's website. The consultant must be able to provide both the engineering and design, including graphics design, for the website and have experience with designing responsive websites for libraries or similar entities. Quotes will include the cost to rebuild and redesign and an optional line item that includes yearly costs for hosting and maintaining website after launch. The option for hosting and maintaining the website after launch will outline the procedures, turn-around time, and available hours for changes and updates needed as well as emergency notice postings.

The library website is currently hosted internally at Yakima Valley Libraries on an Apache Web Server using industry-standard open programmability with HTML5, PHP, Javascript, JQuery, CSS and a MYSQL back-end. The Library Catalog is hosted on a separate server running Microsoft IIS using ASP as part of the Polaris Integrated Library System Catalog (ILS). Yakima Valley Libraries seeks a vendor to solve issues that include, but are not limited to, drop-downs blocking content, lack of a translations that fit with website style/layout elements, lack of one search box to search website, catalog, events, and other resources, lack of one site to cover multiple devices (responsive/fluid design), multiple locations/links to the same information, and avoiding library specific jargon.

The new site will provide for future flexibility and growth, while incorporating our current resources (Overdrive, OneClickdigital, Content DM, DuraSpace, Opeka, and Premium databases, Polaris ILS) to be:

- adaptable/responsive/fluid design
- multilingual options for the entire contents of the website
- easily navigated
- have minimal library jargon
- be a virtual branch
- meet W3C accessibility guidelines
- convey a sense of community, offering opportunities for social interaction and participation,
- easily searchable with one search box to find items in the catalog, calendar events, on the website, and from our premium databases
- help us increase visitors to the website and physical locations
- improve awareness of YVL's resources
- improve access for user groups across cultures, generations, and information needs
- integrate social media
- help us to outline branding and identity sending a message that the library is moving forward in a modern, progressive, and innovative direction
- be expandable to integrate with other third party systems for events and ILS
- If a content management system is used, it must allow for easy permission assignment with multiple and granular levels of content creation and approval.

VENDOR NAME:

**LIST OF REFERENCES:**

The following are the names, addresses, telephone numbers and email addresses of the three (3) references for which BIDDER has performed similar work within the past three years.

**1).**

Company & Address:

Name of Contact:

Phone number:

Type of work provided:

Email address:

Website URL:

**2).**

Company & Address:

Name of Contact:

Phone number:

Type of work provided:

Email address:

Website URL:

**3).**

Company & Address:

Name of Contact:

Phone number:

Type of work provided:

Email address:

Website URL: