



Request for Proposal Response Due Date and Time:

All proposals must be received by 5:00 p.m. on June 1, 2017. No proposals will be accepted after this date.

Request for Proposal Contact:

Sherman County Court Administrative Assistant: Lauren Hernandez

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P.O. Box 365

Moro, OR 97039

Introduction

Sherman County Court has initiated a Request for Proposal (RFP) process to identify a vendor qualified to plan, execute, and deliver the redesign and move content of Sherman County's website <http://www.co.sherman.or.us> into a WordPress format.

Sherman County Background

Sherman County, Oregon lies between the canyons of the John Day River on the east and the Deschutes River on the west in north central Oregon. The Columbia River forms the boundary on the north. Much of the boundary on the south is defined by the rugged canyons of Buck Hollow, a tributary of the Deschutes.

Six small towns – Biggs, Rufus, Wasco, Moro, Grass Valley and Kent – provide basic services for the approximate 1,765 residents of the County. The economy is based on wheat, barley, cattle, and tourism.

A county court has governed Sherman County since its creation. The county seat is Moro. Administrative functions for Sherman County continue to be the responsibility of the county court, consisting of the county judge and two commissioners. Other elected officials include the assessor, county clerk, district attorney, sheriff, treasurer, and justice of the peace.

Project Background

Sherman County's website provides a multitude of information, including background information about the county, a calendar of events, tourism information, a directory of all businesses in the county, education, government services, and media resources available to the county. The website is one of the main resources in the county to access information about programs and services offered, Sherman County Court activity, and other important public information.

The current website is large and complex, making it difficult to navigate through the available information. Documents are posted each month, and archives of past documents are accessible to the public. The website is outdated and offers no internal search process, no responsive design, no modern calendar template, no traffic counter, no easy navigation tools (like drop-down tabs, menus, or other), no sensible content flow, and no modern security features. The updating process of the website is not efficient and is very complex. Not all content is currently accessible for updating. The current website has two home pages, one of which is not accessible for updating.

Current Usage

The current usage of the website is unknown, though the website remains a key resource for citizens and other interested persons to access county information and documents.

Target Audience

The target audiences for the site and their primary usage of the content are as follows:

- General public
 - Look up county business information
 - Look up tourist information
 - Look up county calendar of local events
 - Access County Court documents (County Court agendas and minutes, elected officials and appointments, division of responsibilities, and more)
 - Access public documents (Public notices, The Citizen Reporter, election results, committee agendas and minutes, and more)
 - Find individual department email/phone/other contact information
 - Access available resources
 - Make property tax payments
- Potential employees
 - Look up department contact information
 - Access job postings
 - Look up county history and information
 - Access necessary paperwork for application, background check
- Current employees
 - Post agendas and minutes of meetings
 - Post notices
 - Post job openings
 - Post county events
 - Post other kinds of documents for public notice
 - Look up department information
- Press
 - Access County Court or other public entity agendas and minutes
 - Look up department contact information
- Persons involved with criminal justice
 - Access Circuit Court/Justice Court procedures
 - Access Sheriff's Office documents or information
 - Find victims' services or community outreach resources

Servers/Hosting

The current website is hosted through GoDaddy.

Style

The Sherman County logo should be used in the new design.

Project Goals

Sherman County's website redesign objectives include but are not limited to:

- Move content of current website to a WordPress format.
- Greatly improve the discovery and access of information and resources via internal search and sensible flow of content on pages.
- Create a clean, elegant, user-centric design that is more visually appealing and offers higher user satisfaction.



Sherman County Request for Proposals: Website Redesign

- Create a user experience that is flexible and responsive to a patron's device context, including desktop/laptop, tablet, cellphone, or other mobile device.
- Create a user experience that supports the needs of our patrons who require accessibility tools to use the site. The website should be compliant with the requirements of the Americans with Disabilities Act.
- Integrate website with social media (court Facebook page).
- Make website content easy for county staff to access, edit, and update.

Minimum Qualifications

Sherman County requires a vendor who has demonstrated experience in managing website projects and expertise with best practices regarding successful website design, development, and deployment. Proposers shall demonstrate past experience in meeting these minimum qualifications. Those that do not meet these minimum qualifications shall be rejected by Sherman County Court without further consideration:

- Candidate must provide sufficient, detailed information and examples that demonstrates successful completion of comparable work on similarly complex projects
- Candidate must have experience designing WordPress websites
- Candidate must have experience developing websites that utilize current best practices (including flexible designs for desktop, mobile, tablet)
- Candidate must have experience developing websites that comply with the requirements of the Americans with Disabilities Act

Timeframe

All proposals must be received by 5:00 p.m. on June 1, 2017. No proposals will be accepted after this date.

The website redesign must be completed by January 1, 2018.

Budget

Sherman County is asking for proposals that meet all requirements of the website redesign project. Each proposer should set forth a budget that covers the cost of meeting all project requirements.

Proposal Instructions

All proposals must be received by 5:00 p.m. on June 1, 2017. Submit your proposal by mail or email to:

Sherman County Court Administrative Assistant Lauren Hernandez

Email: lhernandez@co.sherman.or.us

Address: P.O. Box 365
Moro, OR 97039

As part of your proposal, please address the following:

- An example of past experiences/projects that meet the minimum qualifications
- A sample project plan that meets the project goals
- A project budget
- Your approach to website design
- Details regarding your website project management process
- A summary of your website development experience
- A listing of existing client references



Sherman County Request for Proposals: Website Redesign

- Identify who will be on your project team, including their relevant experience and credentials

Please include the name and contact details of persons to be approached for clarification of the proposal if needed.

Selection Process

1. The submitted proposals will be initially screened for minimum qualifications.
2. Proposals that move past this screening process will be evaluated based on proposed services (responsiveness to project goals) and the proposed budget.
3. Candidates judged to be most responsive to the proposed goals with a clear, reasonable budget set forth will be invited to be interviewed by Sherman County Court.
4. During the interview, candidates will provide further detail on the sample project plan that meets the project goals.
5. Sherman County Court may contact one or more professional references that have been provided by the candidate or other sources that may not have been named by the candidate but can assist the court in determining the candidate’s performance or experience.
6. After the interviews, the court will rate candidates based on the following criteria:

Criteria	Percentage Weight
Past work examples that best exemplify the proposed solutions to our outlined problems.	20%
Proposed services (response to project goals)	50%
Proposed cost	20%
Organizational fit	10%

7. The highest ranked candidate will be selected for award and move into the contract negotiation process.