



**REQUEST FOR QUALIFICATIONS AND QUOTATIONS
FOR WEBMASTER SERVICES**

Bid Date: May 25, 2017

NO Pre-bid Conference:

Deadline for Receipt of Response: July 10, 2017

The Southwest Ohio Region Workforce Investment Board invites you to submit a written proposal to provide WebMaster Services. This work will be procured as a consultant on a 1099 tax form for which no taxes or withholdings will be covered by the SWORWIB. The Bidder can submit a proposal based on an hourly rate basis or by a monthly charge. Payment will be monthly after submission of an invoice of services the 10th of each month.

Background

The Southwest Ohio Region Workforce Investment Board (SWORWIB) is a 12 year-old 501(c)(3) non-profit entity in the State of Ohio under contract with Hamilton County and the City of Cincinnati to provide business leadership and oversight of the use of Workforce Innovation and Opportunity Act of 2014 (WIOA) dollars for the development, maintenance and improvement of the public workforce development system. The SWORWIB board is comprised of 50 board members with 51% business representatives and the remaining public, nonprofit community and other partners. There are seven committees to be managed throughout the year with different meeting schedules. The SWORWIB office activities span the board work, grant applications, marketing, newsletters, special projects, presentations and events, responding to audits and other business required activities for implementing core efforts. The SWORWIB is funded with federal (WIOA) dollars that are funneled through the State of Ohio to various counties and municipalities that then subcontract through the Local Workforce Area (LWA) which, in this case, is Ohio Area #13, serving the City of Cincinnati and Hamilton County. The SWORWIB is the provider of WIOA programs in this LWA. The entity has a One Stop Employment Center known as the OhioMeansJobs Center of Cincinnati and Hamilton County and located at 1916 Central Parkway. The OMJ Center facility is three full floors, 45,000 square-feet with an adjacent two-story parking structure. The SWORWIB has a lease with Hamilton County as part of a state based Memorandum of Understanding for multi-agency participation in facility costs that the SWORWIB negotiates and manages. The SWORWIB is also funded with private and foundation resources.

WEBMASTER Services

The SWORWIB has a small team of specialist contractors to minimize public funds dedicated to administrative costs rather than direct service delivery to employers, jobseekers and youth both in-school and out-of-school. We are also assisting the State of Ohio with the new Kasich initiative known as the Comprehensive Case Management Employment Program refocusing public support resources on educational completion and employment training.

Working with specialist contractors has been very successful so we are now seeking assistance for our webmaster services. We expect interested bidders to be able to produce the necessary work products on a less than 15-20 hours a week schedule and could utilize two or more individuals for certain activities thereby being highly focused on getting the work completed and kept updated while the President and other contractors are primarily in and out of the office for their priority activities. These services are expected to keep the SWORWIB highly functional and well-planned for all efforts.

The quote summary on page two and certification on page two must be completed and signed as the front page of your proposal submission.

WE QUOTE YOU AS INDICATED ON THIS ATTACHED REQUEST FOR QUOTATION

Individual Contractor or Firm Name: _____ Date _____

Signature: _____ Title _____

Quotation Amount: Year 1: _____ 2 _____ 3 _____ Date: _____

CERTIFICATION OF BID QUOTATION AND/OR VENDOR
(Required to submit with Bid)

I certify this bid/quotation is not made in connection with any other bidder submitting a bid for the same commodity(s) and this bid is in all other respects fair and without collusion, fraud or conflict of interest.

I additionally certify, by affixing by signature below and submission of this bid/quotation, or proposal, that neither I nor my principals are presently disbarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal or State department or agency.

I hereby certify and verify that the establishment/facility/individual business person making this bid/quotation does not discriminate on the basis of sex, race, color, religion, ancestry, national origin or disability.

Concerning the certifications above, if you are unable to certify to any of the statements in this certification, attached an explanation to your bid/quotation, proposal or vendor application.

Signature: _____

Date: _____

Printed Name and Title:



The Southwest Ohio Region
WORKFORCE INVESTMENT BOARD

REQUEST FOR QUALIFICATIONS AND QUOTATIONS

Please quote on the following services and mail or deliver your hard copy response as soon as possible and no later than 3:00 p.m. JULY 10, 2017

Sherry Kelley Marshall, President/CEO SWORWIB
100 Scarlet Oaks Drive, Building 100, Room 102
Sharonville, OH 45241
513-612-3643
smarshall@SWORWIB.org

Requisitioned Services for Request for Quotation:

The SWORWIB requires a part-time WebMaster specialist and with the workload for the the President and other contractors, having a contracted WebMaster is anticipated to be the most effective. We are interested in individuals or firms with deep and broad marketing experience that could be applied to our Website www.SWORWIB.org on flexible hours and days when such services are most needed in coordination with the President's schedule and that of various contracted consultants and service providers. The SWORWIB requires identification of a single point of contact to manage services to the SWORWIB and is amenable to deployed service providers who may be best able to provide unique and essential services but not interested in more hours than these tasks would consume. We recognize that bidders may have multiple workers who could be involved in delivery of our services, but we expect a Single Point of Contact (SPOC) to manage communications and assignments rather than expect the SWORWIB team to understand and manage the contractor's communications and staffing assignments. In the event of an absence or departure of the SPOC, an alternative contact must be identified and trained to the SWORWIB's specific needs under this service contract. Please review the SWORWIB at www.SWORWIB.org for best understanding of our needs.

The service being requisitioned in this Request for Quotations is a standard contract for services to be provided for WebMaster activities and functions similar to what any nonprofit organization could reasonably expect in routine operations, such as:

- **Maintain SWORWIB Website:**
The SWORWIB has a website for the purpose of sharing information with the public and partners associated with the workforce development system. The Website is the repository for official meeting notices, board lists, procurement notifications, regional plans, training provider criteria, and a variety of other topics related to our services to Cincinnati & Hamilton County. We also post the Annual Reports and monthly NewsWIBs that help to keep the community informed about our work and performance. The successful bidder will be able to load and unload and adjust the content of the website to meet current and future needs of the SWORWIB.
- **Website Management and Software:**

The selected bidder will be expected to manage the website and software that fuels the website so as to effectively provide a stable and functional presence on the internet for the SWORWIB. Over time the SWORWIB would also welcome improvement suggestions from the selected bidder for joint implementation.

- **Manage Routine Communications via Social Media:**

As part of the WebMaster responsibilities, the SWORWIB welcomes a knowledgeable and competent bidder to provide an active social media presence for the SWORWIB on FaceBook, LinkedIn and Twitter and also advise us of alternative media to inform the public and to outreach to the subject customer groups to utilize the services.

- **System Advisor**

The SWORWIB welcomes a knowledgeable and competent bidder to provide advice on continuing or discontinuing our current website software and system provider, as well as design feature advice for the website itself, particularly related to software technology that might assist with the production of our Monthly Newsletters (known as NewsWIBs), contact management software and maintenance, and other system related advise that would improve our communications and information sharing with the public.

Required Technical Skills:

Microsoft Office knowledgeable and experienced in Word, Excel, PowerPoint as well as Outlook through 0365 for email management. Must be able to work with Adobe PDF and disk storage systems. Expertise in learning new software and data management systems. Able to keep control of critical documents for posting and updating on the website. Well organized to keep records in good and understandable order. Cooperative, helpful and flexible.

Proposal Format

Bid responses will be reviewed as received and considered at submission. All costs related to this request should be included in the quotation. Following the award of the contract and if mutually agreed to by both parties, this contract will be termed for a three year period and may then be extended for (2) additional one-year periods. The price will remain unchanged for the first two years of this contract. Pricing for year 3 should be submitted at time of this bid. In no instance shall the pricing of the extended years exceed 5% of the original quote.

The Proposal Format has been prepared to facilitate the submissions. Proposers are required to include the signed Quotation and Certification Form. The following Proposal Content Outline should be used and include all of the following:

- Signed Quotation and Signed Certification Form
- Qualifications of person(s) who will undertake the work identified in this quotation response.
- A short biography and resume will suffice.
- Identification of non-profit or small business experience.
- Plan of action for undertaking the work identified and proposal for starting time if selected.
- Two references with direct experience on related webmaster kinds of services.
- Please provide a monthly fee schedule or hourly rate to simplify proposal analysis.

The quotation proposal must address all portions of the above and may be amended prior to the negotiated contract with a selected provider. SWORWIB reserves the right to request clarification or correction to proposals, to reject any and all proposals, or to cancel the RFP in its entirety at its sole discretion. Only the selected proposer will be contacted.