



The Southwest Ohio Region
WORKFORCE INVESTMENT BOARD

REQUEST FOR QUALIFICATIONS AND QUOTATIONS FOR WEBMASTER SERVICES

Bid Date: May 15, 2020

NO Pre-bid Conference – view: www.SWORWIB.org

send any questions to smarshall@SWORWIB.org
forgive any typos or possible errors and ask for
clarification to smarshall@SWORWIB.org

Deadline for Receipt of Response: June 15, 2020 5:00 p.m. EDT

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 monthly charge. Payment will be monthly after submission of an invoice of services by the 10th of each month.

Background

The Southwest Ohio Region Workforce Investment Board (SWORWIB) is a 20 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 federal 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, education, Veterans, community and other partners. There are multiple committees to be managed throughout the year with different meeting schedules, but only the Quarterly Board Minutes are added to the website post approval. The SWORWIB office activities span the board work, grant applications, marketing, newsletters, unique marketing and educational materials, 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) that, 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 extra federal, state private and foundation resources. The President&CEO is responsible for the website information and performance and the primary supervisory and change-management relationship with the selected Webmaster.

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, Veterans, all jobseekers and youth both in-school and out-of-school. We are also continuing to assist the State of Ohio with 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 10 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.

This quote summary on the next page (2) and certification on the next page 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 Amounts

: Years

1) _____

3) _____

5) _____

2) _____

4) _____

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:



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WORKFORCE INVESTMENT BOARD

REQUEST FOR QUALIFICATIONS AND QUOTATIONS

Please quote on the following services and mail or deliver your hard copy response
no later than June 15, 2020 5:00 p.m. EDT

to

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/Bid:

The SWORWIB requires a part-time WebMaster specialist and with the workload for 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 technological and marketing experience that could be applied to our Website known as www.SWORWIB.org. We require flexible hours and days when such services are most needed in coordination with the President's schedule and that of various other 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 or provide notification of cancellation with at least a month of ongoing services pending next selection. Please review the SWORWIB at www.SWORWIB.org for best understanding of our needs.

The services being requisitioned in this Request for Quotations are seen as a standard contract for services to be provided for WebMaster activities and functions similar to what any nonprofit organization would reasonably expect in daily 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 member lists, procurement notifications, regional plans, training provider criteria, access to NewsWIB newsletters, podcasts, and other useful and sometimes critical information for the organization and the citizens we serve as well as a variety of other topics related to our services to Cincinnati & Hamilton County. In particular, we have Annual Reports, monthly NewsWIBs, podcasts and topical white papers all of which are and need to

be posted appropriately to help keep the community informed about our work and performance. The successful bidder will be able to load, unload and adjust the content of the website to meet current and future needs of the SWORWIB. The successful bidder will also be responsible for reviewing the website for updating, in particular moving RFP from the top of the navigational sector on RFPs to "past" design status for those for which the final date has been determined. Similarly, other dated materials need to be relocated as appropriate while also being maintained within the system of www.SWORWIB.org.

- **Website Management and Software:**

The selected bidder is 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 recommendations or alternative software suggestions from the selected bidder for joint implementation.

- **System Advisor**

The knowledgeable and competent selected bidder is 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, contact management software and maintenance, vulnerability testing, satisfaction of ADA requirements for on-line nondiscrimination testing, and notification of attacks thwarted and from where.

- **WHOIS** and other system related advisories that would improve our communications and information sharing with the public while also maintaining the Domain and Credentials assigned to the SWORWIB and correcting for any assaults or efforts or failure to maintain necessary connections and updates.
- **Hit Statistics** should be conducted on our current programs and system and a statistical report should be attached to the monthly invoice for services and the contractor should advise of any changes or purchases for the system.
- **Coordination with the SWORWIB and the HCJFS internet system management** is required for the SWORWIB President and the Webmaster in order to obtain any updates or assistance from the HCJFS consultant relative to a healthy and functioning website for the SWORWIB as well. The Selected Bidder will be introduced to the broader team within the first month of the contract start.

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.

Other:

Open to other assignments as time and ability permits that may be unique to a single event or become ongoing as talent and experience provide the opportunity.

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 start date.
- Two references with direct experience on related 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.***