



R42024-03

Website Development Services

Issue Date: 5/24/2024

Questions Deadline: 6/18/2024 02:00 PM (CT)

Response Deadline: 6/25/2024 02:00 PM (CT)

Purchasing

Contact Information

Address: Finance and Operations
7145 West Tidwell Road
TX 77092

Email: questions@esc4.net

Event Information

Number: R42024-03
Title: Website Development Services
Type: Request for Proposal
Issue Date: 5/24/2024
Question Deadline: 6/18/2024 02:00 PM (CT)
Response Deadline: 6/25/2024 02:00 PM (CT)
Notes: Oral communications concerning this RFP shall not be binding and shall in no way excuse an Offeror of the obligations set forth in this proposal.

Only online proposals will be accepted. Proposals must be submitted via Region 4 ESC's online procurement system: region4esc.ionwave.net.

Non-mandatory pre-proposal conference: Offerors are strongly encouraged, but not required to participate in a pre-proposal conference with the Procurement and Operations Specialist, which will be held on May 30, 2024, at 12:00 pm CST via Zoom. <https://esc4.zoom.us/j/99037585296?from=addon>; Meeting ID: 990 3758 5296.

No manual, emailed, or faxed proposals will be accepted.

Bid Activities

Calendar of Events - Issue of RFP ALL DATES ARE TENTATIVE AND SUBJECT TO CHANGE	5/24/2024 2:00:00 PM (CT)
Calendar of Events - NON-MANDATORY PRE-PROPOSAL CONFERENCE Calendar of Events - NON-MANDATORY PRE-PROPOSAL CONFERENCE	5/30/2024 1:00:00 PM (CT)
Calendar of Events - Questions Deadline ALL DATES ARE TENTATIVE AND SUBJECT TO CHANGE	6/18/2024 2:00:00 PM (CT)
Calendar of Events - Proposal Due Date and Proposal Opening ALL DATES ARE TENTATIVE AND SUBJECT TO CHANGE	6/25/2024 2:00:00 PM (CT)
Calendar of Events - Approval from Region 4 ESC Board of Directors ALL DATES ARE TENTATIVE AND SUBJECT TO CHANGE	8/27/2024
Calendar of Events - Contract Effective Date ALL DATES ARE TENTATIVE AND SUBJECT TO CHANGE	9/1/2024

Bid Attachments

R42024-03 Website Development Services.pdf

R42024-03 Website Development Services

[View Online](#)

R42024-03 Standard Contract Agreement.pdf

R42024-03 Standard Contract Agreement

[View Online](#)

R42024-03 Evaluation Process and Criteria.pdf

R42024-03 Evaluation Process and Criteria

[View Online](#)

R42024-03 State Certification.pdf

R42024-03 State Certification

[View Online](#)

R42024-03 Felony Conviction Disclosure Statement.pdf

R42024-03 Felony Conviction Disclosure Statement

[View Online](#)

R42024-03 Deviation Compliance Acknowledgment Form.pdf

R42024-03 Deviation Compliance Acknowledgment Form

[View Online](#)

R42024-03 Offer and Contract Signature Form.pdf

R42024-03 Offer and Contract Signature Form

[View Online](#)

R42024-03 HUB Certification.pdf

R42024-03 HUB Certification

[View Online](#)

R42024-03 Conflict of Interest Questionnaire.pdf

R42024-03 Conflict of Interest Questionnaire

[View Online](#)

R42024-03 Certificate of Interested Parties Form 1295.pdf

R42024-03 Certificate of Interested Parties Form 1295

[View Online](#)

R42024-03 Texas Government Code 2270 Verification Form.pdf

R42024-03 Texas Government Code 2270 Verification Form

[View Online](#)

R42024-03 Acceptance of Open Records Policy.pdf

R42024-03 Acknowledgment and Acceptance of Region 4 ESC's Open Records Policy.pdf

[View Online](#)

R42024-03 Antitrust Certification Statement.pdf

R42024-03 Antitrust Certification Statement

[View Online](#)

R42024-03 Clear Air and Water and Debarment Notice.pdf

R42024-03 Clear Air and Water and Debarment Notice

[View Online](#)

R42024-03 Edgar Certifications.pdf

R42024-03 Edgar Certifications

[View Online](#)

R42024-03 Notice of Invitation To Propose.pdf

R42024-03 Notice of Invitation To Propose

[View Online](#)

Region 4 Website Re-Design - External Sitemap.pdf

Region 4 Website Re-Design - External Sitemap

[View Online](#)

Region 4 Website Re-Design - Intranet Sitemap Draft.pdf

Region 4 Website Re-Design - Intranet Sitemap Draft

[View Online](#)

Homepage Examples.zip

Homepage Examples.zip

[View Online](#)

Requested Attachments

Diversity Program Certifications

If there are any diversity programs, provide a copy of their certification.

Minority Women Business Enterprise Certification

Please upload Minority Women Business Enterprise Certification if applicable.

Small Business Enterprise (SBE) or Disadvantaged Business Enterprise (DBE) Certification

Please upload Small Business Enterprise (SBE) or Disadvantaged Business Enterprise (DBE) Certification if applicable.

Historically Underutilized Business (HUB) Certification

Please upload Historically Underutilized Business (HUB) Certification if applicable.

Historically Underutilized Business Zone Enterprise (HUBZone)

Please upload Historically Underutilized Business Zone Enterprise (HUBZone) if applicable.

Other recognized diversity certificate holder

Please upload other recognized diversity certificate holder if applicable.

Texas Government Code 2270 Verification Form

(Attachment required)

Please complete the Texas Government Code 2270 Verification Form, located on the Attachments tab, and upload the completed document here.

Submit FEIN and Dunn & Bradstreet report.

(Attachment required)

Upload FEIN and Dunn & Brandstreet report here.

Value Add

Provide any additional information related to products and services Offeror proposes to enhance and add value to the Contract. Furniture can be included as a Value-Add, include any fees such as installation, delivery options, setup/cleaning, classroom design/layout, special orders, etc.

State Certification

(Attachment required)

Please complete the State Certification Form, located on the Attachments tab, and upload the completed document here.

Felony Conviction Disclosure Statement

(Attachment required)

Please complete the Felony Conviction Disclosure Statement Form, located on the Attachments tab, and upload the completed document here.

DEVIATION/COMPLIANCE/ACKNOWLEDGEMENT FORM

(Attachment required)

Please complete the Deviation Compliance Acknowledgement Form, located on the Attachments tab, and upload the completed document here.

Offer and Contract Signature Form

(Attachment required)

Please complete the Offer and Contract Signature Form, located on the Attachments tab, and upload the completed document here.

CONFLICT OF INTEREST QUESTIONNAIRE

(Attachment required)

Please complete the Conflict of Interest Questionnaire Form, located on the Attachments tab, and upload the completed document here.

Certificate of Interested Parties (Form 1295)

(Attachment required)

Please complete the Certificate of Interested Parties (Form 1295) Form, located on the Attachments tab, and upload the completed document here.

Acceptance of Open Records Policy

(Attachment required)

Please complete the Acceptance of Open Records Policy Form, located on the Attachments tab, and upload the completed document here.

Antitrust Certification Statements

(Attachment required)

Please complete the Antitrust Certification Statements Form, located on the Attachments tab, and upload the completed document here.

CLEAN AIR AND WATER ACT & DEBARMENT NOTICE

(Attachment required)

Please complete the Clean Air & Water Act & Debarment Notice Form, located on the Attachments tab, and upload the completed document here.

EDGAR CERTIFICATIONS

(Attachment required)

Please complete the EDGAR Certification Form, located on the Attachments tab, and upload the completed document here.

Bid Attributes

1 Oral Communication

Oral communications concerning this RFP shall not be binding and shall in no way excuse an Offeror of the obligations set forth in this proposal.

I have read and agree.

(Required: Check if applicable)

2 Scope of Work

Please download and thoroughly review the Scope of Work, located on the Attachments Tab. Indicate your review and acceptance below.

I have read and agree.

(Required: Check if applicable)

3 Terms and Conditions

Please download and thoroughly review the Terms and Conditions, located on the Attachments Tab. Indicate your review and acceptance below.

I have read and agree.

(Required: Check if applicable)

4 Describe any additional discounts or rebates available. Additional discounts or rebates may be offered for large quantity orders, single ship to location, growth, annual spend, guaranteed quantity, etc.

(Required: Maximum 1000 characters allowed)

5 Verification of Contract Pricing

Describe how customers verify they are receiving Contract pricing.

(Required: Maximum 1000 characters allowed)

6 Payment Methods
Describe payment methods and payment terms are offered and what payment terms are offered.

(Required: Maximum 1000 characters allowed)

7 Not to Exceed Pricing
Region 4 ESC requests pricing be submitted as not to exceed pricing. Unlike fixed pricing, the Contractor can adjust submitted pricing lower if needed but, cannot exceed original pricing submitted. Contractor must allow for lower pricing to be available for similar product and service purchases. Cost plus pricing as a primary pricing structure is not acceptable.

Yes
 No

(Required: Check all that apply)

8 Describe how Offeror responds to emergency orders.

(Required: Maximum 1000 characters allowed)

9 Describe Offeror's ability to meet service and warranty needs.

(Required: Maximum 1000 characters allowed)

10 Describe customer service and ongoing success.
1. Please describe how your organization will respond to instances.
What is your customer service/problem resolution process?
Include hours of operation, protocol, number of services, etc.

(Required: Maximum 1000 characters allowed)

11 Describe Offeror's invoicing process.
Include payment terms and acceptable methods of payment. Offerors shall describe any associated fees pertaining to credit cards/p-cards.

(Required: Maximum 1000 characters allowed)

1 2	Describe the financial condition of Offeror.
	<hr/> <hr/> <hr/>
	<i>(Required: Maximum 1000 characters allowed)</i>

1 3	Describe the Offeror's safety record.
	<hr/> <hr/> <hr/>
	<i>(Required: Maximum 1000 characters allowed)</i>

1 4	Provide a brief history of the Offeror, including year it was established and corporate office location.
	<hr/> <hr/> <hr/>
	<i>(Required: Maximum 1000 characters allowed)</i>

1 5	Describe Offeror's reputation in the marketplace.
	<hr/> <hr/> <hr/>
	<i>(Required: Maximum 1000 characters allowed)</i>

1 6	Describe what differentiates you from your competitors.
	<hr/> <hr/> <hr/>
	<i>(Required: Maximum 1000 characters allowed)</i>

1 7	Describe Offeror's reputation of products and services in the marketplace.
	<hr/> <hr/> <hr/>
	<i>(Required: Maximum 1000 characters allowed)</i>

1 8	Describe the experience and qualifications of key employees.
	<hr/> <hr/> <hr/>
	<i>(Required: Maximum 1000 characters allowed)</i>

1 9	Debarment or suspension actions Describe any debarment or suspension actions taken against supplier.
	<hr/> <hr/> <hr/>
	<i>(Required: Maximum 1000 characters allowed)</i>

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Responsibility

Provide the name, title, email and phone number for the person(s), who will be responsible for:

- Executive Support
- Marketing
- Sales
- Sales Support
- Financial Reporting
- Accounts Payable
- Contracts

(Required: Maximum 1000 characters allowed)

2
1

Describe past litigation, bankruptcy, reorganization, state investigations of entity or current officers and directors

(Required: Maximum 1000 characters allowed)

2
2

Value Add

Provide any additional information related to products and services Offeror proposes to enhance and add value to the Contract. Any optional items or packages shall be fully detailed/described what is included in the item/package.

(Optional: Maximum 1000 characters allowed)

2
3

Describe any green or sustainability programs.

What type of reporting or reviews are available to participating agencies?

(Required: Maximum 4000 characters allowed)

2
4

Diversity Programs

Describe any diversity programs or partners supplier does business with and how Participating Agencies may use diverse partners through the Master Agreement. Indicate how, if at all, pricing changes when using the diversity program. If there are any diversity programs, provide a list of diversity alliances and a copy of their certifications.

(Required: Maximum 4000 characters allowed)

2 5	Minority Women Business Enterprise <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Required: Check all that apply)</i>
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2 6	If yes, list certifying agency: <hr/> <hr/> <hr/> <i>(Optional: Maximum 1000 characters allowed)</i>
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2 7	Small Business Enterprise (SBE) or Disadvantaged Business Enterprise <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Required: Check all that apply)</i>
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2 8	If yes, list certifying agency: <hr/> <hr/> <hr/> <i>(Optional: Maximum 1000 characters allowed)</i>
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2 9	Historically Underutilized Business (HUB) <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Required: Check all that apply)</i>
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3 0	If yes, list certifying agency: <hr/> <hr/> <hr/> <i>(Optional: Maximum 1000 characters allowed)</i>
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3 1	Historically Underutilized Business Zone Enterprise (HUBZone) <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Required: Check all that apply)</i>
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3 2	If yes, list certifying agency: <hr/> <hr/> <hr/> <i>(Optional: Maximum 1000 characters allowed)</i>
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3 3	Other recognized diversity certificate holder <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Required: Check all that apply)</i>
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3 4	If yes, list certifying agency: <hr/> <hr/> <hr/> <i>(Optional: Maximum 1000 characters allowed)</i>
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3 5	Is pricing available for all products and services? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Required: Check all that apply)</i>
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3 6	Describe ordering methods. <hr/> <hr/> <hr/> <i>(Required: Maximum 1000 characters allowed)</i>
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3 7	What types of reporting is provided or accessible? <hr/> <hr/> <hr/> <i>(Required: Maximum 1000 characters allowed)</i>
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3 8	Provide an example(s) of general guidance on executing strategies for the successful adoption of new policies, processes, and procedures. <hr/> <hr/> <hr/> <i>(Required: Maximum 1000 characters allowed)</i>
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3 9	Describe the Offeror's experience working with the government sector. <hr/> <hr/> <hr/> <i>(Required: Maximum 1000 characters allowed)</i>
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40 Provide a minimum of 3 customer references relating to the products and services within this RFP. Include entity name, contact name and title, contact phone and email, city, state, years serviced, description of services and annual volume.

(Required: Maximum 4000 characters allowed)

41 Describe chain-of-custody in setting up record locations (on or off premise). How do you ensure that materials/information remain secured from the moment of retrieval until service is complete?

(Required: Maximum 1000 characters allowed)

42 Provide pricing for warranties on all products and services.

(Required: Maximum 1000 characters allowed)

43 How long have you been in business?

(Required: Maximum 1000 characters allowed)

44 What are your business hours?

(Required: Maximum 1000 characters allowed)

45 What is your CURENT number of accounts?

(Required: Maximum 1000 characters allowed)

46 Is 30 days after receipt of invoice an acceptable payment schedule for your business? If no, what is your payment schedule?

(Required: Maximum 1000 characters allowed)

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Will Region 4 ESC have their own assigned account representative?

(Required: Maximum 1000 characters allowed)

Supplier Information

Company Name: _____

Contact Name: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

Supplier Notes

By submitting your response, you certify that you are authorized to represent and bind your company.

Print Name

Signature