

Request For Proposal: Website Redesign (www.pplc.us)

PPLC Overview:

The Pinellas Public Library Cooperative (PPLC) was formed to facilitate the member public libraries' sharing of resources such as a library automation system, shared purchasing of e-resources, and to facilitate reciprocal borrowing among the member libraries. PPLC is not itself a library, but an administrative organization facilitating communication and collaboration among member libraries. PPLC administers countywide programs such as The Talking Book Library (TBL) and the Deaf Literacy Center (DLC) which are represented on the PPLC webpages. Member libraries each have their own webpages run by the library, city IT, or vendors for the respective libraries. Links out to the member libraries are found on the PPLC website.

Project overview:

1. Migrate content from www.pplc.us to a new, responsive, ADA compliant, owner self-service platform.
2. Requires functionality for document storage, password protected document repositories, robust calendar application, and a password protected databases that may be edited by various staff (similar to yelp, or trip advisor type interface that allows posting of vendor information, and comments).
3. Host or arrange for hosting of this website.

Audience:

The PPLC website is used by staff, residents and other visitors to access information about PPLC services, member libraries, to access content vendor sites, and TBL and DLC program information. The web calendar is a widely-used tool for all stakeholders.

Current Website:

1. Adequately serving patrons and has robust usage.
2. Not responsive to multiple device platforms.
3. PPLC uses a free wiki as a DMS. Additionally, there are several internal documents posted that are password protected for staff only.
4. PPLC's webmaster currently posts these documents as they are password protected and can't be posted in the wiki used for a document management system.
5. The calendar entries are categorized by date, location (library), and category (pre-defined). Each calendar entry contains descriptive text.

Future Website:

1. Will be responsive to multiple device platforms.
2. Must be 508 (ADA) compliant.
3. On a platform that allows PPLC staff to make minor updates- post a document publicly, add a banner for emergency outages in case of inclement weather, etc. (similar sites have been implemented on several platforms such as WordPress, Omeka (*designed for libraries and museums*), and Joomla).
4. PPLC staff will make edits using the provided interface. The vendor will execute change requests, however PPLC does require administrative access.
5. The future website must utilize secure http (https).
6. Calendar will use cutting edge technology to streamline current calendar data entry. Calendar entries must be searchable by date, location (library), category (pre-defined), and keyword. Each calendar entry will contain descriptive text which may be accessed through hover text. Various staff members will have passworded access to edit calendar data.
7. Will fulfill document repository, program vendor database, and financial requirements detailed below.
8. Will have an illustrated, searchable database for shared items available through PPLC. This db is currently available at:
http://www.pplc.us/pro_collections/puppets.asp (please contact us for username and password).

Document Repositories: Currently PPLC uses a free wiki as a document management system (DMS). All data from the wiki will be migrated to the new DMS. This DMS will be password protected and have subsections, a public section not requiring authentication, and staff sections requiring authentication. Various levels of r/w/e access will be assigned by select PPLC staff acting as DMS administrators.

Program vendor database: Designed for member library staff to populate a form with contact information and comments regarding performers they have used in libraries. Would be similar to a yelp or TripAdvisor type system. This will be password protected with two levels of security: one login level allows users to post, and an admin level password for editing and deleting content. Individual accounts not needed.

Financial: Ongoing maintenance of the website to include updating any software and database applications with current versions to assure stability and impenetrability as to industry standards should be quoted as well. A pro-rated hourly rate for requests that require administrative work should be specified. Specify cost that includes on-site hosting, or off-site hosting paid to a third party.

RFP should include the following:

1. A brief description of your firm, including leadership, project staff and firm history.
2. A list of websites your firm has completed for other customers.
3. Proposed project plan.
4. Content management system and baseline technology -list applications used.
5. Functionality list – list deviations from and inclusions to required items.
6. Content migration – discuss migration plan.
7. Mobile responsiveness – describe how you will meet this key requirement.
8. Exclusions - discuss what is not included for example maintenance of linked external sites.
9. Schedule delay handling – please discuss how changes will impact the schedule.
10. Payment terms.
11. Expenses – for third party applications, plug ins, images etc.
12. User training – please discuss training availability and cost, or training materials available.
13. Warranty period.
14. Ongoing maintenance -please discuss anticipated need and costs. This may include hosting if you elect to include hosting in your response.

Proposal Submissions:

Questions from prospective vendors will be accepted through 8/11/2017.

Responses to questions will be provided by 8/18/2017.

Vendors should submit complete proposals by 8/25/2017.

There is no bidders conference, questions may be submitted by email to moneil@pplc.us. All questions will be anonymized as to source and made available to all prospective bidders with PPLC's response to the question. Onsite presentations are not required.

Terms and Conditions:

This RFP does not obligate Pinellas Public Library Cooperative to accept or contract for any expressed or implied services.

Proposals received after the deadline will not be considered.

The Cooperative reserves the right to enter into discussions with the awarded vendor or to enter into exclusive discussions with the vendor whose proposal is deemed most advantageous, whichever is in the Cooperative's best interest, for the purpose of negotiation. In the event that exclusive negotiations are conducted and an agreement is not reached, the Cooperative reserves the right to enter into negotiations with the next highest ranked vendor without the need to repeat the formal solicitation process. The Cooperative also reserves the right to stay with its current website provider if it is in the best interest of the Cooperative.

All responses, inquiries, and correspondence relating to this RFP and all reports, charts, displays, schedules, exhibits, and other documentation produced by the proposal process that are submitted to the Cooperative, as part of the proposal or otherwise, shall become the property of the Cooperative when received by the Cooperative and may be considered public information under applicable law. Vendor is advised to be familiar with relevant federal, state and local laws, regulations and ordinances associated with doing business in the State of Florida, Pinellas County, and any other entity which may need to approve the use of the service.

The Pinellas Public Library Cooperative is an Equal Opportunity Employer. Our organization recruits, hires, trains and promotes individuals in all job positions without regard to race, color, creed, religion, ancestry, sexual orientation, national origin, age,

sex, physical or mental disability being a disabled veteran, veteran of the Vietnam era, or other eligible veteran.

Submit Proposals by 8/25/17 to:

Matthew O'Neil

PPLC

1330 Cleveland Street

Clearwater FL 33755

moneil@pplc.us