

Request for Proposal

Niles District Library

Website Development & Design

Niles District Library
620 E. Main St.
Niles, MI
49120

Overview

This Request for Proposal (“RFP”) is to provide interested web designers with sufficient information to submit proposals for consideration by the Niles District Library Board (“Library Board”) in connection with its needs for website development & design.

Favorable pricing will be one element of the selection process, but the experience of the candidate, qualifications, completeness of the level of service proposed, and timeliness of service proposed by the bidder will be significant factors in award of this contract.

Final decision on selection of the bidder for this project will be determined by the Library Board. The Library Board reserves the right to reject any/or all proposals or parts of proposals. The Library Board also reserves the right to waive any irregularities, inconsistencies, or take what other action is appropriate as determined by the Library Board to be in the best interest of the Library.

To provide a complete picture of the requested work, you’ll find the information listed as follows:

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Specifications

Website Brief: Our website is a place where patrons can find the most up-to-date information on the services, events, and resources we have to offer. It is easy to navigate, looks great on big and small screens, and pages load quickly.

Content: Main Pages: 5 Subpages: 15≤

Features: Easy navigation/search functionality, social media integration, contact information, mobile friendly, local SEO

Client Goals: To have a fully redesigned website and a redesign of the information architecture completed by 05/27/2024.

Current website issues: Slow to load, clunky, redundancy, not mobile-friendly, updating pages is cumbersome, and we can no longer update layout.

Website Roles: Admin & editor

NDL Responsibilities: Domains, copywriting, images/illustrations

Notes: Migration assistance needed. We need Google Drive integration to continue linking documents that we are required to make available to the public.

Proposal Requirements: The scope of work, proposed technologies, a detailed timeline, pricing, and more.

Examples of Comparable Sites We Like:

www.kdl.org

www.bklynlibrary.org

www.sjcpl.org

Why we like them: short, concise, no endless scrolling, ease of navigation

Milestones

- **Proposals Due:** Friday, February 16, 2024
- **Candidate Chosen:** February 20, 2024 | Notified Wednesday, February 21
- **Drafting**
 - Kick-off Meeting - Week of February 26
 - Copy & graphics submitted by NDL - March 4, 2024
 - Design & Build Draft due to NDL - April 8, 2024
 - Review & Testing Meeting - April 29, 2024
 - Pre-Launch & Training Meeting - May 13, 2024
- **New Website Launch:** May 27, 2024

Bid Sheet

SUBMISSION GUIDELINES:

Submission Period:
Quotes must be submitted by
Friday, February 16, by 5 pm.

Email quotes to:
administration@nileslibrary.net

Today's Date: _____

Company Name: _____

Contact Name: _____

Phone Number: _____ Email: _____

Estimated time to complete project: _____

Please provide the URLs of 2-4 comparable sites you've designed:

Please provide 4 references/client references (name & phone):

_____ _____
_____ _____

Based on the information provided, please give your best assessment of services to be rendered.

Service	Hourly Rate	Hours	Total
Site Design	\$		
Development	\$		
Integrations	\$		
SEO	\$		
Content Migration	\$		
Setup/Configuration	\$		
Training	\$		
Maintenance	\$		

Total _____

Signature of company representative