



Truman State University
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REQUEST FOR PROPOSALS (RFP) - JANUARY 26, 2022
PROJECT SP22-14 PICKLER MEMORIAL LIBRARY WEBSITE DESIGN

Submittals from minority, women and disadvantaged business enterprises are encouraged.

SUBMITTAL DEADLINE	SUBMIT
2:00pm Central Time Thursday, February 17, 2022	One (1) Electronic copy via Email or Thumb Drive
DELIVERY BY MAIL	DELIVERY BY HAND
Truman State University Attn: Laura Thrasher 106 McClain Hall 100 E Normal Ave Kirksville, MO 63501	Truman State University Purchasing Department 106 McClain Hall (corner of Franklin and Normal)

Truman State University (Truman) is requesting proposals from qualified Contractors to provide a re-design of a website for Pickler Memorial Library (PML). Proposals are to be delivered to the Purchasing Department at Truman until 2:00 PM CT, February 17, 2022, at which time the names of those Contractors submitting proposals will be read aloud. No other public disclosure will be made until after an award of the contract.

RFP documents are available at <http://businessoffice.truman.edu/purchasing/bids/OpenBids.asp>. A notification of intent to respond to this RFP is located immediately below. This form is required if you plan to submit a proposal and wish to receive any (1) RFP addenda and (2) answers to questions regarding the RFP. Please complete and submit this form prior to the submittal deadline as shown on the Request for Proposals document. This page is not part of the RFP package and must be submitted to notify Truman of your interest in this project and to notify your organization of any addenda. These addenda are issued if there is a change to the specifications or closing date/time of the request.

INTENT TO RESPOND STATEMENT

___ YES our organization plans to submit a response to this solicitation for proposals:

NO RESPONSE STATEMENT

___ NO our organization is not submitting a response for the following reason(s):

- | | |
|--|--|
| <input type="checkbox"/> Do not offer this commodity or equivalent | <input type="checkbox"/> Insufficient time to respond |
| <input type="checkbox"/> Schedule would not permit us to perform | <input type="checkbox"/> Cannot meet delivery requirements |
| <input type="checkbox"/> The project is too small | <input type="checkbox"/> Licensing restrictions (please explain) |
| <input type="checkbox"/> The project is too large | <input type="checkbox"/> Other reasons |

Name of Organization: _____

Contact Name: _____

Contact Address: _____

Contact Phone Number: _____

Contact Email Address: _____

I. OVERVIEW: Truman is requesting proposals from qualified Contractors interested in providing a mobile-first, accessible redesign of the PML website using WordPress as a platform, including site architecture, navigation and graphic design. Should the specifications provided immediately below do not address all product requirements, the selection committee will respond to Contractor questions and its clarifying response(s) will be shared with all proposing Contractors.

II. SPECIFICATIONS:

A. **Library Background:** PML holds collections in many formats (both physical and electronic). PML librarians provide services to students, faculty, staff, and visitors. Truman's Special Collections Department has a dedicated portion of the website. This portion of the website provides information on special collections, online galleries and displays of special collection materials.

B. **Website Overview:** Truman's website (<https://library.truman.edu>) acts as a gateway to PML collections and resources, a guide to the building and services, and a platform for selected content.

1. The PML website has not had a fundamental redesign for many years, and Truman is seeking to redesign and streamline the website's content and appearance. Specifically, the proposed engagement should yield an attractive website with intuitive navigation that displays and functions well on mobile devices and is WCAG-compliant.

2. Truman's current brand must be included in the website.

3. Truman moved its website from an IIS server to WordPress, and Truman requires all campus websites to be maintained through WordPress.

C. **Audience:** Truman's students, faculty, staff, independent researchers, and visitors.

D. **Responsibilities:** The Contractor and Truman will fulfill the following roles:

1. **Contractor's Role.**

a) Project Management.

b) Discuss website architecture, navigation and graphic design with PML staff.

c) Develop a WordPress child theme, derived from Truman's WordPress theme, within policy constraints stated by Truman.

d) Develop the necessary WordPress page templates to implement the new design.

e) Develop dynamic features as selected.

f) Provide documentation and instructions to Truman's staff to facilitate ongoing maintenance and content development following the completion of the website.

2. **Truman's Role:**

a) Collaborate with Contractor, review and approve website design.

b) Assist with migration of existing content from the current website.

c) Develop new content as needed.

d) Provide infrastructure to host the website.

e) Create Contractor accounts.

f) Make production changes.

E. **Website Functions:**

1. The website's home page should provide quick, intuitive access to the site's features, while also presenting an attractive and uncluttered design.

2. The website will include collection-specific guides for books, media, microforms, government documents, and other collections, to assist users in locating materials.

3. The website will include information and guidance in use of library resources, including circulation policies, guides to available study spaces and technology, tutorials, citation tools, and descriptions of other services in the building.

4. The website will include PML contacts, mission statement, policies, statistics, and events.

5. The website will include distinct landing pages for Special Collections, for Museums, and for Archives. These pages will include links to digital exhibits, guides to unique collections, and information about department services and policies.

- F. Dynamic Features: Truman would like the website to contain the following features. These features may be selectively implemented, depending on time and budget, and details may be adjusted during discussions about design and planning. Some or all of these tools may be implemented using readily-available and well-maintained WordPress plugins.
1. Site search.
 2. Staff directory that draws on Truman's directory database. PML's staff directory should be searchable and sortable by staff name and by library department. Truman already has a plugin to use as a starting point, which can be viewed here: <https://librarynew.truman.edu/test-directory/>.
 3. Tabbed search box on the home page to perform pass-through searches to external databases. (comparable to the search box on the current site at <https://library.truman.edu>). Targets will include PML's discovery platform (Ebsco EDS), PML's library catalog (Innovative Sierra), the MOBIUS consortium catalog (Innovative INN-Reach), and PML's "Journal Finder" database (Ebsco Publication Finder). This search box would ideally be implemented as a plugin with an interface that would allow PML staff to add or remove tabs and edit targets and syntax of searches.
 4. A display tool for PML hours of operation, with options for other services in the building. (Comparable to the "Library Hours" box on the current site at <https://library.truman.edu>) the Library Hours' tool should link to a calendar or calendars showing open hours for the semester. Some or all of these calendars may be external in order to allow separate units to maintain their own schedules.
 5. A "Recent Additions" feature comparable to the "Recent Additions" box on the current site at <https://library.truman.edu>). This feature should display cover images of titles recently added to PML's collections. This will be based on a database accessible via API so that PML staff can make convenient weekly updates via script.
 6. The "Trudex" database of campus publications is currently based on Microsoft Access, and can be seen at: <https://library.truman.edu/Trudex/>. If Truman chooses to keep this database on MS Access, then Trudex will need a WordPress interface for end users, which connects to the MS Access back end. Alternatively, if Truman chooses to move the database to WordPress, then a staff interface will also be needed for PML staff who maintain the database.
 7. Study room availability feature that visually displays availability of study rooms on the third floor. Truman's current version of this feature is located at: <https://library.truman.edu/about-us/FloorMaps/studyroom.php>, this feature has already been converted to WordPress but may need minor work to incorporate into the new site, or to make it compliant with accessibility standards.
 8. Convert selected tabular content on the current website to searchable and sortable resources (e.g., <https://library.truman.edu/archives/masterthesesindex.asp>). Truman will entertain recommendations of how to migrate this data, including but not limited to migration to a database.
- G. Not In Scope: Truman's website contains resources which are not in the scope of this project. The site must link to these resources where appropriate, but the resources are outside the scope of this project.
1. PML catalog resources with the domain searchmobius.org are outside the scope of this project.
 2. PML discovery platform resources with the domain ebscohost.com are outside the scope of this project.
 3. Subject Plus resources in the path <https://library.truman.edu/subsplus/> are outside the scope of this project.

III. PERMITS AND LICENSES: The selected Contractor will give the proper authorities all notices as required by law relative to the product sale.

IV. EVALUATION CRITERIA: The evaluation committee will determine if a proposal satisfies the requirements stated in this RFP. The award will be based on the best proposal taking into consideration:

- A. Experience and expertise with WordPress
- B. Cost
- C. Project Plan and Schedule
- D. References and Work History

Truman reserves the right to consider historic information and fact, whether gained from the Contractor's proposal response, references, or any other source, in the evaluation process. Truman shall have the right to take such steps as it deems necessary to determine the ability of a Contractor to provide the service, and each Contractor shall furnish to Truman such information upon request. Truman reserves the right to reject any proposal response where consideration of the information submitted by the Contractor does not satisfy Truman that the Contractor is qualified to properly deliver the stated project specifications.

V. SALES TAX EXEMPTION: Truman will utilize its exemption from payment of sales tax in any available venues. The proposals will not include sales tax. The selected Contractor will be provided with Truman's Sales Tax Exemption Letter to be utilized for this project only.

VI. PRICING: Prices quoted will include all aspects of the work specified.

A. Contractors will provide a quote for the requested services including price and completion date.

B. Only one contract will be awarded for the project.

VII. GENERAL REQUIREMENTS

A. The contract between Truman and the selected Contractor will consist of (1) RFP and any amendments thereto, and (2) the proposal submitted by the selected Contractor in response to this RFP, (3) an agreement provided by the selected Contractor that may be reviewed, revised and agreed to by Truman. In the event of a conflict in language between the three documents referenced above, the provisions and requirements set forth and/or referenced in the RFP will govern. However, Truman reserves the right to clarify any contractual relationship in writing with the concurrence of the selected Contractor and such written clarification will govern in case of conflict with the applicable requirements stated in this RFP or the selected Contractor's proposal response. In all other matters not affected by written clarification, if any, the RFP will govern. The Contractor is cautioned that its proposal will be subject to acceptance by Truman without further clarification.

B. All RFP's will require completion of Truman's Information Technology Standards and Requirements Questionnaire (ITSRQ) form. This form can be found at: <https://www.truman.edu/wp-content/uploads/2019/05/Truman-ITSRQ-Version-2.2.xlsx?x58904>.

C. Any contract change including the specifications described herein must be accomplished by a formal contract amendment signed and approved by the duly authorized representatives of the selected Contractor and Truman. Any amendments to the contract will (1) specify an effective date; (2) specify any increase or decrease in the amount of the selected Contractor's compensation, if applicable; (3) describe changes, if any, to the provisions of the contract; (4) be entitled as an "Amendment"; and (5) be signed by the parties identified in the preceding sentence. The selected Contractor expressly understands and agrees that no other method and/or no other document, including correspondence, acts, and oral communications by or from any person, will be used or construed as an amendment to the contract.

D. All reports, data and materials developed or acquired by the selected Contractor as a direct requirement specified in the contract/purchase order will become the property of Truman. All reports, data or materials that may reveal names or identification numbers of individuals, employees, or corporate entities, if not returned to Truman, must be properly destroyed so as to keep such information confidential. No reports or materials prepared, as required by the contract/purchase order, will be released to the public without the prior written consent of Truman.

E. Truman reserves the right to consider historic information and fact, whether gained from the Contractor's proposal response, question and answer conferences, references, or any other source, in the evaluation process. The final determination of award shall be made by Truman. Pursuant to Section 610.021 RSMo, proposals and related documents shall not be available for public review until after a contract is executed or all proposals are rejected. Truman will notify all Contractors responding to this RFP the Contractor whom has been selected to perform these services. Any proposal award protest must be received within 20 days after the date of award.

- F. The selected Contractor will not at any time sell, convey, transfer, mortgage or assign any interest in the contract/purchase order, either in whole or in part, nor any of its rights, title, interest or privilege hereunder whatsoever, in the contract/purchase order.
- G. Contractor agrees that they presently have no interest and will not acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of the services hereunder. Contractor further agrees that no person having any such known interest will be employed or conveyed an interest, directly or indirectly, in the contract/purchase order.
- H. Contractor will not provide any perquisites, favors or gifts to any Truman employees to curry favor with any specific persons or which incur expenses to be borne by Truman. Contractor will not attempt to gain appreciation from any Truman employees other than by providing the highest quality services possible.
- I. Upon filing for any bankruptcy or insolvency proceeding by or against the Contractor, whether voluntary or involuntary, or upon the appointment of a receiver, trustee or assignee for the benefits of creditors, the Contractor must notify Truman immediately. Upon learning of such actions, Truman reserves the right at its sole discretion to either cancel or reaffirm the contract.
- J. Truman may cancel the contract at any time for a material breach of any contractual obligation by providing the selected Contractor with a written notice cancellation. At its sole discretion, Truman may give the Contractor an opportunity to cure the breach or to explain how the breach will be cured. If the Contractor fails to cure the breach, the Truman reserves the right to obtain the equipment, supplies, and/or services to be provided pursuant to the contract from other sources and charge the Contractor for any additional costs incurred as a result. Should Truman exercise its right to cancel the contract/purchase order for such a reason, the cancellation will become effective on the date as specified in the Notice of Cancellation sent to the selected Contractor.
- K. Any written notice of the Contractor will be deemed sufficient when deposited in the United States mail, postage prepaid, and addressed to the Contractor or at its address as listed on the signature page of the contract, or as such address as the Contractor may have requested in writing.
- L. The Contractor understands and agrees that monies required to fund the contract must be appropriated for each fiscal year included within the contract period (Truman's fiscal year runs July 1 through June 30). The contract will not be binding upon Truman for any period in which funds have not been appropriated, and Truman will not be liable for costs associated with termination caused by lack of appropriations.
- M. As a public institution, Truman must follow State of Missouri rules and regulations regarding the procurement of goods and services. Data obtained through this consulting process must be handled as confidential and may not be shared with other Contractors who may want to do business with Truman without the prior written approval of Truman's Purchasing Department. Any future business with Truman will be obtained through a proposal process.
- N. The contract will be construed according to the laws of the State of Missouri. The Contractor will comply with all local, state and federal laws and regulations related to the performance of the contract to the extent that the same may be applicable.
- O. The Contractor represents himself/herself to be an independent Contractor offering such product and services to the general public and will not represent itself or its employees to be an employee of Truman. Therefore, the selected Contractor will assume legal and financial responsibility for taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, etc. and agrees to indemnify, save and hold Truman, its officers, agents and employees, harmless from and against any loss; cost (including attorney fees); and damages.
- P. The selected Contractor will provide Workman's Compensation Insurance for all of its employees involved with this project. The selected Contractor will also carry commercial liability insurance in an amount not less than \$1,000,000 per occurrence and \$3,000,000 in aggregate. The selected Contractor

will provide certificates of insurance prior to the commencement of the project naming Truman State University as a certificate holder.

- Q. If the Contractor's proposal contains any information deemed to be a trade secret or proprietary, this information must be identified. This information will not be disclosed outside Truman or duplicated other than to evaluate the Contractor's proposal. This restriction will not include price information.
- R. The selected Contractor, and all subcontracted Contractors, doing business with Truman must agree not to discriminate on the basis of race, color, religion, national origin, sex, disability or veteran status. If discrimination by the Contractor or subcontracted Contractor is found to exist, Truman will take appropriate action which may include, but not be limited to, cancellation of the contract, removal from all Respondents' lists until corrective action is made, and referral to the Attorney General's Office.
- S. In accordance with the State of Missouri (HB 1729) legislation, public works projects valued \$75,000 or less are not subject to the Prevailing Wage Law. If labor will exceed \$75,000, the selected Bidder agrees to comply with Chapter 290, Revised Statutes of Missouri, which concerns the payment of prevailing wages on public works. A copy of the State of Missouri, Division of Labor Standards Annual Wage Order No. 28, Section 001, Adair County, Annual Incremental Wage Increase, effective April 25, 2018 (Last updated March 10, 2021) is attached hereto and is a part of the contract. Not less than the prevailing hourly rate of wages determined by the Division shall be paid by a contractor or subcontractor. Contractor will forfeit a penalty to the Owner One Hundred Dollars (\$100) per day (or portion of a day) for each worker that is paid less than the prevailing rate for work done under the contract by the Contractor or by any Subcontractor under them. Contractor will provide Truman Certified Payroll Records and a Prevailing Wage Affidavit prior to or with an approved invoice for work performed.
- T. Executive Order 03-27: Missouri state government agencies shall purchase a Missouri product unless it is determined that the value (including, but not limited to price, performance and quality) of the Missouri product does not meet the needs of the user. In assessing value, Truman may consider the economic impact to the State of Missouri for Missouri products versus the economic impact of products generated from out of state. This economic impact may include the revenues returned to the state through tax revenue obligations. In addition to the above, Contractors must provide the following information:
 - 1. Description of the proposed services that will be performed and /or the proposed products that will be provided by Missourians and/or Missouri products.
 - 2. Description of the economic impact returned to the State of Missouri through tax revenue obligations.
 - 3. Description of the Contractor's economic presence within the State of Missouri (e.g., type of facilities: sales outlets; divisions; manufacturing; warehouse; other including Missouri employee statistics).
 - 4. If any products and/or services offered under this RFP are being manufactured or performed at sites outside the continental United States, the Contractor must disclose such fact and provide details.
 - 5. MBE/WBE Certification. In accordance with Executive Order 98-21, Contractors are encouraged and may be required per the RFP to utilize certified minority and women-owned business in selecting other appropriate resources. Executive Order 98-21 directs state agencies to increase the participation of certified minority business enterprises (MBE) and women business enterprises (WBE) in state procurements. MBE/WBE certification by the State of Missouri, Office of Administration, and Office of Equal Opportunity is required to be considered an eligible MBE/WBE in meeting participation goals. If you qualify as a MBE or a WBE as defined in 37.020 RSMo, please mark the appropriate blank below. To obtain an application for certification, go to the <https://oeo.mo.gov/>.

_____ MBE _____ WBE _____ Both

In the evaluation of proposals, preferences shall be applied in accordance with Chapter 34 RSMo. Contractors should apply the same preferences in selecting other appropriate resources. By virtue of statutory authority, a preference will be given to materials, products, supplies, provisions and all other articles produced, manufactured, made or grown within the State of Missouri. Such preferences shall be given when quality is equal or better and delivered price is the same or less.

TRUMAN STATE UNIVERSITY PROPOSAL CERTIFICATION

Contractor certifies that it is authorized to obligate the represented Contractor and further agrees with all terms, conditions, and requirements of the Truman's request for proposal. Contractor further certifies the responses and resulting proposal to Truman's request for proposal are true and accurate. In submitting a response to Truman's request for proposal, the Contractor understands:

- (1) That Truman retains the right to reject any and all proposals and to waive irregularities and informalities therein, and to award the contract in the best interests of Truman.
- (2) Truman will first determine if a proposal satisfies the mandatory requirements stated in this request for proposal
- (3) The award will be based on the best proposal. Truman will consider all available information including, but not limited to, a Contractor's qualifications, reputation, financial position, references, available equipment, etc., when determining the best proposal.
- (4) It is also understood that proposals may not be withdrawn for a period of 60 days after the date and time set for the receipt of proposals.

The Contractor hereby affirms:

- (1) That I am the Contractor (if the Contractor is an individual), a partner in the Contractor (if the Contractor is a partnership), or an officer or employee of the Contractor having authority to sign on its behalf (if the Contractor is a corporation);
- (2) That the proposal has been arrived at by the Contractor independently, and has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with, any other Contractor of materials, supplies, equipment or services described in the request for proposal designed to limit independent proposals or competition;
- (3) That the Contractor has fully informed itself regarding the accuracy of the statements made in their response.
- (4) The Contractor certifies that it (check one) _____ IS or _____ IS NOT currently debarred, suspended, or proposed for debarment by any federal or state entity. The Contractor agrees to notify Truman of changes to this status, until an award has been made under this procurement action.

In compliance with this request for proposal, Project SP22-14 Pickler Memorial Library Website Design, and after reviewing all the terms, conditions, and requirements contained therein, the Contractor agrees to furnish such services in accordance with the specifications.

Authorized Signature

Date

Print Name

Title

Company

Federal Tax ID No.

Address

Telephone Number