



Request for Proposal

Migrate Website from Kentico to WordPress

RFP 2022-003

Lake Metroparks
Concord Woods
11211 Spear Road
Concord Township, Ohio 44077

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SCOPE OF WORK

Lake Metroparks (also referred to herein as Park District) is a county park district formed in 1958 under Ohio's Revised Code Section 1545. The Park District is headquartered in Concord Township, Ohio, approximately 30 miles northeast of Cleveland on the south shore of Lake Erie. Lake Metroparks currently manages more than 9,700 acres of land within 38 parks and sees an annual visitation of four million people. The 2022 parkwide budget is approximately \$21.9 million. The bulk of the agency's revenue is generated through a pair of tax levies approved by the voters of Lake County.

Currently the website has approximately 560 pages. Recent website statistics indicate that in a 24-hour period there were 5.75k unique visitors with a maximum of 860 per hour and a minimum of 141 per hour. Similar statistics for a 30-day period: 133.45k unique visitors with a per day maximum of 7.21k and a minimum of 4.78k. The current website includes three blogs: Birding Blog, Along the Trail, and Fishing Report, but we will only need to migrate the first two of those as the third has been discontinued. We also have four custom forms: Community Outreach Request, Contact, Employment Application, and Special Use Permit—and each of these forms and their functionality will need to be migrated. We have eight to ten content manager accounts.

Lake Metroparks is seeking an experienced vendor to maintain the design, templates, content, media and public end-user functionality of our marketing website while migrating it from the Kentico content management system to a WordPress content management system.

The park district desires a WordPress-based website so that it is easy to update and support well into the future and meets the specifications laid out in the detailed scope of work section. We are very happy with the look, design, and functionality of the current website but the cost in both licensing and trained support with it built in Kentico is not sustainable. To this end, we will require or have a strong preference for the following features:

Build templates to match the look of these existing Kentico templates in the current website:

- Birding Detail Template – mimics the News Detail template
- Birding Listing Template – mimics the News Listing template
- Activity Detail Template – structured, non-widgetized
- Activity Listing Template – structured, non-widgetized
- Blog Detail Template – used on Along the trail, Birding Blog sections
- Blog Listing Template – used on Along the trail, Birding Blog sections
- Event Detail Template – structured, non-widgetized
- Event Listing Template – structured, non-widgetized
- Homepage Template – structured, non-widgetized
- News Detail Template – structured, non-widgetized
- News Listing Template – structured, non-widgetized
- Park Detail Template – structured, non-widgetized
- Park Listing Template – structured, non-widgetized
- Search Results Template – structured, non-widgetized
- Shelter Detail Template – structured, non-widgetized
- Shelter Listing Template – structured, non-widgetized
- Generic subpage Template – free-form WYSIWYG editor, non-widgetized

DATA CONVERSION

All existing published content on the website will need to be ported to WordPress. We are open to proposals that include all data/page porting and/or proposals that include a tool to do the porting and in-house staff take the time to proof and verify the quality of the imported pages.

PROJECT IMPLEMENTATION AND TRAINING PLAN

The vendor shall include a typical timeline with this proposal including major milestones for tasks and subtasks, dates and both vendor and customer resources.

Include a description of your overall approach to each of the following task areas (if applicable):

- a. System installation
- b. System configuration
- c. Data conversion
- d. Training
- e. Test planning and execution
- f. System roll-out, procedures, and support

REQUIREMENTS AND QUESTIONS BY CATEGORY

Please respond using the codes below and where applicable fill in any additional comments or answers in the provided column.

Response	Definition
(Y) Yes	This feature currently exists and can be demonstrated.
(N) No	This feature is not supported and/or is not provided as part of this proposal
(P) Pending	This feature is scheduled for future release and will be incorporated at no additional cost prior to or post system implementation. (Please provide estimated release date)
(E) Extra	This feature is not currently available but can be provided as a modification at an additional cost. Proposer is to provide an explanation in the 'comments' column that includes the total cost of the modification (staff time, development/implementation/etc.).

Type	Code	Questions/Description	Required or preferred	Response	Vendor Response/ Comments
General		How long has vendor been in the business of website development?	Question	Fill-in	
General		How long have you been working with Kentico?	Question	Fill-in	
General		How long have you been working with WordPress?	Question	Fill-in	

Type	Code	Questions/Description	Required or preferred	Response	Vendor Response/ Comments
General		How many websites have you ported from Kentico to WordPress?	Question	Fill-in	
General		Lake Metroparks requires that our data remains our property and must be managed in accordance with the records laws of the State of Ohio. Describe your policy for securely managing data and the sharing of data with any third party sources.	Question	Fill-in	
General		Have you worked with a WordPress installation within Azure hosting?	Question	Fill-in	
General		Vendor has successfully ported other websites to WordPress.	Required		
General		Vendor has successfully ported a Kentico website to WordPress	Preferred		
General		Data/content stored on the resulting website is understood to be owned by Lake Metroparks and can be accessed and downloaded by Lake Metroparks in readable and convertible format.	Required		
General		Current website design, layout and functionality will be ported to look like a seamless transition for any website visitors.	Required		
General		Current website content will be ported by the vendor OR the vendor will provide easy-to-use tools for Lake Metroparks staff to port the content into WordPress.	Required		

Type	Code	Questions/Description	Required or preferred	Response	Vendor Response/ Comments
Technical		During the development, testing, and deployment phases of this project, describe how problems and/or bugs can be reported to you, tracked, and how we will be kept informed of the timeline for such fixes.	Question	Fill-in	
Technical		Please list any third party plug-ins or application dependencies that you anticipate utilizing for this project.	Question	Fill-in	
Technical		Describe the user documentation you would provide to us (if any) at the completion of this project.	Question	Fill-in	
Technical		Describe your training program, including training for administrators, technical support staff, and content managers.	Question	Fill-in	
Technical		Customizations to WordPress must continue to work during software updates and/or proposal must include information about the terms and costs to purchase maintenance updates when needed.	Required		
Technical		Vendor's development and quality assurance departments are distinct and separate to ensure thorough testing.	Preferred		
Technical		Staff who managed website content will have the ability to add/edit/remove buttons, menu items, etc.	Required		
Security		Describe what security measures you employ on a WordPress installation	Question	Fill-in	

Type	Code	Questions/Description	Required or preferred	Response	Vendor Response/ Comments
Security		Describe your recommended WordPress backup methods/process	Question	Fill-in	
Security		WordPress installation will be configured to include various user access levels for content management and deployment.	Required		
Security		Have any of your developed websites been compromised in the last five years? If yes, please describe your response to the situation.	Question	Fill-in	

End of Requirements and Questions by Category

INSTRUCTIONS TO OFFEROR

RULES FOR SUBMITTING PROPOSALS

- a. **Submittal Deadline:** Proposals must arrive at the Lake Metroparks front desk, 11211 Spear Rd., Concord Twp., Ohio 44077 by the Submittal Deadline shown in these specifications or subsequent addenda. Proposals may be submitted by hand, by courier, or any other method specified herein.
- b. **Responsibility:** Offerors are solely responsible for ensuring that their proposals are received by the Lake Metroparks in accordance with the solicitation requirements, before Submittal Deadline, and at the place specified. The Lake Metroparks shall not be responsible for any delays in mail or by common carriers or by transmission errors or delays or mistaken delivery. Deliveries made before the Submittal Deadline but to the wrong Lake Metroparks office will be considered non-responsive unless re-delivery is made to the office specified before the Submittal Deadline.
- c. **Extension of Submittal Deadline:** The Lake Metroparks reserves the right to extend the Submittal Deadline when it is in the best interest of the Lake Metroparks.
- d. **Facsimile Transmissions:** Proposals may NOT be submitted by facsimile, unless otherwise specified herein.
- e. **Late Proposals:** The Submittal Deadline IS FIRM. Proposals will NOT be accepted after the Submittal Deadline and will be returned to the Offeror unopened.
- f. **Signature:** To be considered for award, each proposal shall be signed by an authorized representative of the Offeror.
- g. **Sealed Proposal:** Proposals MUST BE sealed upon submittal (e.g., sealed envelope, package, box, etc.)

DOCUMENTS TO BE RETURNED WITH PROPOSAL

Failure to completely execute and submit the required documents before the Submittal Deadline may render a proposal non-responsive. The documents that must be returned by the Submittal Deadline are listed in the section entitled "Proposal Forms," "Proposal Format," and "Proposal Checklist."

PROPOSAL CONTENT

Offeror must describe in detail how he or she will meet the requirements of this RFP and may provide additional related information with his proposal. The proposal should be presented in a format that corresponds to, and references, the sections outlined in the "Scope of Work" (Page 4) and "Proposal Format" (Page 10) and should be presented in the same order. Responses to each section and subsection should be labeled to indicate which item is being addressed.

Proposals should be straightforward and concise and provide "layman" explanations of technical terms that are used. Emphasis should be concentrated on conforming to the RFP instructions, responding to the RFP requirements, and on providing a complete and clear description of the offer. If a complete response cannot be provided without referencing supporting documentation, you must provide such documentation with the proposal indicating where the supplemental information can be found.

Proposals must include all proposed terms and conditions, including, without limitation, written warranties, maintenance/service agreements, license agreements, and lease purchase agreements. The omission of these documents renders a proposal non-responsive. Proposals that appear unrealistic in the terms of technical commitments, lack of technical competence, or are indicative of failure to comprehend the complexity and risk of this contract, may be rejected.

The Lake Metroparks is not liable for any costs incurred by Offerors before entering into a formal contract. Costs of developing the proposals or any other such expenses incurred by the Offeror in responding to the

RFP, are entirely the responsibility of the Offeror, and shall not be reimbursed in any manner by the Lake Metroparks.

PROPOSAL FORMS

- a. Copies. One original and two copies must be submitted on or before the Submittal Deadline. Offerors shall submit one original proposal marked "MASTER." Envelopes containing the original and the copies should be marked in accordance with the directions found elsewhere in these instructions.
- b. Discrepancies. If discrepancies are found between the copies, or between the original and copy or copies, the original "MASTER" will provide the basis for resolving such discrepancies. If one document is not clearly marked "MASTER," the Lake Metroparks reserves the right to use the original as the Master. If no document can be identified as an original bearing original signatures, Offeror's proposal may be rejected at the discretion of the Lake Metroparks.

PROPOSAL FORMAT

Proposals shall include the following items and be formatted in the following order:

1. Letter of Intent: Submit a written narrative of how you plan to meet the needs outlined in the "Scope of Work" Section (Page 4);
2. Project Implementation and Training Plan (Page 5);
3. Responses to the list of "Requirements and Questions by Category" (Page 5) listed in the "Scope of Work" (Page 4);
 - a. Licensing agreement;
4. Organization – see "Offeror's Background" Section (Page 13);
5. Similar Projects – Submit information on Similar Projects that your firm has completed. List specific types of experience Offeror has in the following areas:
 - a. Experience in working with local or regional park districts;
 - b. Experience in working with public agencies;
6. References – see "Offeror's References" Section (Page 13);
7. Current Status of Any Litigation - List the Current Status of Any Litigation or other major circumstances related to previous work performed that would be of concern to owner;
8. Pricing – Explain how pricing for services will be calculated and billed. Also include any anticipated fees or costs related to required hardware or software necessary to use your system;
9. "Non-Collusion Affidavit" (Page 15);
10. Additional Information - Include any additional information you feel will assist us in the evaluation of your firm's qualifications;
11. If Addenda are released, include an "Addenda Acknowledgement" (Page 16).

PROPOSAL MODIFICATIONS

Any Offeror who wishes to make modifications to a proposal already received by the Lake Metroparks must withdraw his or her proposal in order to make the modifications. Withdrawals must be made in accordance with the terms and conditions of this solicitation (see Withdrawal of Proposal – Page 10). All modifications must be made in ink, properly initialed by Offeror's authorized representative, executed, and submitted in accordance with the terms and conditions of this solicitation. It is the responsibility of the Offeror to ensure that modified or withdrawn proposals are resubmitted before the Submittal Deadline.

WITHDRAWAL OF PROPOSAL

Offerors' authorized representative may withdraw Proposals only by written request received by the Procurement Manager before the Proposal Submittal Deadline. After that time, Offerors may not withdraw their Proposals for a period of 60 days from the date of opening. At no time may the successful Offeror(s) withdraw his Proposal.

PROPOSAL OPENING AND RESULTS

No Public Opening. Proposals will not be opened publicly but a list of the names of companies submitting proposals will be available within a reasonable time after the Submittal Deadline. Proposals will be made public and may be inspected at the time of award. *No other information will be released until after the award.*

- a. Postponement. The Lake Metroparks reserves the right to postpone the Submittal Deadline for proposals any time before the date and time announced in the Request for Proposals or subsequent addenda.

PROPOSAL PRICES, NOTATIONS, AND MISTAKES

All prices and notations must be in ink or typewritten. Mistakes may be crossed out and corrections typed or printed adjacent to the mistake and initialed in ink by the person signing the Proposal. Prices shall be stated in units and offers made separately on each item. In case of conflict between unit prices and extended prices, unit prices will govern. Where there is a conflict between words and figures, words will govern.

PROPOSAL RECEIVED LATE

Late proposals will not be accepted and will be returned to Offerors unopened.

PROPOSAL RESULTS

It is not the policy of the Lake Metroparks to provide RFP results until after an award has been made.

PROPOSAL SUBMITTAL

Proposals should be clearly labeled and submitted in a sealed envelope or box bearing the name of the Offeror, RFP number, and Submittal Deadline. Offeror's authorized representative must properly initial any erasures or alterations of any kind. Proposals that contain omissions or improper erasures or irregularities may be rejected. Telephone, telegraphic, facsimile, electronic, and late Proposals will not be accepted nor considered unless otherwise specified herein. It is the responsibility of Offerors to see that their Proposals have sufficient time to be received by the Lake Metroparks before the Submittal Deadline (Page 11). The Lake Metroparks will not be held responsible for proposal envelopes mishandled as a result of the envelope or box not being properly prepared.

SUBMITTAL DEADLINE

Proposals must arrive at the Lake Metroparks Administrative Office front desk, 11211 Spear Rd., Concord Twp., Ohio, 44077, by 10:00 AM local time Tuesday, March 1, 2022. The receiving time in the Lake Metroparks office will be the governing time for acceptability of proposals. Proposals that do not arrive by the Submittal Deadline will be late and will be returned to the Offeror unopened.

PROPOSAL AND PROJECT TIMELINE

- Request for Proposals released: January 17, 2022
- Proposal-related questions must be received by: 4:00 PM local time on Monday, February 14, 2022
- Proposal addendum (if needed) will be released between January 17, 2022 and February 22, 2022.
- Proposal Deadline: 10:00 AM local time Tuesday, March 1, 2022
- Tentative proposal review period: 10:00 AM local time Tuesday, March 1, 2022 to Wednesday April 6, 2022.
- Tentative contract award date: April 19, 2022
- Tentative project implementation deadline: Website migration complete and live website fully operational in WordPress by September 1, 2022.

ACCEPTANCE PERIOD

Unless otherwise specified herein, proposals are firm for a period of 90 days.

PROPOSAL, REJECTION OF

The Lake Metroparks reserves the right to reject any or all Proposals or any part of a Proposal. The Lake Metroparks reserves the right to reject the Proposal of any Offeror who previously failed to perform adequately for the Lake Metroparks or any other governmental agency. The Lake Metroparks expressly reserves the right to reject the Proposal of any Offeror who is in default on the payment of taxes, licenses, or other monies due the Lake Metroparks.

AWARD OF PROPOSAL

Award will be made to the Offeror offering the most advantageous proposal after consideration of all Evaluation Criteria set forth below. An Evaluation Committee will be established by the Lake Metroparks. The committee will evaluate all proposals received in accordance with the Evaluation Criteria. The Lake Metroparks reserves the right to establish weight factors that will be applied to the criteria depending upon order of importance. The Lake Metroparks shall not be obligated to accept the lowest-priced proposal but will make an award in the best interests of the Lake Metroparks after all factors have been evaluated.

AWARD EVALUATION CRITERIA

Evaluation Criteria that will be used to evaluate all proposals that are received are listed below:

EVALUATION CRITERIA	PERCENTAGE
Demonstrated competence	25
Ability to meet our list of system requirements	35
Qualifications and availability of key persons to be assigned to the contract resulting from this solicitation and financial stability of Offeror	10
Number of years of experience the Offeror has in this type of business, with accounts of this size and with similar system functionality. Experience in performance of comparable work and experience working with public agencies	5
Reasonableness of cost	15
Conformance with the terms of this RFP	10

The above percentages show the relative importance of individual criterion. The evaluation committee will use these criteria to score the proposals.

The evaluation committee may also contact and evaluate the Offeror's references; contact any Offeror to clarify any response; contact any current users of an Offeror's services; solicit information from any available source concerning any aspect of a proposal; and seek and review any other information deemed pertinent to the evaluation process. The evaluation committee shall not be obligated to accept the lowest-priced proposal but shall make an award in the best interests of the Lake Metroparks.

Award is contingent upon the successful negotiation of final contract terms. Negotiations shall be confidential and not subject to disclosure to competing Offerors unless an agreement is reached. If contract negotiations cannot be concluded successfully, the Lake Metroparks may negotiate a contract with the next highest scoring Offeror or withdraw the RFP.

AWARD SELECTION PROCESS

Selection of qualified Offerors will be based on the Award Evaluation Criteria (Page 12). Additional questions may be asked of Offerors and interviews may be conducted during the proposal review period. Offerors will be notified of any additional required information or interviews after the written proposals have been evaluated.

Interviews may be held with the most qualified respondents. The Offeror selected will enter into a contract with the Lake Metroparks.

EXPERIENCE AND COMPETENCY

The successful Offeror shall be skilled and regularly engaged in the general class or type of work called for under the contract. Each Offeror shall set forth his or her experience on the form entitled Offeror's Experience and submit it with his or her proposal. It is the intention of the Lake Metroparks to award a contract to an Offeror who furnishes satisfactory evidence that he or she has the requisite experience, ability, sufficient capital, and facilities to enable him or her to execute the work successfully and properly, and to complete it within the time specified in the contract. To determine the degree of responsibility to be credited to the Offeror, the Lake Metroparks will weigh any evidence that the Offeror has performed satisfactorily on other contracts of like nature, magnitude, and comparable difficulty and comparable rates of progress. In selecting the lowest responsive and responsible Offeror, consideration will be given not only to the financial standing but also to the general competency of the Offeror for the performance of the work specified in the contract documents.

OFFEROR'S BACKGROUND

Offeror must provide a company profile. Information provided shall include:

- a. Company ownership. If incorporated, the state in which the company is incorporated and the date of incorporation.
- b. Location of the company offices.
- c. Location of the office servicing any Ohio account(s).
- d. Number of employees both locally and nationally.
- e. Location(s) from which employees will be assigned.
- f. Name, address, and telephone number of the Offeror's point of contact for a contract resulting from this RFP.
- g. Company background/history and why Offeror is qualified to provide the services described in this RFP.
- h. Length of time Offeror has been providing services described in this RFP. Please provide a brief description.
- i. Resumes for key staff to be responsible for performance of any contract resulting from this RFP.

Offeror must include in his or her proposal a complete disclosure of any alleged significant prior or ongoing contract failures, any civil or criminal litigation or investigation pending which involves the Offeror or in which the Offeror has been judged guilty or liable. Failure to comply with the terms of this provision will disqualify any proposal. The Lake Metroparks reserves the right to reject any proposal based upon the Offeror's prior history with the Lake Metroparks or with any other party, which documents, without limitation, unsatisfactory performance, adversarial or contentious demeanor, significant failure(s) to meet contract milestones or other contractual failures.

OFFEROR'S REFERENCES

Offerors should provide a minimum of three references from similar projects performed for any local government clients within the last three years. Information provided shall include:

- a. Client name;
- b. Project description;
- c. Project dates (starting and ending);
- d. Technical environment;
- e. Staff assigned to reference engagement that will be designated for work per this RFP;
- f. Client project manager name and telephone number.

OFFEROR IS SOLE POINT OF CONTACT

The successful Offeror will be the sole point of contact. The Lake Metroparks will look solely to the successful Offeror for the performance of all contractual obligations that may result from an award based on this RFP, and the awarded Offeror shall not be relieved for the non-performance of any or all subcontractors.

INFORMED OFFEROR

Offerors are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting proposals. Failure to do so will be at Offerors' own risk and they cannot secure relief on the plea of error.

SUBCONTRACTOR INFORMATION

If the proposal includes the use of subcontractors, Offeror must identify specific subcontractors and the specific requirements of this RFP for which each proposed subcontractor would perform services.

SUBCONTRACTOR COMPETENCY

The successful Offeror will be required to establish to the satisfaction of the Lake Metroparks the competency, reliability and responsibility of the subcontractors proposed to furnish or perform the work described in the contract documents. Before the award of the contract, the Lake Metroparks will notify the Offeror in writing if, after due investigation, the Lake Metroparks has reasonable objection to any proposed subcontractor. If the Lake Metroparks has reasonable objection to any subcontractor, the Offeror shall submit an acceptable substitute person to Lake Metroparks.

Persons and entities proposed by the Offeror to be used as subcontractors, and to whom the Lake Metroparks has made no reasonable objection, must be used on the work for which they were proposed and shall not be changed except with the written consent of the Lake Metroparks.

SUBCONTRACTOR REFERENCES

For all subcontractors that will be used on this project, Offerors must provide a minimum of *two* references from similar projects performed for any local government clients within the last *three* years.

Information provided shall include:

- a. Client name;
- b. Project description;
- c. Project dates (starting and ending);
- d. Technical environment;
- e. Staff assigned to reference engagement that will be designated for work per this RFP; and
- f. Client project manager's name and telephone number.

DISQUALIFICATION OF OFFEROR

If there is reason to believe that collusion exists among the Offerors, the Lake Metroparks may refuse to consider proposals from participants in such collusion. No person, firm, or corporation under the same or

different name, shall make, file, or be interested in more than one proposal for the same work unless alternate proposals are called for. A person, firm, or corporation who has submitted a sub-Proposal to an Offeror, or who has quoted prices on materials to an Offeror, is not thereby disqualified from submitting a sub-Proposal or quoting prices to other Offerors. Reasonable ground for believing that any Offeror is interested in more than one Proposal for the same work will cause the rejection of all Proposals for the work in which an Offeror is interested. If there is reason to believe that collusion exists among the Offerors, the Lake Metroparks may refuse to consider Proposals from participants in such collusion. Offerors shall submit as part of their Proposal documents the completed Non-Collusion Affidavit provided herein.

NON-COLLUSION AFFIDAVIT

Offerors are required to submit a Non-Collusion Affidavit with their Proposals.

PRICES

All Proposals shall give the prices proposed, both in writing and in figures, shall give all other information requested herein, and shall be signed by the Offeror's authorized representative.

Proposal prices shall include everything necessary for the fulfillment of the contract including but not limited to furnishing all materials, equipment, tools, facilities and all management, superintendence, labor, services, taxes, licenses and permits required to complete the work in accordance with the contract documents, except as may be provided otherwise in the contract documents. In the event that there is more than one proposal item in the proposal schedule, the Offeror shall furnish a price for all proposal items in the schedule, and failure to do so will render the proposal as non-responsive and may cause its rejection.

FIRM PRICE PERIOD

Offerors' offer shall remain open and firm for a period of not less than 90 calendar days from the Submittal Deadline.

OFFERS OF MORE THAN ONE PRICE

Offerors are NOT allowed to submit more than one proposal.

PRICE DISCREPANCIES

If there is more than one item in a proposal schedule, and the total indicated for the schedule does not agree with the sum of prices of the individual items, the prices given for the individual items shall govern and the total for the schedule will be corrected accordingly. The Offeror will be bound by said corrections.

CONTRACT

FORMATION OF CONTRACT

Once preferred vendor has been selected, contract negotiations can commence.

EXECUTION OF CONTRACT

The successful Offeror shall execute the contract, including but not limited to signing all necessary documents and submitting all required bonds and/or evidences of insurance, within ten days of award. This approval will be conveyed in writing by the Procurement Manager to the successful Offeror. One copy of the contract will be returned to the Offeror after the Lake Metroparks executes the contract. In case of failure of the Offeror to execute and return the contract and all required documents within the time allowed, the Lake Metroparks may, at its option, consider that the Offeror has abandoned the contract. Offeror agrees to commence work within ten working days after the date of the Purchase Order, to proceed with the work and fully complete the project.

INTERPRETATION OF CONTRACT DOCUMENTS

If any person is in doubt as to the true meaning of any part of the specifications or other contract documents, or finds discrepancies or omissions in the specifications, he may submit to the Lake Metroparks a written request for an interpretation or correction. Requests for interpretations shall be made in writing and delivered to Elizabeth Mather, Lake Metroparks by mail at 11211 Spear Rd., Concord Twp., Ohio 44077, by facsimile to 440-639-9873, or by email at emather@lakemetroparks.com by 4:00 PM local time on Monday, February 14, 2022. The requesting party is responsible for prompt delivery of any requests. When the Lake Metroparks considers interpretations necessary, interpretations will be in the form of an addendum to the contract documents, and when issued, will be sent as promptly as is practical to all parties recorded by the Lake Metroparks as having received contract documents.

All such addenda shall become a part of the contract. Oral and other interpretations or clarifications shall be without legal or contractual effect. It is the responsibility of each Offeror to ensure the Lake Metroparks has their correct business name and address on file. Any prospective Offeror who obtained a set of contract documents from anyone other than the Lake Metroparks is responsible for advising the Lake Metroparks that they have a set of contract documents and wish to receive subsequent Addenda.

CONTRACT DOCUMENTS, EXAMINATION OF

It is the responsibility of the Offeror to carefully and thoroughly examine and be familiar with legal and procedural documents, general conditions, all forms, specifications, drawings, plans, and addenda (if any), hereinafter referred to as Contract Documents. Offeror shall satisfy himself or herself as to the character, quantity, and quality of work to be performed and materials, labor, supervision, equipment and appurtenances necessary to perform the work as specified by the Contract Documents. The failure or neglect of the Offeror to examine the Contract Documents shall in no way relieve him or her from any obligations with respect to the solicitation or contract. The submission of a proposal shall constitute an acknowledgment upon which the Lake Metroparks may rely that the Offeror has thoroughly examined and is familiar with the contract documents. The failure or neglect of an Offeror to receive or examine any of the contract documents shall in no way relieve him or her from any obligations with respect to the Proposal. No claim will be allowed for additional compensation that is based upon a lack of knowledge of any solicitation document.

SELL OR ASSIGN

The successful Offeror shall not have the right to sell, assign, or transfer any rights or duties under this contract without the specific written consent of the Lake Metroparks.

TERMS OF THE OFFER

Lake Metroparks' acceptance of Offeror's offer shall be limited to the terms herein unless expressly agreed in writing by the Lake Metroparks. Proposals offering terms other than those shown herein will be declared non-responsive and will not be considered.

Offeror understands and acknowledges that the representations above are material and important and will be relied on by the Lake Metroparks in evaluation of the proposal. Offeror misrepresentation shall be treated as fraudulent concealment of the facts from the Lake Metroparks.

ADDITIONAL DETAILS

ADDENDA ACKNOWLEDGEMENT

Each proposal shall include specific acknowledgment in the space provided of receipt of all addenda issued during the solicitation period. Failure to acknowledge may result in the proposal being rejected as not responsive.

AUTHORIZED SIGNATURES

Every proposal must be signed by the person or persons legally authorized to bind the Offeror to a contract for the execution of the work. Upon request of the Lake Metroparks, any agent submitting a proposal on behalf of an Offeror shall provide a current power of attorney certifying the agent's authority to bind the Offeror. If an individual makes the proposal, his or her name, signature, and post office address must be shown. If a firm or partnership makes the proposal, the name and post office address of the firm or partnership and the signature of at least one of the general partners must be shown. If a corporation makes the proposal, the proposal shall show the name of the state under the laws of which the corporation is chartered, the name and post office address of the corporation and the title of the person signing on behalf of the corporation. Upon request of the Lake Metroparks, the corporation shall provide a certified copy of the bylaws or resolution of the board of directors showing the authority of the officer signing the proposal to execute contracts on behalf of the corporation.

REJECTION OF PROPOSALS, WAIVER OF INFORMALITIES

The Lake Metroparks reserves the right to reject any or all proposals, or any part of a proposal. The Lake Metroparks reserves the right to reject the proposal of any Offeror who previously failed to perform adequately for the Lake Metroparks or any other governmental agency. The Lake Metroparks expressly reserves the right to reject the proposal of any Offeror who is in default on the payment of taxes, licenses, or other monies due the Lake Metroparks.

CANCELLATION OF SOLICITATION

The Lake Metroparks may cancel this solicitation at any time.

COMPLIANCE WITH LAWS

All proposals shall comply with current federal, state, and other laws relative thereto.

INDEPENDENT CONTRACTOR

Contractor pledges that it presently has no interest, and shall not acquire any interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the performance of the services hereunder. Contractor further pledges that, in the performance of this contract, no subcontractor or person having such an interest shall be employed. Contractor certifies that to the best of his or her knowledge, no one who has or will have any financial interest under this contract is an officer or employee of Lake Metroparks. It is expressly agreed by Contractor that in the performance of the services required under this contract, Contractor, and any of its subcontractors or employees, shall at all times be considered independent Contractors and not agents of Lake Metroparks.

INK OR TYPEWRITTEN

All information, prices, notations, signatures, and corrections must be in ink or typewritten. Mistakes may be crossed out and corrections typed or printed adjacent to the mistake and initialed in ink by the person signing the proposal.

DEFINITION OF TERMS

For the purposes of this RFP, the following definitions will be used:

- a. **Contractor.** Same as Successful Offeror.
- b. **Evaluation Committee.** An independent committee established by the Lake Metroparks to review, evaluate, and score the proposals, and to recommend award to the Offeror that submitted the proposal determined by the committee to be in the best interest of the Lake Metroparks.

- c. **May.** Indicates something that is not mandatory but permissible.
- d. **Must/Shall.** Indicates a mandatory requirement. A proposal that fails to meet a mandatory requirement will be deemed non-responsive and not be considered for award.
- e. **Offeror.** The person or firm making the offer.
- f. **Preferred.** Indicates something that is not mandatory but permissible.
- g. **Proposal.** The offer presented by the Offeror.
- h. **Required.** Indicates a mandatory requirement.
- i. **RFP.** Acronym for Request For Proposals.
- j. **Should.** Indicates something that is recommended but not mandatory. Failure to do what "should" be done will not result in rejection of your proposal.
- k. **Strongly Preferred.** Indicates something that is not mandatory but that we would really like to have included if available.
- l. **Submittal Deadline.** The date and time on or before all proposals must be submitted.
- m. **Successful Offeror.** The person, contractor, or firm to whom the award is made.

NOMENCLATURES

The terms Successful Offeror, Successful Contractor, and Contractor may be used interchangeably in these specifications and shall refer exclusively to the firm with whom the Lake Metroparks enters into a contract because of this solicitation.

TAXES

Successful Offeror shall pay all federal, state and local taxes, levies, duties and assessments of every nature due in connection with any work under the contract and shall indemnify and hold harmless the Lake Metroparks from any liability on account of any and all such taxes, levies, duties, assessments and deductions.

QUESTIONS AND COMMENTS

Questions and comments regarding this solicitation must be submitted in writing, either by email or mail to Elizabeth Mather, Chief of Technology, Lake Metroparks, 11211 Spear Rd. Concord Twp., Ohio, 44077, emather@lakemetroparks.com no later than 4:00 PM local time on Monday, February 14, 2022. The requesting party is responsible for prompt delivery of any requests. When the Lake Metroparks considers interpretations necessary, interpretations will be in the form of an addendum to the contract documents, and when issued, will be sent as promptly as is practical to all parties recorded by the Lake Metroparks as having received contract documents.

PROPOSAL CHECKLIST

Proposals shall include the following items and be formatted in the following order:

- Letter of Intent: Submit a written narrative of how you plan to meet the website migration needs outlined in the “Scope of Work” Section (Page 4).
- Project Implementation and Training Plan; (Page 5)
- Responses to the list of “Requirements and Questions by Category” (Page 5) listed in the “Scope of Work” (Page 4);
 - Licensing agreement
- Organization - see “Offeror’s Background” Section (Page 13);
- Similar Projects - Submit information on Similar Projects that your firm has completed. List specific types of experience Offeror has in the following areas:
 - Experience in working with local or regional park districts;
 - Experience in working with public agencies;
- References – see “Offeror’s References” Section (Page 13);
- Current Status of Any Litigation - List the Current Status of Any Litigation or other major circumstances related to previous work performed that would be of concern to owner;
- Pricing – Explain how pricing for services will be calculated and billed. Also include any anticipated fees or costs related to required hardware or software necessary to use your system;
- “Non-Collusion Affidavit” (Page 15);
- Additional Information - Include any additional information you feel will assist us in the evaluation of your firm's qualifications.
- If Addenda are released, include an “Addenda Acknowledgement” (Page 16).

End of RFP 2022-003