



Request for Proposals
Three Rivers Regional Library System
PO Box 1340
176 SW Community Circle
Mayo, FL 32066
3riverslibrary.com

ORGANIZATION BACKGROUND

The Three Rivers Regional Library System consists of four public libraries and 2 tech centers in north Florida. Our mission is to give citizens of Dixie, Gilchrist, Lafayette, and Taylor counties access to materials for their informational, recreational, and life-long learning needs. Our board of directors consists of a citizen and county commission board member from each county.

The library system was formed in October of 1995, consisting of the Dixie, Gilchrist, and Lafayette county public libraries. The Taylor County Public Library joined the system in 2011. We serve the citizens of Dixie, Gilchrist, Lafayette, and Taylor counties. The main cities served by our system include Perry, Mayo, Cross City, and Trenton. Our main office is located in Mayo, Florida.

Our audience is made up of the citizens of the counties we serve, with a population of 65,000. We have 164,470 items in our catalog.

SHORT PROJECT DESCRIPTION

A lightweight, responsive website for the Three Rivers Regional Library System and its member libraries. It must be able to communicate on devices of all sizes, while delivering the information our patrons need. The site will be mostly static, having some dynamic content. We are looking for a new website, not a redesign of our current site.

REQUIREMENTS AND OBJECTIVES

Please ensure that your proposal includes the following:

- Design that is responsive to all devices, from phones to HD monitors.
- CMS allowing our organization to maintain the site's content, add pages, update info, and allow access for users with varying permissions.
- Integration of our Koha ILS catalog search (a search box on the site that accesses our online catalog).
- Integration of our eVanced calendar & event registration app (unless a suitable alternative is provided).
- Site analytics, preferably Google Analytics.

We desire that all proposals include the following:

- Calendaring solution
- Event registration
- Video & Audio playing ability
- Social media integration
- Blogging platform integration

Our desired site structure & other notes:

- Largely static content, with 7 - 10 pages
 - An About Us, Resources, Services, & 1 page for each library
- We will provide our content, use our existing logo, & take responsibility of updating site content after the initial deployment

PROJECT BUDGET

The Three Rivers Regional Library System has allocated \$6,000 for this project. Hosting & maintenance (at least the first year's worth), and any needed training will be included in that amount. Please itemize all costs and/or cost ranges in the proposal.

MILESTONES & DEADLINES

6/1/15 - Release & distribution of RFP

6/15/15 - Deadline for questions to be submitted

6/17/15 - Questions with answers provided to interested vendors

6/30/15 - Deadline for proposals to be submitted

7/10/15 - Deadline for our vendor to be chosen

7/17/15 - Vendor contracted

8/31/15 - Deadline for website to be delivered

QUESTIONS & REQUIRED INFORMATION

- Describe in detail the firm's proposal to address the requirements outlined in this RFP.
- Provide a time line for the completion of this proposal.
- Describe the fee structure and how our organization will be charged. Costs involved may be categorized as design, implementation, hosting & maintenance costs. Also, any charges for post-deployment maintenance, support, & upgrades. The price quote will be inclusive.
- Please provide a brief history of the firm and its experience providing services for organizations similar to ours. Provide a list of previous jobs similar to what you're proposing for our organization, including specific services provided, and website URL.
- Describe the project process and methodology.
- Include a hosting solution, whether provided by your company or a 3rd party. Detail the cost structure, hosting platform, location of server, data backup & integrity plan, etc.
- Please provide an unsigned copy of your standard service contract for our review and any additional stipulations we should be aware of.
- Please provide any other information relating to your experience working with non-profits and web design services.

EVALUATION CRITERIA

- Quality and completeness of response.
- Firm's success in implementing projects of this scope and type in the past.
- Overall cost of initial site and ongoing support, hosting, and maintenance.
- Proposed design and implementation.
- Support options after implementation.
- Three Rivers Regional Library System reserves the right to modify this RFP, reject any or all submissions, negotiate, and select the firm that best meets the System's needs.
- Contact information and deadline for submissions.

RFP SITE

Any addendums to this RFP will be available at rfp.3riverslibrary.com.

Proposals & Questions can be directed to: Eli Anthony, eanthony@3riverslibrary.com