



Request for Proposals Application Form

Solicitation No:	RFP 2023-05
Title:	Website Development Services
Description:	The purpose of this Request for Proposals (RFP) is to enter into a contractual agreement with a qualified firm for Website Development Services.
Terms:	Five (5) years (anticipated start date in October 2023)
Solicitation Release Date:	February 24, 2023
Bidders' Conference:	March 2, 2023, 1-3 p.m. EST
Bidders' Conference Location:	Zoom (Click HERE to Register)
Deadline for Submission of Questions on RFP:	March 17, 2023 5 p.m. EST
Proposal Due Date/Time:	March 24, 2023 5 p.m. EST
Proposal Review Period:	March 27 – May 8, 2023
Award Recommendations to Committee:	June 1, 2023
Award Recommendations to Board of Directors:	June 12, 2023
Contact:	CommsProcurement@TheChildrensTrust.org

The Children's Trust
3150 SW 3rd Avenue, 8th Floor
Miami, FL 33129
305.571.5700
TheChildrensTrust.org

PROPOSAL SUBMISSION

Please download and complete the ***“RFP 2023-05 Website Development Services Application Form”*** and the ***“Website Development Vendor Response - Key Business Requirements”*** files provided. All responses, support documentation and/or download links (if applicable) related to this solicitation must be submitted in their entirety by email to CommsProcurement@TheChildrensTrust.org by the due date and time specified in this solicitation. No other delivery formats will be accepted, including USPS, FedEx, UPS, hand delivery or submissions via Trust Central. Incomplete proposals or proposals submitted after the deadline will not be considered. Use the following naming convention for all support documentation: ***“Entity Name – Document Name.”***

Respondents must address the following components within each section of the application as indicated below. Supporting documents for each section may be in the following formats: searchable PDF, MP3 and/or MPG. Files must be sent by email (up to 20MB per email message) to CommsProcurement@TheChildrensTrust.org. Larger files (up to 2GB) must be sent using WeTransfer.com only. Both emails and WeTransfer links must have a “Received” time stamp **by the submission deadline specified in this solicitation**. No applications or supporting documents will be accepted after the submission deadline. Links to external websites are not allowed, nor will they be considered during the review process.

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1. Company Overview

(Word Limit: 400. If more space is needed, please submit as support document.)

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Supporting documentation

Please provide relevant supporting documentation regarding your company's history, management team/structure, mission and vision, and a summary of the product and services you offer. Supporting documents for each section may be in the following formats: searchable PDF, MP3 and/or MPG. Files must be sent by email (up to 20MB per email message) to CommsProcurement@TheChildrensTrust.org. Larger files (up to 2GB) must be sent using WeTransfer.com only. Both emails and WeTransfer links must have a "Received" time stamp by the submission deadline specified in this solicitation. No applications or supporting documents will be accepted after the submission deadline.

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2. Qualifications and Experience

Qualifications Description

(Word Limit: 400. If more space is needed, please submit as support document.)

Experience Description

(Word Limit: 400. If more space is needed, please submit as support document.)

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Support Documentation – Qualifications and Experience section

Provide visuals or other supporting files as relevant to this section. Supporting documents for each section may be in the following formats: searchable PDF, MP3 and/or MPG. Files must be sent by email (up to 20MB per email message) to CommsProcurement@TheChildrensTrust.org. Larger files (up to 2GB) must be sent using WeTransfer.com. Both emails and WeTransfer links must have a “Received” time stamp by the submission deadline specified in this solicitation. No applications or supporting documents will be accepted after the submission deadline. Links to external websites are not allowed, nor will they be considered during the review process.

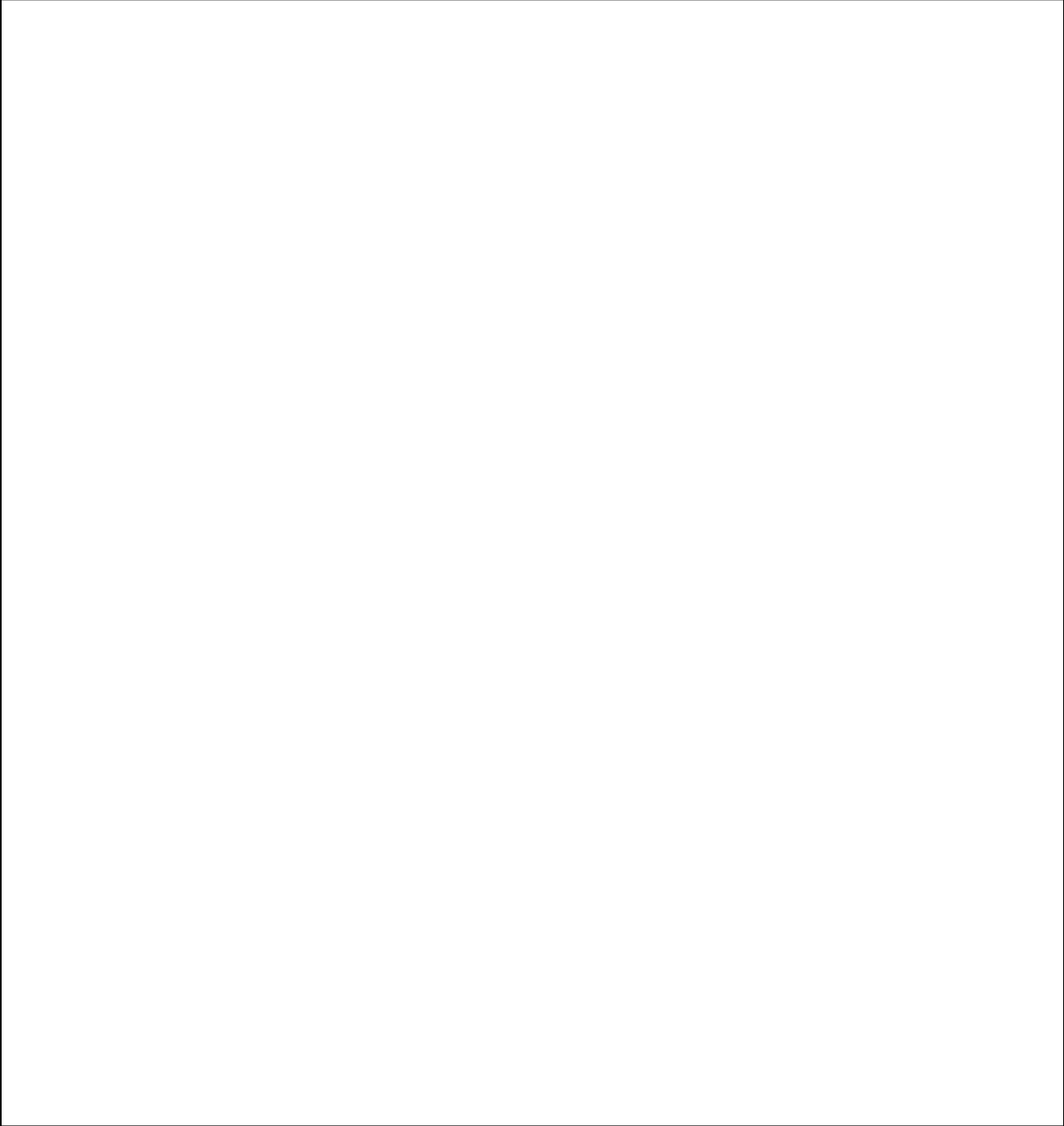
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3. Product/Services Proposal & Timeline

Proposal

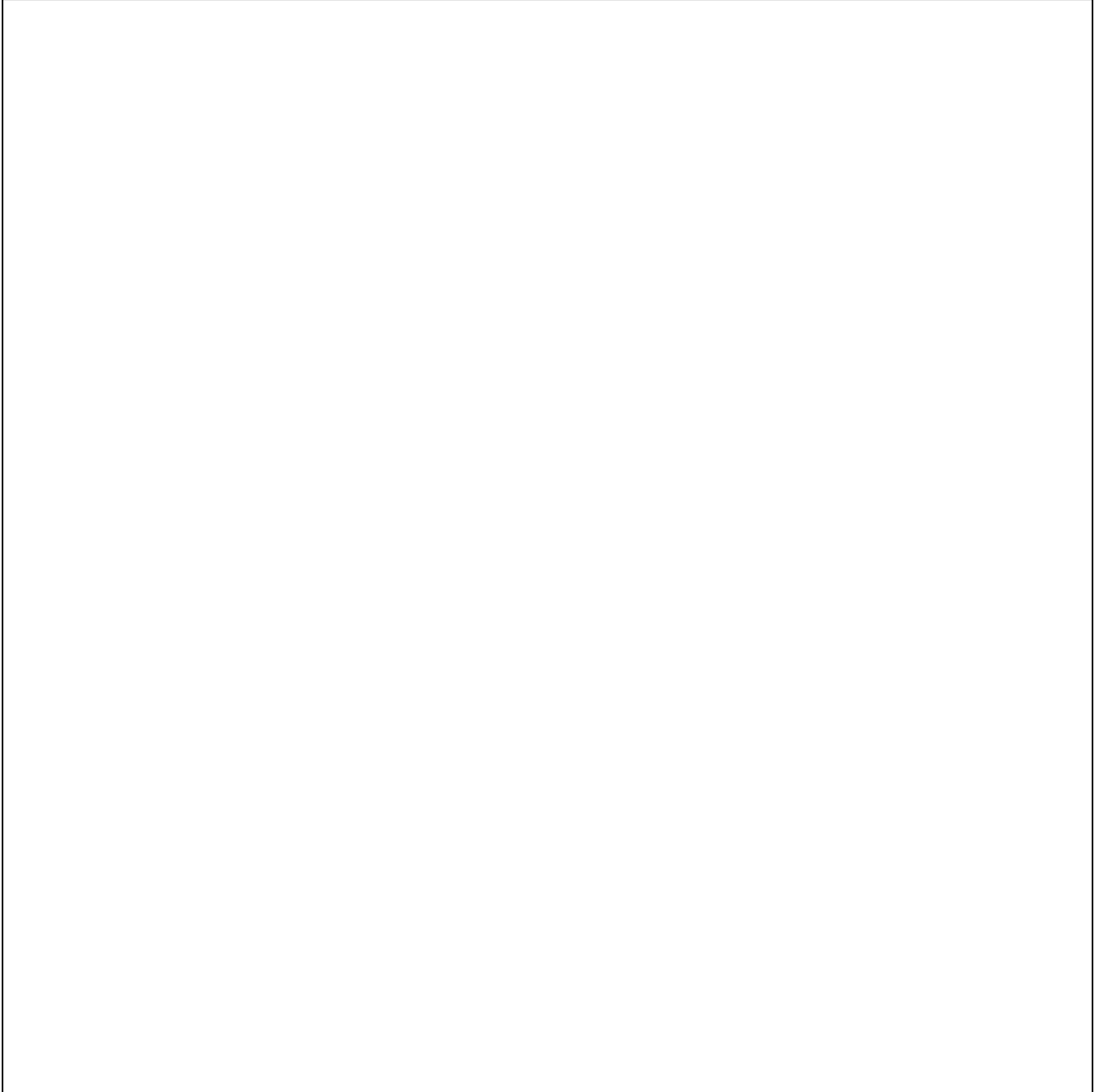
(Word Limit: 800. If more space is needed, please submit as support document.)

Proposal *(continued)*



Timeline

(Word Limit: 400. If more space is needed, please submit as support document.)

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Support Documentation – Product/Services Proposal & Timeline

Please provide visuals, wireframes, mock-ups or other supporting files as relevant to this section. Additionally, please attach supporting documentation for the project’s phases, as well as a tentative timeline for the overall project. Supporting documents may be in the following formats: searchable PDF, MP3 and/or MPG. Files must be sent by email (up to 20MB per email message) to CommsProcurement@TheChildrensTrust.org. Larger files (up to 2GB) must be sent using WeTransfer.com. Both emails and WeTransfer links must have a “Received” time stamp by the submission deadline specified in this solicitation. No applications or supporting documents will be accepted after the submission deadline. Links to external websites are not allowed, nor will they be considered during the review process.

4. Technical Specifications/Key Business Requirements

For this section, download and complete the spreadsheet “**Website Development Vendor Response - Key Business Requirements**” (Excel file posted on www.TheChildrensTrust.org/Procurement) regarding the technical specifications of your proposal and attach it as a supporting document to your application submission email. The completed file must be submitted as a Microsoft Excel file using the following naming convention: “**Entity Name – Key Business Requirements.xlsx**”

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5. Project Team Information

Project Team Description

(Word Limit: 400. If more space is needed, please submit as support document.)

Project Team Support

(Word Limit: 400. If more space is needed, please submit as support document.)

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Supporting documentation

Please provide supporting files that summarize project staff qualifications in the area(s) included in this solicitation (e.g. resumes, bios, certifications, etc.). Supporting documents may be in the following formats: searchable PDF, MP3 and/or MPG. Files must be sent by email (up to 20MB per email message) to CommsProcurement@TheChildrensTrust.org. Larger files (up to 2GB) must be sent using WeTransfer.com. Both emails and WeTransfer links must have a "Received" time stamp by the submission deadline specified in this solicitation. No applications or supporting documents will be accepted after the submission deadline. Links to external websites are not allowed, nor will they be considered during the review process.

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6. Letters of Reference

Please provide at least five (5) reference letters from current clients (or from within the past three years). Letters must include the client's name, title, business's name, address, phone number and email. Letters must also be reflective of the applicant's character, integrity, reputation, judgment, experience, efficiency, and effectiveness. References should describe the type of product or service similarly performed and they must be relevant to the ones sought in this solicitation. Reference letters should state whether they are a current client and/or would willingly engage the applicant again.

Supporting documentation

Please provide supporting files for at least the number of letters specified in this RFP. Supporting documents may be in the following formats: searchable PDF, MP3 and/or MPG. Files must be sent by email (up to 20MB per email message) to CommsProcurement@TheChildrensTrust.org. Larger files (up to 2GB) must be sent using WeTransfer.com. Both emails and WeTransfer links must have a "Received" time stamp by the submission deadline specified in this solicitation. No applications or supporting documents will be accepted after the submission deadline. Links to external websites are not allowed, nor will they be considered during the review process.

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7. Fees and Pricing

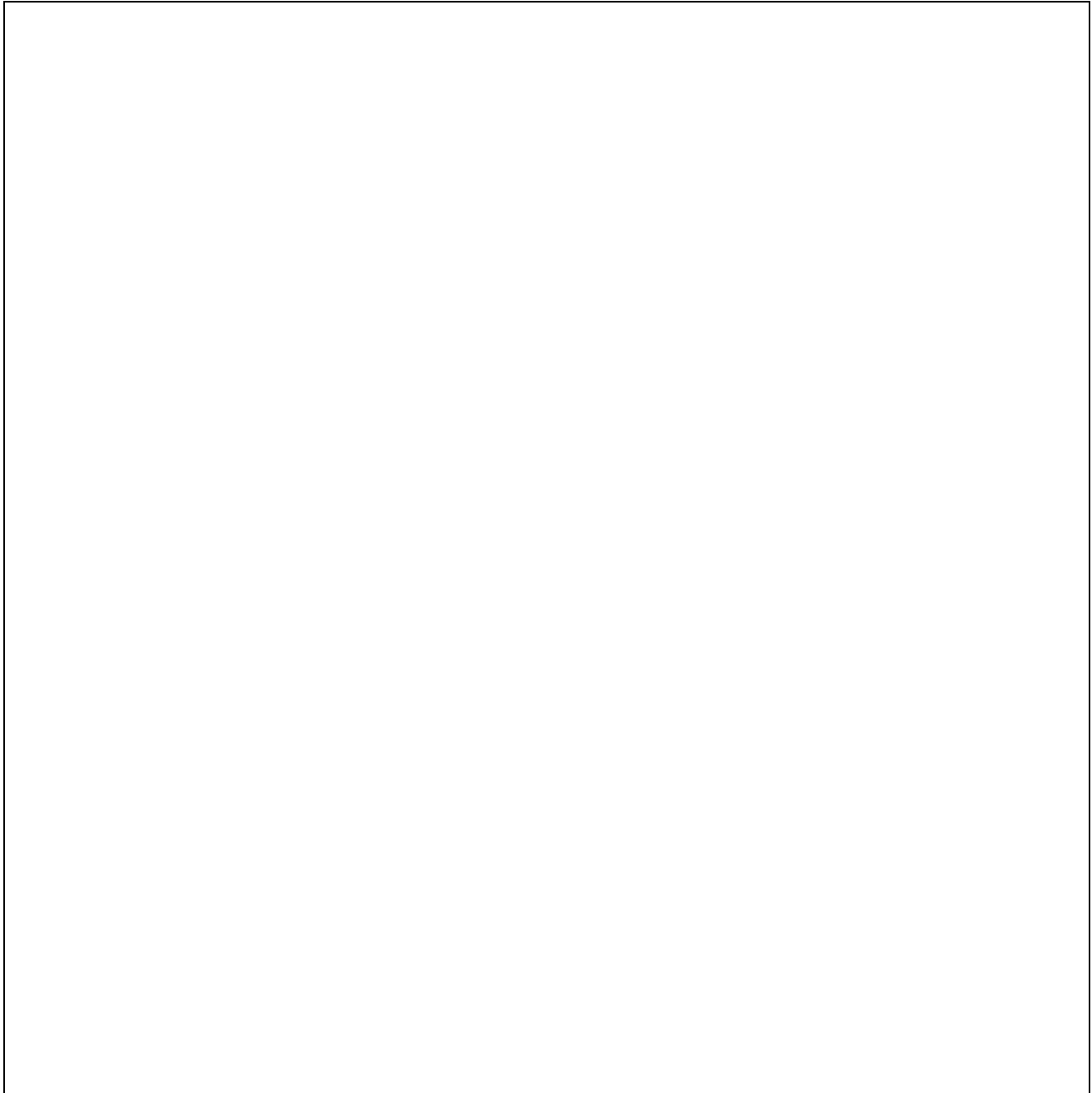
Proposed Product/Service Cost

(Word Limit: 400. If more space is needed, please submit as support document.)

Empty response box for Proposed Product/Service Cost.

Cost Breakdown of Services and Deliverables

(Word Limit: 400. If more space is needed, please submit as support document.)

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Supporting documentation

Please provide relevant supporting documentation regarding your fees and pricing as described above. Supporting documents may be in searchable PDF format. Files must be sent by email (up to 20MB per email message) to CommsProcurement@TheChildrensTrust.org. Larger files (up to 2GB) must be sent using WeTransfer.com. Both emails and WeTransfer links must have a "Received" time stamp by the submission deadline specified in this solicitation. No applications or supporting documents will be accepted after the submission deadline. Links to external websites are not allowed, nor will they be considered during the review process.

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ATTESTATIONS

Authorized Official First and Last Name

Authorized Official Title

Company Name

Phone Number

Email Address

Conflict of Interest

Does anyone on your company's board of directors or staff have a conflict of interest with The Children's Trust's Board of Directors or staff? A list of the Trust's Board of Directors may be accessed at <https://www.thechildrenstrust.org/board-of-directors>, and a list of current Trust staff is available at <https://www.thechildrenstrust.org/contact-us>.

Conflict of Interest Details

If answered yes, list the name of the person and nature of the conflict.

Unpaid Taxes

Does the applicant owe any money to the Internal Revenue Service (IRS) or other taxing authority (e.g., Florida Department of Revenue) for unpaid, past due, payroll or other taxes?

Unpaid Taxes Details

How much money is owed for past due taxes, interest, and penalties (please separately list each of these amounts).

Amount: \$

Pending Investigations/Litigations

Is the company or any of its employees under investigation and/or litigation by the Office of the Inspector General or any other federal, state or local authorities?

Pending Investigation/Litigation Details

Explain the nature of the investigation and/or litigation and attach any related reports.

Application Certification

Application Certification: I do hereby certify to the following statements and that all facts, figures, and representations made in this application and supporting documents are true and correct:

- I have been duly authorized to act as the representative of the agency in connection with filing this application. Further, I understand that it is the responsibility of the agency head to obtain from its governing body the authorization for the submission of this application.
- This bid process is subject to the Cone of Silence and Florida's conflict of interest laws (§112.311, et. seg). I further state that to the best of my knowledge, submission of this proposal is in compliance with the state and county conflict of interest laws.
- All work contained within this proposal is the unique and original product of the agency I represent and has not been plagiarized or duplicated in any way from another's work.