

# **Great Falls, Montana Web Design & Hosting Services**

## ***Request for Qualifications***

### **Great Falls Development Authority, Inc.**

*July 28, 2021*

#### **I. INTRODUCTION**

The Great Falls Development Authority, Inc. (GFDA) seeks qualifications for web design and hosting services. We are seeking services from a firm that can assist us in developing and hosting new WordPress web sites and making regular updates to our web sites.

Interested firms are encouraged to discuss this RFQ with us, as detailed below.

#### **II. BACKGROUND**

##### Great Falls Development Authority

GFDA is a regional public/private economic development organization (EDO) which focuses its efforts on the 13-county Great Falls Montana trade area, also known as Montana's Golden Triangle. Great Falls Montana is an MSA with 86,000 population. Our trade area extends to the Canadian border, totaling about 209,000 population. Our target industries are food/agriculture/bioscience, business services, energy, tourism, advanced manufacturing, defense, logistics, healthcare, and regional retail/services. Our EDO works on business attraction, business retention/expansion, business start-ups, downtown revitalization, workforce, and housing, amongst other things.

##### Web Sites

We currently have two web sites, [GrowGreatFallsMontana.org](http://GrowGreatFallsMontana.org) and [LiveinGreatFalls.com](http://LiveinGreatFalls.com). The first is our economic development web site and the second is a site we use to attract talent to relocate to the Great Falls market.

We seek to develop a new web site for [GrowGreatFallsMontana.org](http://GrowGreatFallsMontana.org) using WordPress. GFDA staff will provide all content, photography and videography. Similar to our current site, the new site will embed a number of widgets and online systems including GIS Planning's Zoom Prospector system, Chmura Economics' Jobs EQ widgets, SizeUp's system, Common Goals Software's TEA system, and potentially others. This is a content-heavy site that requires constant updating.

We seek to make regular updates and expand the content of LiveinGreatFalls.com. GFDA staff will provide all content, photography and videography.

We also seek to develop a new WordPress web site for our affiliate, High Plains Financial.

### **III. OBJECTIVES**

Our goal is to develop a long-term relationship with an experienced web design firm that can provide timely and cost-effective design services to help us enhance our online presence.

### **IV. CONSULTANT QUALIFICATIONS**

We seek a consultant that has extensive experience in content-rich WordPress web sites, including sites that embed or integrate multiple widgets and online systems. Consultants that have bench depth to enable timely response are preferred, as well as firms that have proven successful relationships with clients in which the clients are producing the content. Experience in navigation driven by various web site users is required.

### **V. PROPOSAL REQUIREMENTS**

An electronic copy of the qualifications should be submitted in PDF format by email, Dropbox or other electronic file sharing method by 5:00 PM MST on Friday, August 20, 2021 to:

Brett Doney  
[BDoney@GrowGreatFalls.org](mailto:BDoney@GrowGreatFalls.org)

We plan to distribute the qualifications to our staff/board member selection task group and, therefore, discourage the submittal of printed materials. We welcome inclusion of online URLs that would allow us to assess past experience in more depth.

The submittal should follow the order below and include, at a minimum the following information:

- A cover letter signed and dated by the person or an authorized representative of the organization making the submittal.
- A brief statement of your firm's understanding of the goals of this effort and of the services requested in this RFQ.
- A brief statement of the history of your team, including relevant projects.
- A description of the methodology your team uses to work with clients.
- Qualifications of key individuals to be assigned to this project, their availability during the relevant time periods, and their recent experience on similar projects.

- Examples of at least five content-rich WordPress web sites developed by your firm.
- Preference will be given to consultants that provide references from at least three long-term clients.

## **VII. PRICE**

The consultant will present hourly rates for its services.

## **VIII. CONSULTANT SELECTION**

Consultants that respond to this RFQ will be evaluated and ranked. This evaluation will be based on the submitted qualifications and, at the discretion of the Committee, on interviews with those consultants who appear to be particularly well qualified, as determined from their written qualifications.

The consultants will be evaluated and ranked in accordance with the following factors, which are weighted as shown:

- The consultant's experience with similar projects (30%)
- The breadth of the consultant's experience, including the qualifications and availability of the key personnel who would be assigned (20%)
- The methodology of services to be provided (30%)
- Cost (20%)

Negotiations will commence with the highest ranked consultant. Upon reaching agreement on a final work plan and price, the Great Falls Development Authority will award the contract. If agreement cannot be reached with the highest ranked consultant, negotiations may proceed with lower ranked consultant(s).

## **IX. ADDITIONAL INFORMATION & CONDITIONS**

### **A. STATEMENT OF NONCOMMITMENT**

Issuance of this RFP does not commit the Great Falls Development Authority, Inc. to award a contract or to pay any costs incurred in preparation of proposals responding to the RFP. The GFDA reserves the right to reject any or all proposals and re-advertise. All proposals become the property of the GFDA.

### **B. EQUAL EMPLOYMENT OPPORTUNITY**

Successful contract bidders must comply with provisions of all applicable federal law, Title VI and Title VII of the Civil Rights Act of 1964. Any subcontracting by the successful bidder subjects subcontracting firm(s) to the same provisions of federal law.

In accordance with state and federal requirements, the consultant (hereinafter referred to as "contractor") must agree as follows:

*1.) COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 FOR FEDERAL AID CONTRACTS*

(a) Compliance with Regulations. The Contractor shall comply with all Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Housing and Urban Development, 24 CFR Part 1, as they may be amended (hereafter referred to as the Regulations), which are incorporated by reference and made part of this Agreement.

(b) Nondiscrimination. The Contractor, with regard to the work performed by it during the Agreement, shall not discriminate on the grounds of sex, race, color or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited in 24CFR Part 21.

(c) Solicitations for Subcontractors, Including Procurements of Materials and Equipment. In all solicitations, whether by competitive bidding or negotiation by the Contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, any potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this Agreement and the Regulations relative to nondiscrimination.

(d) Sanctions for Noncompliance. In the event of the contractor's noncompliance with the nondiscrimination provisions of this Agreement, the Department may impose sanctions as it determines appropriate, including, but not limited to withholding payments to the Contractor under the Agreement until the Contractor complies, and/or cancellation, termination or suspension of the agreement in whole or in part.

*2) COMPLIANCE WITH THE MONTANA GOVERNMENTAL CODE OF FAIR PRACTICES, 49-3-207. MCA*

In accordance with 49-3-207, MCA, the Contractor agrees that for this agreement all hiring will be made on the basis of merit and qualifications and that there will be no discrimination on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin by persons performing the Agreement.

*3) COMPLIANCE WITH MINORITY & WOMEN BUSINESS ENTERPRISES*

Contractor will make efforts to encourage the use of minority and women's business enterprises in connection with Agreement activities in accordance with 24 CFR Part 85.36(e) which describes the actions to ensure that minority and women's business enterprises are used when possible in the procurement of property and services.

C. VENUE

The laws of the State of Montana govern this contract. The parties agree that any litigation concerning bid, proposal, or subsequent contract must be brought in the Eighth Judicial District of Cascade County, State of Montana and each party shall pay its own costs and attorney fees. (Reference 18-1-401 MCA)

D. INSURANCE

Certificates of Insurance, indicating compliance with the required overage, must be filed with the Great Falls Development Authority within ten (10) working days of the Notice of Award. The proof of insurance/exemption must be valid for the entire contract period.

E. RFQ AUTHORITY

This RFQ has been issued in accordance with Title 18, Montana Code Annotated and the Administrative Rules of Montana, Title 2, Chapter 5. The RFQ process is a procurement option, allowing award to be based on stated criteria or evaluation factors. The evaluation factors to be used in this procurement have been specified in this RFQ.

F. ADDITIONAL INFORMATION

For more information regarding this RFQ, please contact:

Tyler Menzales  
Business Development Officer  
(406) 590-1539  
[TMenzales@GrowGreatFalls.org](mailto:TMenzales@GrowGreatFalls.org)