



NOOKSACK INDIAN TRIBE (NIT)
REQUEST FOR PROPOSAL (RFP)
Nooksack Cultural Committee – Web Design Services

ISSUED: May 16, 2022

DUE BY: 2:00PM, June 16, 2022

RESPOND TO:

RFP submitted by Mail to:
Nooksack Indian Tribe, Attn: Cultural Committee, PO Box 157, Deming WA, 98244 or

OR

RFP Hand Delivered to:
5016 Deming Road, Deming, Washington 98244

OVERVIEW

The Nooksack Indian Tribe is a federally recognized Tribal government, seeking competitive proposals from qualified vendors to develop a language learning design website that will be inspired off the already existing Tribal webpage. The Vendor will collaborate with the Cultural Department, Cultural Committee and the Helq' emeylem and Lhechelesm language experts to develop a website to maintain Tribal Council's goals of revitalization and preserving culture and language. The Nooksack Indian Tribe's Education Department, NIT IT Department, Communications Specialist, Natural Resources and Cultural Department, and the contracted web developers will be the stewards of this project.

NIT is seeking proposals from vendors that can perform the scope of work and require the capabilities of a front-end developer, a back-end developer, and a server technician. The Vendor must currently be in business of providing web design services in professional settings, with a minimum of two (2) years of experience. Vendors shall comply with all applicable federal, state and local laws, ordinances and regulations.

Contracts submitting proposals should review the procurement requirements listed below. The Vendor will be required to:

- Execute a contract for website design services
- Provide proof of insurance
- Provide Tax ID
- Purchase a NIT Business License
- Eligible to receive federal funds

Vendors interested in bidding may contact George Swanaset, Jr. via email at George.swanasetjr@nooksack-nsn.gov. Questions about this RFP and the expectations for the scope of work will be addressed in writing. Questions must be emailed to George Swanaset, Jr. at George.swanasetjr@nooksack-nsn.gov with the subject line: RFP Web Design Questions. Answers to questions will be provided to all potential vendors.

Services to commence by July 29, 2022 and completed by December 22, 2022.

PROPOSAL REQUIREMENTS:

1. Vendor name
2. Current Contracts: list of vendor's current contracts and those completed within the past 3 years for web design services, including client names, address, phone number and email address or a contact person.
3. Project personnel: Name, title and qualifications of key personnel assigned to project, including the designated project manager.
4. Project plan: Narrative describing creative approach to project, proposed workflow and timeline.
5. References: contact information for at least 3 professional references that can speak to vendor's ability to complete scope of work, including name, business name, address, phone number and email address
6. Fee proposal: summary of all costs to deliver the scope of services in this RFP, broken down by task. Any and all fees for one-time and ongoing use of content shall be included in the fee proposal.
7. Signature

SCOPE OF WORK:

Web Design

Create a structured language learning website that will contain a dictionary, alphabet source, words, and phrase lists, stories, songs, videos, games and puzzles.

Vendor will work with committee, community, tribal council and staff in the development of the web page.

TASK ONE: DESIGN PHASE

Research, planning and strategy including interviewing, gathers of assets, discussion of additional goals and future workflows.

Wireframe proofs to determine a rough outline of site that can be iterated as needed in the design process. Focus on making the website more readable and user friendly.

Flat design proof of overall theme and layout (site masthead, navigation, background, fonts, etc).

Flat design proofs of home page, single page template and language template

Supporting graphics, sound in JPEG formats,

All materials developed under this task shall become the property of the Nooksack Indian Tribe.

Task 2: DEVELOPMENT PHASE

Upon approval of flat design, commence development of custom Wordpress theme using best practices for web development.

Search and remove any potentially malicious code found database, then import content.

Language integration and customization

Facebook feed integration and customization

Contact us page form

PDF viewer and thumbnails for archived lessons and language learning

Responsive design, image sizes (srcset), font sizing scaling, custom navigation, header and footer adjustments, content layout planning for small screens, SVG illustrations, etc.

Custom login page with spam prevention re-Captcha

All materials developed under this task shall become the property of the Nooksack Indian Tribe.

Task 3: PRESENTATION PHASE

Website proofing and revisions via private testing server
Final approval
Final testing of all site functionality, forms, links, images, etc.

Task 4: DEPLOYMENT

Deploy website upon final approval and invoice payment
Configure onsite SEO and sitemap, submit to Google
Google Analytics set-up and monthly traffic auto report

SUPPORT:

Website training videos and personal training support (6 months included post-deployment)
Website updating, back-ups and security monitoring (6 months included post-deployment)
Ongoing monitoring for malware, broken links, etc (6 months included post-deployment)

PROPOSAL SUBMITTAL

Proposal responses shall be submitted electronically to George Swanaset, Jr. at george.swanasetjr@nooksack-nsn.gov.

Proposals will be accepted by email to George Swanaset Jr. at georgeswanasetjr@nooksack-nsn.gov with the subject line RFP Webdesign Proposal until 2:00PM June 16, 2022. Proposals received by the deadline will be acknowledged by email with a time stamp. Incomplete proposals will be deemed unresponsive and will not be considered.

The Tribe reserves the right to make an award without further discussion of the submittals. Therefore, the proposal should be initially submitted on the most favorable terms the Vendor can offer. The Vendor selected as the apparently successful Vendor will be expected to enter into a contract with the Tribe or the Tribe's standard contract form.

The general conditions and specification of the RFP and the successful Vendor's response, as amended by Contract between the Tribe and the successful Vendor, including e-mail or written correspondence relative to the RFP, will become part of the Contract documents. Additionally, the Tribe will verify Vendor representations that appear in the proposal.

NIT reserves the right to refuse any and/or all proposals, or any part thereof for any reason and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the Tribe to pay any costs incurred by respondents in the preparation and submission of a proposal. Furthermore, the RFP does not obligate the Tribe to accept or contract for any expressed or implied services.