



REQUEST FOR QUOTES

New Design and Combining of Two Existing Websites

The Workforce Investment Board of Solano County and Solano Employment Connection want to redesign and combine their two existing websites into one new site. Respondents should review the existing websites to gain a basic understanding of the purpose of, information and services provided by each entity to its customers.

The websites can be found at the following addresses:

<http://www.solanoemployment.org>
www.solanowib.org

Project

The successful vendor will create a single new website that combines information from the two listed websites. The new website address will be **www.solanoemployment.org**. All basic website content will be provided to the vendor by the WIB and published on the new site. Ongoing workforce related material will be posted regularly by the vendor and/or by the WIB after sufficient training for designated WIB staff. Examples include; new postings of recruitment events, workshops or job leads and workforce related articles.

A mock-up of a new home page is included in this request to illustrate the desired visual layout / style for the new site. We understand that details may be subject to change upon vendor recommendation and / or research of more optimal solutions.

The website must:

- Be user friendly
- Be mobile device friendly
- Search engine optimized
- Be accessible for individuals with disabilities (508 compliant)
- Branded with the WIB and AJCC logos
- Contain an event calendar, with ability for users to register online for events
- Allow users to send e-mail to designated WIB staff with click of a button
- Contain / link to a language translation feature
- Contain a search this website feature
- Contain links to Facebook, LinkedIn and YouTube
- Support legacy / older operating systems
- Support the use of embedded videos
- Allow users to adjust font size
- Be updated regularly with job leads and class listings

Additional Requirements:

Website Hosting

The successful vendor will include in its quote information and pricing on hosting the website themselves or by another viable party.

Staff Training

The successful vendor will provide designated staff with training in order for them to perform basic functions such as updating job leads, listing employer recruitments and workshops.

Website Maintenance and Support

The successful vendor will provide in its quote information and pricing on providing ongoing website maintenance and support.

Content Feeding

The successful vendor will post provided content to the website which, in turn, will feed into agency established Facebook, LinkedIn and You Tube accounts as desired.

Proposed Sitemap

The website should have 5 tabs (with drop down menus) across the top horizontally; Job Seekers, Skills Training, Businesses, Special Projects, and About Us. Each tab will have up to 10 options select from.

The left side should have a vertical column with 6 buttons, each with a small graphic; (Examples) Request an Appointment a tiny calendar, Training a small graduation cap, Business Services with a \$, etc.

Column buttons:

Job Openings
Business Services
Calendars
Training
Resources
Request an Appointment

Quote Contents

Quotes should include: estimated cost for design, hosting staff training, maintenance and web content feed. The total should not exceed \$12,000 for the first year of service. Also, please indicate if your organization requires a specific commitment of time for hosting or maintenance services.

Vendor Questions

Questions regarding this Request for Quotes are to be submitted via email to **twhite@solanowib.org** no later than **Friday, January 15, 2016**. Responses to any questions submitted will be posted on the Solano Employment Connection Website (www.solanoemploymentnet.org) under the "News and Events" section (Tools⇒Upcoming Events) no later than **5:00pm, Friday, January 22, 2016**.

Deadline and Submittal Procedure

The WIB must receive all quotes no later than **5:00pm, Friday, January 29, 2016**.

Quotes received after **5:00pm, Friday, January, 29, 2016** will not be considered – NO EXCEPTIONS

The attached Request for Quotes Summary Sheet (page 5) must be completed and signed by a principal of the company (officer, director, manager or owner) who is authorized to submit the quote for the responding agency.

Vendors may provide supplemental information which may or may not be used to make a decision.

Quotes must be submitted in one of the following ways:

Email: twhite@solanowib.org

Mail: Workforce Investment Board of Solano County
Attn: Tracy White
320 Campus Lane
Fairfield, CA 94534

Hand Delivered: 320 Campus Lane
Attn: Tracy White
Fairfield, CA 94534

Vendor Selection

The selected vendor will be based on responses to this RFQ which demonstrate the vendor's capabilities and cost effectiveness.



REQUEST FOR QUOTES SUMMARY SHEET

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All items below require responses in writing on this form

Agency Name:	
Contact Person:	Title:
Phone:	FAX:
Email:	

Service	Provided By Vendor	Price
Website Design	Yes / No	
Website Hosting	Yes / No	
Staff Training	Yes / No	
Website Maintenance	Yes / No	
Website Content Feed to site & social media	Yes / No	

List the addresses of 3 websites your company has designed:
List your turnaround time for website content feeding and for maintenance, post notification:
List your timeline for completion of the proposed project:
List your project payment schedule:

The vendor certifies that the information provided in this quote is correct to the best of his / her knowledge and belief and the submitting of this quote has been duly authorized.

Signature of Authorized Representative

Date