Interstate Technology & Regulatory Council

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Program of:

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Request for Proposals

ITRC WordPress Document Developer
#2020RFP-DOCDEV

June 30, 2020

Overview

The Interstate Technology & Regulatory Council (ITRC) is a State-led coalition working to advance the use of innovative environmental technologies and approaches. ITRC develops various resources including guidance documents, fact sheets, and training that deepen technical knowledge and expedite quality regulatory decision-making. ITRC strives to provide a national perspective with members from all 50 states and the District of Columbia. More information is available at www.itrcweb.org.

This Request for Proposals (RFP) is for a multi-year time and materials contract support for ITRC's Web-based Document Production. The proposer is responsible for building WordPress websites of ITRC documents in accordance with the standardized ITRC web-document style, creating images, figures, and some original graphics as directed by ITRC teams, and developing interactive conceptual site models on WordPress.

The Proposer works in collaboration with ITRC technical teams to ensure the production of high-quality web conversion of ITRC guidance documents and associated products. Examples of past documents developed are available at https://www.itrcweb.org/Guidance.

All proposal submissions should include:

1. Cover Letter/Key Persons/Proposer Information (**1 page**)
2. Narrative (no more than **5 pages**)
3. Resume(s) (no more than **2 pages** per Key Person)
4. Price Statement with Hourly Rate and 2 price quotes (**1 Page**)

About ITRC, ERIS, and ECOS

ITRC is a program of the Environmental Research Institute of the States (ERIS). ERIS is a 501(c)(3) organization incorporated in the District of Columbia and managed by the Environmental Council of the States (ECOS). ECOS is the national, non-profit, non-partisan association representing the state and territorial environmental commissioners. Its mission is to serve as a champion for states; to provide a clearinghouse of information for state environmental commissioners; to promote coordination in environmental management; and to articulate to Congress, federal agencies and the public state positions on environmental issues. ERIS will issue and administer contracts on behalf of ITRC.

Administrative Information

- ❖ One electronic copy of the proposal must be received by **5:00 PM Eastern, Tuesday, July 21, 2020**. **Late proposals will not be accepted or evaluated**. Proposals must be emailed to preyes@ecos.org. Proposal submission confirmation will be sent via email within three business days. It is the Proposer's responsibility to follow up if a confirmation email was not received. Problems with email submittal can be addressed at any time to Patricia Reyes, ITRC Director, at office # (202) 266-4933 or cell # (202) 590-4621.
- ❖ This RFP is for a three-year time and materials contract from August 1, 2020 to July 31, 2023.
- ❖ All requests, questions, or other communications about this RFP must be made in writing and submitted by email to Patricia Reyes, ITRC Director, preyes@ecos.org. A response will be provided within three business days of receipt of inquiry and posted on the ITRC website. *Communications made to other ITRC, ERIS, or ECOS personnel and associates will not be allowed or recognized and may disqualify the proposal.* Inquiries and questions will be received and answered up to the proposal deadline.
- ❖ ITRC **may** contact select Proposers to schedule a one-hour phone interview between Key Persons and ITRC leadership at a mutually convenient time between July 23-27, 2020. Final selection will be completed by July 29, 2020.
- ❖ All Proposers will be notified by email of the result of the selection process no later than July 31, 2020.
- ❖ Disadvantaged, veteran-owned, women-owned, and minority-owned Proposers are encouraged to apply.
- ❖ Any false or misleading statements found in the proposal will be grounds for disqualification or contract nullification if awarded.

Proposal Requirements

Proposals that do not meet the following requirements (including page lengths) will not be evaluated.

Cover Letter/Key Persons/Proposer Information (1 page)

The Proposer should submit a cover letter that includes:

1. Full legal name of the company and corporate address.
2. Is your firm subject to any litigation, judgment, debarment, or suspension that would prohibit it from fulfilling the terms of the contract?
3. Are you a disadvantaged, women-owned, or minority-owned firm?
4. Current number of employees.
5. The names and contacts of up to three Key Persons.
6. The names, addresses, and telephone numbers of two references who are familiar with the work of the Key Person(s) and your business.

Narrative (no more than **5 pages**)

The narrative should present how the proposer would enhance or streamline the production of ITRC's web-based documents without adding any additional cost or resource requirements to the current process. The total narrative must address the items listed in the Statement of Work section and must connect Proposer and Key Person(s) skills and experience back to the Statement of Work. The narrative must show that the Proposer and Key Person(s) understand ITRC as an organization. The Proposer should also provide details on web-conversion projects for which the Proposer has provided services similar in scope to this RFP in the past 5 years.

Resume(s) (No more than **2 pages** per Key Person)

The Proposer should submit resumes of up to three Key Persons who shall provide the services for the extent of the contract.

Price Statement (**One Page**)

The price statement should include the labor hourly rates for Key Person(s) and anyone else proposed for the project for each year of the three-year contract period starting August 1, 2020 through July 31, 2023.

Proposers should also include an estimate of hours and total labor cost for the two ITRC documents listed below. ITRC documents are prepared in Microsoft Word and can include tables, graphics, web tools, and references.
- ❖ Stormwater Best Management Practices Performance Evaluation
- ❖ Optimizing Injection Strategies and In situ Remediation Performance

Statement of Work

This RFP is for multi-year contract support to develop 1-5 ITRC web-based documents annually; create static and interactive graphics for use in ITRC publications and website; and create logos for ITRC teams. All products must be 508 Compliant. A successful proposal should address the items listed in this section.

- ❖ Design and build responsive WordPress website versions of ITRC documents which includes cleanup of supplied images and figures as well as the creation of original artwork to be used in the websites.
- ❖ Collaborate with ITRC's primary website contractor on some aspects of web-development tasks.
- ❖ Design interactive conceptual site models and graphics based on the guidance of ITRC team leaders, program advisors, and staff.
- ❖ Design Team logos to be used on itrcweb.org team pages as well as online document websites.
- ❖ Coordinate with ITRC team leaders, editors, program advisors and management to conceptualize what they are trying to convey and the best way to visually communicate that information.
- ❖ Work collaboratively and productively to troubleshoot and resolve issues.
- ❖ Communicate project status to management.
- ❖ Be available during normal business hours.
- ❖ Purchase and update software with ITRC approval, as needed. ITRC will reimburse for approved expenses.

Required Skills
- ❖ Knowledge of WordPress and familiarity with a variety of WordPress plugins and other web-based document development software. Graphic design ability.
- ❖ Excellent communication skills
- ❖ Ability to work independently and efficiently to meet deadlines
- ❖ Keen attention to detail and ability to solve problems self-sufficiently

Project Schedule
- ❖ Create logos for new teams – August 2020.
- ❖ Create graphics for ITRC teams or cleanup supplied images – August-December 2020.
- ❖ Design and build websites for up to four (4) ITRC teams from a Word supplied document. All ITRC documents contain references and may also include graphs, figures, and tools. Documents range in length from 200-300 pages – September-December 2020.

Evaluation Criteria

The Proposer and Key Person(s) will be evaluated on how likely they are to complete the Statement of Work on schedule and with excellence, as well as on the "best value" of their time and materials proposal cost. Select Proposers may be contacted to schedule a short phone

interview between Key Person(s) and ITRC leadership at a mutually convenient time. Competitiveness of price will be considered, but the decision will be based on the best value to ITRC.

Waiver and Acknowledgements

By submitting a proposal in response to this RFP, Proposers waive any and all claims against ECOS, ERIS and ITRC, and assume full responsibility for all damages, claims, losses, costs, and expenses which Proposers may incur arising from or relating to its proposal, including any errors or omissions in the proposal.

ECOS, ERIS, and ITRC reserve the right to award the contract at its sole discretion and based on any factors it chooses to consider. ECOS, ERIS, and ITRC may distribute proposals, via e-mail or otherwise, to a committee of state employees and others who will act as reviewers.