

**REQUEST FOR QUOTATIONS
FOR A NEW
WEBSITE DESIGN FOR POWER LIBRARY**

ISSUED BY



HOSTING SOLUTIONS & LIBRARY CONSULTING (HSLC)

3600 Market Street, Suite 550

Philadelphia, PA 19104-2649

Attention: Vince Mariner, Deputy Director

215-222-1532

vmariner@hslc.org

www.hslc.org

ISSUED ON

January 6, 2025

DUE BY

January 31, 2025

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PART I GENERAL INFORMATION

I-1. PURPOSE

This Request For Quotations (RFQ) seeks quotation packages for a new website design for POWER Library (POWERLibrary.org).

The current POWER Library website is found here: <https://www.POWERlibrary.org/>

I-2. ISSUING OFFICE

This RFQ is issued by Hosting Solutions & Library Consulting (HSLC), Philadelphia PA.

I-3. SCOPE

This RFQ contains instructions governing the quotations to be submitted and the material to be included therein; a description of the services to be provided; requirements that must be met to be eligible for consideration; general evaluation criteria; and other requirements to be met by each quotation package.

I-4. BACKGROUND

Hosting Solutions and Library Consulting (HSLC) is contracted by the Pennsylvania Office of Commonwealth Libraries to host, maintain, and support the POWER Library available at www.POWERlibrary.org. HSLC is soliciting proposals from qualified Offerors to provide and implement a new website design for POWER Library. This includes the design, development, and implementation of the new website. The POWER Library project at POWERLibrary.org is intended to provide free access to electronic resources and services for the students, residents, and visitors of Pennsylvania. POWER Library provides four core services; Chat with a Librarian, E-Resources, Access PA Catalog, and PA Photos and Documents. However, there are many additional services provided and the website serves as an umbrella that links to many external sites. The current site includes over 550 distinct URLs/pages.

I-5. CONTRACT/ENGAGEMENT

It is proposed that if a company is engaged as a result of this RFQ, the timeline will be met for the new website to go live on June 1, 2025. Cost will be heavily factored, but is not be the sole criteria for final selection.

I-6. REJECTION OF QUOTATIONS

HSLC reserves the right to reject any and all quotations received as a result of this request, or to negotiate separately with competing Offerors.

I-7. RESPONSE DATE

This RFQ is being issued on a very short timeline. Quotations are due no later than January 31, 2025. Quotations are to be emailed to Vince Mariner, Deputy Director, HSLC, at vmariner@hslc.org **on or before Friday, January 31st at 4 P.M. Eastern Time**. All questions regarding the RFQ or its process are to be emailed to Vince Mariner at vmariner@hslc.org.

I-8. QUOTATION REQUIREMENTS

To be considered, Offerors must submit a complete response to the RFQ, using the format provided in Part II. Your quotation must remain valid for at least sixty (60) days. Moreover, the contents of the quotation package for the successful bidder will become contractual obligations within any subsequent contract or agreement.

I-9. QUOTATION PREPARATION

Quotation packages should be complete, indexed by section, and provide a straightforward description of the Offeror's ability to meet the requirements presented in this RFQ.

Responses to the RFQ must contain the following:

- a) Legal name and mailing address of the Offeror.
- b) Name, title, mailing address, email address and telephone number of the person responsible for approving and submitting the information provided.
- c) Complete concise responses to all items listed in Parts II and III, the Offeror's capability to meet the criteria specified, and the ability to meet the Go Live date.

I-10. NONDISCRIMINATION CLAUSE

The Offeror shall comply with all Local, State and Federal laws prohibiting discrimination in hiring or employment opportunities. In the event of the Offeror's noncompliance with the nondiscrimination clause or with any such laws, its contract may, after hearing and adjudication, be canceled, terminated or suspended in whole or in part, and the Offeror may be declared temporarily ineligible for further Commonwealth agreements, and such other sanctions may be imposed and remedies invoked.

I-11. LIMITED OR NON-AWARD

HSLC reserves the right to not to engage as a client as a result of this RFQ:

- a) if it does not receive responses which, in its judgment, adequately and reasonably address the requirements of this RFQ;
- b) if, in its judgment, the costs proposed are not in line with benefits to be received; or
- c) if sufficient funds are not available.

I-12. TIMELINE

January 6, 2025	RFQ Issued
January 31, 2025	Proposal Deadline
February 1-14, 2025	Quotation Review, Evaluation
February 17, 2025	Vendor Selection
June 1, 2025	Go Live (New website will be available simultaneously with the existing website until June 30, 2025.)

PART II GENERAL REQUIREMENTS

II. 1. SUMMARY OF GENERAL REQUIREMENTS

Please provide three references that confirm your company's experience with web development and WordPress as it relates to the general goals and technical requirements listed below. Experience with library website development is desired, but not required.

General goals:

- Utilizing the existing logo as the anchor, create a new visual identity for the POWER Library website.
- Improve the site navigation and responsiveness across screen sizes.
- Streamline the site content and remove any bloat, e.g., unnecessary pages and plugins.
- Reimagine the display of the E-Resources and PA Photos and Documents collections pages, while maintaining a consistent user experience.

Technical requirements:

Software versions:

- The design/theme must be tested against and function for Wordpress 6.6 and the upcoming 6.7 (currently on release candidate 3).
- The design should work with PHP 8.2 and PHP 8.3.

Documentation:

- Provide a brief guide to the design for maintenance and update purposes. (To be delivered upon project completion.)

Standard Plugins:

- In order to maintain a consistent base of functionality, HSLC is working with a set of common plugins for certain standard functionality.
- Forms will be handled by the Gravity Forms plugin
- Email will use WP Mail SMTP Lite
- Backup/site migration will use Updraft Plus
- Basic security will use Wordfence Free
- Accessibility plugin implemented is Userway
- We have moved to using Matomo for internal analytics, and prefer a site design that works with the WP-Matomo plugin. Supporting this plugin on the current site fails due to header overrides at various page levels. If we cannot use the plugin with the design, working with the header file(s) is acceptable.

Technical design:

- As much as is reasonably possible HSLC would like the new POWER Library site to maintain a hard break between content and design. Content should live inside WordPress native formats (posts, pages, uploads, forms) whenever possible. The theme should retain minimal content.
- Use of external data sources (native databases, api calls) is fine.
- The use of fully PHP rendered pages is to be avoided when possible.
- If based on an upstream theme for updates the design should be a child theme for ease of updates.
- Mobile responsive design that needs to display well across a mobile device, a tablet, a laptop, and a desktop.

Accessibility:

- The design and theme must meet at least WCAG level A compliance/Section 508 compliance.

II-2. COST

- A. All pricing must include design, development, and implementation.
- B. Detail all direct and indirect costs associated with your quotation. Any pricing for custom development, optional, and/or add-on services or products is to be clearly identified.
- C. All quotations must specify the cost of any annual support, if offered.
- D. Offeror shall agree to the following payment terms; 50% upon engagement, and 50% upon completion/delivery.

PART III CRITERIA FOR SELECTION

The following criteria will be used in evaluation of quotations. Criteria will reflect the underlying principles expressed in Part II – General Requirements. Points will be awarded up to maximum by number as specified below.

Cost	0-40 Points
Experience with libraries	0-30 Points
References/other site examples	0-10 Points
Meeting general requirements	0-10 Points
Meeting timeline/implementation plan	0-10 Points