- The proposal must have page numbers and an index referencing the corresponding page number.
- All proposals must be submitted in a folder with fastener and sealed in an envelope. The envelope must be marked with the RFP title and the date of submission.
- All proposals must be signed, in ink, by an authorized representative of the contractor. Proposals that are not signed properly may be rejected.
- Proposals from any person, firm, or corporation that is in arrears or have otherwise been declared unsuitable by the State will not be accepted.
- Contractors and their agents must direct all of their questions or comments about the RFP to the specified contact person in the Contacts section. They must submit these inquiries before the specified date in the Schedule of Events. Any communication with the College aside from these formal inquiries can grounds for rejection of the contractor's proposal.

Evaluation and Award Process

Evaluation Criteria

The following criteria will be considered in evaluating submitted proposals:

- Expertise, capabilities, and technical competence demonstrated in the proposed approach and methodology to meet the requirements of the project.
- Available resources to perform the work within the specified time limits for the project.
- Record of past performance including cost data, quality of work, ability to meet schedules, and contract administration.
- Proximity to the project location.
- Proposed project management techniques.
- Ability and proven history in handling project constraints.
- Experience and reliability of the contractor.
- Qualifications of the personnel assigned by the contractor to perform the work.

Awarding of Contract

Accepting proposals from contractors does not constitute an obligation for the College to award the proposal to any of the proposing contractors. The College reserves the right to reject any or all proposals, waive technalities, and award the contract as deemed to be in the best interest of the College.

Proposal Structure

Contractors must follow the specified proposal format below in creating their response to this [RFP].

RFP Form

- The attached form in the [RFP], which must be completed and signed by an authorized representative.

Executive Summary

- A one or two page summary that describes the contractor's proposal.
- This should highlight the key features of the proposal and indicate any requirements that cannot be met by the contractor, if any.
- Proprietary information requests should be placed in this section.

Detailed Response

- The section should be the major portion of the proposal.
- This must contain a complete narrative of the contractor's assessment of the work required, ability and approach, and necessary resources to fulfill the requirements.
- This should present the contractor's understanding of the overall performance expectations.
- This should be a specific response to the listed requirements of the [RFP]. The response should identify each requirement enumerated.

- This can contain a clear description of any proposed alternatives.

Schedule of Events

The schedule below is a tentative guide for contractors to follow through the [RFP] process. The dates indicated are subject to change.

Event	Date
RFP Publication	May 10, 2019
Deadline for Submission of Written Inquiries	May 20, 2019
Responses to Questions	May 25, 2019
Deadline for Submission of Proposals	June 1, 2019
Evaluation of Proposals	June 3, 2019
Invitation for Presentations (as needed)	June 10, 2019
Negotiation of Contracts/Awarding of Contract	June 15, 2019
Completion of Contract Negotiations	June 25, 2019
Expected Start of Project	July 1, 2019

Eligibility Criteria

The contractor's eligibility for this project will be determined based on the nature of the information it provides as a response to the following criteria. The contractor has the sole responsibility of providing all the necessary information in this section. The College will not solicit any missing information. The following criteria are as follows:

- At least three previous and current contracts performed by the contractor, which are similar to the requirements of the [RFP].
- Name, address, and contact numbers of client.
- Dates of the contract.
- Brief description of the specific services performed and requirements.

Subcontractor

Subcontractor	Scope of Work	Costing
Varsity Content Writing Agency	Assist with writing new content and rewriting existing content for the improved website	$25/hr

Costing

Contractors are required to propose a firm, fixed price quotation for the work to be performed in the [RFP]. The formal written payment process will be identified with an acceptance sign off procedure based on the cost proposal the contractor submits.

The cost proposal must include the individual costs for the following items:

- Design of the Website and [CMS]
- Identification of ongoing maintenance options and associated costs.

Contacts Persons

For questions and clarifications about the request for proposal, please contact the person below:

[EXAMPLE: SOMMA]
[Purchasing Officer]
[3888 - Varsity Street]
[Westbank, TX]
[(625) 857-1233]
[dennis_purchasing@varsitywestbank.edu]

Responses to this RFP are due on [June 1, 2019], please submit either a soft or hard copy of your proposal to:

[MARIA C. MARTINS]
[Purchasing Manager]
[3177 Varsity Lane]
[Westbank, TX]
[(625) 857-3855]
[martinez_purchasing@varsitywestbank.edu]