

REQUEST FOR PROPOSAL

Website Build and Design

PROPOSALS MUST BE RECEIVED

NO LATER THAN 4:30 P.M. CST, November 1, 2021

GREAT LAKES INDIAN FISH & WILDLIFE COMMISSION
P.O. BOX 9
72682 MAPLE STREET
ODANAH, WI 54861



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I. Solicitation

The Great Lakes Indian Fish & Wildlife Commission (GLIFWC) is requesting proposals for building, configuring and designing a user-friendly website that integrates with existing Information Technology (IT) resources.

Proposals are required to follow the exact order as provided in the RFP document so that all proposals can be evaluated on an equal and timely basis.

GLIFWC reserves the right to reject, in whole or in part, any and all proposals; to waive any technical deficiencies in the proposals; to accept the proposal and award final contract to the responsible vendor determined to be the most advantageous to GLIFWC. This solicitation may be canceled if doing so is determined to be in the best interests of GLIFWC.

All Proposals **must be received by 4:30 p.m. CST November 1, 2021.**

Proposals shall remain firm once submitted and may not be withdrawn for a period of ninety (90) days.

Proposals shall include an estimated timeline with start date and completion dates for deliverables. A more exact timeline due within two weeks of the work being awarded.

II. Instructions

A. Responsibility

It is the responsibility of all vendors to carefully read the entire Request for Proposal (RFP) which contains provisions applicable to successful submission and completion of a proposal. If you discover any ambiguity, inconsistency or error in the RFP, you must notify Jacob Aufderheide, Great Lakes Indian Fish & Wildlife Commission, at jaufderheide@glifwc.org. Only interpretations or corrections of the RFP made in writing by GLIFWC are binding. You shall not rely on interpretations or corrections made in any other way. All requests for interpretations or corrections must be received by GLIFWC no later than ten days prior to the deadline for submitting proposals. Request for interpretations and responses will be sent to all vendors obtaining the proposal documents.

- B. Submission of Proposals
1. Each vendor is required to provide their proposal in the following manner:
 - a) One (1) electronic copy of the proposal, that is PC readable, labeled and is not password protected.
 - b) The proposal must be received by GLIFWC by 4:30 p.m. CST on November 1, 2021.
 - c) Electronic copies must be sent to: jaufderheide@glifwc.org
- C. Format Requirements
- Proposals must follow the format shown in Section VI and contain:
1. Information requested in Section III and V of this RFP. Responses must be labeled by section and subsection to correspond with the related area of the RFP.
 2. A complete description of the services being proposed. Provide itemized and total cost of those services.
- D. Content Screening
- Proposals will be screened to ensure that format and content requirements have been complied with and that vendor references have been included.
- E. Oral Presentations
- Based on our initial evaluation of the proposals received, GLIFWC reserves the right to request an oral presentation and demonstration by the vendor. Vendors shall be prepared to discuss/demonstrate all aspects of their proposal in detail.
- F. Cost Liability
- GLIFWC assumes no responsibility and bears no liability for any costs incurred in responding to this RFP or in any presentation.
- G. Acceptance and Rejection of Proposals
- GLIFWC reserves the right to accept any or all proposals, to accept or reject any or all the items in the proposal and to award the Contract, in whole or in part, as deemed to be in the best interest of GLIFWC. GLIFWC reserves the right to negotiate with any vendor if such action is deemed to be in the best interest of GLIFWC.
- H. Restrictions of Proposals
- Any restrictions on the use of the information in the proposal based upon confidentiality of information, proprietary interests, trade secrets, copyrighted information, or similar basis shall be clearly stated in the proposal. All proposals become the property of GLIFWC.

- I. Sample Products
 - 1. Any samples or demonstrations of products available or completed in previous projects may be submitted.
 - 2. Samples may be used to evaluate requirements of the expected product.
 - 3. All sample products will become the property of GLIFWC and will not be returned.

- III. Proposal Requirements
 - A. Management Summary

Provide a synopsis of the proposal. The synopsis shall contain a brief statement of the features of the proposal. It should include an overall cost summary and general recommendations and conclusions.

 - B. Corporate Data
 - 1. Furnish a detailed background of the vendor's experience providing these services.
 - 2. Provide a brief description of the vendor's history. Indicate the number of years the entity has been in business, the ownership of the company, number of employees and locations. Identify other software and hardware businesses or managed services with the same ownership.
 - 3. Provide a detailed overview of any products you are recommending to address this RFP. Include links to demo videos and screen captures that may be accessible on the Internet.

 - C. Contact Person

Provide the name and phone number of the person to whom GLIFWC staff should address questions about the proposal.

 - D. References

Provide at least three (3) customer references with whom you have contracted or for whom you have performed similar services.

 - E. Vendor Terms and Costs
 - 1. Vendor will state the expiration date of their proposal.
 - 2. Billing procedures and effective terms will be mutually arranged upon acceptance of the proposal of the successful vendor.
 - 3. Vendors must provide itemized and total cost of proposed services.

IV. Current Situation

A. Organizational Background

Formed in 1984, Great Lakes Indian Fish & Wildlife Commission is an agency of eleven Ojibwe nations in Minnesota, Wisconsin, and Michigan, who retain off-reservation treaty rights to hunt, fish, and gather in treaty-ceded lands. It exercises powers delegated by its member tribes.

GLIFWC assists its member bands in implementing off-reservation harvest seasons and in the protection of treaty rights and natural resources. GLIFWC provides natural resource management expertise, conservation enforcement, legal and policy analysis, and public information services.

All member tribes retained hunting, fishing and gathering rights in treaties with the U.S. government, including the 1836, 1837, 1842, and 1854 Treaties.

GLIFWC's Board of Commissioners, comprised of a representative from each member tribe, provides the direction and policy for the organization. GLIFWC has two standing committees the Voigt Intertribal Task Force (VITF) and the Great Lakes Indian Fisheries Committee. The VITF was formed following the 1983 Voigt decision and makes recommendations regarding the management of the fishery in inland lakes and wild game and wild plants in the 1837 and 1842 treaty-ceded territories. The Lakes Committee addresses matters pertaining to the management of the Lake Superior fishery and related issues.

GLIFWC's main office is located on the Bad River reservation, just east of Ashland, Wisconsin. Satellite offices include a fiber optic connected Planning & Development Office in Odanah in addition to three staff who work in Madison, and enforcement personnel stationed throughout the ceded territory. GLIFWC's work is divided among the divisions of Administration, Biological Services, Enforcement, Intergovernmental Affairs, Planning and Development, and Public Information.

GLIFWC maintains about 75 full time staff, adding temporary personnel based on the season's demands, such as during the spring spearing and netting season.

- B. Existing Information Technology (IT) Resources
 - 1. AWS Linux servers running:
 - a) Apache
 - b) PostgreSQL
 - c) PostGIS extension for PostgreSQL
 - d) PHP
 - e) GeoMoose
 - f) Openlayers
 - g) GeoServer
 - h) CKAN
 - i) R Shiny
 - 2. Currently using custom PHP scripts to pull data from existing PostgreSQL database to create dynamic content.
 - 3. Utilizing WMS, WFS and PostGIS requests to display spatial data.

- C. Goals and Current Challenges
 - 1. Responsive web design – currently not mobile friendly
 - 2. Improved navigation – simplify content and organization to create a very attractive, easy-to-navigate website that should allow people to fulfill their information needs without getting lost
 - 3. Taking advantage of “modules” for developing and reusing code for common applications. For example, accessing, requesting, and dynamically visualizing data in charts, tables and maps and styling data presentation – currently generating custom PHP code for each application.
 - 4. Consolidate multiple sites under one software platform with an updated and consistent style, presentation – currently scattered content is hosted on multiple platforms and styles are inconsistent
 - 5. Easy to update – limited staff that can update existing content
 - 6. Avoid duplication of data entry and management and utilize existing expertise
 - 7. Ability to tag content with expiration date
 - 8. Limited cost and easy administration of

- D. Existing Websites and Subdomains
 - 1. glifwc.org
 - a) glifwc.org/minwaajimo/
 - b) glifwc.org/lakesuperiorwhitefish/
 - 2. data.glifwc.org – staff access site
 - 3. <https://great-lakes-indian-fish-wildlife-commission.constantcontactsites.com/store> - shopsite
 - 4. ogichidaa.org

V. Desired Outcome and Requirements

A. Purpose

GLIFWC is requesting proposals for an independent and non-product affiliated consultant to build, configure and design a responsive user-friendly website that consolidates GLIFWC's existing web presence to improve user experience. This website must work with the current PostgreSQL database that GLIFWC has produced and updated which currently handles all content management tasks.

B. Requirements

1. Install and configure industry standard Content Management System (CMS - e.g. Drupal or Joomla) on existing AWS web server OR provide hosting and administration of industry standard CMS
2. Ability to securely pull data from existing PostgreSQL database to create dynamic charts, tables and maps
3. User friendly "modules" for developing data driven/dynamic content
4. Controlled access with easy to update content
5. Easy to use for non-technical web content editors
6. Responsive web design
7. Visually appealing
8. User friendly
9. Seamless integration with social media
10. Searchable & easy to find content
11. Analytics
12. Secure
13. Content migration
14. Annual administration, configuration, updates and support
15. Compliant with applicable federal regulations including accessibility requirements under the Americans with Disabilities Act and associated regulations.
16. Create technical solutions to ensure that all GLIFWC-owned data is retained by GLIFWC and its member tribes as protected intellectual property.
17. User friendly Shop page

C. Project Scope

Indicate work involved, methods, timeline, procedures or partners to be used to successfully complete the project.

VI. Response Format

A. All proposals should be in this format:

1. Management Summary
2. Corporate Data
3. Contact Person
4. References
5. Vendor Terms and Costs
6. Response to Section V