

RAILBELT RELIABILITY COUNCIL

REQUEST FOR PROPOSALS: WEBSITE MAINTENANCE CONTRACTOR RFP # 20230526-01

RAILBELT RELIABILITY COUNCIL – REQUEST FOR PROPOSALS (RFP)	DATE LISTED: MAY 26, 2023
RFP TITLE: WEBSITE MAINTENANCE CONTRACTOR SOLICITATION	SUBMISSION DEADLINE: JUNE 19, 2023
RFP NUMBER: 20230526-01	ANTICIPATED START DATE: JULY 1, 2023

1. INTRODUCTION

The Railbelt Reliability Council (RRC) aims to foster honesty and integrity, respect, cooperation, collaboration, transparency, openness, fairness, and consistency. As part of our duty to ensure that the RRC is transparent, open, and all stakeholders are as informed as possible in the planning and standards functions of our Railbelt grid, we have created an organization website as a point of engagement and resource. This RFP is for a website company to assist the Railbelt Reliability Council (RRC) in maintaining the organization website.

2. BACKGROUND

The RRC was created in 2022 to ensure grid resilience and reduce long-term costs for the Railbelt electric grid. Information on the organization can be found at <https://www.akrrc.org/>, which is the RRC's current website. The website is still undergoing minor construction. Wordpress site builder is currently being used and the website is hosted on Amazon Web Services (AWS).

3. SCOPE OF WORK

Maintain organization website, specifically:

a. General maintenance

- Add/remove/refresh website links, review site functionality
- Wordpress and site plugin(s) timely maintenance and updates
- Ensure backups of website are done monthly
- Update website as needed in conjunction with RRC and as directed by the relevant RRC committee(s)
- Maintain public web forms, periodically test forms for operational use
- Follow National Institute of Standards and Technology (NIST) best practices on password management

b. New or modified content

- Provide new or modified content in conjunction with RRC and as directed by the relevant RRC committee(s)

c. Public engagement and notices

- Post and maintain meeting notices in accordance with RRC bylaws, rules, policies, and procedures

Term is expected to be one year with the potential for three additional one-year extensions.

4. SELECTION CRITERIA

The following criteria will be considered for selection:

Expertise of key staff and cost. Based on task list proposing firms shall provide:

- Estimate annual cost for maintenance tasks
- Company experience
- Primary staff experience (will do greater than 50% of work)
- Primary staff rates
- Statement of Commitment to meet time commitment

Estimated annual cost shall be a Not to Exceed amount. Monthly invoicing will be actuals. Any expense will be actual plus 10%.

5. BID SELECTION SCHEDULE

The RRC will make all reasonable effort to adhere to the bid schedule below but reserves the right to amend key dates listed as required. Changes to the schedule will be communicated to bidders as deemed appropriate.

EVENT DESCRIPTION	DATE AND TIME (ALASKA TIME)
DATE LISTED	MAY 26, 2023
QUESTIONS DUE	JUNE 9, 2023
PROPOSALS DUE	JUNE 19, 2023
RRC REVIEW	JUNE 20-26, 2023
ANTICIPATED DECISION DATE	JUNE 27, 2023

6. RFP INSTRUCTIONS & RULES

6.1 INSTRUCTIONS FOR SUBMITTING A PROPOSAL

Provide copy signed proposal cover page (attached). Provide copy of information in Selection Criteria above. Experience of company, staff, and commitment shall not exceed three (3) pages. Proposals shall be in PDF format.

Please submit all proposals to the Chair of the RRC's Infrastructure Committee, Greg Stiegel (gstiegel@realaska.org); Infrastructure Committee Vice Chair, Alyssa Sappenfield (alyssa@akpirg.org);

and the RRC's administrative email account (info@akrrc.org). Subject line shall state RFP# 20230526-01 Website Maintenance Contractor.

6.2 EVALUATION & SELECTION

Proposals with all requested information will be evaluated by a committee on the following criteria:

- **20% Annual estimate**
- **20% Rates of primary staff**
- **25% Company experience**
- **25% Primary staff experience**
- **10% Commitment to meet the RRC's schedule**

Experience and Commitment information above shall not exceed three pages.

6.3 RRC COMMITMENT

The Railbelt Reliability Council is committed to creating a diverse, inclusive, and equitable workplace, where all employees and contractors are valued and respected for their unique perspectives, experiences, and backgrounds. We are dedicated to recruiting, developing, and promoting individuals without regard to race, color, religion, gender identity or expression, sexual orientation, national origin, age, disability, or any other characteristic protected by the law. We believe that diversity of thought, and perspectives enriches our organization and drives innovation, and we are committed to fostering a culture where all employees can thrive and reach their full potential.

6.4 LATE, MODIFIED, OR WITHDRAWN PROPOSAL

All emails regarding RFPs shall include RFP number and title.

Late proposals will be not considered. Proposals can be modified if the modification is received prior to the submission deadline. Modified proposal is to be an entire new PDF of the proposal (replace original). Email with modified proposal needs to state clearly in subject line RFP information and proposal modification. A proposer can withdraw a proposal if they send email to RFP email stating in subject line the RFP information withdrawal and provide information on proposal, and proposal date.

6.5 PROHIBITION AGAINST CONFLICTS OF INTEREST, GRATUITIES, AND KICKBACKS

Any employee, director, officer or any official of the RRC elective or appointive, who shall take, receive, or offer to take or receive, either directly or indirectly, any rebate, percentage of contract, money, or other things of value, as an inducement or intended inducement, in the procurement of business, or the giving of business, for, or to, or from, any person, partnership, firm, or corporation, offering, bidding for, or in open market seeking to make sales to the RRC, shall be prohibited.

Every person, firm, or corporation offering to make, or pay, or give, any rebate, percentage of contract, money or any other thing of value, as an inducement or intended inducement, in the procurement of business, or the giving of business, to any employee, director, officer or to any official of the RRC, elective or appointive, in his efforts to bid for, or offer for sale,

or to seek in the open market, shall be prohibited and such shall be grounds for immediate revocation of any rights to bid or participate.

7. SUBMITTAL ITEMS

- Signed Proposal Cover Page
- Annual estimate
- Experience and commitment information requested in Evaluation and Selection

PROPOSAL COVER PAGE

REQUEST FOR PROPOSALS: WEBSITE MAINTENANCE CONTRACTOR RFP # 20230526-01

SUBMITTAL INFORMATION	
Submit this completed form as the cover page of your proposal	
DESCRIPTION	
Request for Proposals (RFP): 20230526-01	Website Maintenance Contractor Solicitation
OFFEROR INFORMATION (TO BE COMPLETED BY OFFEROR)	
BUSINESS INFORMATION	REPRESENTATIVE AUTHORIZED TO SIGN OFFER
_____ Company/Organization Name	_____ Authorized Representative (AR) Name
_____ Address	_____ AR Title
_(_____)_____ Telephone number	_____ AR Email Address
_____ Website Address	_(_____)_____ AR Telephone Number
_(_____)_____ Fax Number (optional)	_____ AR Mailing Address
SIGNATURE	
I certify that all RFP instructions, rules, explanations, and scope of work have been reviewed, understood, and compiled with; and that all information in this submission is true, correct, and in compliance with the terms of the RFP.	
_____ Authorized Representative Signature	_____ Date