

NORTHWEST ALL HAZARDS EMERGENCY MANAGEMENT REGION REQUEST FOR PROPOSALS FOR WEBSITE DEVELOPMENT

TO:	All Prospective Qualified Firms or Individuals
FROM:	Northwest All Hazards Emergency Management Region (NWAHEMR)
RE:	Request for Proposals to Develop a Website and Logo

BACKGROUND

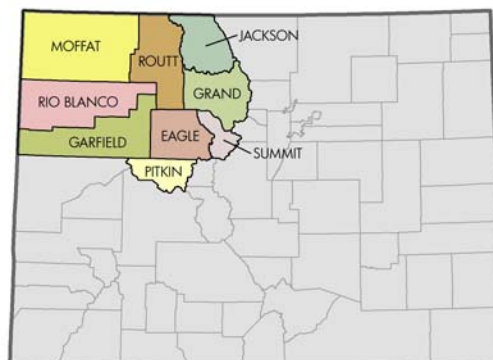
The Northwest All Hazards Emergency Management Region (NWAHEMR) is one of 9 regions in the State of Colorado created by an Executive Order issued by the Governor in July 2003 in response to the terrorist attacks on the U.S. on September 11, 2001. The Northwest All-Hazards Emergency Management Region (NWAHEMR) consists of ten counties located in the northwest corner of the state (see map below). An Executive Board/Steering Committee, made up of each county's emergency manager as well as discipline representatives, was created. This steering committee meets on a regular basis to develop strategies to improve the preparedness of the region through the use of homeland security grant funds. The Northwest All Hazards Emergency Management Region exists to promote and develop target capabilities that exceed the capacity and capability of public and private entities which will enhance the safety and well-being of all of its citizens.

The NWAHEMR consists of the following jurisdictions:

- Eagle County
- Garfield County
- Grand County
- Jackson County
- Mesa County
- Moffat County
- Pitkin County
- Rio Blanco County
- Routt County
- Summit County

The map of the region:

State of Colorado



SCOPE OF WORK

The NWAHEMR seeks proposals to design, develop, launch and host a website. This RFP also seeks to develop a new logo. The primary audience for the website is the emergency management and law enforcement staff of the 10 counties within the NWAHEMR. The main purpose of the website is the sharing of information among those 10 counties' emergency managers and other interested staff. The secondary audience is the general public. The website will contain general emergency preparedness information/outreach/education for the general public. Information targeted for the main audience (i.e. the 10 county emergency managers) would most likely be password protected. The other outreach/education information for the general public would not be password protected.

The site should be designed such that it can be easily updated internally by non-technical staff. That is, updated by staff that do not have any training/knowledge of "programming code".

Examples of elements to be included in website (not limited to just this list):

- New logo
- Certain sections that are password protected
- Resource Management section
- RSS feeds
- Meetings / Trainings/Exercises Calendar
- Links to other organizations
- Posting of documents, forms, templates
- Ability to post very large documents (i.e. large in file size)
- Photo Gallery
- Search box
- Interactive Map and other maps
- Technology Information page
- Go To Meeting subscription
- Resource Management section - password protected
- Emergency Operations Plans of the 10 counties
- List of County Emergency Managers and links to email
- Steering Committee members - links to email
- Functional Representatives - links to email
- Bylaws
- Strategic Plan
- Minutes of past meetings
- Meeting Agendas / packets
- Status report on all grants
- Grant Guidance
- Grant Application Template
- Forms
- Resource Mobilization Guide
- Accomplishments of the group
- Accomplishments achieved through grant funds

RFP Requirements

- Detailed scope of work
- Project timeline and completion date
- Individual/Company Overview
- Qualifications/Professional Competence/Training/ Proposer must provide qualifications as well as experience information on key personnel.
- References
- Cost of Services

PROJECT COMPLETION DATE

Project must be completed no later than 12/31/2010.

SUBMISSION CRITERIA

Proposals may be submitted via hard copy or electronically via mail, fax, hand delivery or email.

Only proposals properly received by the RFP due date will be accepted. No proposals which are received after the RFP due date will be considered, and any proposals so received after the RFP due date shall be returned to the submitting proposer. The NWAHEMR reserves the right to accept or reject any or all proposals.

RFP DUE DATE:

Friday, March 26, 2010

SUBMIT RFP TO:

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