Request for Proposal

Web Designer

for the

United States Court of Appeals for the D.C. Circuit

Solicitation: USCA-11-0001

Background
The United States Court of Appeals for the District of Columbia Circuit is a federal court that hears appeals from the United States District Court for the District of Columbia, the United States Tax Court, and many administrative agencies of the federal government.

Scope
The court is interested in procuring full-scale web design services, software, and support. The following is a request for proposal which may be revised in the future based on information received in response to this notice. Interested vendors are asked to include suggestions based on the following requirements and how they would help the court redesign its webpages.

The court is looking to redesign its entire web presence, one Internet and two Intranet sites, resulting in a uniform, user-friendly, and flexible application for the public, employees, and IT staff.

Court's Web Design Needs
The court's Internet and Intranet sites maintain a uniform design and differ based on user access and content demands. An example of the site's current public content is available at: http://www.cadc.uscourts.gov.

The court's Internet and Intranet sites require tremendous and flexible integration with court-specific applications built on different software platforms that include methods for filing and accessing court briefs, opinions, and arguments as well as multiple courtroom and staff calendars. As such, the site requires regular updating using workflow management allowing content contributors to submit files and content for review that are automatically updated upon approval.

The court will also need reliable searching of its sites and PDF content. Because the majority of public visitors look to the court's Internet presence for frequently updated materials and calendars, the court would also like to explore options to alert visitors using RSS feeds, Twitter updates, mailing lists, etc. Further, the court's web presence will be compatible with major mobile devices (Blackberry, iPad, iPhone, Android, etc.).

The redesign should also include streamlined methods to direct visitors of both Internet and Intranet sites to court announcements, updated documents, and other frequently changing noteworthy material. The new sites will use all of the court's existing content. The overarching style for all sites should not overwhelm visitors with choices, but rather assist them in finding what they need using consistent and smooth user interfaces and guidance methods.

New Site Requirements

General requirements for the redesign include, but are not limited to:

- consistent colors, fonts, layouts, navigation structure/architecture, standardized format and graphics, and themes
- user-friendly design; acting as a public communications avenue
- clear message delivery and design
- existing content maintenance
- support for multiple file types (DOC, WPD, QT, FLV, RM, AVI, SWF, MP4, PDF/PDFA, etc.)
- compatibility with major mobile devices (Blackberry, iPad, iPhone, Android, etc.)
- flexibility to change with future technologies and web languages
- integrate current court-specific applications and those not yet created
- work with secure webpage demands
- ensure compatibility with major browsers (IE, Firefox, Chrome, Safari, Opera, etc.)
- determine the site design's lifespan
- incorporate workflow management to review content and automatically update the site upon approval
- integrate search engine capabilities
- printer-friendly layouts
- section 508 compliance consideration
- provide alerts using a mailing lists, Twitter, RSS, etc.

Potential Statement of Work Requirements

According to a schedule to be determined, potential deliverables and project events include, but are not limited to:

- overall project schedule to design, develop, and implement sites and requirements
- foundation webpage design (colors, fonts, themes, formats, and styles)
- example designs
- beta testing
- regular meetings with court staff to design, test, implement, and troubleshoot
- user testing
- server and site implementation
- status reports
- technical documentation

Proven Knowledge

A vendor must be able to:

- support multiple file types for documents, audio, and video (DOC, WPD, QT, FLV, RM, AVI, SWF, MP4, PDF/PDFA, etc.)
- ensure compatibility with major browsers (IE, FireFox, Chrome, Safari, etc.)
- ensure compatibility with major mobile devices (Blackberry, iPad, iPhone, Android, etc.)
- program in multiple languages (HTML, JAVA, PHP, HTML5, ASP)
- create secure websites
- provide search engine functionality
- design feedback forms and surveys
- maintain consistent site design such as banners, menus, breadcrumb navigation, and footers (ex: homepage link, search box, and contact information on each page)
- design printer-friendly websites
- incorporate alert methods such Twitter, mailing lists, RSS feeds, etc.
- ensure consistent browser compatibility

Web Design Knowledge Requirements
Prospective vendors should have knowledge of the following webpage subject matter:
- template style sheets for future page creation by vendor or IT staff
- visitor tracking/counting
- methods to test and preview sites before going live
- training and documentation to manage, edit, and use sites
- server hosting requirements
- user testing methodology
- workflow and content management for automatic updates
- site maps
- software required and licensing needs
- section 508 compliance options
- future web 2.0 functionality

Web Design Solicitation Needs
In addition to knowledge of current web trends and providing examples of other sites designed, the vendor should also provide:
- projected project costs (initial and recurring)
- project schedule
  - overall design/concept
  - future page design
  - homepage and subpage processes for:
    - creation
    - maintenance
    - training
    - troubleshooting
- staff experience in private and government web design (would undergo background checks)

Solicitation Format and Deadline
Vendor solicitations should be no more than 10 pages, double-sided, not including relevant web design examples and up to two pages per staff member to demonstrate experience.

Proposals must be received by 4:00 p.m. EST on December 30, 2010.

Submit proposals only in PDF to: dana_bethea@cadc.uscourts.gov.

Point of Contact
For questions regarding this proposal's procurement process, contact Dana Bethea at 202.216.7297 or
Dana_Bethea@cadc.uscourts.gov.

For questions regarding this proposal's technical requirements, contact Richard Ellenson at 202.216.7365 or
Richard_Ellenson@cadc.uscourts.gov.