



**REQUEST  
FOR  
PROPOSALS**

**October 15, 2012**

**WEB DEVELOPMENT SERVICES**

**Project 2012-2013**

**Due 10:00 AM CST/CDT  
Wednesday, November 7, 2012**

Company Name: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Printed Name & Title

\_\_\_\_\_  
Address, City, State

\_\_\_\_\_  
Phone Number

**EAST CENTRAL COLLEGE  
REQUEST FOR PROPOSALS**

\*Please mark the outside of your return envelope:

**TO:** EAST CENTRAL COLLEGE  
1964 Prairie Dell Road, Union MO 63084  
Email: [bids@eastcentral.edu](mailto:bids@eastcentral.edu)  
PH: (636) 583-6703 FAX: (636) 584-8602

**BID:** Web Development Services  
  
**DUE:** 10:00 AM, November 7, 2012

Questions concerning this Request for Proposals must be received by fax or email no later than 10:00 AM October 29, 2012.

Proposals must be received November 7, 2012, No later than 10:00 AM CST/CDT.

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**DIRECT CONTACT WITH EAST CENTRAL COLLEGE BOARD OF TRUSTEES IS PROHIBITED.**

INSTRUCTIONS AND CONDITIONS: Please quote the lowest net price at which you agree to furnish the service listed. Please send 3 copies of this bid response sheet and descriptive folders giving trade names, specifications, and related information on items bid. Samples may be sent to further describe the merchandise in question.

VERIFY YOUR PROPOSAL BEFORE SUBMISSION AS THEY CANNOT BE WITHDRAWN OR CORRECTED AFTER BEING OPENED. The College is exempt from the Missouri State Tax. The College is a state funded institution and requires all bids to be submitted at prevailing wage. Franklin County is listed under section 36 in the Missouri Statute. East Central College is not responsible for Request for Proposals lost in transit or received after time of quotation closing. It is the vendor's responsibility to confirm receipt of their proposal by the Purchasing Department.

**WE WILL ACCEPT ONLY SEALED WRITTEN BIDS; VERBAL QUOTES OR BIDS SUBMITTED VIA FAX, E-MAIL, OR ANY OTHER MEANS WILL NOT BE ACCEPTED.**

ALL PRODUCT DESCRIPTION, FEATURES, CHARACTERISTICS AND PRICING ASSOCIATED WITH THIS SERVICE MUST BE DETAILED IN THE BID. EAST CENTRAL COLLEGE RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS, WAVE MINOR IRREGULARITIES, CONSIDER MINOR VARIATIONS TO SPECIFICATIONS THAT ARE CLEARLY DETAILED, AND ACCEPT THE LOWEST BID WHICH APPEARS TO BE IN THE BEST INTEREST OF THE COLLEGE.

Item#	Qty	Description	Total Cost
1		Web Development Services	

**\*Return this form to East Central College Purchasing Department with Unit Price and Extension Total indicated.**

East Central College reserves the right to purchase by individual item. All prices quoted shall be F.O.B. East Central College, Union, Missouri or to any East Central College off-campus location when indicated. All prices quoted shall be valid for a minimum of 90 days from closing date of request for proposal.

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We agree to furnish the above material and service for delivery as specified, at prices shown opposite each item. This form must be completely filled out and signed, or it will not be accepted.

**IT IS REQUIRED THAT THE VENDOR READ AND FOLLOW ALL INSTRUCTIONS ON THIS FORM. FAILURE TO DO SO IS SUFFICIENT CAUSE FOR REJECTION.**

THIS IS NOT AN ORDER

Date: \_\_\_\_\_

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Signature & Title

**EAST CENTRAL COLLEGE  
REQUEST FOR PROPOSALS**

**DUE: November 7, 2012**

**BID: Web Development Services**

Proposals must be received no later than 2:00 PM CST/CDT.

Please send 3 Copies of the bid response sheet descriptive folders  
giving trade names, specifications and related information on items quoted.

**PROJECT TIMELINE**

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October 17, 2012	Request for Proposals released to public
October 17 & 20-21, 2012	Invitation to Issue Request for Proposals advertise
October 29, 2012	Questions and inquiries concerning this Request for Proposals must be submitted not later than 10:00 AM: <b>Fax:</b> 636-584-8602 <b>Email:</b> <a href="mailto:bids@eastcentral.edu">bids@eastcentral.edu</a>
November 7, 2012	Proposals due by 10:00 AM, CST/CDT to: <b>Melissa Popp, Purchasing Manager</b> <b>1964 Prairie Dell Road</b> <b>Union, MO 63084</b> <b>Attn: Web Development Services</b> <i>Mail an original and two copies of the bid.</i>
November 7, 2012	RFP's publicly opened and read aloud, 10:05 a.m., Room BH262
December, 2012	Recommendations submitted to the College Board of Trustees for Approval and Award.

It is the responsibility of each vendor to inquire about and clarify any requirement of this solicitation that is not understood. The College will not be bound by oral explanations as to the meaning of specifications or language contained in this solicitation. All inquiries and questions deemed to be substantive in nature must be in writing and submitted as stated in timeline. *Please provide business name, contact, telephone number, email address and fax number on inquires.* A copy of all queries and the respective responses will be provided in the form of an addendum to all vendors who have indicated an interest in responding to this solicitation. Your signature on the proposal cover sheet certifies that you fully understand all facets of this solicitation. Questions may be sent by FAX to **636-584-8602** or email to [bids@eastcentral.edu](mailto:bids@eastcentral.edu).

ALL SERVICE DESCRIPTION, FEATURES, CHARACTERISTICS AND PRICING  
ASSOCIATED WITH THIS PROPOSAL MUST BE DETAILED IN THE BID.

**EAST CENTRAL COLLEGE  
REQUEST FOR PROPOSALS**

**DUE: November 7, 2012**

**BID: Web Development Services**

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Please send 3 Copies of the bid response sheet descriptive folders  
giving trade names, specifications and related information on items quoted.

**General Requirements**

East Central College is seeking proposals from all qualified suppliers to provide limited-term web maintenance services for the institution. This entails maintenance of the college's existing website for a six-month period with the possibility of extending for another six-month period.

Maintenance of the college's existing website involves assistance with formatting and uploading content provided by various college departments. Maintaining, updating, creating and deleting webpages within East Central's existing format and infrastructure as warranted including:

- the repair or elimination of broken links
- maintaining, streamlining, replacing or eliminating legacy code
- oversight and management of the OmniUpdate OU Campus content management system
- maintaining or creating web side interfaces to other important mission-critical services such as the Datatel Colleague, ERP system, Moodle Learning Management system, and e-commerce compliance.

The college anticipates that the workload will be one-quarter to one-half of that for a typical full time equivalent position per week. Your response must include pricing and details of the service level that can be expected along with the specifics of your working arrangements exclusively on-site, exclusively remote, combination of onsite and remote.)