

OFFICE OF THE SUPERINTENDENT

130 Wescott Road  
South Portland, Maine 04106-3442



Kenneth Kunin, Superintendent of Schools  
Kathryn Germani, Assistant Superintendent  
Rolfe Forland, Director of Finance,  
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Kathleen Cox, Director of Instructional Support  
Dianne Paton, Assistant Director of Instructional Support  
Faye Gmeiner, Instructional Support Administrator

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April 11, 2016

The South Portland School Department wishes to procure the services of a qualified and experienced vendor to assist with redesign and construction of a School Department website. The current website can be found at <http://www.spsd.org> The School Department is requesting a new district web presence, as well as at least seven sub department pages and one elementary school to serve as the model for other schools.

Interested companies should submit an email with Statement of Qualifications, links to work samples for similarly scoped projects, and estimated cost to:

[ATW@SPSD.ORG](mailto:ATW@SPSD.ORG)

Andrew Wallace  
Director of Technology  
South Portland School Department  
130 Wescott Road  
South Portland, Maine 04106

**This material is to be received no later than 4:00 p.m. on Thursday, April 21, 2016.** The subject line should be titled: "South Portland Schools – Web Design Proposal 2016" and should be cc'ed to [cselberg@southportland.org](mailto:cselberg@southportland.org)

Questions regarding the project and/or the RFQ process should be directed to Andrew Wallace on (207) 871-0555 or at [atw@spsd.org](mailto:atw@spsd.org)

*"ENRICHING LIVES THROUGH QUALITY LEARNING FOR ALL"*

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# **STATEMENT OF QUALIFICATIONS**

For

Webpage Design/Creation Vendors

for the

South Portland School Department main page &  
school/department level webpage redesign and  
creation

Released April 13, 2016

## **BRIEF PROJECT DESCRIPTION:**

The South Portland School Department serves 3100 students and 650 staff members. South Portland has five elementary schools, two middle schools and one high school.

We are requesting proposals for the redesign and creation of our main webpage, as well as the design of numerous department pages. We are interested in the design and creation of one elementary school website that can serve as a model for other schools. The remaining seven schools will be encouraged to also move their sites over to the new design. The vendor will provide services for the move as schools determine their readiness.

## **SCOPE OF SERVICES DESIRED**

We are seeking assistance from a web design/creation vendor for the services described above. This list is not exhaustive and will undoubtedly change as the design phase progresses. Note that the vendor awarded this bid may be required to coordinate this work and/or additional work with other consultants/vendors contracted by the South Portland School Department.

## **STATEMENT OF QUALIFICATIONS**

Interested companies should submit address this Statement of Qualifications.

- 1) A summary of your company's history.
- 2) A listing of your company's qualifications to undertake this project.
- 3) A description of your company's experience with k-12 Education providers.
- 4) A listing of projects that demonstrate the company's work and capabilities.
- 5) A listing of recently completed work on similar type and size projects including contact information of the client or project contact for each project.
- 6) An estimated cost for at least four similarly scoped, recently completed projects including descriptions of the services rendered and http links to the referenced projects.
- 7) Profiles of the key personnel who will be involved in the design work.
- 8) A listing of your company's hourly rates and incidental costs for expansion of the project to include between 2-7 additional school websites.
- 9) A listing of your company's hourly rates and incidental costs for expansion of the project to include between 2-20 additional department websites.
- 10) Any additional information that would be useful in evaluating your company's qualifications.

The qualifications of responding companies will be given prime consideration in making an award determination. The quoted fee structure, however, will also be taken into consideration. The School Department may request to interview finalists prior to making an award. This interview process may involve each finalist making a presentation to the project's scoring team.

## **TERMS AND CONDITIONS**

1. This RFQ does not commit the South Portland School Department to award a contract, issue a purchase order, or to pay any costs incurred in the preparation of a qualification in response to the RFQ.
2. Responses will become part of South Portland School Department's official files without any obligation to South Portland School Department. All responses are considered public information and will be available for release to the public without written authorization from the bidder. If costs associated with past projects are considered to be private, please indicate such in your response for redaction.
3. Companies responding to this RFQ shall not offer any gratuities, favors, or anything of a monetary value to any officer, agent, contractor or employee of South Portland School Department for the purpose of influencing consideration of a qualification.
4. Companies responding to this RFQ shall not collude in any manner, or engage in any practices that may restrict or eliminate competition or otherwise restrain trade. This does not preclude subcontracts and joint ventures for the purpose of responding to this RFQ and/or establishing a project team with the required experience and capability to provide the services specified herein.
5. Companies responding to this RFQ, their authorized representatives, and their agents are responsible for obtaining, and will be deemed to have, full knowledge of the conditions, requirements and specifications of this RFQ.
6. Companies responding to this request must promptly report to South Portland School Department any conditions, transactions, situation, or circumstances that would impede, impair, or delay the submission of requests, or the proper and timely performance of the work.
7. South Portland School Department reserves the right to cancel this RFQ or to reject any and all responses received prior to contract award.
8. South Portland School Department reserves the right to request clarification of any response after all responses have been received. The request can be made in the form of oral presentation, written documentation or meetings.
9. South Portland School Department reserves the right to open qualifications privately or unannounced and to reject any and all submittals and waive irregularities and informalities in any qualifications that are submitted and to be the sole and final judge of all qualifications.
10. South Portland School Department reserves the right to discontinue its evaluation of submittals from any respondents who submit false, misleading or incorrect information.
11. Responses will be considered closed at 4:00 pm on April 21 at the Central Office of South Portland School Department located at 130 Wescott Road, South Portland, Maine 04106. Responses received after this deadline will not be considered.