



REQUEST FOR CONTRACTED SERVICE PROPOSALS

mffh.org

# Website Maintenance Services



**Missouri Foundation  
for Health**

*a catalyst for change*



The Strategic Communications area of Missouri Foundation for Health (MFH) is requesting proposals from qualified contractors for maintenance services related to its website.

### **Description of Services Required**

MFH has an existing WordPress website in place (mffh.org) which consists of various links, photos and videos, a blog, grantee resources, funding and employment opportunities, etc. Our website should continue to serve as a major tool of information for our partners, grantees, and community at large, while being an instrumental tool in how we share the Foundation's story and continue to extend our work and identity to our various audiences. Mffh.org is currently hosted on a mediatemple.net virtual private server.

The contracted service provider will be responsible for ensuring that the MFH website is stable, up to date, and secure. Services within this agreement include:

- Backing up website and troubleshooting
- Hosting a test site to explore and review updates prior to deployment on mffh.org
- Researching, assessing, and updating WordPress and related plugins to ensure the most recent, stable, and compatible configuration is installed
- Reviewing the site on a monthly basis to determine health status and recommendations for updates
- Modifying existing site features and page templates, as well as building new custom page templates
- Integrating new features into website including an automated daily news feature and a searchable publications library
- Other updates as needed

The agreement will be 12 months in duration, with an option of renewal for up to 3 years. If selected, contractor will be required to enter into a Service Agreement with MFH. To review the terms of the agreement, [click here](#).

### **Proposal Submission and Deadline**

Please submit proposals or questions to Jeff Harris, Creative Services Associate, at [jharris@mffh.org](mailto:jharris@mffh.org). The proposal is due no later than midnight on Wednesday, April 24, 2019.

### **Non-Discrimination Policy**

MFH will not discriminate on the basis of race, color, sex, religion, national origin, age, disability, sexual orientation, gender identity or veteran status. Respondent will be required to affirm respondent will not discriminate on the basis of race, color, sex, religion, national origin, age, disability, sexual orientation, gender identity or veteran status either in its employment practices or in its policies and procedures on account of any services, or activities made possible by or resulting from an agreement resulting from this RFP. Any violation of this provision shall be considered a violation of a material provision of this procurement and shall be grounds for cancellation, termination or suspension in whole or in part of any related agreement by the Foundation.

The Foundation is committed to ensuring that equal opportunity is provided to minority and woman-owned enterprises and that its contractors have active programs for ensuring diversity in their workforce and sensitivity to the issues of race and gender.



## Proposal Requirements

- Submission acknowledgement.** Complete and submit the [one-page acknowledgement form](#).
- Proposal narrative** (please include section headings below)
  - Organization name and primary contact information.
  - Approach to services. Provide a brief description of the approach to services and address each of the following:
    - Website backups and troubleshooting abilities
    - Experience with hosting a test site to explore and review updates prior to deployment on mffh.org
    - Experience with researching, testing, and updating WordPress and related plugins to ensure the most recent, stable, and compatible configuration is installed
    - How you plan to go about scheduling and carrying out monthly review of site health status and recommendations for updates and how that information will be shared with our internal team
    - Experience modifying existing site features and page templates, as well as with building new custom page templates
    - How you plan to approach our need for integration of new features into the Foundation's current website including an automated daily news feature and a searchable publications library
    - Other updates as needed
  - **Deliverables and proposed timeline.** Provide a work plan and timeline that identifies activities and deliverables.
  - **Organizational history and qualifications.** Provide a summary of experience and qualifications of the organization's staff. Include bios of key personnel.
- Cost proposal.** Provide a detailed cost proposal and justification for: professional services (monthly rate and number of hours allotted, as well as hourly rate for additional services as needed), and other direct costs related specifically to the project. Foundation reserves the right to negotiate proposed costs. Note: Requested travel will be reimbursed for coach airfare, reasonable lodging, rental car or public transportation, meals, and incidentals expenses at reimbursed amount not to exceed the federal [per diem](#) rate.
- Intellectual property list.** If applicable, attach list of intellectual property.
- Additional required documents:**
  - The names and contact information of 3 – 5 organizations the Foundation can contact to verify past work.
  - Completed [W-9 form](#)

## Proposal Review and Evaluation

Proposals will be reviewed in accordance with the requirements of this RFP. Only those proposals that meet all the mandatory criteria in the RFP will be given consideration.

A respondent's submission of a proposal in no way guarantees procurement by Missouri Foundation for Health. MFH will not reimburse a respondent for the cost of developing or presenting a proposal in response to this RFP.



## **Right to Reject**

MFH reserves the right to:

- Reject any or all proposals submitted
- Request additional information from any or all respondents
- Conduct discussions with respondents to ensure full understanding of and responsiveness to the solicitation requirements
- Negotiate modifications to a respondent's proposal prior to final award for the purpose of obtaining best and final offers
- Approve subcontractors proposed or used in carrying out the work

## **About Missouri Foundation for Health**

Missouri Foundation for Health is a resource for the region, working with communities and nonprofits to generate and accelerate positive changes in health. As a catalyst for change, the Foundation improves the health of Missourians through partnership, experience, knowledge, and funding. To learn more please visit [mffh.org](http://mffh.org).