



Ventura County Community College District

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WWW.VCCCD.EDU

DR. GREG GILLESPIE
CHANCELLOR

October 15, 2018

TO: All Interested Bidders
FROM: Lisa Sorensen, Purchasing Specialist
SUBJECT: Request for Proposal (RFP) 574, Ventura County Community College District Website Redesign

Following is an information packet for **RFP 574, Ventura County Community College District Website Redesign**. The Ventura County Community College District is seeking qualified Vendors to provide proposals to redesign the District's current website.

The bid packet includes the General Instructions to Bidders, Specifications and instructions. RFP 574 can be found and downloaded from our website at: <https://purchasing.vcccd.edu> under Bids and Agreements – Current. The Purchasing Department will not fax out bid packets or accept faxed bid submissions.

All RFP submissions must be clearly marked with the RFP number and title and returned in a sealed envelope to Ventura County Community College District, Attn: Lisa Sorensen/ Purchasing Department at 761 E. Daily Drive, Ste. 200, Camarillo, CA 93010. **The sealed RFP responses must be received no later than 4:00 pm on Friday, November 2, 2018.**

It is the responsibility of the Bidder to verify that their proposal has been received by the VCCCD Purchasing Department prior to the opening date. Verification of receipt can be made through the listed Purchasing Specialist.

Thank you for your interest in submitting a proposal on this project.

If you have any questions, please contact me at 805-652-5559, or lsorensen@vcccd.edu.

Thank you,

Lisa Sorensen
Purchasing Specialist

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
RFP GENERAL INSTRUCTIONS TO VENDORS (BIDDERS)**

1. **Definitions:** The following terms shall be given the meaning shown, unless context requires otherwise or a unique meaning is otherwise specified.
 - a. **“Request for Proposal” (RFP)** means an offer, made in response to a solicitation, to perform a contract for services, labor or to supply goods or materials at a specified price.
 - b. **“Bidders or Vendor”** means a supplier who submits a RFP to the District in response to a solicitation.
 - c. **“Purchasing Specialist,”** means the Ventura County Community College District authorized contracting official.
 - d. **“District”** means Ventura County Community College District.
2. **RFP Packet:** This RFP Packet consists of the following: Cover Letter, General Instructions, Special Conditions (if applicable), RFP Specifications, Drug Free, Non-Collusion & Affirmative Action forms, RFP or Bidder Pricing Forms (if applicable).
3. **RFP Proposal:** RFP proposals, to receive consideration, should be made in accordance with the following instructions:
 - a. All items on the Pricing Form should be filled out. Numbers should be stated in figures and written amount. If there is a discrepancy between the written amount and figure amount, the written amount will prevail. All pages of the pricing forms are to be initialed and the signatures of all individuals must be in longhand. The completed form should be without interlineations, alterations or erasures. Any corrections must be noted by affixing, in the margin immediately opposite the correction, the initials of the person signing the RFP.
 - b. Should a Bidder find discrepancies and/or omissions from the drawings or documents, or should be in doubt as to meaning, the Bidder should contact the Purchasing Specialist listed in the RFP Packet. All inquiries will be answered in writing and distributed to all Bidders in the form of addenda to the RFP. Neither the District nor its representative will be responsible for any oral instructions. No addenda will be issued later than Five (5) Days prior to the date set for the opening of RFPs. Inquiries affecting RFPs will be answered in writing and distributed to all Bidders in the form of addenda to the RFP.
 - c. All addenda or bulletins issued during the RFP period are to be considered part of the RFP and be included in the RFP proposal.
 - d. RFP proposals, enclosed in a sealed envelope, shall be addressed and delivered to Ventura County Community College District Service Center, Attn: Purchasing Department, 761 E Daily Dr., Ste. 200, Camarillo, CA 93010, before the time stated in the RFP Packet. Each envelope shall bear the Number of the RFP, Title of the RFP and the Name of the Bidder. **No electronic (e-mail) or fax RFPs or amendments to RFPs shall be accepted.** All RFP proposals must include a signed and dated RFP Form to be eligible for consideration. RFP Form must be signed by a responsible officer of the Bidding Company in order to be considered.
4. ***It is the responsibility of the Bidder to verify that their RFP has been received by the District’s Purchasing Department prior to the RFP opening. Verification of receipt can be made through the Purchasing Agent/ Buyer listed in the RFP Packet.***
5. **Specifications:** The use of a manufacturer, product brand name or make in the specifications is not intended to restrict Bidders. The specification establishes the character or quality of the article desired. Alternative materials or goods on which other proposals are submitted must, in all cases be equal or exceed in every detail to the item specified. RFP

must clearly state the brand, make or model number. Alternative goods and materials are subject to review and must be approved prior to the date listed on the RFP specifications. The District, for inspection and specification testing, may require samples of RFP items. Samples furnished must be free of expense to the District. Samples furnished must also be identical in all respects to the products specified in the RFP. Samples, if not destroyed by tests, and if requested, will be returned at the Bidder's expense. All goods furnished under this contract shall be newly manufactured goods. Used or reconditioned goods are prohibited, unless otherwise specified.

6. **Delivery:** Time and manner of delivery are essential factors in proper performance under the contract. Promptness of delivery may be a factor in awarding the RFP. Unless otherwise specified, the Bidder(s) shall be responsible for delivery and shall pay all costs, including drayage, freight, packing and insurance costs for delivery FOB Destination as specified in the RFP. Where specific authorization is granted to ship goods FOB Point of Origin, Bidder(s) agrees to prepay all shipping charges, routing the least expensive method. Each invoice will list shipping charges as a separate line item on the invoice and shall include the original or a copy of the freight bill (excluding postal charges). No COD shipments will be accepted.
7. **Workers Compensation:** Section 3700 of the Labor Code requires every employer to be insured against liability for Worker's Compensation or to undertake self insurance in accordance with provisions of that code. Bidder must comply with such provisions before commencing the performance of the work of this Contract.
8. **References:** Bidder may be required to provide a reference list of current customers using materials, goods or services similar to those specified in the RFP.
9. **Withdrawal of RFP:** RFP proposals may be withdrawn by the Bidder prior to, but not after the scheduled opening by notifying the Purchase Specialist listed in the RFP Packet. It shall be at the sole discretion of the District to allow Bidder to withdraw a RFP. If evaluation and award of the RFP will be based on award of "all or none" of the items or services, the withdrawal must be for the entire RFP. If the evaluation and award of the RFP will be based on line items, sections, combination of items, the District may consider permitting withdrawal of specific line item(s), sections combinations of items or services.
10. **Opening of RFP Proposals:** RFP proposals will be opened and read at or shortly after the time set in the advertised Notice Inviting RFPs, unless otherwise stated in the RFP Packet. Bidders or their representatives, and other interested persons, may be present at the opening of RFP proposals. RFP proposals that arrive after the time set for RFP opening will be returned to the vendor unopened and considered non-responsive.
11. **Bidders Interested in More Than One RFP:** No person, firm or corporation shall be allowed to make, file, or be interested in more than one RFP for the same work unless alternate RFPs are specifically stated.
12. **Award or Rejection of RFPs:** The RFP, if awarded, will be awarded to the lowest responsible Bidder(s) by section or by total RFP in compliance with these instructions. All items in a section must be completed for a section to be considered for award, unless otherwise stated. In the event that this RFP calls for the acquisition, procurement or maintenance of electronic systems, data processing, electronic telecommunication, supporting software, related materials, goods and/or services, a community college district may contract with one of the three lowest responsible competitive proposals or RFPs per Education Code § 81645. The competency and the responsibility of Bidder(s) will be considered in making the award of RFP. Prior to RFP award, the District may require the Bidder(s) to furnish evidence satisfactory to the District that it has sufficient means and experience in the type of work called for to assure completion of the contract in a satisfactory manner. The District reserves the right to reject the RFP of any Bidder(s) who have previously failed to perform properly or to complete on-time contracts with the District. The District reserves the right to reject any or all RFPs or alternates and waive any informality or irregularity in the RFP or in the Bidding. All or part of the RFP may be for one or more colleges.
13. **Form of Contract:** The form of contract which, the successful Bidder, will be awarded is a District Purchase Order referencing RFP specifications and other contract documents.

14. **Hold Harmless:** The Bidder shall hold the Ventura County Community College District, its officers, agents, servants and employees harmless from liability. The Bidder agrees to protect the District against all claims, suits, or proceedings for patent, trademark, copyright or franchise infringement arising from the purchase, installation or use of services or goods and materials purchased herein. The Bidder further agrees to assume all expenses and damages arising from such claims, suits and proceedings.
15. **Anti-Discrimination:** Bidder hereby certifies that in performing services or providing materials or goods for the District, there shall be no discrimination in hiring or employment practices because of sex, race, color, ancestry age, national origin, disability, disabled veteran status, or religious creed. The Bidder further agrees to comply with all applicable Federal regulations and California Fair Employment Practice Act.
16. **Invoices and Payments:** Unless otherwise specified, the Bidder shall render invoices for materials, goods and services under the contract to the Ventura County Community College District Service Center, Accounts Payable Department, 761 E Daily Dr., Ste. 200, Camarillo CA 93010. Invoices shall be submitted on a form acceptable to the District under the same firm name as shown on contract. All invoices, packing lists, packages, and shipping notices shall contain the applicable purchase order number. The Bidder shall list separately any taxes payable by the District.
17. **Default by Bidder:** The District shall hold the successful Bidder responsible for any damage, which may be sustained because of the failure or neglect of Bidder to comply with any terms or conditions listed herein. In the event of a breach by the Bidder of any of the provisions in the RFP or subsequent contract, the District reserves the right to cancel and terminate this contract forthwith upon giving oral and/or written notice to the Bidder.
18. **Independence of RFP:** Unless the Bidder is furnishing a joint RFP, by submitting this RFP, Bidder swears under penalty of perjury that it did not conspire with any other supplier to set prices in violation of anti-trust laws.
19. **Participation by Other Public Entities:** Other Community Colleges and/or public entities in the State of California may procure items and /or services off this RFP under the same terms and conditions stated in this RFP.
20. **Warranty:** Unless otherwise specified, the warranties contained in this contract begin after acceptance of merchandise has occurred. Bidder will include all written information on any warranty provided by Bidder or the manufacturer.
21. **Disputes:** The parties shall deal in good faith and attempt to resolve potential disputes informally. If the dispute persists, the Bidder shall submit to the Purchasing Specialist, the “Bidder Protest” form within five (5) working days after being notified by the Purchasing Department of the proposed award. Protests shall include reasonable and valid concerns as to why the award, as determined by the District, should not go forward. The District will respond to all protests in writing. The Board of Trustees will not consider protests from Bidders and/or their agents during a public meeting if they have not followed this procedure.
22. **Rehabilitation Act of 1973-508 Compliance:**

Section 508 is part of the federal law known as the Rehabilitation Act of 1973. Amendments to the Rehabilitation Act – known as the Section 508 Standards for Electronic and Information Technology (EIT) – went into effect in June 2001. The idea behind this standard is that as vendors become more aware of how to make their products accessible and requestors become more aware of Section 508-compliant products, electronics and information technology will improve.

Ventura County Community College District has incorporated the following statement into our standard purchase order terms and conditions, RFP, RFP, RFQ and Contract Documents:

Vendor hereby warrants that any hardware, software products or services to be provided under this RFP, Purchase Order and/or Agreement comply with the assessibility requirements of section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794d), and its implementing regulations set forth at Title 36, Code of Federal Regulations, Part 1194. Vendor agrees to promptly respond to and resolve any compliant regarding accessibility of its products or services which is brought to its attention. Vendor further agrees to indemnify and hold harmless the District, the

Chancellor's Office and any party of Ventura County Community College District using the vendor's products or services from any claim arising out of its failure to comply with the aforesaid requirements. Failure to comply with these requirements shall constitute a breach and be grounds for termination of this RFP, Purchase Order and/or Agreement.

23. **Technology Clause:** This request for RFPs seeks to address the rapid advances in technology. As technology advances, it is understood that the improved or enhanced components/products may supercede existing products in both price and performance and yet be essentially similar. By allowing functionally similar, upgraded or identical products that may be introduced in the future or during the term of this RFP are included under the general umbrella of compatible product lines and are thus specifically included in this RFP document.
24. **Evaluation Criteria:** The District will evaluate the responses to the proposals based on strength of operations, quality, price, service of existing locations, and financial return to the District.
25. **Security/Bond:** The District reserves the right to request Bidders Security/Bond if stated in the RFP documents.
26. **Artwork:** Any artwork produced for a project is the sole property of the District and shall be forwarded to the Purchasing Department at 761 E Daily Dr., Ste. 200, Camarillo CA 93010, upon completion of this project.

End

REQUEST FOR PROPOSAL
Ventura County Community College District Website Redesign

RFP #574

All RFP Submissions are Due 4:00 PM, Friday, November 2, 2018

Ventura County Community College District
Lisa Sorensen, Purchasing Department
761 Daily Drive
Camarillo, CA 93010
(805) 652-5559

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Overview

About Ventura County Community College District (VCCCD)

Serving Ventura County since 1925, the Ventura County Community College District educates more than 32,000 students each semester on our community college campuses, online, in high schools, and at employer work sites. A five-member locally elected Board of Trustees govern the District. Chair Art Hernandez has served since 2000; Vice Chair Stephen Blum was elected in 2006; Trustees Dianne McKay and Bernardo Perez have served since 2010; and Trustee Larry Kennedy was elected in 2012. Trustees have served collectively for more than 50 years. Student Trustee Connor Kubeisy, elected by the students, represents the students and will serve for one year.

Chancellor Greg Gillespie, selected by the Board of Trustees in 2017, serves as the District's chief executive officer and is responsible for carrying out policies approved by the Board of Trustees. Presidents Luis Sanchez, Cynthia Azari, and Damon Bell lead Moorpark, Oxnard, and Ventura colleges, respectively. Vice Chancellors David El Fattal and Michael Shanahan oversee the District functions of Business Services and Human Resources, respectively. Dan Watkins, Associate Vice Chancellor of Information Technology oversees Information Technology services for the District and college sites.

VCCCD Mission

The District is a critical educational bridge for students from high school to higher education and from student to a career. Our mission is to provide students, in our diverse community, with access to comprehensive quality educational opportunities that support student learning and student success.

The Community College System

The District is part of the California Community College system of 114 colleges, serving more than 2.1 million students across the state, offering a primary pathway to higher education. It is the largest system of higher education in the nation and provides students with the knowledge and background necessary to compete in today's economy. California community colleges educate 70 percent of our state's nurses; and 80 percent of firefighters, law enforcement personnel, and emergency medical technicians. Twenty-nine percent of University of California and 51 percent of California State University graduates started at a California community college. Nearly 42 percent of all California veterans receiving GI educational benefits attend a California community college.

The Website Redesign Project

Background

The District launched the current website in 2014/2015 using Drupal as the content management solution. No significant changes have been made since that time. In addition to the District site (vcccd.edu), there are three college sites: moorparkcollege.edu; oxnardcollege.edu; and venturacollege.edu. The sites are outdated and have limited ability as a marketing and communication tool. Image and branding are outdated and content is not up-to-date and cumbersome to maintain.

The websites need to be redesigned and restructured for a positive user and viewer experience. The website redesign should incorporate current branding, accessibility compliance, mobile-first, and identity guidelines.

The current websites have more than 6,200 known web pages, more than 18,000 assets (pdf, Word, Excel, and PowerPoint), and approximately 3,000 duplicate/repeating links.

Audience

As a community college district, the website serves the students, community, staff, faculty, community members, employers, donors, and alumni. Serving a population of more than 800,000 Ventura County residents, we promote student advancement by offering programs for transfer to four-year colleges and universities; basic skills instruction; associate degrees, associate degrees for transfer, certificates, career education, workforce training, and continuing education for cultural growth, life enrichment, and skills improvement. The District and college websites are often the first opportunity to interact with potential students and the community.

Website Objective

The websites serve as primary marketing and information tool for prospective students and a source of information for current students, employers, the community, donors, and faculty and staff.

Current Websites

Ventura County Community College District: www.vcccd.edu.

The site serves as a source of information for current and future students, Board of Trustees, state, regional and local partners, media, government agencies and partners, donors, community members, current and future staff and faculty, and employer partners.

College Sites

Moorpark College: www.moorparkcollege.edu

Oxnard College: www.oxnardcollege.edu

Ventura College: www.venturacollege.edu

College sites provide information to current and prospective students, parents, donors, and the community about college services, course offerings and the admission process, student life and student leadership, accreditation, institutional research, and campus events.

The design is outdated. The templates do not allow for much creativity in space utilization. Many pages across all sites are too text heavy. Content contributors do not have guidelines or knowledge about how to best present information online.

Despite many challenges, there are aspects of the current website that are positive. We currently have the ability for contributors to update and manage their own pages. This greatly improves the ability to keep information current while also maintaining brand identity for the District and colleges.

General Requirements

Project Scope

- Update the navigation, design, and content of all areas and pages.
- Evaluate and recommend a content management system that supports the redesign and project objectives.
- Improve responsive design for better user experience across multiple devices.
- Ensure 508 access and compliance standards.
- Evaluate, recommend, and implement content migration.
- Search engine optimization.

We are looking for a vendor to design and build the website with the selected content management system. We are a current customer of Site-improve and seek to collaborate together to maximize resources.

Project Objectives

Please include the following in your proposal:

1. Samples of websites designed and built, including higher education, if applicable.
2. Include a sample project implementation and project support plan
3. Identify and describe the services you provide, including content migration and content development.
4. Provide detailed pricing including, but not limited to, Higher Education discounts, installation costs, upfront versus ongoing annual costs, licenses, maintenance and support, services, training, warranty and hardware (if applicable).

Others to consider:

- Project timeline with major tasks and milestones (to assess process)
- Project budget by line item (to assess process)
- Plan for mobile / responsive design (to assess familiarity with current trends)

Contact Information:

All vendors interested in submitting a proposal should send an email with contact information as soon as possible. We do send out e-mail notifications; however, we cannot guarantee that vendors will receive our e-mails. It is critical that all vendors watch for advertisements in the Ventura County Star as well as look at our website for upcoming projects, RFP documents and Addenda.

Any questions regarding this document must be submitted in writing via e-mail to Lisa Sorensen, lsorensen@vcccd.edu. All responses or changes to project scope or deadline will be communicated via an addendum and e-mailed to your address of record.

Conditions

- Vendors are responsible for all costs associated with the preparation and delivery of their proposals.
- Vendors are responsible for ensuring their proposal has been received by the deadline referenced in this RFP.
- Vendors are responsible for all costs associated with travel for bidder conferences and on-site demonstrations.
- Questions regarding this document are due by 3:00 p.m., Friday, October 26, 2018 via e-mail to Lisa Sorensen at lsorensen@vcccd.edu Responses will be compiled and distributed to all vendors via e-mail on Monday, October 29, 2018.
- Sealed proposals are due no later than 4:00 p.m., Friday, November 2, 2018 **one (1) hard copy and one (1) Flash Drive**, delivered to Ventura County Community College District, Attn: Lisa Sorensen 761 E Daily Drive, Ste. 200, Camarillo, CA 93010
- Proposals must be completed according to the instructions provided in this section and throughout this document. Incomplete proposals will be disqualified. During on-site demonstrations, if selected, vendors should be prepared to demonstrate any of the cited functionality upon request.
- Vendors should provide their standard terms and conditions, software maintenance agreements and related contractual documents related to this proposal where indicated.
- Summary pricing should be presented in the executive summary.
- In accordance with section 81645 of the Education Code, the district may contract with a party who has submitted one of the three lowest responsible competitive proposals or competitive bids, for the acquisition, procurement, or maintenance of electronic data-processing systems and equipment, electronic telecommunication equipment, supporting software, and related materials, goods, and services.
- The District reserves the right to reject any and all proposals, to waive an informality/irregularity in any bid, and to award the contract to one of the three lowest responsible bidders.
- Section 508 is part of the federal law known as the Rehabilitation Act of 1973. Amendments to the Rehabilitation Act – known as the Section 508 Standards for Electronic and Information Technology (EIT) – went into effect in June 2001. The idea behind this standard is that as vendors become more aware of how to make their products accessible and requestors become more aware of Section 508-compliant products, electronics and information technology will improve.

Ventura County Community College District has incorporated the following statement into our standard purchase order terms and conditions, Bid, RFP, RFQ and Contract Documents:

Vendor hereby warrants that any hardware, software products or services to be provided under this RFP, Purchase Order and/or Agreement comply with the assessibility

requirements of section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794d), and its implementing regulations set forth at Title 36, Code of Federal Regulations, Part 1194. Vendor agrees to promptly respond to and resolve any complaint regarding accessibility of its products or services which is brought to its attention. Vendor further agrees to indemnify and hold harmless the District, the Chancellor's Office and any party of Ventura County Community College District using the vendor's products or services from any claim arising out of its failure to comply with the aforesaid requirements. Failure to comply with these requirements shall constitute a breach and be grounds for termination of this RFP, Purchase Order and/or Agreement.

Evaluation Criteria and Rating

Proposals received by the stated deadline will be evaluated and rated based in no particular order on the following:

- The proposed solution's ability to meet the general and specific requirements that have been detailed in this document.
- The proposed solution's ability to integrate with the existing content management system.
- The vendor's ability to provide an affirmative and comprehensive response to each of the requirements in this document.
- Total projected cost of the proposed solution.
- Projected timeline to complete implementation.
- Quality of work done on similar projects.
- Compliance with Section 508, part of the federal law known as the Rehabilitation Act of 1973.

Vendor responses to this document should follow the outline provided below, with details on the subsequent pages. You should respond directly and thoroughly when prompted.

- Executive Summary
- Vendor Profile
- Project Scope/Objectives
- Services
- Training and Support
- Detailed Pricing – Licenses, Maintenance and Support, Professional Services, Training, Software, Hardware (if applicable)

Vendor Proposal Format

Executive Summary

Include the following information in your executive summary.

- Summarize your understanding of our project requirements.
- Provide summary pricing for the proposed solution including applicable software licenses, professional services, technical services (training, maintenance, and support), and hardware components.
- Provide a sample of your standard agreement, including all terms and conditions.

Section 1: Vendor Profile

Company Overview. The Ventura County Community College District requires the chosen vendor to have an excellent record of accomplishment with its customers and to operate profitably based on sound business practices. Describe your experience in web design and production.

Team. Vendor should identify team who will work alongside VCCCD. Please provide background and experience of each team member. In addition, provide three references from customers, preferably colleges currently using your services for web design.

Partnerships

- List major industry, strategic and/or certified partnerships and the nature of each relationship.
- To what extent does the Vendor use the proposed solution internally? If not at all, why not?

Industry Leadership and Recognition

List awards or honors the Vendor or its products have earned. If a reseller, list the manufacturer's awards.

Section 2: Project Scope

Include the following information in your proposal.

- Provide a response to each item provided in this section of the request. Make sure to include samples of websites, project implementation and project support plan

Section 3: Professional Services

Include the following information in your proposal.

- Explain your services and benefits.
- Describe your project methodology regarding implementation of the solution. Include a breakout of expected roles and responsibilities. Attach supporting documentation as needed.
- List keys to project success as you define them.
- Define any assumptions or constraints based on your understanding of our requirements.
- Discuss any additional, post-implementation professional services you offer.
- Detail the specific services related to the proposed solution.

Section 4: Product Training and Product Support

Include the following information regarding training and ongoing implementation support options.

- Discuss your training options.
 - Courses offered
 - Delivery methods and requirements
- Discuss your support structure.
 - Hours of availability
 - Telephone support
 - Point of contact for support issues
 - Online support including website, chat, email, online communities, message boards, discussion groups or self-service options
 - Documentation

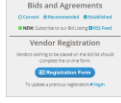
Section 5: Detailed Pricing - Licenses, Maintenance and Support, Professional Services, Training, and Hardware

Discuss detailed pricing including, but not limited to, licenses, maintenance and support, professional services, training, and hardware.

Section 6: Detailed Proposal and Presentation Process

The RFP process is detailed below.

Proposal and Presentation Process

Item	Date	Time	Location
Release of RFP	10/15/2018	11:00 a.m.	Available online at: https://purchasing.vcccd.edu/ Bids and Agreements - Current  Or request a hard copy at: VCCCD Purchasing 761 East Daily Drive, Suite 200, Camarillo, CA 93010 Reference RFP #574 Attn: Lisa Sorensen
Questions Due	October 26, 2018	3:00 p.m.	Email to: lsorensen@vcccd.edu
Question Responses Issued	October 29, 2018	1:00p.m.	Via Addendum
RFP Due Date	November 2, 1018	4:00 p.m.	Deliver hard copy to: VCCCD Purchasing Department Attn: Lisa Sorensen 761 E. Daily Dr., Suite 200 Camarillo, CA 93010 Reference RFP #574
Notice of Invitation to Present	11/05/18	5:00 p.m.	By Email
Vendor Presentation Interviews Ninety (90) Minutes	11/15/18 and 11/16/18	TBD	In person 761 E. Daily Dr., Suite 200 Camarillo, CA 93010
Vendors Notified of Recommended Award	11/23/18		By Email
Vendor Presentation to Board of Trustees Board Notification and Approval	12/11/2018	TBD	761 E. Daily Dr., Suite 200 Camarillo, CA 93010

All sealed hard copy proposals should be sent or delivered to:

VCCCD Purchasing Department
 Attn: Lisa Sorensen
 761 East Daily Drive, Suite 200, Camarillo, CA 93010
 Reference RFP #574

RFP 574 Ventura County Community College District Website Redesign

(Example - For vendor review only)

Evaluation Criteria (Totaling 1700)	Points	Comments
The proposed solution's ability to meet 1) general project requirements; 2) project scope; and 3) project objectives.	400	
The proposed solution's ability to address the need for a comprehensive content management system.	300	
Total projected cost of the proposed solution.	300	
Projected timeline to complete implementation.	200	
Quality and experience of work done on similar projects.	500	
508 Compliance	Required	
Total with a maximum of 1700		