

# Auburn Hills Public Library

## Request for Proposal

### Website Redesign

The Auburn Hills Public Library (AHPL) is seeking proposals from qualified web designers to create the library's next website. The website must be completed **no later than January 2<sup>nd</sup> 2020**.

The Auburn Hills Public Library is a Class IV library with a service population of ~21,000 residents. In 2019 and beyond, AHPL hopes to expand its online offerings, both in terms of digital media solutions and more tailored patron resources, such as online room reservations.

#### Specific Requirements

- The website must be optimized on a wide range of devices, including desktop, tablet, and mobile phones, including a responsive design
- The website must integrate with AHPL's Integrated Library System, Carl
- The proposal must include an event management system (first or third party)
  - Event management must allow staff members to create events, assigning them to specific rooms at specific times
  - Patrons must be able to view these events in a calendar and/or list view on the website
  - Patrons must be able to register for events (when applicable)
  - Patrons must be able to receive notifications for upcoming events, or changes to events that they previously registered for
  - Event management solution should be flexible enough to allow for room bookings for patrons
- The website will adhere to ADA standards
- The website will feature prominent advertising space on the homepage, and other pages where applicable, for programs and services
- Staff members must be able to easily make changes to the advertising spaces
- The website will feature an integrated search bar for both the website and library catalog
- The website will have a blog section where staff members can post new entries
- The website must be encrypted with an SSL certificate
- The website must be search engine optimized

In addition to the functional requirements of the site itself, (listed above), the following requirements must also be met:

- Progress updates must be shared at regular intervals with the AHPL website team

- AHPL staff must retain full creative control over the development process
- Upon completion of the website, AHPL must own the site and be allowed to modify it as they see fit
- The project must be completed no later than January 2<sup>nd</sup> 2020

#### Responses must include

1. Company Name, address, phone number, primary contact for the job, number of employees
2. Cost quotation for the website with the requirements listed above
3. Example work, preferably in the form of other library's websites

#### Rules and Procedures for Submission

Issuing Agency – The Auburn Hills Public Library (AHPL) is the issuer of this request for proposal. AHPL will be the sole point of contact for the duration of the project.

Quotation Modification – AHPL reserves the right to contact respondents for clarification of information submitted, or for negotiation of changes to specified requirements, during the selection process. AHPL is the only agency authorized to change or clarify specifications of the RFP.

Termination – AHPL reserves, within the first ninety (90) days of this agreement, in the event of the failure of the successful bidder to adhere to the terms and conditions of this agreement, the right to terminate this agreement without further notice, without penalty.

#### Submission

Respondents must submit one digital proposal as a PDF email attachment to:  
Connor McNamara: Technology Coordinator [mcnamarac@ahplibrary.org](mailto:mcnamarac@ahplibrary.org)

Proposals are due no later than: 02/01/2019 at 6:00 PM

Proposals received after the above due date cannot be considered.

Selection Process – The AHPL website committee will review the quotations as presented. Factors considered include, but are not limited to: cost, quality of prior work, artistic styling, and ability to meet the requirements. The lowest bid is not necessarily the one that will be selected. Any and all bids may be rejected due to failure to respond adequately to the RFP.

AHPL reserves the right to interview respondents for clarification on any aspects of the submitted proposals.

When a decision has been made, all respondents will be notified, in writing. AHPL reserves the right to award the RFP without discussion.

The proposal selected by the AHPL website team will be submitted to the library board for final approval. The Auburn Hills Public Library Board will have final say over whether the proposal is accepted or not.

Non-Discrimination Clause - The accepted respondent agrees not to discriminate against any employee or applicant for employment, with respect to their hire, tenure, terms, conditions or privileges of employment, or any other matter directly or indirectly related to employment because of race, color, religion, national origin, ancestry, age, gender, height, weight, marital status, sexual orientation, or handicap.

Questions – Phone, written, or email inquiries from respondents concerning this RFP should be addressed to:

Connor McNamara

Technology Coordinator

Auburn Hills Public Library

3400 E. Seyburn Dr.

Auburn Hills MI, 48326

248-364-6703

[mcnamarac@ahplibrary.org](mailto:mcnamarac@ahplibrary.org)