



BONNET SHORES FIRE DISTRICT

Narragansett, Rhode Island 02882

Established 1932

Request for Information & Proposal (RFI&P)

September 24, 2024

Background: Bonnet Shores Fire District was incorporated in 1932 by an Act of the Rhode Island General Assembly, Bonnet Shores Fire District. Over the past 70 years, the Fire District has evolved into a residential village of the Town of Narragansett offering a myriad of recreational opportunities revolving around its two scenic beaches. In addition to these family-oriented beaches, the District maintains a mooring area that accommodates 65 boats and Community Center that serves as the venue for numerous year-round activities.

Project: Bonnet Shores Fire District Website design, implementation and ongoing maintenance.

Scope: The Bonnet Shores Fire District (the “BSFD”) is seeking proposals from qualified web design and development firms to design and maintain our current website, <https://bonnetshores.org>. Our goal is to create a user friendly, secure, visually appealing and mobile responsive website that allows us to effectively communicate information to members of our community.

Project Goals and Objectives:

- 1) Establishment of a new website where content can be added and edited by designated members of the BSFD governing body.
- 2) Improve user experience and navigation to make it easier for residents to find the information within the website pages.
- 3) Increase website traffic and engagement by well positioned prompts (i.e. calendar, announcements, meeting minutes, link to tax payment portal, emergency notifications).
- 4) Ensure the website is mobile friendly and responsive across all devices and web browsers.
- 5) ADA Compliant.
- 6) Enable opt in/opt out feature and ability to register preferred communication (e-mail, text) with preference to transfer existing registrations.
- 7) Implement best practices for google analytics.
- 8) Ability for fire district to administer website updates (links, PDF's, content, etc.).
- 9) Ability to transfer existing domain name.
- 10) Ability to link to electronic pay methods so that community members can “pay on line” for a variety of services.
- 11) Ability to create surveys, collect responses and report results (this may be internal to the website or linking to a survey tool).
- 12) Upon website launch, provide training to BSFD administrator plan including post launch website maintenance.

Note: *The website is to be copyrighted in the name of the Bonnet Shores Fire District, and all content is owned by the BSFD.*

Responses to be included in all RFI&P submissions (note, lack of response to any of the items below will be considered an incomplete submission). --.

1. Provide a brief description of your firm including: principals, name of business, e-mail address, location of office (s) and number of employees
2. Provide a list of references including a contact name and phone number and sample websites
3. Describe your firm's approach to delivery starting with requirements gathering, prototyping, development, data/content conversion, testing and implementation. *Note: The BSFD will want to see prototypes as the project progresses in order to provide feedback on alignment with requirements, goals and objectives.*
4. Describe your firm's information security systems and steps your firm takes to safeguard client communication, confidential communication and client data.
5. Provide a detail scope of work including any automation platform used with the website (i.e. Describe the web hosting environment, web development tools and testing plans.).
6. Describe your firm's business continuity plans including backup protocols, platform resiliency and disaster recovery capabilities.
7. Describe your Service Level Agreement for implementing requested changes once the platform is operational.
8. Describe the user roles available and the associated required skill sets (i.e. site administrator, web master, content manager etc.).
9. Provide a detailed timeline for creation and launch of the website with features as outlined in the project goals and objectives.
10. Provide a detailed fee structure for both one-time costs associated with the project as well as well as ongoing maintenance.
11. Documented agreement that once the website is designed, it will be owned and copyrighted in the name of the Bonnet Shores Fire District and all information developed under this project is the property of the Bonnet Shires Fire District.
12. Documented agreement that prior approval by the BSFD Council is required before the release of any element of the data or information developed for this project, including any emails provided by community members.

Evaluation and Selection

A review committee consisting of BSFD council and committee members will review all completed proposals submitted on or before the deadline and make a recommendation for BSFD Council vote on the following factors. Please be advised that BSFD reserves the right to reject any and all proposals, and to accept the proposal that is deemed to be in the best interest of the fire district.

- Experience and expertise in web design and development
- Quality of the proposed design concept
- Functionality and technical capabilities
- Implementation approach
- Project delivery timeframe
- Data security features
- Available user roles
- References and experience with similar projects
- Fee structure

RFP questions/clarifications

Any questions/clarifications for related to this RFP can be submitted to jwbsfd@gmail.com.

Submission Instructions

Please submit your complete proposal via email to Jane Duran jwbsfd@gmail.com . Submissions will be accepted through October 15, 2024 at 4PM.

Note to Respondents: Please be advised that all responses to this RFI&P (including those not selected for engagement) may be available to the public on request pursuant to the Rhode Island Access to Public Records Act, Chapter 2 of Title 38 of the Rhode Island General Laws (the "APRA") upon award of a contract. As a result, respondents are advised not to include information that is considered proprietary or confidential.

APPENDIX

The following are the current specifications of the existing bonnetshores.org website to be used for reference only. Please know that we are interested in making the website less complex and enabling specified BSFD members to update content and perform basic administrator functions.

The website is a premium WordPress website and is hosted at Blue Host with the following specifications:

- WordPress Choice Plus Hosting
- Fully Responsive on all devices
- Domain Privacy + Protection
- SSL
- Code Guard Basic
 - Daily Backups and Restore
 - Daily Malware Scans and Removal
- Unlimited Emails and Storage
- Domain Name Renewal – domain name <https://bonnetshores.org>
- PHP 8.2
- SiteLock
- CDN (Content Delivery Network) for website speed and efficiency.

The website specifics are:

- Premium Charity Hub theme Version 1.5.0.
- Premium Plugins WP Forms which is the website Interface with PayPal for Camp Online Payments.
- Premium Connections plugin – this is a powerful plugin which allows future online directory and membership areas to aid in return registrations for example camp, so that people do not need to re-register every year.
- There are many other plugins installed but come with the Charity Hub theme
- Contains:
 - 170 pages
 - 285 images all licensed
 - 596 documents
- **Contains 15 Contact and Registration and Sign Up Forms:**
 1. Contact a BSFD Council Member (with a dropdown to all individuals plus ALL Option)
 2. Contact a Committee Member (with dropdown to all individuals plus ALL Option)
 3. Contact the District Manager
 4. Contact an Elected Official (with dropdown to all individuals plus ALL Option)
 5. Contact Historian
 6. Contact Mailing List Administrator
 7. Contact Nominating Committee
 8. Contact Social Committee
 9. Contact Tax Assessors
 10. Contact Web Master
 11. Newsletter Sign Up
 12. Communications Sign Up
 13. Yard Sale Application Form
 14. Summer Camp Registration Form Pay by Check
 15. Summer Camp Registration Form Pay Online