

**LOS ALAMOS COUNTY
PROCUREMENT DIVISION**

101 Camino Entrada, Building 3, Los Alamos, New Mexico 87544

(505) 662-8056

Advertised: **December 3, 2020**

Closing Date for Step 1: **January 7, 2021**

Step 2 Released: **January 15, 2021**

Closing Date for Step 2: **February 1, 2021**

Request for Proposals ("RFP")

RFP Number: 21-32

RFP Name: Internet Website Replacement Project

MULTISTEP RFP – STEP 2

SPECIAL INFORMATION RELATED TO THIS SOLICITATION

This is a multistep RFP as described in Sec. 31-102. (2) of the Los Alamos County Procurement Code. Step 1 is: a request for the submission of a Statement of Qualifications ("SOQ"); Step 2 is: an RFP limited to those offerors whose offers have been determined by the evaluation committee to be qualified under the criteria set forth in the solicitation. Throughout this document, the terms "SOQ," "RFP," "solicitation," and "proposal" are used interchangeably.

GENERAL INFORMATION

1. Step 2 of the multistep RFP:

Following the determination of those Offerors whose offers have been determined by the evaluation committee to be qualified under the criteria set forth in Step 1 RFP solicitation, Step 2 will begin with the issue of the Step 2 RFP Demonstration Script. The Step 2 responses consist of demonstrations/presentations to County staff. The date and time of your remote demonstration will be **at 1:05 p.m. Mountain Time, Monday, February 1, 2021.**

2. Any questions must be received in writing at least five (5) days prior to the date fixed for when demonstrations/presentations are to be conducted.
3. Any change(s) to the solicitation will be conveyed through the written addenda process. Read carefully and follow all instructions provided on any addendum, as well as the instructions provided in the original solicitation.

CONTACT INFORMATION

1. For project-specific information, contact [Pamela Justice](mailto:pamela.justice@lacnm.us), at pamela.justice@lacnm.us; (505) 663-1959.
2. For procurement process information, contact Carmela Salazar, Senior Buyer/Planner at carmela.salazar@lacnm.us (505) 662-8056.

STEP 2 OFFERORS ARE INFORMED OF THE FOLLOWING:

All demonstration scripts must be presented in accordance with the established timeframe per session, therefore, Offerors are encouraged to move as efficiently as possible through the script. The County understands that some sections may be extremely tight on time, but proposers should attempt to complete the script and must limit demonstration to only those items listed in the script. If time is running out at the end of a session, then at the discretion of the County, proposers may be asked to skip certain requirements. Should the proposers complete the script well before the allotted time, then they may take that opportunity

to review, answer questions or further demonstrate an item within the script. Each Offeror will be allotted one (1) hour to make their presentation.

OFFEROR DEMONSTRATIONS

The Step 2 response consists of detailed information as described below. The purpose of the information is to evaluate *HOW* the software can satisfy the demonstration script, rather than *IF* the system can meet each requirement; therefore, it is important that Offerors understand the demonstration will be evaluated on how well each script item is covered

The County approves the use of the online meeting applications Zoom and Microsoft Teams.

1. Ability to post a news release and share with social media.
2. Ability to post and display multiple single and recurring events on a county wide calendar.
3. Demonstrate how calendar events can be sorted and filtered by department, topic or interest.
4. Demonstrate how to create and remove pages, embed images, links, tabular data, or other text.
5. Demonstrate content generation and approval processes for publishing content of your CMS product.
6. Demonstrate the security administration of your CMS product (roles, group permissions, individual permissions).
7. Demonstrate how to interface with other enterprise applications and the format of the data displayed.
8. Demonstrate ability to build, subscribe to and send a newsletter.
9. Demonstrate any analytics tools to show reader engagement with pages, posts, and social media.
10. Demonstrate any record archiving and record search capabilities for CMS administrators.
11. Demonstrate how a citizen would report an issue, either anonymously or identified, and how the report would be transmitted to the appropriate person/department with proper security measures.
12. Demonstrate the system architecture of your cloud servers.
13. Provide recommendations or best practices for the organization and hierarchy of a County web site.
14. Demonstrate any functionality that is unique to your product.
15. Describe your training, resources and ongoing technical support. Include information on technical support and average turnaround time for "tickets" submitted for website errors, fixes, updates to architecture, delivery of new features etc.

Evaluation Criteria (or Factors) and Points:

- Items No. 1 through 15 are worth five (5) points each; for a total of 75 points.

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