Request for proposals: 
Information clearinghouse website design

Deadline: May 5, 2014

Summary
Smart Growth America (SGA) is preparing a grant proposal to be submitted to the Environmental Protection Agency (EPA) to build a web-based national information clearinghouse about smart growth (EPA-AO-OP-OSC-14-01).

Our goal is to develop a mobile-friendly website that allows administrators to publish—and users to browse and search—an extensive inventory of reports, articles and multimedia. The site will also feature a blog and events calendar, as well as a dynamically updated homepage and several static pages.

SGA seeks to hire a contractor to design the public-facing website, and is accepting proposals from interested firms and individual consultants to be a part of the SGA team that is proposing on the EPA grant. Proposals for this project are due no later than 5:00 PM EDT on Monday, May 5, 2014.

Project overview
The new website will be home to an extensive inventory of reports, articles and multimedia resources, as well as a blog and events calendar. The contractor should design a general template that will be used across the site, as well as several pages with unique content types:

- Homepage
- General/static pages
- Blog page
- Blog post
- Search page (with list view and thumbnail view)
- Search results page
- Events calendar

The technical construction of this site will be scoped out separately. Applicants are welcome to respond to that RFP in addition to this one.

A more precise scope of work and time commitment required of the developer will be established if/when SGA is awarded the project.

This project will last for five years, with annual funding determinations based on available funds. The EPA estimates that annual funding will be between $100,000 and $150,000, with a total five-year limit of $700,000. EPA projects that award announcements will be made in the summer or fall of 2014.
Background details
EPA’s evaluation of the subject grant proposal will consider, as appropriate and relevant, the qualifications, expertise, and experience of an applicant’s named contractor(s), including consultants, identified in the proposal/application if the applicant demonstrates in its proposal/application that the contractor(s) was selected in compliance with the competitive Procurement Standards in 40 CFR Part 30 or 40 CFR 31.36 as appropriate. For example, an applicant must demonstrate that it selected the contractor(s) competitively or that a proper non-competitive sole-source award consistent with the regulations will be made to the contractor(s), that efforts were made to provide small and disadvantaged businesses with opportunities to compete, and that some form of cost or price analysis was conducted.

EPA will not consider the qualifications, experience, and expertise of named contractor(s) during the proposal/application evaluation process unless the applicant complies with these requirements.

Accordingly SGA is hereby requesting proposals from contractors in accordance with 40 CFR Part 30 as appropriate for a not-for-profit organization. This request for proposal shall be posted on the SGA web site April 29 through May 2, 2014. Contractors who have worked with SGA on similar assignments in the past may also be sent a copy of the request for proposal.

Selection Criteria:
SGA will select a partner based on qualifications and cost, with heavy weighting on prior experience successfully developing, designing, and managing sites with elements similar to those described in the EPA RFP.

Submittal requirements
Interested individuals or companies should submit information regarding your qualifications and hourly rates to Elizabeth Schilling (eschilling@smartgrowthamerica.org) by 5:00 PM EDT on May 5, 2014. Please include:

1. A signed cover letter stating your interest in partnering with Smart Growth America on this proposal. Please reference Funding Opportunity EPA-AO-OP-OSC-14-01, Smart Growth Information Clearinghouse.
2. An estimate of the time and cost to perform the required work.
3. Names, titles and a summary of qualifications for each named participant in this contract.
4. Examples of other websites you have designed and maintained that are indicative of the approach you would take with the Smart Growth Information Clearinghouse Website.
5. A brief description of federally-funded projects you have undertaken or supported, if any.
6. Billing rates and a brief description of responsibilities of all potential workers in this contract.

For further information:
Contact Elizabeth Schilling via email at eschilling@smartgrowthamerica.org with any questions about this RFP.