

MARAMA

Mid-Atlantic
Regional Air
Management
Association, Inc.



8600 LaSalle Road ~ Suite 636 ~ Towson, MD 21286

Allegheny County Health Dept., Air Quality Program, Pittsburgh, PA.
District of Columbia Dept. of the Environment, Air Quality Division
Delaware Dept. of Natural Resources & Environmental Control, Air Quality Mgmt. Section
Maryland Dept. of the Environment, Air & Radiation Management Admin.
New Jersey Dept. of Environmental Protection, Division of Air Quality
North Carolina Dept. of Environment & Natural Resources, Division of Air Quality
Philadelphia Dept. of Public Health, Air Management Services
Pennsylvania Dept. of Environmental Protection, Bureau of Air Quality
Virginia Dept. of Environmental Quality, Air Division
West Virginia Dept. of Environmental Protection, Division of Air Quality

Phone 443.901.1882 ~ Fax 443.901.1886 ~ www.marama.org

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INTRODUCTION

The Mid-Atlantic Regional Air Management Association, Inc (MARAMA) is seeking to engage a contractor to assist in resolving issues with MARAMA's Mid-Atlantic Diesel Collaborative website to update the website to make it easier for staff to update. MARAMA has developed this Request for Proposals, "Dieselmidatlantic.org Website Update" to facilitate the evaluation and selection of vendors and to clarify needs.

ORGANIZATIONAL OVERVIEW

The Mid-Atlantic Diesel Collaborative (MDC) is a partnership between leaders from federal, state, and local government, the private sector, and environmental groups in Delaware, Maryland, Virginia, Pennsylvania, West Virginia and the District of Columbia. The Collaborative is part of an overall national campaign to reduce diesel emissions.

One way MARAMA accomplishes MDC's mission is to provide members with a website that:

- Serves as a front door to MDC, conveying the mission, goals and image of the collaborative;
- Accurately displays funding opportunities, events to come, and important news;
- Serves as an aesthetically pleasing, easily navigated, and informative first point of contact for online users, especially MDC's members.

PROJECT OVERVIEW

The project described in this Request for Proposals (RFP) is to bring MDC's website software up-to-date and to make the site more user friendly. MARAMA staff maintains its website, www.marama.org, and is proficient in most functions of Joomla. The main purpose of this update is to prevent malware and hacking attacks against the MDC site and to make updating the website more straightforward and easy to accomplish.

Project Objectives:

1. Fix any bugs in the current site
2. Update website software to most current stable version of Joomla
3. Provide a training session if necessary

Estimated Project Timeline:

Task	Due Date
Proposals Due	3/14/2014
Award Contract	3/31/2014
Sign Contract and begin work	4/7/2014
Task 1: Fix Bugs with current site	4/18/2014
Task 2: Improve Website - draft	4/30/2014
Task 3: Final Improvements in response to client review	5/23/2014
Task 4: Training Session	6/13/2014

Please note, due dates may be adjusted based on the submitted proposals.

Project Funding:

Funds for this project are provided by MARAMA’s EPA grant agreement XA97390701 – Regional Cooperation and Assistance for Clean Air Act Implementation.

MARAMA will issue a time and materials and an overall maximum for the contract to the selected vendor with maximum limits for each task.

SCOPE OF WORK

Project tasks will include:

- Correcting any bugs in the website currently effecting article uploads and other vital website update procedures.
- Updating the current website software, Joomla, to the most recent stable version
- Providing training if necessary

MARAMA Websites:

Please review our website, <http://dieselmidatlantic.org> and visit our primary site, www.marama.org to get an idea of our current platforms.

TASK 1: REPAIR CURRENT BUGS

- Currently, the website is experiencing an error where the primary site is <http://dieselmidatlantic.org> but the website <http://www.dieselmidatlantic.org> also exists. If a member visits one or the other, the information is still there, but the setup is different. MARAMA would like to eliminate this error.
- The above error makes it hard to update articles, post articles, and link articles.

- When logging in, sometimes users are given a blank screen with “Invalid Token” in the upper left corner.
- When logging in, users are required to do so twice. The first login is never successful.
- The webmaster must empty the cache at least twice a month.
- Sometimes the website defaults to the mobile site instead of the full site.
- Events section is impossible to update and information is not shared
- Difficult to update links in articles
- Impossible to update latest events section
- Buggy latest news section

TASK 2: UPGRADE OF WEBSITE SOFTWARE

Upgrade requirements:

- The upgrade should help prevent future hacks and malware.
- In order to maintain consistency, MARAMA will continue using the Joomla program. Therefore, we need to upgrade our Joomla software instead of building a new website or using a new program.

SUBMISSION REQUIREMENTS

Interested vendors should submit a thorough but concise package of information that responds to the Request for Proposal (RFP).

Proposals must be received by 5:00 p.m. on Monday, March 14, 2014.

Proposals should be submitted electronically, using Microsoft Office or Adobe Acrobat formats to:

Abigail Paty, Office Manager/Environmental Scientist
apaty@marama.org

Proposals must be no more than 20 pages long, (11 point font, with 1” margins) and must contain the following:

- Contact information including email address of the Vendor’s authorized negotiator. Vendor’s authorized negotiator shall be empowered to make binding commitments for the Vendor’s firm.
- Provide a description of the company including a brief company history including the year the organization was formed.
- Provide a detailed description of how you plan to complete the tasks identified under the Scope of Work. Outline the process for implementing the plan from concept to completion, including your process for implementing changes as requested. Provide a cost for each task.
- Provide a schedule for completing this project. Include a Gantt chart.
- Identify key staff who will complete each task under this contract. Provide resumes of the project staff outlining their relevant experience, including experience with Joomla and CSS.

- Provide detail on the costs for the following:
 - Hourly rates for professional services. Include task description, task resource level (skill level or job classification, and hourly rate) for each of the three tasks:
 - Repairing Website bugs
 - Upgrading the website software
 - Provide a User Guide if necessary
 - Specify if any professional services are provided through a sub-contract or partner program.
 - Total costs for each task in the scope of work must be identified separately. This will be a time and materials contract with a maximum cost for each task and an overall maximum for the contract.
- Provide a list of at least three (3) references for projects that were similar in scope to the work we are requesting. We are particularly interested in similar organizations (size and non-profit status) and those who are currently maintaining the website in-house that was developed by the contractor.

References of non-profit organizations preferred. The reference list must include:

- Client name
- Current Contact Person and phone number
- Description of services provided by Vendor to client
- The link to their website
- Identify percentage of minority owned/woman owned business enterprise (MBE/WBE) participation.
 - MARAMA's applicable "fair share" goals /objectives, as negotiated with EPA, are as follows:
 - MBE - 12%
 - WBE - 10%
- Proposals must comply with Subpart C of 2 CFR Part 180 and 2 CFR Part 1532 and certify that the contractor is not presently debarred, suspended, proposed debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.

Questions

Any questions about this RFP should be sent in writing via e-mail to Abigail Paty, Office Manager at apaty@marama.org. Questions and answers will be posted on MARAMA's website at www.marama.org under "Request for Proposals." No further questions will be accepted after March 26th at noon, and all answers will be posted by 5:00 p.m. on March 27th.

CRITERIA FOR EVALUATION OF PROPOSALS

MARAMA will only select experienced contractor(s). A selection committee will review and evaluate all complete proposals using the following criteria:

- Cost and level of effort proposed
- Demonstrates an understanding and acceptance of the scope of work and requirements of the RFP

- Relevant experience, qualifications, and experience of the contractor and personnel assigned to the project, including experience with similar websites
- Percentage of MBE/WBE participation
- Demonstrated proficiency in creating relevant design and functional qualities
- References concerning past performance on time, within budget, and meeting customer needs

MARAMA is not required to select the lowest cost bid, but will consider cost and the other factors listed above.

MARAMA may interview prospective contractors and may request further information from a selected group of finalists before making final selections.

Funds available for this contract are federal funds from the U.S. Environmental Protection Agency, and contractors must meet requirements associated with the use of federal funds. All information and data developed under this contract will be in the public domain.