

Bid Date & Time: 06/25/2018
Country: US State: GA County: Spalding County City: Griffin
Location: Griffin + Spalding County
Scope: Web design & development
Buyer: Griffin Spalding County Airport Authority
Address:
Website: TBD
Contact: Bob Stapleton
Contact Title: Project Manager
Telephone: 770-468-8691
Email: rstapleton9945@att.net

Date	Activity
06/25/2018	Issuance of RFP
7/2/2018 5 p.m.	Deadline for written questions
7/13/2018 5 p.m.	Answers to written questions
7/27/2018 5 p.m.	Proposals Due
08/13/2018 6 p.m.	Tentative Award

### General Information:

Griffin Spalding Airport Authority is soliciting sealed proposals for a webmaster to provide three services related to its "first" website: (1) hosting the website, (2) maintenance of the "new" website, and (3) design & development of the site.

All questions concerning this RFP **must be submitted via email**, to the Contact no later than 7/2/2018 5 p.m.

The initial contract term between the Authority and the contractor shall be one year; eligible for up to two (2) annual renewals.

**What's needed:**

1. Talk it Out Session - Discovery, Consulting/Strategy Sessions
2. Design/Template chosen
3. Set-up and Configure Hosting
4. Install WordPress
5. Customize Website Design
6. Create a Homepage Strategy with Messaging and Image Placement
7. Includes 8 Stock Images or Use Your Photos or Illustrations
8. Create Up to Ten Customized Pages – Client Provides Content
9. Input Up to Three Blog Categories
10. Create Sidebar and Footer with Relevant Information
11. Social Media Share and Follow Icons
12. Premium Security Setup
13. Contact Form
14. Set-up a MailChimp Account
15. Set up SEO and Optimization of three pages with Custom Descriptions.
16. Install Google Analytics and Submit a Site Map to Google
17. 2 Hour Website Training

**Deciding:**

The Authority will designate will review all proposals. The Authority's evaluation will be subjective; however, weighting values have been established to minimize the subjectivity. The following values are assigned to each section.

Section weight:

Company Experience	30%
Project Approach - Design	30%
Cost	40%
Total	100%

**Cost:**

Payment terms and invoicing requirements shall be negotiated and defined by the final contract.