

## **Request for Qualifications: Website Maintenance Services for Tourism Website, TAOS.org**

The Town of Taos' (TOT) Department of Marketing and Tourism is seeking the services of a web developer/programmer to maintain the official website for Taos tourism for 12 months.

### **Project Description: Web Developer/Programmer**

TOT is seeking qualifications to establish a contract through competitive negotiations for website maintenance services. The overall goal of this funding is to provide efficient, timely and professional web maintenance and security services for a highly trafficked website. The services may range from basic monthly updates to substantial enhancements to the site to improve the user experience. The company is required to work directly with the Town of Taos Public Affairs and Tourism Department.

### **Scope of Work: Standard Website Maintenance Needs**

#### **Functional Testing:**

- Browser compatibility testing
- Form Fill Testing
- Link Testing
- Mobile Responsive Testing
- Site Speed Optimization
- Page Load Testing
- Regular monitoring and updating to ensure industry-standard acceptable performance across all major browsers.

#### **WordPress Maintenance:**

- Updating WordPress Core
- Updating Plugins
- Adjusting any WordPress or Plugin configuration
- Applying minor version updates
- Updating or adding site content (static pages, uploading images, etc.)
- Edit, revise, update or create new textual/minor graphical content
- All troubleshooting and bug investigation
- Fixing any bugs
- Prevention and/or removal of malware and other security threats
- Any stylesheet changes
- Consultation, and guidance on the use of the WordPress platform, if needed.
- On-page Search Engine Optimization such as Meta tags (title, description, keywords), alt tag, h1, h2, h3.

#### **WordPress Security:**

- Automated backup
- Offsite storage of backups

- Tightened security and monitoring
- Work closely with existing Hosting Provider
- Regular and thorough backups of your site so that it may be fully restored in case of loss

Downtime is highly inconvenient for any website owner and when it happens it is important to have someone on hand to help. Will you have a designated staff member(s) for timely website updates?

What are the procedures and response times for maintenance requests?

Must have thorough knowledge of WordPress, HTML, CSS, JavaScript, PHP, a variety of frameworks and databases to support TAOS.org. Please provide detailed resume of programming languages.

A detailed monthly statement accounting for all services performed and expenses incurred will need to be submitted with invoicing.

**Estimated Project Duration:**

The contract is for a term of one (1) year, with up to (3) three, one-year renewal option at the sole discretion of the Town. It is anticipated that this contract will commence September, 2018 or shortly thereafter.

**Submission Information**

**Background Information:**

Updated resumé or agency background. Detailed description of experience and programming language knowledge.

**References:**

At least three client references.

**Portfolio:**

3-5 samples indicating relevant website work.

**Cost Estimate:**

All candidates must submit an hourly rate for professional services.

**Submission Information:**

Submissions of interest, including a cover letter, portfolio samples, and hourly rate must be submitted by **5pm, Friday, August 31, 2018**. Please include a completed and signed campaign disclosure form with submission.

**For Additional Information or Clarification**

**Please contact or submit via email to:**

Karina Armijo, Director of Marketing and Tourism

Public Affairs and Tourism Department, Town of Taos. Email [aarmijo@taosgov.com](mailto:aarmijo@taosgov.com) Ph. (575) 737-5849

## CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to NMSA 1978, § 13-1-191.1 (2006), any person seeking to enter into a contract with any state agency or local public body for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract.

The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body shall void an executed contract or cancel a solicitation or proposed award for a proposed contract if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

**THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.**

The following definitions apply:

“Applicable public official” means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

“Campaign Contribution” means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to either statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or Page 2 of 3 DFA Disclosure form/April, 2006 unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

“Family member” means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

“Pendency of the procurement process” means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

“Person” means any corporation, partnership, individual, joint venture, association or any other private legal entity.

“Prospective contractor” means a person who is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

“Representative of a prospective contractor” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

**DISCLOSURE OF CONTRIBUTIONS**

**MAYOR:**

***DANIEL R. BARRONE***

**COUNCIL MEMBERS:**

***PASCUALITO M. MAESTAS***

***DARIEN D. FERNANDEZ***

***NATHANIEL EVANS***

***GEORGE "FRITZ" HAHN***

Contribution made by: \_\_\_\_\_

Relation to Prospective Contractor: \_\_\_\_\_

Name of Applicable Public Official: \_\_\_\_\_

Date Contribution(s) made: \_\_\_\_\_

Amount(s) of Contributions(s) \_\_\_\_\_

Nature of Contributions (s) \_\_\_\_\_

Purpose of Contributions(s) \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title (position)

OR

**NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable official by me, a family member or representative.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title (position)