



TOWN OF UNION VALE
Steve Frazier, Town Supervisor

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January 20, 2025

Request for Proposal

Town of Union Vale Website Design

OBJECTIVE:

The purpose of this request is to seek quotes for redesign and update of the Union Vale town website found at www.unionvaleny.us. The purpose of our website is to provide information to our residents and neighbors on current, past and upcoming events in the Town as well as provide filing documents and opportunities to pay fees. The website will need to work in conjunction with other applications to support these needs.

The website should be easily navigated by anyone with entry level computer skills. We plan to have Department Heads capable of updating their own department pages and levels of Admin permissions will be required. Special events pages may be created and included to the site. Website must employ user friendly dashboards for these updates and not require high level computer skills. Word and PDF forms will be made available to the public. A site-wide search engine must be employed.

Links to meeting minutes and agendas plus YouTube videos of Board meetings will be listed. Website should be capable of listing other types of files as necessary, we expect to expand the site to offer additional services in the future.

The site should incorporate a calendar to post upcoming town events accessible by different levels of administrators. These posts may utilize live links to events pages.

The website must be in full compliance with ADA Section 508 and must also be suitable for use by mobile devices. It must be compatible with all common browsers including but not limited to Edge, Chrome, Safari, Mozilla, DuckDuckGo and those using a VPN. The website design must use open source CMS, any proposal submitted using proprietary CMS will not be considered.

The proposal should include hosting on a server capable of providing quick load speeds with moderate traffic levels. It should also include a security certificate.

Our current website is located at www.unionvaleny.us and was created in house by a volunteer using a free template that is no longer supported. We understand the need to provide our residents with a better platform. That being said, we are a town of 4558 residents according to our last census and have a very limited commercial aspect to our town. This limits our resources tremendously. Our revenues are collected annually. If you are able to offer financing of the redesign portion of the proposal over two or more years please express the terms. Hosting should be quoted at an annual rate please.

We are currently seeking a .gov URL and will need the site directed to that address when obtained, it may be able to be coordinated in one procedure.

Any developer must have a minimum of 5 years' experience with government websites and be able to show examples of their work. The developer must also be capable of providing the following:

1. Template and software integration
2. Graphic Design in applicable formats, JPG, PNG, Vector files, etc.
3. Provide secure hosting with 99.99% uptime and security monitoring
4. Maintain weekly site backups with the ability to restore a backup if necessary
5. Provide Linux command line functionality and server level technicians when necessary
6. Provide external database integration for municipality requirements
7. Be capable of providing mobile apps that integrate with the website
8. Provide direct access to the developer by phone, text or email, and be capable of responding to the initial request within one hour.

Proposals may be delivered as follows:

USPS to the address listed above. Envelope should show "Website Quote" at its base.

In person to the Town Clerk at the above address. Submittal should be time stamped by Town Clerk

By email to townclerk@unionvaleny.us. Subject line should be "Website Quote"

All quotes must be submitted by 4pm February 20, 2025

Any questions may be directed to supervisor@unionvaleny.us.

Thank you



Steve Frazier
Union Vale Supervisor