

Washington County Request for Proposals (RFP) for Interactive Map

Washington County TDC is seeking a qualified firm to contract for creation of an interactive map. This is a closed bid. Electronic submittals will not be considered. All bids must be in hard copy and mailed to the address provided below. **The deadline for submittals is 3:00 p.m. on February 8, 2019.**

SUBMIT PROPOSAL TO:

Washington County TDC
c/o Heather Lopez, Director
P.O. Box 450
Chipley, FL 32428

PROCESS FOR QUESTIONS

For questions regarding the Washington County TDC RFP or background on the county, please contact Director of Washington County TDC, Heather Lopez at (850) 638-6013 or director@visitwcfra.com, Monday through Friday between the hours of 8:00 a.m. and 4:00 p.m.

TIMELINE FOR SELECTION

Washington County TDC's timeline for selection of a candidate are as follows:

February 8, 2019 at 3:00 p.m. - Deadline for RFP submittals

Submittals must be received by the Washington County TDC located at 672 5th Street, Chipley, FL 32428 by the above deadline. The TDC Director and Chairman will open submittals at 3:05pm on January 25, 2019. **Submittals received after the deadline will not be considered.**

February 11, 2019 - Consideration of submittals and selection of candidate

An evaluation will be done to select a candidate from submittals received. This process will include review of submittals and other information as necessary.

GENERAL INFORMATION

- A. All proposals submitted become public information and may be reviewed by anyone submitting a Public Records Request at the conclusion of the evaluation process.
- B. The Washington County TDC reserves the right to cancel or reissue the RFP or to revise the timeline at any time. The Washington County TDC reserves the right to reject any and all proposals and to waive minor irregularities in the proposal process.
- C. The Washington County TDC is not liable for any cost incurred by the proposer prior to execution of a contract.
- D. Each respondent shall state the delivery date for the work in terms of business days during the Vendor's initial timeline meeting, including design and implementation of each phase.

- E. Pricing must contain any and all costs that would be invoiced to the Washington County TDC for the performance of these services. The proposal should contain:
- Total project cost
 - Detailed line item costs for each component of the project
 - Hourly rate schedule for services
 - Any additional costs/charges (such as travel expenses) must be clearly defined in the proposal
 - Information and costs for optional services listed in the RFP should be identified for each optional service
 - Payment terms must be clearly defined
- F. Design should be compatible with the Washington County TDC brand.

SCOPE OF WORK

Specs:

- Must be mobile responsive
- Must utilize the TDC brand fonts and color scheme
- Will include 4-5 categories to be determined by the TDC
- Categories will be denoted by color coded pins on the map with pop up name, address & phone # of each location
- Must include secondary pages for each business listing on the map
- Secondary pages will include one photo, 100-word description, contact info, and links to website, social channels and directions
- Must include in-house updating
- Must include back-end training after the map buildout

Additional Options:

- Include optional pricing for listing at bottom of secondary pages for what's nearby

PROJECT BUDGET NOT TO EXCEED

\$10,000.00