The Hawai‘i State Public Charter School Commission (Commission) requests proposals for a qualified offeree to design a new website for the Commission.

Overview
The State Public Charter School Commission (Commission) is the statewide charter school authorizer whose mission is to authorize high-quality public charter schools throughout Hawaii. The Commission approves quality applications for new charter schools and monitors the performance and legal compliance of existing charter schools.

The vision of the Commission is to authorize with ALOHA, actualize a learning organization and system and amplify its charter school portfolio.

Our Audience
Our audience includes parents of school aged children, charter school staff members, media, community members and state officials.

Parents search for potential schools for their children and information on school policies and procedures, the school’s charter school contract. And contact information for their governing board chairs. Parents can get updates during school closures and emergencies. The general public and media search our website for information on Commission meetings, meeting minutes, newsletters, press releases, job opportunities and information on how to go about requesting information under Hawai‘i’s public records law.

New Website Objectives
Our website’s number one objective is to educate the public on the important role the State Public Charter School Commission has in authorizing and overseeing Hawai‘i’s charter schools. Another important objective is for the website to serve as a resource for families searching for a public charter school; sharing information on what a charter school is; making it easier to find a school in their area; and to view school performance reports.

Another objective is to share important resources; trainings and webinars with school leaders, governing boards, teachers and staff via an intranet access through a secure login. The website will also house information on how to apply to open a new charter school.
**Current Website**
The current website, www.chartercommission.hawaii.gov, is about 5 years old and requires updating and additional features. The website doesn’t reflect the Commission’s brand and does not have a search engine.

**New Website Functionality Requirements**
Our new website will need:
- An easy-to-use content management system (CMS)
- Intuitive navigation
- Clean and focused design
- Tracking visitor numbers and clicks
- Robust search function
- Use videos to tell our story & spotlight events and schools
- Brand and visual consistency
- Built for mobile access
- Endless scroll
- Social media integration (share buttons, follow buttons, etc.)
- Email update sign-up form
- Web forms
- Contact forms
- Master calendar
- Photo gallery

**Logo Graphic Design Work**
The Commission has created a logo. We need it to be turned into a vector file for a professional looking logo in both black and white and color. The logo will be incorporated into our newly designed website and used on social media. It will also be used on letterhead, business cards, brochures, banners and other print materials as needed.

**Budget Details**
As listed in the summary, our budget for this project is not to exceed $47,500. While we prefer the most cost-effective solution, all proposals that fall reasonably within this range will be considered and weighed based on their merits. Proposals that offer flexibility in billing for non-required elements added to the website after initial launch will also be considered, as we may be able to budget for additional funding for these additional website elements or ongoing marketing efforts after this fiscal ends on June 30, 2020. All invoices for the required elements of this project must be billed before June 30, 2020.

**Proposal Requirements**
Please include the following in your proposal response:
- Overview of your company
- Overview of how you will meet our objectives
· Explanation of your proposed platform/CMS
· Outline of your website design & development strategy
· Proposed website timeline from kickoff to launch
· Details about your team
· Recent design & development examples
· References
· Any key differentiators about you
· Pricing with optional elements line-itemed
· Terms & conditions

Applicants must submit their proposals electronically in MS word format with all attachments via email to sheryl.turbeville@spcsc.hawaii.gov and/or send or deliver a completed proposal with all attachments in hard copy to the Sheryl Turbeville, Hawai‘i State Public Charter School Commission, 1111 Bishop Street, Suite 516, Honolulu, Hawaii 96813. All proposals must be received no later than 2:30 p.m. Hawaii Standard Time on Friday, September 20, 2019. Proposals received after the deadline of 2:30 pm H.S.T. shall not be processed by staff or reviewed by the evaluation committee. Offerees are strongly encouraged to submit completed and signed proposals using overnight mail or delivery service to ensure timely receipt by the Commission. Any proposals received by the United States Postal Service (USPS) or any other carrier service AFTER the 2:30 pm deadline results in an automatic rejection. For further information, interested parties are encouraged to contact Sheryl Turbeville, Telephone: (808) 586-3784, email sheryl.turbeville@spcsc.hawaii.gov

Procurement Notice posted on Tuesday, September 3, 2019.

Eligible Offerees:
Proposals are encouraged from eligible non-profit and for-profit entities with experience in website development and the archival of data. Offerees will be limited to one proposal per entity.

Responsibility of Offerees:
Offerees are advised that in order to be awarded a contract under this solicitation, offerees will be required to be compliant with all laws governing entities doing business in the State including the following chapters and pursuant to HRS §103D-310(c):

1. Chapter 237, General Excise Tax Law;
2. Chapter 383, Hawaii Employment Security Law;
3. Chapter 386, Worker’s Compensation Law;
4. Chapter 392, Temporary Disability Insurance;
5. Chapter 393, Prepaid Health Care Act; and
6. §103D-310(c), Certificate of Good Standing (COGS) for entities doing business in the State.
The contract will also be subject to the General Conditions of the State (this document will be available for review along with the proposal); with the allowance that any request to revise, delete, or modify the General Conditions must be submitted in writing along with the proposal. Offerees may collectively apply for certification of compliance with all of the above on Hawaii Compliance Express (HCE). Hawaii Compliance Express. HCE is an electronic system that allows businesses to register online through a simple wizard interface at http://vendors.ehawaii.gov to acquire a "Certificate of Vendor Compliance." The HCE provides current compliance status as of the issuance date. The "Certificate of Vendor Compliance" indicating that vendor’s status is compliant with the requirements of §103D-310(c), HRS, shall be accepted for both contracting purposes and final payment. Timely Registration on HCE - Vendors/contractors/service providers are encouraged to register on HCE as soon as possible. If a valid certificate is not submitted on a timely basis for award of a contract, an offeree will not receive the award.

Final Payment Requirements. Contractors are required to submit a tax clearance certificate for final payment on the contract. A Certificate of Vendor Compliance, not over two months old, will be acceptable for final payment on the contract.

**Project Oversight:**
The Hawai‘i State Public Charter School Commission will partner with the successful entity to oversee the planning and implementation of the project and will monitor the performance of all project activities to ensure that work is completed within the required timeline and in compliance with all proposed specifications.

**Proposal Guidelines:**
Proposals must show how the secured-website will be developed and maintained. Proposals should be typed, single spaced, 12 pitch, black Calibri font, and with one inch margins.

1. Each page should be numbered, with offeree’s name on the header.
2. An electronic version of the proposal including all attachments (in MS Word Format) may be submitted to sheryl.turbeville@spcsc.hawaii.gov and/or a proposal including all attachments, may be sent or delivered to:

   Hawaii State Public Charter School Commission
   1111 Bishop Street, Suite 516
   Honolulu, Hi 96813

The electronic or hardcopy proposal must be received by the Commission by **2:30 p.m. on Friday, September 20, 2019**, as evidenced by the SPCSC time clock.

3. The proposal packet can include documentation showing that the offeree is compliant

   http://vendors.ehawaii.gov/hce/splash/welcome.html
4. Include the Contact and Title page and signed Endorsement Statement
Any and all costs incurred by an offeree in preparing or submitting a proposal shall be the
offeree’s sole responsibility whether or not any award results from this RFP. The Commission
will not reimburse such costs.
Before submitting a proposal, each offeree must thoroughly and carefully examine this RFP, any
attachment, addendum, and other relevant document, to ensure that offeree understands the
requirements of the RFP. Offeree must also become familiar with all state, local, and federal
laws, rules, regulations, and ordinances that may in any manner affect cost, progress, or
performance of the work under this RFP.

Proposal Format:
The proposal shall include the following:

1. Contact Information
   Primary contact:
   Name/Title/Company:
   Address:
   Phone: E-mail: Web Address:

2. Project Title and Abstract
   Title of project:
   Start and complete dates:

3. Project Purpose / Potential Impact / Innovation

4. Work Plan
   -Identify the activities necessary to accomplish project objectives.
   -Indicate who will do the work for each activity and include a brief summary of the
     person’s experience/qualifications.
   -Include timelines for accomplishing each activity.

5. Budget Narrative of Cost and Pricing
   Provide sufficient information in paragraph text about the budget categories listed for
   each activity to demonstrate that funds will be expended on eligible activities that meet
the purpose of the project.

If subcontractor(s) will be used, include a statement from each subcontractor, signed by an
individual authorized to legally bind the subcontractor, stating the description of services to be
performed by the subcontractor and the subcontractor’s willingness to perform for the offeree.

6. Project Oversight
   -Who will oversee the project activities?
   -How will oversight be performed? Include timelines.
   -Include communication strategy with the Commission.

7. Project Commitment
   · Describe how all partners commit to and will work toward the goals and outcome measures of
the proposed project.
8. Request to Revise or Modify the General Conditions of the State of Hawaii
   - Identify the specific provision of the General Conditions and provide reason for request
   - Provide requested revision and/or alternative language (requests will be considered; but are subject to final approval by the Commission)

8. References
   · A list of references that may be contacted by the Commission as to offeree’s past and current job performance. Include names, titles, organizations, telephone numbers, email, and postal addresses.

9. Endorsement Statement (Include endorsement statement in proposal and sign.)

10. Adverse Actions
    A summary listing of judgments or pending lawsuits or actions against offeree, adverse contract actions, including terminations, suspensions, imposition of penalties, or other actions relating to failure to perform or deficiencies in fulfilling contractual obligations. If none, so state.

**Evaluation Review Process:**
Each proposal will be evaluated by an evaluation committee to determine that it meets the requirements of the RFP. Proposals will be evaluated strictly on a merit basis according to the following criteria. The total number of points used to score a proposal is 100.

- Quantifiable/Measurable outcomes 20 points
- Work plan 20 points
- Project purpose/innovation 20 points
- Project oversight/Experience and Qualifications 25 points
- Budget 15 points

Proposals will be evaluated by members of the evaluation committee. A numerical score sheet shall be used for all proposals by each member of the evaluation committee. For each proposal, members will assign a point value and after all members have evaluated and scored each of the proposals, the scores for the entire committee will be averaged to determine a proposal’s final score. Award will be made by the Executive Director of the Commission, to the responsive and responsible offeree whose proposal is determined to be the most advantageous to the Commission.

**Contractual Terms and Conditions:**
The successful offeree will contract with the Commission as an independent contractor and shall agree to comply with all terms and conditions set forth in AG-008 103D General Conditions, issued by the Department of the Attorney General. To view a full copy of the General Conditions, please go to:

The RFP and the successful offeree’s proposal may become part of the contract. All proposals shall become the property of the Commission. No work is to be undertaken by an offeree awarded a contract prior to the official commencement date in the contract. The State shall not be liable for any work, contract, costs, expenses, loss of profits, or any damages whatsoever incurred by the offeree prior to the official commencement date.
Insurance Endorsements:
Prior to the contract start date, the Contractor shall procure and maintain at its sole expense insurance coverage acceptable to the State throughout the term of the Contract. The Offeree shall provide proof of insurance for the following minimum insurance coverage(s) and limit(s) in order to be awarded a contract. The type of insurance coverage is listed as follows:
Commercial general liability insurance coverage against claims for bodily injury and property damage arising out of all operations, activities or contractual liability by the Contractor, its employees and subcontractors during the term of the Contract. This insurance shall include the following coverage and limits specified or required by any applicable law: bodily injury and property damage coverage with a minimum of $1,000,000 per occurrence; with an aggregated limit of $2,000,000. The commercial general liability policy shall be written on an occurrence basis and the policy shall provide legal defense costs and expenses in addition to the limits of liability stated above. The Contractor shall be responsible for payment of any deductible applicable to this policy.
Automobile liability insurance covering owned, non-owned, leased, and hired vehicles with a minimum of $1,000,000 for bodily injury for each person, $1,000,000 for bodily injury for each accident, and $1,000,000 for property damage for each accident.
Appropriate levels of per occurrence insurance coverage for workers’ compensation and any other insurance coverage required by Federal or State law.
The Contractor shall deposit with the State, on or before the contract start date, insurance endorsements necessary to satisfy the State that these provisions have been complied with, and to keep such insurance in effect and provide the insurance endorsements to the State during the entire term of the Contract. Upon request by the State, the Contractor shall furnish a copy of the policy or policies.
The State shall retain the right at any time to review the coverage, form, and amount of the insurance required hereby. If, in the opinion of the State, the insurance provisions in the Contract do not provide adequate protection, the State may request that Contractor obtain additional insurance sufficient in coverage, form, and amount to provide the protection required. The request shall be reasonable but shall be designed to assure protection from and against the kind and extent of the risks involved. If the Contractor is unable to provide the additional coverage as requested, the State reserves the right to terminate the Contract with prior written notice.
The insurance policy required by the Contract shall contain the following clauses:
(1) “This insurance shall not be canceled, limited in scope of coverage or non-renewed until after 30 days written notice has been given to the Hawai‘i State Public Charter School Commission, 1111 Bishop Street, Suite 516, Honolulu, Hawaii, 96813.
(2) “The State of Hawaii, its departments, attached agencies, officers, employees, and agents are added as additional insured with respect to operations performed for the State of Hawaii.”
(3) “It is agreed that any insurance maintained by the State of Hawaii will apply in excess of, and not contribute with, insurance provided by this policy.”
Failure of the Contractor to provide and keep in force such insurance shall be regarded as material default under the Contract, entitling the State to exercise any or all of the remedies provided in the Contract for a default of the Contractor. The procuring of such required policy or policies of insurance shall not be construed to limit Contractor’s liability hereunder or to fulfill the indemnification provisions and requirements of the Contract. Notwithstanding said policy or policies of insurance, Contractor shall be obliged for the full and total amount of any damage, injury, or loss caused by negligence or neglect connected with the Contract.

**Contract Reports:**
Successful offeree will be required to credit the Commission in any presentation, materials, or property rights resulting from this funding. Additionally, successful offeree must submit progress and financial reports periodically upon request and submit a final project and a financial report no later than 30 days from completion of the project. The Commission will withhold 20 percent of the awarded funds until a final report and product is submitted, reviewed and approved.

**Contract Term:**
The term of the contract shall be from the effective date of the contract to the end of the project period, unless an extension is granted in accordance with the AG-008 103D General Conditions, paragraph 19, Modifications of Contract, or other applicable provision.

**Priority-listed Offerees:**
In accordance with Hawaii Administrative Rules (HAR) §3-122-53, discussions may be conducted with “priority listed offerees”, however, the Commission may accept proposals without discussion.

**Acknowledgement of Proposals:**
Receipt of proposals will be acknowledged to the respective offeree by e-mail, whenever practical. Therefore, offerees shall provide an e-mail address in the proposal. There will be no acknowledgment of late, incomplete and unqualified proposals.

**Confidentiality:**
The names of offerees, the names of individuals identified in the proposals, the content of proposals, and the committee evaluations of proposals will be kept confidential during the evaluation process, except to those involved in the evaluation and award process. Upon posting of award, all proposals both successful and unsuccessful, the contract, and the contract file shall be available for public inspection. Offerees shall designate in writing any portion of their proposal that contains trade secrets or any other proprietary data that are to remain confidential and why. In accordance with HAR §3-122-58, such information shall be marked and readily separable from the rest of the proposal, in order to facilitate public access to the non-confidential portion of the proposal.

**Right to a Debriefing:**
Pursuant to HAR §3-122-60, non-selected offerees may request a debriefing to inform them of the basis for the contract award. A written request for debriefing shall be made within three (3) working days after the posting of the award of the contract. The procurement officer or designee shall hold the debriefing within seven (7) working days to the extent practicable from the receipt date of the written request.
A protest by the requestor submitted pursuant to HRS §103D-303(h) following a debriefing, shall be filed within five (5) working days.

**Protest:**

A protest shall be submitted in writing within five (5) working days after the aggrieved person knows or should have known of the facts giving rise thereto; provided that a protest based upon the content of the solicitation shall be submitted in writing prior to the date set for receipt of offers; and further provided that a protest of an award or proposed award shall be submitted within five (5) working days after the posting of award of the contract if no request for debriefing has been made.

Any protest pursuant to HRS §103D-701 and HAR §3-126-3, shall be submitted in writing to:

Hawai‘i State Public Charter School Commission
1111 Bishop Street, Suite 516
Honolulu, Hawaii 96814

*The Commission reserves the right to cancel this solicitation and reject any or all proposals received in whole or in part; request additional information on project proposals; recommend partial funding for proposals and link the release of project funds to completion of necessary, timely progress reports. All awards and contracts are subject to the availability and receipt of website funds.*
Endorsement Statement:
Please include the following language below in your proposal and sign:
I agree to all of the terms, conditions, and provisions of this RFP. I certify that the information provided is true and correct to the best of my knowledge. If awarded a contract under this solicitation, I agree the organization will assume sole responsibility of any and all debts or liabilities that may be incurred from this project; and will provide the required documentation to SPCSC upon request. I understand that if this proposal is funded, I will be required to sign a contract agreement and other necessary documentation containing terms and conditions upon which Website Design & Development and Logo Graphic Design funds will be released.
____________________  ____________  Signature Date
____________________  ______________  Title
CONTACT AND TITLE PAGE

Title of Project: ______________________________________________

Amount Requested: ______________

Time of Performance (i.e. number of months): _______________

Applicant and Alternate Contact Information:

Primary contact:
Name and Title:
Business Entity:
Address:
Phone: E-mail:
Web Address:

State tax ID ___________ Federal Tax ID ___________

Project Partners (Name and Title):

Name – MUST be as shown on the Hawaii Compliance Express certificate or as recorded for legal purposes such as tax identification, DCCA, DLIR
Title – indicate if title authorizes signing on behalf of the Business Entity
Business Entity – i.e. corporation, partnership, joint venture, sole proprietorship or other legal form as shown on legal documents
Address – official address of the business entity as shown on legal documents; nine-digit zip code
RFP & Project Timeline Details

RFP Posted: **Tuesday, September 3, 2019**
Responses Due: **Friday, September 20, 2019 at 2:30 pm (HST)**
**Winner Selected & Contacted no later than: Friday, October 4, 2019**
Project Kick-off: October
New Website Launch Target Date: January 2020

Thank you for your interest in responding to this RFP with a proposal for our new website. We look forward to your response.

If you have any questions, please contact Sheryl Turbeville at sheryl.turbeville@spcsc.hawaii.gov or at (808)586-3784