



To: Prospective Supplier

**From: Kip Smalligan, Sr Strategic Sourcing Specialist, Procurement Services
Ph 616/331-3211, Fax 616/331-3287, smalligk@gvsu.edu**

Date: June 10, 2016

**Subject: Request for Proposal #216-33
Web Development/Design for the Small Business Development Center/MEDC
Emerging Technologies Fund Website**

Grand Valley State University is accepting proposals from Michigan-based suppliers for the custom web development and design of the Small Business Development Center (SBDC)/Michigan Economic Development Corporation (MEDC) Emerging Technologies Fund (ETF) website. The current ETF website, found at www.mietf.org, is at “end of life”, and the SBDC is seeking proposals for a complete rebuild.

A **mandatory** pre-bid meeting will be held on Wednesday June 22, 2016 at 2:00 pm – 3:00 pm at GVSU Seidman Center (50 Front Ave SW, Grand Rapids, MI 49504) class room 2006 to explain the objectives and concepts of the website and to allow for questions. This pre-bid meeting is mandatory for all suppliers wishing to submit a proposal. Please contact Kip Smalligan at smalligk@gvsu.edu to communicate if you will attend and to receive a visitor parking permit

If you desire to submit a proposal, please do so no later than 5:00 p.m. on Friday July 8, 2016 to Attention: Kip Smalligan, Grand Valley State University, Procurement Services, 2015 Zumberge Hall, 1 Campus Drive, Allendale, MI 49401-9403. Your proposal must be received by this date and time. No telephone, e-mail, fax, or verbal quotations will be accepted. GVSU is not responsible for late, lost, misdirected, damaged, incomplete, illegible, or postage-due mail.

Questions regarding this RFP should be directed to Kip Smalligan at the above contact information.

GVSU RFP #216-33: Introduction

Michigan Small Business Development Center (SBDC) at Grand Valley State University

The Michigan SBDC provides counseling, training and research to assist small business to launch, grow, transition and innovate.

The Michigan Small Business Development Center (SBDC) enhances Michigan's economic wellbeing by providing counseling, training and research for new ventures, existing small businesses and advanced technology companies.

With our headquarters at Grand Valley State University in Grand Rapids, 11 regional offices and more than 20 satellite offices, we provide entrepreneurs and business owners with convenient access to counseling and training throughout Michigan.

The Michigan Emerging Technologies Fund (ETF)

The SBDC administers the Michigan Emerging Technologies Fund, a program designed to expand funding opportunities for Michigan technology based companies in the federal innovation research and development arena.

The purpose of the Michigan Emerging Technologies Fund is to:

- Encourage companies to pursue SBIR/STTR grants and contracts
- Increase Michigan's competitiveness in obtaining SBIR/STTR funds
- Increase commercial success of Michigan SBIR/STTR projects
- Stimulate early stage technology investing activity in Michigan

The ETF web site has the following purposes:

- Promote the ETF program and purpose
- Host the Program Guidelines and FAQ
- Allow companies to submit applications, request payments, and submit required documents and following reporting
- Enable the SBDC to manage ETF documents and information, manage company deadlines, facilitate communication between the SBDC and ETF applicants/recipients, provide reports that enable the SBDC to monitor the program activity and meet stakeholder reporting requirements

GVSU RFP #216-33: RFP Instructions

1. A mandatory pre-bid meeting will be held on Wednesday June 22, 2016 at 2:00 pm – 3:00 pm at the GVSU Seidman Center (50 Front Ave SW, Grand Rapids, MI 49504) Room 2006 to explain the objectives and concepts of the website and to allow for questions. This pre-bid meeting is mandatory for all suppliers wishing to submit a proposal. Please contact to Kip Smalligan at smalligk@gvsu.edu to communicate if you will be attending and to receive a visitor parking permit. A campus map is located at www.gvsu.edu/homepage/files/pdf/maps/pew.pdf . With a permit, visitors may park in the Mt. Vernon Lot #18, the Watson Lot #22, or the Seward Lot #5.

Proposals must be received no later than 5:00 p.m. on Friday July 8, 2016 to Attention: Kip Smalligan, Grand Valley State University, Procurement Services, 2015 Zumberge Hall, 1 Campus Drive, Allendale, MI 49401-9403. Your proposal must be received by this date and time. No telephone, e-mail, fax, or verbal quotations will be accepted. GVSU is not responsible for late, lost, misdirected, damaged, incomplete, illegible, or postage-due mail. Before sealing the envelope, check that:

- The proposal is signed
- Any addenda received are acknowledged
- The RFP number is on the outside of your envelope or package

2. RFP Schedule

RFP Released:	June 8, 2016
Mandatory Pre-Bid Meeting:	Wed June 22, 2016 at 2:00 pm
RFP Proposals Due:	Friday July 8, 2016 at 5:00 pm
Bidder Presentations:	July 11 – 22, 2016
RFP Awarded By:	July 30, 2016

3. Should it become necessary to revise any part of the RFP, notice of the revision will be given in the form of an addendum to all prospective suppliers who were sent notice of the RFP. Notice also will be posted on the Bid Opportunities page of the GVSU Procurement Services website at <http://gvsu.edu/purchasing/bid-opportunities--35.htm>. Each supplier should acknowledge receipt of addenda in their proposal, but the failure of a supplier to receive or acknowledge receipt of any addendum, shall not relieve the supplier of the responsibility for complying with the terms thereof.
4. **GVSU is restricting this RFP to Michigan-based firms.** Awarded company will be expected to have multiple in-person meetings with SBDC staff at the SBDC Lead Center at the GVSU Seidman Center in Grand Rapids to ensure thorough understanding of this program.
5. GVSU reserves the right to reject any or all proposals.
6. Grand Valley State University is Michigan state sales tax exempt. Our exemption certificate is available online at www.gvsu.edu/purchasing (see Popular Pages links)
7. Acceptance of awarded proposal will be made by GVSU purchase order.

GVSU RFP #216-33: General Requirements

1. Evaluation Criteria
 - Demonstrated capability and competency (credentials and references)
Any past performance with GVSU will be a consideration
 - Understanding of GVSU project goals and vision.
 - Cost value.
2. State your credentials and experience and how it differentiates you from others.
3. State your company organization chart and the staff who would be assigned to this work.
Supplier's programmers must be in-house, NOT outsourced. Web design may be outsourced.
Would you be subcontracting the web design or any other part of this work? If so with who?
4. Describe the typical long term maintenance that one might expect to need on this website.
State your capability to support the website on a long term basis.
5. Provide four client references (names, contact information) for web development and design projects comparable to GVSU's. Describe the scope of the project. If you have references from other colleges and universities (particularly in Michigan) please include those.
6. Our assumption is that the software you create will be designed for and live in the cloud environment. Include the cloud hosting costs. State which hosting site you would prefer and why.
7. State estimated ramp up time and support time.
8. State the number of hours you estimate to complete this.
9. State your rate. Include all costs in your proposal.
Include project management time in quote.
Include your hourly rate for work not covered in your proposal.
10. State if a payment schedule is required.

GVSU RFP #216-33: Functional and Technical Requirements & Design

1. The website must be a standalone platform.
2. See Appendix A: Wire frame and descriptions for required functionality
 - A. On Technical Design (page 31), two architectural options are presented. Supplier is welcome to use another option but will have to convince GVSU their approach is better.
3. ADA/Accessibility Standards
The final solution delivered must meet Section 508 requirements, meeting or exceeding WCAG 2.0 standards. Supplier must state how they would incorporate this into their process, and how they will validate the final deliverable meets this requirement.



PROPOSAL FORM: SBDC/MEDC ETF WEB DEVELOPMENT & DESIGN • RFP #216-33

I. The undersigned certifies that to the best of his/her knowledge:

- There is no officer or employee of Grand Valley State University who has, or whose relative has a substantial interest in any contract award subsequent to this proposal.
- The names of any and all public officers or employees of Grand Valley State University who have, or whose relative has, a substantial interest in any contract award subsequent to this proposal are identified by name as part of this submittal.

Name(s) _____

II. The undersigned further certifies that their company ____ IS or ____ IS NOT currently debarred, suspended or proposed for debarment by any federal entity. The undersigned agrees to notify the University of any change in this status, should one occur, until such time as an award has been made under this procurement action.

III. Supplier declares the following legal status in submitting this proposal:

- A partnership
- A corporation organized and existing under the laws of the State of _____
- An individual doing business as (DBA) _____

IV. Supplier declares that company is at least 51% owned, controlled and actively managed by (Check all that apply):

- African-American
- Native American
- Woman/Women
- Asian American
- Multi-Racial
- ADA Disabled Person(s)
- Hispanic American

V. Supplier acknowledges receipt of the following addenda:

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

VI. BASE PROPOSAL SUM: _____ dollars

(\$ _____) OR attach proposal.

VII. The undersigned proposes to furnish all labor, materials, equipment, tools and services required to complete the work in accordance with the proposed Contract Documents listed herein, including all addenda issued pertaining to same, for the sum or sums as stated, and agrees that these Documents will constitute the Contract if accepted by Grand Valley State University.

Company Name

Address City/State/Zip Code

Office Phone No. Cellular Phone No. Fax No.

Authorized Agent Signature Name & Title

Witness Signature Name

Tax Identification No. Date

VIII. ACCEPTANCE: This proposal is accepted by Grand Valley State University

Authorized Agent Signature Name & Title

Witness Signature Name

Office Phone No. Cellular Phone No. Fax No.

38 1684280
GVSU Tax Identification No. Date