



Agenda Report Form

Open Session Item

SUBJECT: Contract Award (PUR-1369) – Web Site Design, Development and Build Services

PRESENTATION DATE: January 16, 2018

PRESENTATION BY: Rick Curry, CPPO – Director of Purchasing, Danielle Crabb – Director of Public Relations & Marketing, and Lauren Pogue – Marketing Specialist

RECOMMENDED MOTION: Move to award the contract for providing Web Site Design, Development, and Build Services and for all other related work to the recommended vendor.

REPORT-IN-BRIEF: Attached is an excerpt from the Request for Proposal (RFP) document of the “Scope of Services” to be rendered under this contract. The RFP was advertised locally in the newspaper and on the County’s web site, as well as on the State’s “eMaryland Marketplace” web site. One hundred sixty-nine (169) persons/companies registered/downloaded the RFP document on-line. The following persons served as members on the Coordinating Committee: Director of Information Systems (Committee Chairman Designee), Director of Purchasing, Deputy Director of Information Systems, Chief of Design – Engineering, Marketing Specialist, IT Services Specialist II, and Communications Coordinator.

Six (6) firms were represented at the pre-proposal conference. Twenty-three (23) proposals were received for the subject services. Qualifications & Experience/Technical Proposals of four (4) firms were considered to be responsive, and as result the Price Proposal of the firms were opened and interviews were held with three (3) of the firm’s team, evaluated, and an award recommended herein.

DISCUSSION: N/A

FISCAL IMPACT: Capital Improvement Plan (CIP) account No. 30-10310-COM029 will be utilized to cover costs.

CONCURRENCES: As unanimously recommended by the Coordinating Committee that included the Directors from Division of Information System, Director of Purchasing, Chief of Design – Engineering, Marketing Specialist, IT Services Specialist II, and Communications Coordinator.

ALTERNATIVES: N/A

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: N/A