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# WILMETTE PARK DISTRICT

Request for Proposal

Website Design Services



Issue Date: **June 16, 2022**

Submission Deadline: **July 15, 2022**

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## I. GENERAL INFORMATION

The Wilmette Park District (hereafter referred to as "Park District") is requesting proposals (hereafter referred to as "RFP(s)") from qualified Website Design firms (hereafter referred to as "Firms"), capable of providing professional services in connection with the development of a new website for the Wilmette Park District, (hereafter referred to as "Services").

The RFP is solely a request for expressions of interest and statements of qualifications. It is not an invitation for tenders, an offer to contract, or an invitation for offers capable of acceptance to create a contract. No contractual or other legal obligations or relations between the Park District and any other persons can or will be created hereunder. The Park District assumes no financial responsibility for the cost of preparation of proposals by respondents nor does it make any commitment to enter into a contract for service based on responses to the RFP.

The Park District's current website is [www.wilmettepark.org](http://www.wilmettepark.org). The Park District is looking for a design that is clean and visually appealing, utilizing Responsive Web Design (RWD) to provide an optimal viewing experience (easy reading and navigation with a minimum of resizing, panning, and scrolling) across a wide range of devices (from desktop computer monitors to mobile phones). The website must be customer focused, using intuitive navigation controls that will make it easy for visitors to locate the information they are seeking.

The new site will be maintained by in-house staff using a content management system. The Park District's marketing team will provide significant input on the look and feel of the website to assure consistency with the brand. In addition, the site design must encourage and drive users to our online registration system as seamlessly as possible.

## II. DISTRICT OVERVIEW

The Wilmette Park District is located 14 miles north of downtown Chicago in Cook County, Illinois. The Park District was incorporated in 1908 and currently serves a population of approximately 28,000 residents covering 5.4 square miles. The Wilmette Park District is a Board-Manager form of government comprised of a 7-member elected Board of Park Commissioners whose chief executive officer is the Executive Director.

With approximately 70 full-time and over 1,200 part-time and seasonal employees, the Wilmette Park District manages and maintains six recreational facilities. These facilities provide lakefront boating and swimming, outdoor pools, indoor tennis, indoor ice, 18 holes of golf with a driving range, state-of-the-art gymnastics gym, preschool, theater, fitness center, platform tennis and a wide range and high volume of recreational programs. In addition to the recreational facilities, the Wilmette Park District maintains 18 park sites totaling close to 320 acres including 39 acres of athletic fields at Community Playfields, many neighborhood parks and Gillson Park, a 60-acre lakefront park which includes a swimming and a sailing beach.

In addition to these facilities and parks, the Wilmette Park District enjoys a formal intergovernmental agreement with Wilmette School District 39 for the use of School facilities in exchange for the School's use of Park District property and buildings. Several Park District services are provided to School District 39 on an informal basis, and the Schools also utilize Wilmette Park District property for their physical education and extracurricular activities. The Wilmette Park District is also a member of a special recreation cooperative called Northern Suburban Special Recreation Association (NSSRA) that helps to serve individuals with disabilities by providing specialized programming facilitated by NSSRA as well as by providing staff to help include individuals with disabilities in the general program offerings of the Wilmette Park District.

The Park District makes concerted efforts to reduce its reliance on tax dollars. Currently, about 70% of the total revenue of the Park District is generated from user fees with the remaining 30% derived via the annual tax levy and Illinois Replacement Taxes. As Wilmette is a community dominantly comprised of residential housing with small pockets of retail and business properties, the purposeful containment of the tax levy allows for the Park District to be supported primarily by the users of the District without overburdening tax payers who do not directly interact with the District.

### **III. SCOPE OF SERVICES**

The work described in this section is considered to be the minimum required to complete this process. Firms should propose additions or edits to this scope that lend to the best process.

#### **Target Audience**

The target audience for this site includes Wilmette Park District residents of all ages who are regular Park District patrons, and non-patrons.

#### **Project Requirements**

A new website for the Wilmette Park District must meet the following specifications:

- Visually pleasing, responsive website design
- Intuitive, user-friendly layout with multi-level drop-down navigation
- Ability to integrate elegantly with RecTrac (Parks and Recreation Registration Software)
- Easy-to-use style sheets for consistency of design across all pages/sections that fits Park District branding, yet allows for adjustments when needed
- Developer will be responsible for migrating all current content to the new site
- Compatible with all current web browsing technology and easily upgradable
- Incorporate smart search function in header or footer
- Integrate e-newsletter signup, directly linked to the Park District Constant Contact account
- Homepage slideshow capability including photos and associated content
- Utilize a Content Management System (CMS) where the site can be changed/modified easily by staff with levels of access and content approval. Respondent should indicate which CMS will be used.

- Content Management System must allow user to sort/organize files, and copy existing pages
- Ability to schedule updates (automatic publishing/unpublishing)
- Ability to turn “seasonal” pages on/off for viewing to public
- Site should be search-engine-optimized
- Incorporation of an area for future blogging and/or posting of press releases
- Incorporation of links for social networking sites
- Ability to embed video – directly uploaded or through third-party links
- Ability to secure certain pages or sections from public view, with access restricted to certain user ID/password combinations
- Document management for organization and archiving of items including agendas/minutes, bid packets, etc.
- Statistic gathering/analytics ability
- ADA compliance
- Provide training to key staff in updating and maintenance of website
- Provide regular maintenance and updates to the CMS and associated applications
- Provide dedicated account manager available to respond quickly to questions and issues
- Ownership and copyright will be retained by the Wilmette Park District
- Launch date no later than August 8, 2022

#### **Line-item Project Requirements**

Please ensure the following project requirements are listed with a breakdown of cost for each item. The Park District considers these items important, but has the option of removing any or all of these items based on overall project cost. If included in base price at no additional cost, note as such.

- Develop a searchable, interactive calendar of events with ability to include a feed of upcoming events on the homepage
- Develop an interactive parks and facilities directory and map, with ability to list amenities at each site, with toggle to search based on one or multiple amenities

Following the selection process, a meeting will be held with the successful firm to negotiate the final scope of work and a contract for services. Therefore, the Park District reserves the right to make revisions to the final scope of work.

#### **IV. PROPOSAL CONTENT and SUBMISSION PROCESS**

Firms shall conform to all the terms and conditions of RFP, as stated in this document. Failure to conform to the format described and to the terms and conditions of the RFP may render the proposal non-responsive and ineligible for further consideration, at the Park District’s sole option. The Park District reserves the right to accept any Proposal or any parts thereof or to reject any and all Proposals. The successful Firm will be required to comply with all applicable Federal and State of Illinois Regulations as required.

**Proposal Content** - Each respondent submitting a proposal must use the following outline:

**A. Letter of Intent**

1. Statement indicating an understanding of the work to be completed and interest in performing the scope of work
2. Identify one key contact person for communicating with the Park District on the proposal and project related matters

**B. Firm's Profile**

1. Name, Address, Contact Person, Phone, Email & Web Address
2. General Background
3. Service Offerings
4. Professional Affiliations

**C. Project Team**

1. Introduction of the team assigned to work on the Plans including resumes of key personnel
2. A narrative describing the roles of each designated leader assigned to the project
3. Availability and commitment of assigned professionals who will undertake the scope of work
4. Information on "sub" contributors for the project, including related project experience of firm and of the individual team members
5. Identify any portions of the project that would be subcontracted
6. Provide the name, background and qualifications of each subcontractor, along with the names and qualifications of the individuals who will be assigned to this project

**D. Related Project Experience**

1. Provide a list of a minimum of three (3) completed projects in the last seven (7) years of similar scope
  - a. Client Name
  - b. Active Website Link
  - c. Year Website Completed
  - d. Description of Project
  - e. Contact Information (name, address, telephone number, email address, etc.)
2. List of projects currently under contract

**E. Project Approach**

1. Description of proposed CMS and examples of recent work utilizing said CMS and RWD
2. An overview of your development process by task, including any tasks to be performed by sub-contractors
3. A proposed timeline for completion of the project
4. An outline of pricing and total cost of this project

- a. Costs should be stated as one-time or non-recurring costs (NRC) or monthly recurring costs (MRC). At a minimum, the schedule of fees should include prices for each of the following:
  - Project Initiation and Planning
  - Site Development
  - Site Testing
  - Staff Training
  - Site Deployment
  - Site Hosting by 3<sup>rd</sup> Party\*
  - Secure In-House Hosting\*

**\*Please specify cost regarding in-house web hosting versus 3<sup>rd</sup> party web hosting on an annual basis**
5. Prices for line-item requirements or advanced features that would not be included in the standard development price should be itemized

#### **F. References**

1. Provide a minimum of five (5) references on similar projects

#### **G. Project Timeline**

1. Provide a proposed detailed project work schedule with a start date on or about August 1, 2022 (contingent upon negotiation of a final scope of work); all meetings that need to be scheduled should be built into the timeline (e.g., initial meeting with staff to review project schedule, strategic direction review, presentations of the final report, etc.).
2. Include timeframes for each major component of the scope of work and target dates for completing each phase of the project.

#### **H. Cost Proposal**

##### **TOTAL (ALL) COSTS MUST BE SUBMITTED**

- a. Include a total “not to exceed” figure for the scope of work (based on the estimated level of effort to be spent on each task);
- b. Include itemized schedule of all expenses by phase (reimbursable expenses listed separately), including a composite schedule of hours estimated for included tasks;
- c. Provide hourly rates for all team members, sub-consultants and staff levels;
- d. Describe the methodology for billing reimbursable expenses (such as travel, production of documents, purchase of data, etc.)
- e. Describe method for billing additional services beyond the initial scope of work (beyond approved not-to-exceed amount).

#### **Submission Process**

Proposals shall be submitted via email in a digital file (PDF preferred) and will be received until Friday, July 15, 2022. Submittals must be clearly identified as “Wilmette Park District Website

Design Services RFP” and delivered to the email listed below, which is the contact information to be used for all communication regarding this project.

**Alison Rodes, Communications Specialist**  
**Wilmette Park District**  
**Email: [arodes@wilpark.org](mailto:arodes@wilpark.org)**  
**Phone: (847) 256-9642**

Questions or requested clarifications regarding this RFP may be emailed to Alison Rodes, Communications Specialist, at [arodes@wilpark.org](mailto:arodes@wilpark.org) no later than **July 15, 2022**.

## **V. EVALUATION AND SELECTION PROCESS**

The Wilmette Park District will review all proposals in accordance with the evaluation criteria. The Wilmette Park District reserves the right to accept or reject any, some, or all proposals, to take exception to parts of proposals, and to request written clarification of proposals and supporting materials. The Wilmette Park District further reserves the right to negotiate with any Firm with respect to amendments to their proposal.

The Wilmette Park District may accept a proposal, based upon initial proposals received without discussion of such proposals. Accordingly, each initial proposal should be submitted on the most favorable terms which the Firm can submit to the Wilmette Park District. The evaluation criteria and the selection process are discussed below:

### **Evaluation Criteria**

1. Applicants' capability and history in the facilitation, leadership and development of website design for other agencies of similar size, scope, and population served.
2. Ability to demonstrate, at minimum, the technical competence of the proposed project team to perform the work.
3. Past record of performance as determined from available information, including direct communication by the Park District with consultant's former clients.
4. Demonstrate capability under current workload and resources available to perform the work within the project schedule.
5. Diversity of project team and the qualifications and experience each member will bring to the project.
6. Quality of the proposed service and cost to include unique systems and approach to the development of a website design to avoid "cookie-cutter" results which do not represent the unique characteristics and needs of the Wilmette Park District and the residents we serve.



**Selection Criteria**

1. All valid, complete and timely responses will be evaluated by a review team. Members of this team will be determined by the Park District and may include members of the Board of Park Commissioners and professional staff.
2. Responses will be reviewed by the team and ranked based on the criteria set forth in this RFP. Those applicants that rank the highest from the pool of responses received will be considered and scheduled for an oral presentation and interview. The number of finalists to be interviewed will be determined by the review team based on the responses received by the submittal deadline.
3. If a suitable candidate emerges after the completion of the interview process, the qualified applicant will be forwarded for recommendation and final approval and award of professional services agreement, pending successful negotiations between the applicant and the Park District.

**Estimated Timeline**

Item of Action	Date
Request for Proposal Issued	June 16, 2022
Deadline for Proposal Submission	July 15, 2022
Project Completion/Website Live Date	October 3, 2022

**VI. TERMS AND CONDITIONS**

The selected proposing firm must follow the below general terms and conditions to be hired by the Park District:

**Firm Qualifications:** All Firms must be engaged in providing the services as outlined in these specifications, and must have been engaged in this field for a period of no less than three (3) years. Firms must possess all required state and local licenses. The Firm’s personnel and management to be utilized in this service requirement shall be knowledgeable in their areas of expertise. Wilmette Park District reserves the right to check references to insure that competent persons will be utilized in the performance of the contract.

**Delivery Conditions:** All items shall be proposed F.O.B. Destination. The term F.O.B. Destination shall mean finished and delivered to the department listed, with all charges for transportation paid by the Firm. Any claim for loss or damage shall be between the Firm and the carriers. The proposal price shall be all inclusive.

**Indemnification:** The contractor shall indemnify, defend and save harmless the Wilmette Park District, its officers, agents, employees, representatives and assigns, from lawsuits, actions, costs (including attorneys’ fees), claims or liabilities of any character brought because of any injuries or damages received or sustained by any person, persons, or property on account of any act or omission, neglect or misconduct of said contractor, its officers, agents and/or employees arising out of, or in performance of any of the provisions of the contract, including

any claims or amounts recovered for any infringements of patent, trademark or copyright; or from any claims or amounts arising or recovered under the “Workers Compensation Act” or any other law, ordinance, order or decree. In connection with any such claims, lawsuits, actions or liabilities, the Wilmette Park District, its officers, agents, employees, representatives and their assigns shall have the right to defense counsel of their choice. The contractor shall be solely liable for all costs of such defense and for all expenses, fees, judgments.

**Venue:** The parties hereto agree that for purposes of any lawsuit(s) between them concerning the contract, its enforcement, or the subject matter thereof, venue shall be in Cook County, Illinois, and the laws of the State of Illinois shall govern the cause of action.

**Interpretation or Correction of RFPs:** Firms shall promptly notify the Wilmette Park District of any ambiguity, inconsistency or error, which they may discover upon examination of the RFPs. Interpretation, correction and changes to the RFPs will be made by written addendum and sent to all Firms to whom specifications have been issued. Interpretation, corrections or changes made in any other manner will not be binding.

**Discussion of Proposals:** Wilmette Park District may conduct discussions with any Firm who submits a proposal. During the course of such discussions, the Wilmette Park District shall not disclose any information derived from one proposal to any other Firm.

**Negotiations:** Wilmette Park District reserves the right to negotiate specifications, terms and conditions which may be necessary or appropriate to the accomplishment of the purpose of this RFP.

**Reserved Rights:** Wilmette Park District reserves the right at any time and for any reason to cancel this RFP or any portion thereof, to reject any or all proposals, or to accept an alternate proposal. The Wilmette Park District reserves the right to waive any immaterial defect in any proposal. Unless otherwise specified by the Firm, the Wilmette Park District has ninety (90) days from the published submission date to enter into an agreement with a Firm. The Wilmette Park District may seek clarification from a Firm at any time and failure to respond promptly is cause for rejection.

**Incurred Costs:** Wilmette Park District will not be liable, under any circumstance, for any costs incurred by respondents in replying to this RFP.

**Award:** It is the intent of the Wilmette Park District to award a contract to the lowest cost, most responsible Firm meeting specifications. The Wilmette Park District reserves the right to determine the most responsible Firm on the basis of an individual item, groups of items, or in any way determined to be in the best interests of the Wilmette Park District. Award will be based on the following factors (where applicable) as well as the Evaluation Criteria listed in the Terms and Conditions section of this document: (a) adherence to all conditions and requirements of the RFP specifications; (b) price; (c) qualifications of the Firm, including past

performance, financial responsibility, general reputation, experience, service capabilities, and facilities; (d) delivery or completion date; (e) product appearance, workmanship, finish and overall quality. The Wilmette Park District reserves the right to interview Firms during the evaluation process.

The Firm shall be responsible for verifying the service requirements and determining the extent of the work required and be responsible for the accuracy of same. The specifications are not intended to cover every detail of the services that the Firm shall furnish and deliver; but the Firm shall be responsible for all that is necessary to provide a full assessment and report.

**Equal Employment Opportunity:** Equal Employment Opportunity Clause, Section 6.1 of the Illinois Department of Human Rights Rules and Regulations shall be a material term of this contract.

**Payment:** The contractor shall submit invoice(s) to Accounts Payable, Wilmette Park District, 1200 Wilmette Avenue, Wilmette, Illinois 60091 for payment.

**Additional Information:** Should the Firm require additional information about this proposal, please email or call Marlon Rodas at [mrodas@wilpark.org](mailto:mrodas@wilpark.org) or 847-256-9607. ANY and ALL changes to these specifications are valid only if they are included by written Addendum to All Firms. No interpretation of the meaning of the plans, specifications or other contract documents will be made orally. Failure of any Firm to receive any such addendum or interpretation shall not relieve the Firm from obligation under this proposal as submitted. All addenda so issued shall become part of the proposal documents. Failure to request an interpretation constitutes a waiver to later claim that ambiguities or misunderstandings caused a Firm to improperly submit a proposal.

**Responsibility and Default:** The contractor shall be required to assume responsibility for fulfillment of all items listed in this RFPs. The successful Firm shall be considered the sole point of contact for purposes of this contract.

**Precedence:** Where there appears to be variances or conflicts, the following order of precedence shall prevail: Wilmette Park Districts RFPs Specifications, RFPs Terms and Conditions, RFPs General Information and the contractor's RFP Response.

**Change in Status:** The contractor shall notify Wilmette Park District immediately of any change in its status resulting from any of the following: (a) vendor is acquired by another party; (b) vendor becomes insolvent; (c) vendor, voluntary or by operation law, becomes subject to the provisions of any chapter of the Bankruptcy Act; (d) vendor ceases to conduct its operations in normal course of business. Wilmette Park District shall have the option to terminate its contract with the vendor immediately on written notice based on any such change in status.

**Hold Harmless Clause:** The contractor agrees to indemnify, save harmless and defend Wilmette Park District, its agents, servants, employees, and each of them against and hold it and them harmless from any and all lawsuits, claims, demands, liabilities, losses, and expenses; including court costs and reasonable attorney’s fees for or on account of any injury to any person, or any death at any time resulting from such injury, or any damage to property, which may arise or which may be alleged to have arisen out of negligent acts, in connection with the work covered by this project. The foregoing indemnity shall apply except if such injury is caused directly by the willful and wanton conduct of Wilmette Park District, its agents, servants, or employees or any other person indemnified hereafter.

**Insurance:** All insurance policies shall be issued from insurance companies holding at least an “A:VIII” or better rating as rated by A.M. Best Company. All policies shall include a Breach of Warranty clause with the Wilmette Park District named as additional insured.

A. Worker’s Compensation and Employer’s Liability with limits not less than:

- (1) Worker’s Compensation: Statutory
- (2) Employer’s Liability:
  - a. \$1,000,000 injury – per occurrence
  - b. \$ 500,000 disease – per employee
  - c. \$ 500,000 disease – policy limit

Such insurance shall evidence that coverage applies in the State of Illinois.

B. Comprehensive General Liability in a broad form, to include coverage for the following where exposure exists:

- (1) General Aggregate: \$2,000,000
- (2) Bodily Injury:
  - a. \$2,000,000 per person
  - b. \$2,000,000 per occurrence is preferred but \$1,000,000 is acceptable
- (3) Property Damage:
  - a. \$2,000,000 per occurrence is preferred but \$1,000,000 is acceptable
  - b. \$2,000,000 aggregate

All employees shall be included as insureds.

C. Business Auto Insurance with limits not less than:

- (1) \$1,000,000 – each accident
- (2) \$ 500,000 – medical

Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos.

Prior to beginning work, contractor shall furnish Owner with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

Failure of Owner to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of Owner to identify a deficiency from evidence that is provided shall not be construed as a waiver of Contractor's obligation to maintain such insurance.

Owner shall have the right, but not the obligation, of prohibiting contractor or any subcontractor from entering the project site until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by Owner.

Failure to maintain the required insurance may result in termination of this contract at Owner's option.

With respect to insurance maintained after final payment in compliance with a requirement above, an additional certificate(s) evidencing such coverage shall be promptly provided to Owner whenever requested.

Contractor shall provide certified copies of all insurance policies required above within 10 days of Owner's written request for said copies.

**Sexual Harassment Policy:** Pursuant to Section 2-105 of the Illinois Human Rights Act (775 ILCS 5/1-101 et. seq.) ("Act"), all Firms to this contract must have, prior to awarding this contract, in effect and in force a written sexual harassment policy.

**Law Governing:** This proposal and any contract resulting there from shall be governed by and construed according to the laws of the State of Illinois.

**Taxes:** Wilmette Park District is not subject to Federal Excise Tax. Wilmette Park District is exempt from state and local taxes.

**Estimated Quantity:** The quantities indicated are estimates of the total quantities (i.e. number of employees) to be used during the year. The Wilmette Park District does not guarantee any specific amount and shall not be held responsible for any deviation. This contract shall cover the Wilmette Park District's requirements whether more or less than the estimated amount.

**Termination:** The Wilmette Park District reserves the right to terminate this contract, or any part of this contract, upon thirty (30) days written notice. In case of such termination, the vendor shall be entitled to receive payment from the Wilmette Park District for work completed to date in accordance with the terms and conditions of this contract. In the event that this

contract is terminated due to vendor's default, the Wilmette Park District shall be entitled to purchase substitute items and/or services elsewhere and change the vendor with any or all losses incurred, including attorney's fees and expenses.

**Special Conditions:** The Firm shall familiarize himself with all of the proposal documents as listed in the table of contents and he shall be responsible for all the material covered in same. No allowances will be made for information overlooked or for negligence on the part of the Firm for not familiarizing himself/herself with site conditions. The Firm's signature on the proposal shall be the Owner's guarantee that these restrictions have been met by the Firm.

**Signature and Legibility:** The prices for work and the names, addresses and signatures of the Firms shall be clearly and legibly written. Signatures shall be signed in the space provided and in compliance with all legal requirements.

**ATTACHMENT A - RFP ACKNOWLEDGEMENT FORM**

\_\_\_\_\_ (Name of Firm) has received the Request for Proposal for Website Design Services as outlined by the Wilmette Park District and it is our intent to submit a proposal in accordance with the RFP no later than July 15, 2022. Discussion of pricing will include all labor, transportation, copies, and any other items considered a billable expense or potential reimbursable; also indicating whether there is any mark up on the foregoing.

Hourly Rates by Category: \$ \_\_\_\_\_  
(Attach a rate sheet)

Not to Exceed Maximum: \$ \_\_\_\_\_

Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Dated: \_\_\_\_\_

**ATTACHMENT B – PROPOSAL FOR COSTS TO PROVIDE WEBSITE DESIGN AND HOSTING SERVICES**

Date: \_\_\_\_\_ Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Having read the Request for Proposal dated July 15, 2022, and the attached documents for the Wilmette Park District Website Design Services. Costs should be stated at one-time or non-recurring costs (NRC) or monthly recurring costs (MRC) we propose the following:

1. PROJECT INITIATION AND PLANNING - Services as outlined in the referenced Portion of the documents, the lump sum of: \$ \_\_\_\_\_

2. SITE DEVELOPMENT - Services covering the coordination, administration and development as outlined in the referenced portion of the documents, the lump sum of: \$ \_\_\_\_\_
3. SITE TESTING - To furnish all labor, materials, services, and incidentals to perform all work as outlined the sum not to exceed of: \$ \_\_\_\_\_
4. STAFF TRAINING - To furnish all labor, materials, services, and incidentals to perform all work to train staff to edit and manage the website: \$ \_\_\_\_\_
5. SITE DEPLOYMENT - To furnish all labor, materials, services, and incidentals to perform all to take the site "live" as outlined the sum not to exceed of: \$ \_\_\_\_\_
6. SITE HOSTING BY A THIRD PARTY - To furnish all labor, materials, services, and incidentals to install and make the site operational on "out of house" hosting server: \$ \_\_\_\_\_
7. SITE HOSTING IN HOUSE - The cost to furnish all labor, materials and services needed to set up and make the site operational on an "in house" platform: \$ \_\_\_\_\_
8. Prices for line item requirements or advanced features that would not be included in the standard development costs as listed should be provided in detail below:

**RATES AND CHARGES:** The Undersigned agrees that the Costs for all supervisory personnel, whether assigned to the project or overseeing the work will be included in all fees. An hourly rate schedule should also be attached to this proposal. The Undersigned agrees that the rates properly reflect all costs of employment including but not limited to wages/salaries; payroll taxes; insurance; customary benefits such as sick leave; medical & health benefits; holidays; vacations; pensions; profit sharing; merit bonus; car allowance; etc.

The supervision and development of the site will continue until all functions, set up and training for the site are complete and to the satisfaction of the Park District including relationship and or interaction with the Park District's registration system.

Company Name:



Signature:

Title:

Date: