

**Request for Qualifications (RFQ)**  
**For Municipal Website Maintenance for the**  
**Township of Greenwich, Cumberland County, NJ**

The Township of Greenwich, NJ has a website at [www.historicgreenwichnj.org](http://www.historicgreenwichnj.org). The Township seeks individuals who can help the Township maintain this website that provides basic municipal information for residents and visitors and showcases the beauty and historic charm of Greenwich Township. The website should be an attractive invitation to prospective residents and business owners to consider making Greenwich their choice to live, work and play. It should also be a resource for residents to find up to date information on public meetings, events, municipal information and policies of the Township. The Township is issuing this RFQ with the intent of assessing the experience, creativity and cost of website designers/webmasters and selecting the best provider to maintain the Township website.

The **Requirements** for this RFQ are as follows:

- The Township requires that the Municipal Clerk's office have timely communications access to the provider to make updates. It is required that time-sensitive site updates be made and posted within three working days from the time that the Municipal Clerk forwards updates to provider (minutes, agendas, public notices, etc.). Annual site updates (Municipal Directory, etc.) should be made as soon as possible after provider receives new municipal information from the Municipal Clerk in early January.
- The Clerk's office will be the approving authority for all posted content relevant to Township business.
- The Township uses Weebly.com as host server for the current website and the bidder must be able to use this platform for website maintenance.

- The website maintenance provider will create regular back-ups of the website on an external drive which will be provided to the Municipal Clerk upon request.
- Examples of websites designed for other organizations, if applicable, should be included along with customer reference contact information and website address.
- The bidder shall propose the cost, terms and conditions for any and all maintenance, back-ups and content creation.

This is a best value service procurement to be chosen by the Township Committee and staff. Decision and maintenance criteria will include but may not be limited to:

- The cost to maintain and back-up the website and to add or remove material
- The aesthetic appeal and appropriateness of the site design
- The utility and ease of finding information
- The accessibility of designer to post Municipal documents in a timely manner
- The ease of regular access to provider by the Municipal Clerk

The content of the website should contain the government and community information currently on the website. Those submitting qualifications are encouraged to present suggested additions, changes or enhancements based on past experiences as part of their proposal along with specific cost associated with those amendments.

**Qualifications shall be submitted** to Lisa Garrison, Registered Municipal Clerk, no later than January 31, 2018 at: [clerkgreenwichtownship@yahoo.com](mailto:clerkgreenwichtownship@yahoo.com). The Township reserves the right to reject any and all proposals submitted for any reason.