

RFP 216: Liferay Website Hosting and Support

Pre-bid Information Session
March 13, 2019



Introductions

- Tina Fassett Smith, Communications Principal
- Joey Silberhorn, Senior, Communications and Outreach
- Lance Tiedemann, Senior, IT
- Penny DuBernat, Procurements



Agenda

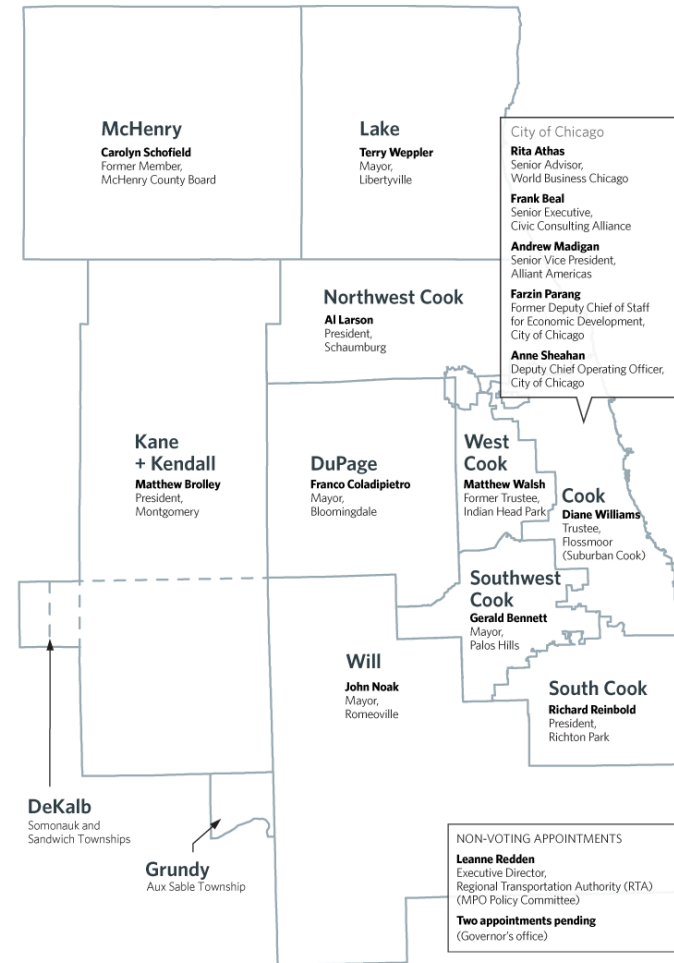
- Background
- RFP 216
 - Website overview and current configuration
 - Scope of Work
 - Project Selection Schedule
 - Evaluation Criteria
 - Submittal Requirements
 - Price Proposal Forms
- Wrap Up



Background

About CMAP

- The Chicago Metropolitan Agency for Planning (CMAP) is the official regional planning organization for the northeastern Illinois (seven-county area).
- CMAP recently put out ON TO 2050, a comprehensive regional plan



CMAP Website Overview

- Existing site migrated to Liferay DXP in late 2017.
- Current site has two parts: CMAP and ON TO 2050, in addition to a custom CRM that is housed on the back end.
- Selected vendor will work closely with our current web developer, including ensuring proper procedures for restoring backups and other disaster recovery standards are in place, updating the Liferay platform as needed, deploying work to the production server and other items as they arise.



Current Server Configuration

- CMAP has a production, staging, and a development server and are running Liferay DXP.
- The server nodes and site specifications are listed in the RFP.
- Selected vendor should offer either the same or comparable software for the site.

Scope of Work

- Unlimited server user accounts
- Control panel access for CMAP web admin and CMAP's web development firm
- Server access for third-party developers
- Guaranteed uptime of 99.9%
- Secure environment
- Software/hardware conflict resolution
- Disaster recovery plan
- Site-migration services
- Site configurations services
- Service logs and website statistics every month
- Technical support – both proactive and reactive
- Off hours emergency contact



Project Selection Schedule

- **March 1:** Issue RFP
- **March 13:** Pre-bid meeting
- **March 29:** Deadline for submission of proposals
- **April 1-10:** CMAP reviews proposals and interviews potential vendors
- **May 8:** Estimated CMAP board approval
- **May 15:** Estimated contract signing
- **July 1:** Project begins



Evaluation Criteria

- The firm's demonstrated record of experience and responsiveness in providing services in the areas identified in the Scope of Services, emphasizing work done for organizations of similar size and complexity. Work for other public sector entities, if any, should be mentioned, as well.
- Qualifications and experience of assigned personnel, including with regard to Liferay.
- The firm's depth of staff and availability of resources relative to Scope.
- Cost to CMAP.



Submittal Requirements

Submissions must include the following and be submitted in the order presented:

- A. Introduction
- B. Narrative Proposal
- C. Project Team
- D. References
- E. Price Proposal Form
- F. Signed Certifications



Submittal Requirements

All prospective contractors must be registered with the **System for Award Management (SAM)** before CMAP can accept your RFP response.

<https://www.sam.gov/portal/SAM/#1#1>



Submittal Requirements

Complete “Price Proposal Form” (*Attachment 1*)

- Excel & Paper copies

Submit other required forms

- “Certificate Regarding Workers’ Compensation Insurance” (*Attachment 2*)
- “Information to be provided by Bidder” (*Attachment 3*)
- “FTA Certification Regarding Lobbying” (*Attachment 4*)



Submittal Requirements

Submit no later than **3:00 p.m., March 29, 2018**

One (1) paper copy of all proposals

AND

One (1) electronic version in PDF format

Address to:

Chicago Metropolitan Agency for Planning

Attn: Procurement Officer

Response to RFP No. 216

233 S. Wacker Drive, Suite 800

Chicago, IL 60606



For More Information

- Address questions to Penny DuBernat:
 - Email pdubernat@cmaphillinois.gov
 - Phone: (312) 386-8756
- This presentation and Q&A will be posted online this week

