



## REQUEST FOR QUOTE

**Jefferson County Rural Library District**

**Project: Website Redesign, Implementation, and Hosting**

**Date: April 1, 2024**

The District is seeking quotes for: **Website Redesign, Implementation, and Hosting**

**Location:** This project is for the Jefferson County Library District in Port Hadlock, WA.

**Scope:** This project will include: a discovery phase that includes review of existing site and third-party integrations to determine goals and strategy for the new site; a phase for the design and development of the new website; and an implementation/testing/launch phase that includes training of staff on maintenance and updating of the site. The selected contractor will host and maintain the website.

### **Specifications:**

- Fully responsive design for desktop, tablet, and mobile device users.
- Library-specific customization, including book recommendation carousels or “rivers,” integrated forms for standard library operational needs, etc.
- Host the website, including applying CMS features and security updates, and correcting errors created by those updates.
- Integrate with: ILS (Polaris) for catalog search widgets, RSS feeds, events calendar (LibraryMarket), and other third-party tools.
- Define, display, and organize custom library content types for consistent use across the site.
- Assist with the migration of existing site contents (as determined through discovery phase) to new site.
- Utilize WC3 Priority 1 Accessibility Guidelines and Section 508 of the US Rehabilitation Act to provide optimal accessibility to users.
- Use/integrate an analytics platform to reliably provide site usage statistics.
- Implement the site in a manner that maintains or improves search engine rankings and accounts for potential changes in content URLs so that patrons reaching the new site from external links will be connected to the content they are seeking.

**Contractor Requirements:**

- Contractor must have at least five years’ experience designing similarly complex projects.
- Contractor has delivered websites for libraries or similar institutions.
- Contractor has a portfolio providing evidence of completion of at least three similar projects in the past 36 months.

**Quote Submission Requirements:**

- A cover letter/statement of interest indicating the contractor’s interest in the project.
- A description of the contractor’s experience developing websites for libraries or similar institutions, including three (3) examples of/links to similar projects
- Description of approach to the Scope of Work described above, including cost estimating where possible.
- Description of approximate timeframe for each stage of Scope of Work.
- Three (3) references related to completed similar projects with full name, title, address, phone number, and email address for each reference.

**Questions:** Questions regarding this quote request should be directed to Tamara Meredith, Library Director, at [tmeredith@jclibrary.info](mailto:tmeredith@jclibrary.info) or 360-385-6544.

Quotes must be received on or before the date/time below to be considered valid.

**Quotes Due:**

**Date:** May 3, 2024

**Time:** 5:00 p.m.

**Mail/email quotes to:**

Jefferson County Library District  
 ATTN: Tamara Meredith  
 620 Cedar Ave.  
 Port Hadlock, WA 98339  
[tmeredith@jclibrary.info](mailto:tmeredith@jclibrary.info)

**ESTIMATED TIMELINE**

Quotes requested.....April 1, 2024  
 Quotes due.....May 3, 2024, 5:00pm  
 Contract Awarded..... May 10, 2024  
 Work begins..... June 1, 2024  
 Work completed (no later than).....December 31, 2024