

Request for Proposal (RFP)

County Website Redesign and Development — ADA WCAG 2.2 Compliance

Rio Blanco County, CO

RFP No. 2025 PIC001

Issue Date: October 21, 2025

Proposal Due Date: November 7, 2025 5:00 pm

1. Introduction

Rio Blanco County is requesting proposals from qualified vendors to redesign, develop, and implement a modern, accessible, and user-friendly public website that complies with **Web Content Accessibility Guidelines (WCAG) 2.2 Level AA** standards.

The selected vendor will create a responsive, secure, and easy-to-maintain website that reflects the County's brand, enhances transparency, improves accessibility for all residents (including those with disabilities), and provides an intuitive experience for users on all devices.

2. Objectives

- Develop a new County website that meets or exceeds **WCAG 2.2 Level AA** accessibility standards.
 - Improve website navigation, structure, and search functionality.
 - Enhance the County's ability to communicate effectively with residents, businesses, and visitors.
 - Simplify content management through a modern and secure CMS.
 - Ensure seamless migration of existing content with minimal downtime.
-

3. Scope of Work

The selected vendor will be responsible for:

3.1 Design and Development

- Conduct stakeholder interviews to assess needs and priorities.
- Provide multiple design mockups for County review and approval.
- Implement responsive, mobile-first design compatible with all major browsers and devices.

- Integrate an accessible color palette, font hierarchy, and layout consistent with WCAG 2.2 AA.

3.2 Accessibility & Compliance

- Ensure all content and functionality meet **WCAG 2.2 AA** guidelines.
- Provide **third-party accessibility testing and certification** prior to launch.
- Include **ongoing accessibility monitoring tools** and staff training.
- Deliver an **Accessibility Conformance Report (ACR)** upon project completion.

3.3 Content Migration

- Audit existing site content: rbc.us
- Migrate pages, documents, and media to the new CMS.
- Remediate legacy documents (PDFs, forms, etc.) to meet accessibility standards.

3.4 Content Management System (CMS)

- Provide a user-friendly CMS allowing non-technical staff to easily update content.
- Support role-based permissions and workflow approvals.
- Allow for future scalability and integration with County systems.

3.5 Hosting and Security

- Provide cloud-based hosting solutions that meet Rio Blanco County IT security requirements.
- Ensure data backup, SSL encryption, and DDoS protection.
- Support compliance with applicable privacy laws.
- Must adhere to the following:
Data Security – Store sensitive data securely with encryption in transit and at rest.
Vendors must state where sensitive data is stored and meet industry security standards.

Access Control – Support role-based access, multi-factor authentication for admin accounts, and activity logging.

Incident Response – Notify us promptly of any data breach or unauthorized access.

Accessibility – Comply with WCAG 2.1 AA standards and meet Colorado HB21-1110 requirements. Vendors must provide a current VPAT, ACR, or accessibility statement.

Compliance – Provide proof of security and compliance (e.g., SOC 2, ISO 27001) if requested.

3.6 Training and Support

- Provide CMS and accessibility training for County staff.
- Offer ongoing technical support and maintenance for the period of the contract.

3.7 Ongoing Compliance Monitoring

The selected vendor shall provide ongoing support to ensure the County website continues to meet **WCAG 2.2 AA** accessibility standards after launch. This includes:

- Quarterly accessibility scans using automated and manual testing tools.
 - Remediation of identified accessibility issues.
 - Updates to maintain compliance with future WCAG revisions and ADA requirements.
 - Submission of quarterly **Accessibility Compliance Reports** to the County.
 - Optional accessibility audit services for new content and documents upon County request.
-

4. Deliverables

- Final approved website design
 - Accessible and functional website meeting WCAG 2.2 AA
 - Accessibility Conformance Report (ACR)
 - Training materials and user documentation
 - Hosting setup and security configuration
-

5. Proposal Requirements

Proposals must include:

1. **Company Overview** – history, size, and relevant experience.
 2. **Project Team** – We request the most qualified/experienced team.
 3. **Project Approach & Timeline** – proposed plan, milestones, and deliverables.
 4. **Accessibility Plan** – methodology for achieving and maintaining WCAG 2.2 compliance.
 5. **CMS Platform Details** – features, scalability, and licensing model.
 6. **References** – at least three government or public sector clients with similar projects.
 7. **Cost Proposal** – itemized breakdown of all costs including design, development, migration, testing, hosting, and ongoing support.
-

6. Evaluation Criteria

Proposals will be evaluated based on the following weighted criteria:

Criteria	Weight
Understanding of Project Goals	15%
Experience with Government Websites	20%
WCAG 2.2 Accessibility Expertise	20%
Design Quality and CMS Functionality	15%
Cost Proposal	15%
Project Timeline and Deliverables	10%
References	5%

7. Submission Instructions

All proposals must be submitted electronically via **BidNet Direct** at <https://www.bidnetdirect.com/private/buyer/solicitations/7764676706/notice> no later than **November 7, 2025 at 5:00 pm.**
Late submissions will not be accepted.

Questions regarding this RFP must be submitted through the BidNet Q&A section no later than **November 3, 2025 at 12:00 pm.**

8. Terms and Conditions

- The County reserves the right to reject any or all proposals, in whole or in part.
 - The County is not obligated to award the contract to the lowest bidder.
 - All submitted materials become the property of Rio Blanco County.
 - Vendor must comply with all applicable federal, state, and local laws.
-

9. Contact Information

Procurement Contact:

Lynn Lockwood
Public Information Coordinator
Rio Blanco County
lynn.lockwood@rbc.us
970-742-4234