

REQUEST FOR PROPOSAL

Website Design and Hosting

Saluda County is requesting proposals from qualified vendors to provide Website Design and Hosting. Vendor must have county governmental secured platforms with maintenance and upgradeable efficient designs and modules.

The County's current site is hosted by SC.Gov. We are looking to transition to a platform that allows staff to easily maintain content and that is user friendly to the citizens using computer or mobile devices. Vendor will work with county staff to implement an informative site that offers easy navigation with all compliant ADA regulations applicable.

Proposals must include:

- Mandatory Information Form
- List of three Local Government References
- Qualifications of Company and Responsible Staff
- Schedule of Implementation and Base Cost
- Maintenance Schedule, Technical Support and Charges

Proposals must be submitted titled "Website" by Wednesday, September 25, 2025 at 3:00 P.M. in person, by mail or email at:

Saluda County Administration Building
400 West Highland Street
Saluda, SC 29138
H.Griffin@SaludaCounty.SC.Gov

Names of offerors will be made available promptly after opening. Details of proposals will not be made available until after award. Evaluation of proposals will be based on references, experience, qualifications, services offered and cost. Proposers **may** be invited to make a presentation or answer questions for a selected committee.

Vendor will submit with the proposal all recommendations, qualifications and general information necessary to present a clear concise proposal. ***Offerors are to include all applicable requested information and are encouraged to include any additional information or service modules offered they wish to be considered and listed as optional.***

Base Cost is to include, initial planning, design and training. Subjects of interest the county would like to have considered in base price:

- Meeting and Event Calendar
- Current News or Notification section
- Department Pages with form attachment features
- Tax payments and GIS searchable and payable through current software

MINIMUM QUALIFICATIONS/REQUIREMENTS FOR ALL VENDORS

- Vendor must be organized and existing for the primary purpose of providing website design and hosting and currently have active contract relationships with similar agencies. Bidder must supply three (3) references by name, address, phone and contact along with proposal.
- Vendor must be able to provide all training, setup, installation and support without subcontracting or outsourcing and system must be fully operational within 6 months of award.
- Vendor must be capable of responding for service no later than the next business day.
- Vendor shall present a scheduled proposal of implementation with milestones identified and list any proposed changes to current system and equipment that would provide improvement.
- Vendor will provide a single project manager to serve as liaison to Saluda County for the period from date of award to date of customer acceptance.

Offerors must clearly mark as “Confidential” each part of their proposal, which they consider to be proprietary or personal information under Code Section 30-4-40 et seq. of the South Carolina Code of Laws 1976, as amended (Freedom of Information Act). If any part is designated as “Confidential”, there must be attached to that part an explanation of how this information fits within one or more categories considered exempt under the Freedom of Information Act. Saluda County reserves the right to determine whether this information should be exempt from disclosure, within its interpretation of the South Carolina Freedom of Information Act.

This request for proposal does not commit Saluda County to award a contract or to procure or contract for the services. Saluda County reserves the right to reject, in whole or in part, any and all proposals, to negotiate with any or all responsible and responsive offerors, and, in its sole discretion, to determine the responsiveness of the proposals. Proposals which do not meet the mandatory requirements, will be considered non-compliant and rejected if it is in the best interest of the county to do so.

Mandatory Information Form
Saluda County

The undersigned, on behalf of the vendor, certifies that: (1) this proposal is made without previous understanding, agreement or connection with any county employee / elected official or company making a quote on the same project; (2) the person whose signature appears below is legally empowered to bind the business whose name is entered; (3) they have read the complete request for proposal and understand all specifications.

1. Company submitting proposal _____
2. Proposal cost must remain valid 60 days from submission date.

Total Initial Implementation Proposal and Base Cost _____

3. Company has reviewed current website and is familiar with all difficulties that may be encountered with transference of data.

4. Contact information:

Address _____

Phone _____

E-mail _____

5. Tax ID _____

6. Printed name of person binding proposal _____

Signature _____

Date _____