

REQUEST FOR PROPOSAL
WEBSITE ACCESSIBILITY MANDATE
FOR
ILLINOIS VALLEY COMMUNITY COLLEGE
PROPOSAL # RFP2026-P01

INTRODUCTION

Illinois Valley Community College (IVCC) is seeking a qualified accessibility consulting firm to provide comprehensive website accessibility remediation services across our digital properties. The selected vendor will collaborate with IVCC's Marketing and Communications Office and IT Department to ensure full compliance with Web Content Accessibility Guidelines (WCAG) 2.1 Level AA standards and Title II of the Americans with Disabilities Act (ADA) by April 24, 2026.

The project priorities include conducting a comprehensive audit of all of IVCC's webpages to identify the areas that need action, their impact on users with disabilities and recommended remediation strategies and plans that meet WCAG 2.1 Level AA standards. Additionally, we will look to the vendor to provide training on best practices for maintaining website accessibility into the future and offer ongoing monitoring or accessibility support services, as needed.

INSTRUCTION TO BIDDERS

A copy of the signed proposal must be submitted to:

**Illinois Valley Community College District No. 513
Purchasing Department – Room C343
815 North Orlando Smith Road
Oglesby, Illinois 61348**

ALL PROPOSALS MUST BE IN A SEALED ENVELOPE, MARKED “RFP FOR WEBSITE ACCESSIBILITY MANDATE” AND DELIVERED NO LATER THAN SEPTEMBER 12, 2025 AT 10:00 A.M. Late proposals will not be considered. Electronic proposal submissions will be accepted and can be sent to purchasing@ivcc.edu; vendors, however, assume the risk of premature disclosure due to submission in an unsealed form. It is strongly suggested that vendors choosing to submit electronically also submit copies of the proposal in written form as specified above.

Please submit all questions to Michelle Carboni, Director of Purchasing, via e-mail.

Name	Phone	E-Mail address
Michelle Carboni	815-224-0417	michelle_carboni@ivcc.edu

The College reserves the right to accept or reject any or all proposals received or any parts thereof, or to negotiate separately with any vendor whatsoever if no acceptable proposals are submitted in order to best serve the interest of the College. The submission of a proposal indicates acceptance by the vendor of the conditions contained in the request for proposal (RFP), unless clearly and specifically otherwise noted in the submitted proposal and confirmed in the contract between the College and the vendor selected. The RFP is made for information and planning purposes only and does not obligate or bind the College contractually to accept any proposals submitted.

SCHEDULE OF EVENTS

Event	Date and Time
Request for Proposal Issued	August 21, 2025
Proposals Due and Bid Opening	September 12, 2025
Software Demos (Zoom)	September 22-24, 2025
Selection Notification	October 22, 2025
Services to begin	October 23, 2025
Services to be completed	May 1, 2026

SELECTION CRITERIA

The following criteria will be used by the College to evaluate the proposals and to make a recommendation:

1. Experience in accessibility remediation
2. Suggested timeline for meeting mandate deadline
3. References
4. Budget and schedule

Acceptance of a proposal will be based on the total package of services offered. The College reserves the right to request additional information during the evaluation period.

ACKNOWLEDGEMENT OF ADDENDA

Signature of a company official on an original document shall be construed as acknowledgement of receipt of any and all addenda pertaining to this specific proposal. Identification by number of addenda and date issued should be noted on all proposals submitted. FAILURE TO ACKNOWLEDGE RECEIPT OF ADDENDA ON PROPOSAL SUBMITTED MAY RESULT IN DISQUALIFICATION OF PROPOSAL.

PROPOSAL PROCEDURES

No proposal shall be modified, withdrawn, or canceled for (60) sixty days after the proposal opening date without the consent of the College.

Changes or corrections may be made in the proposal documents after they have been issued and before proposals are received. In such cases, the College will issue a written addendum describing the change or correction to all bidders of record. Such addendum shall take precedence over that portion of the documents concerned and shall become part of the proposal documents. Except in unusual cases, addendum will be issued to reach the vendors at least (5) five days prior to the date established for receipt of proposals.

Each vendor shall carefully examine all proposal documents and all addenda thereto and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a proposal. Should a vendor find discrepancies or omissions from documents, or should there be doubt as to their meaning, they shall, at once, and in any event not later than (10) ten days prior to proposal due date, notify the Director of Purchasing who will, if necessary, send a written addendum to all bidders. The College will not be responsible for any oral instructions. All inquiries shall be directed to the Director of Purchasing. After proposals are received, no allowance will be made for an oversight by the bidder.

SIGNATURE ON PROPOSALS

The College requires the signature on proposal documents to be that of an authorized representative of said company. Each Bidder, by making her/his proposal, represents that she/he has read and understands the proposal documents and that these instructions to vendor are a part of the specifications.

TAX EXEMPTION

The College is tax exempt and therefore all proposal submissions should not include tax.

INVESTIGATION OF BIDDERS

The College will make any necessary investigation to determine the ability of the bidder to fulfill the proposal requirements. The College reserves the right to reject any proposal if it is determined that the bidder is not properly qualified to carry out the obligation of the contract.

PROPOSAL AWARD

The successful vendor, and/or any vendor, shall not proceed on this proposal until it receives a purchase order from the College. Failure to comply is the risk of the vendor.

PROPOSED AGREEMENT

Please submit a sample of your company's agreement with your proposal. We will ask for the successful bidder to provide the annual cost, to be billed immediately upon approval.

CERTIFICATION FORM

Bidders must sign the enclosed Certification Form that refers to the Criminal Code of 1961 and to the Illinois Human Right Act dealing with Sexual Harassment. The signed Certification must be submitted with your proposal. Failure to do so may result in the rejection of your proposal.

EQUAL OPPORTUNITY EMPLOYMENT

Illinois Valley Community College District No. 513 is an Equal Opportunity/Affirmative Action Employer, and parties doing business with the College must comply with the employment opportunity clause as required by the Illinois Fair Employment Practices Commission. The successful bidder must agree to conform to the current rules and regulations of the Fair Employment Practices Commission. Illinois Valley Community College District No. 513 is committed to a policy of non-discrimination on the basis of sex, handicap, race, color, and national or ethnic origin in the admission, employment, education programs, and activities it operates.

LAW GOVERNING

Any contract resulting from this RFP shall be governed by and construed according to the laws of the State of Illinois, without regard to conflict of law principles.

BUSINESS ENTERPRISE FOR MINORITIES, FEMALES, AND PERSONS WITH DISABILITIES ACT COMPLIANCE

The College recognizes the importance of increasing the participation of businesses owned by minorities, females and persons with disabilities in public contracts. It is the policy of the College to promote the economic development of disadvantaged business enterprises by setting aspirational goals to award contracts to businesses owned by minorities, females, and persons with disabilities for certain services, to the extent provided by the Business Enterprise for Minorities, Females and Persons with Disabilities Act (“Act”), 30 ILCS 575/0.01 et seq. and the Business Enterprise Council for Minorities, Females, and Persons with Disabilities (“Council”) which serves to implement, monitor and enforce the goals of the Act.

W-9 FORM

Please complete the enclosed W-9 form and return with your proposal.

REQUIREMENTS

1. PROJECT OBJECTIVES

Primary Objective: Achieve and maintain WCAG 2.1 Level AA compliance across all IVCC digital properties to ensure accessibility for users with disabilities and meet federal ADA Title II requirements as mandated by the Department of Justice (DOJ).

Secondary Objectives:

- Establish sustainable accessibility practices and protocols
- Build internal capacity for ongoing accessibility maintenance
- Implement monitoring systems for continuous compliance

2. SCOPE OF WORK

The selected vendor will be responsible for the following deliverables and services:

2.1 Comprehensive Accessibility Audit

- Conduct thorough accessibility assessment of all listed digital properties
- Identify specific WCAG 2.1 Level AA violations and non-compliance issues
- Prioritize remediation efforts based on severity and user impact
- Document findings with detailed technical specifications

2.2 Remediation Strategy and Implementation

- Develop comprehensive remediation plan with realistic timelines
- Provide specific, actionable recommendations for each identified issue
- Outline implementation strategies that minimize disruption to ongoing operations
- Ensure all solutions meet or exceed WCAG 2.1 Level AA requirements

2.3 Training and Knowledge Transfer

- Deliver comprehensive training programs for relevant IVCC staff
- Provide best practices documentation for maintaining accessibility compliance
- Establish protocols for accessibility testing in future development projects
- Create sustainable processes for ongoing compliance monitoring

2.4 Ongoing Support Services

- Offer post-implementation monitoring and support options
- Provide consultation services for future digital initiatives
- Establish maintenance protocols to prevent regression

3. DIGITAL PROPERTIES IN SCOPE

The following websites and digital platforms require accessibility assessment and remediation:

Public-Facing Websites:

- Main Institution Site: <https://www.ivcc.edu/>
- Athletics Department: <https://www.ivcceagles.com/landing/index>
- College Bookstore: <https://ivcc.ecampus.com/>
- Academic Catalog: <https://ivcc.smartcatalogiq.com/en/>
- Continuing Education Catalog: <https://ivccce.augusoft.net/>
- Library Resources: <https://libguides.ivcc.edu/library>
- Admissions Portal: <https://admissions.ivcc.edu/apply/>
- Student Publications: <https://rivercurrentsivcc.com/> and <https://ivleader.com/>
- Student Portal: <https://you.ivcc.edu/>

Password-Protected Systems:

- Learning Management System (Brightspace): <https://www.ivcc.edu/brightspace/>
- Student Self-Service Portal: <https://www.ivcc.edu/selfservice/>
- Help Desk System: <https://ivcc.happyfox.com/>
- Internal Intranet and Associated Services: <https://www.ivcc.edu/intranet/>

4. REQUIRED DELIVERABLES

Proposals must address the following mandatory deliverables:

1. **Comprehensive Accessibility Assessment Report**
 - Detailed audit findings for each digital property
 - Prioritized list of accessibility violations
 - Impact assessment for users with disabilities
2. **Strategic Remediation Plan**
 - Phased implementation approach with realistic timelines
 - Resource requirements and technical specifications
 - Risk mitigation strategies
3. **Training Program Curriculum**
 - Detailed training modules and delivery methods
 - Target audiences and learning objectives
 - Ongoing education and update protocols
4. **Sample Accessibility Scan Report**
 - Demonstration of assessment methodology and reporting standards
 - Example recommendations and technical specifications

5. VENDOR QUALIFICATIONS AND REQUIREMENTS

5.1 Required Qualifications

- Minimum 3 years of experience in website accessibility consulting
- Demonstrated expertise in WCAG 2.1 Level AA compliance
- Proven track record with educational institutions
- Certified accessibility professionals on staff (CPACC, WAS, or equivalent)

5.2 Reference Requirements

- Minimum three (3) professional references from recent accessibility projects
- Contact information and project details for reference verification
- References should include at least one educational institution

5.3 Case Study Requirements

Provide three (3) detailed case studies demonstrating:

- Specific accessibility improvements achieved
- Measurable outcomes and compliance metrics
- Project scope, timeline, and budget parameters
- At least one case study must involve an educational institution

6. PROPOSAL SUBMISSION REQUIREMENTS

All proposals must include:

- Company overview and relevant experience
- Project approach and methodology
- Detailed timeline and project phases
- Comprehensive cost breakdown
- Staff qualifications and team structure
- Required references and case studies
- Sample deliverables as specified above

7. EVALUATION CRITERIA

Proposals will be evaluated based on:

- Technical expertise and approach (30%)
- Relevant experience and case studies (25%)
- Project timeline and implementation plan (20%)
- Cost and value proposition (15%)
- Training and support services (10%)

This RFP represents IVCC's commitment to digital accessibility and inclusive design. We seek a partner who shares our dedication to ensuring equal access to educational resources and services for all users.

PROPOSAL SIGNATURE PAGE

Having read and understand the specifications and requirements of **Website Accessibility Mandate- Proposal # RFP2026-P01**, I agree to the terms and conditions of this proposal.

Submitted By;

Company

Authorized Signature

Address

Printed Name

City State Zip

Phone

Fax

E-Mail

Date

CERTIFICATION FORM

TO: ILLINOIS VALLEY COMMUNITY COLLEGE DISTRICT NO. 513
OGLESBY, IL 61348

Pertaining to the proposal titled: Website Accessibility Mandate - Proposal
RFP2026-P01

I/We, as the Bidder, certify that I/we have not been barred from bidding on this project as a result of a conviction for either bid-rigging or bid-rotating under *Article 33E* of the “*Criminal Code of 1961*”

We also do hereby certify that we have a written sexual harassment policy in place in full compliance with *Section 2-105 of the Illinois Human Rights Act* and will, upon request, be able to provide such written policy to the Department of Human Rights.

NAME OF CONTRACTOR/BIDDER

TITLE

DATE

THIS FORM MUST BE RETURNED WITH YOUR PROPOSAL TO:

Illinois Valley Community College District No. 513
Purchasing Department – Room C343
815 North Orlando Smith Road
Oglesby, Illinois 61348

**Request for Taxpayer
Identification Number and Certification**

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the
requester. Do not
send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)		
	2 Business name/disregarded entity name, if different from above.		
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see Instructions)	4 Exemptions (codes apply only to certain entities, not individuals; see Instructions on page 3): Exempt payee code (if any) Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) (Applies to accounts maintained outside the United States.)	
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See Instructions <input type="checkbox"/>		
	5 Address (number, street, and apt. or suite no.). See Instructions.	Requester's name and address (optional)	
	6 City, state, and ZIP code		
	7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number	
or	
Employer identification number	

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person	Date
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they