



Nebraska State
College System

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REQUEST FOR PROPOSALS

Website Redesign & Hosting Services

<https://www.nscs.edu>

Nebraska State College System

1233 Lincoln Mall, Suite 100

Lincoln, NE 68508

RFP Issued:	July 21, 2025
Vendor Questions Due:	Aug. 27, 2025
Responses to Questions Posted:	Sept. 4, 2025
Proposal Must be Received No Later Than:	Sept. 12, 2025 2:00 pm Central Time (not public opening)
Software Demonstrations and Presentations (if necessary):	Oct. 1 – 31, 2025
Vendor Selection:	Nov. 4, 2025
Contract Execution Complete:	Nov. 30, 2025
Contract Start Date:	Dec. 1, 2025

All documents pertinent to this Request for Proposal will be posted on the Nebraska State College System website (<http://www.nscs.edu>). It is the Vendor's responsibility to periodically check the website for the most current information.

NEBRASKA STATE COLLEGE SYSTEM
Website Redesign & Hosting Services RFP

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I. REQUEST FOR PROPOSAL NOTICE

Notice is hereby given that the Nebraska State College System (NSCS) will accept Proposals for Website Redesign and Hosting Services until 2:00 p.m. Central Time on **Sept. 12, 2025**.

All Proposals shall be clearly identified as ***Website Redesign and Hosting Services Proposal for the Nebraska State College System***. One (1) hard copy marked as Original and one (1) digital copy (on flash drive) of your Proposal should be forwarded to the NSCS at the following address:

**Nebraska State College System
Attn: Judi Yorges
1233 Lincoln Mall, Suite 100
Lincoln, NE 68508**

Please note that no formal opening of the proposals will take place.

Proposals received after 2:00 p.m. Central Time on **September 12, 2025**, will not be considered and will be returned unopened. Any proprietary information submitted with your proposal must be in a sealed envelope marked "Proprietary." Digital copies of proprietary information should NOT be provided. Information not marked as Proprietary will be subject to re-release pursuant to future public record requests. Proprietary information may only include specific parts of the proposal that are not subject to the Nebraska Public Records Act such as private company financial information.

Proposals will be evaluated and the successful Vendor(s) will be determined and approved by the NSCS. The NSCS reserves the right to reject any or all Proposals, waive formalities and to select the Vendor, benefits and services that best meet the needs of the NSCS. The NSCS reserves the right to select and terminate any servicing agent, agency, company or administrator.

Inquiries, clarification, or requests for Proposal forms and questionnaires by electronic mail should be directed by telephone or email to the following contact:

**Judi Yorges
Director of Strategic Initiatives & Communications
402-471-2505
Email: jyorges@nscs.edu**

II. INTRODUCTION

The Nebraska State College System (NSCS) invites qualified web design and development firms to submit proposals for the redesign and hosting of our website, [nscs.edu](https://www.nscs.edu). Our goal is to create a modern, user-friendly, secure, and accessible website that effectively communicates our mission, enhances the user experience, and meets the needs of all stakeholders, including students, faculty, staff, alumni, and the community.

III. PROJECT OVERVIEW

NSCS seeks a partner to redesign our website with a focus on:

1. **Improved User Experience:** Ensure intuitive navigation and a visually engaging interface.
2. **Flexible Content Management System (CMS):** Utilize a CMS that is user-friendly, flexible, and empowers non-technical users to update all elements of the website without requiring coding knowledge.
3. **Responsiveness:** Ensure the website functions seamlessly across devices and screen sizes.
4. **Integration:** Incorporate tools and third-party systems critical to NSCS operations, including analytics, event calendars, and more. Currently, the NSCS uses:
 - Tableau/PowerBI
 - YouTube
 - Google Maps
5. **Hosting:** Provide hosting services for the website or contract with a partner to provide hosting. If contracting with a partner, all RFP requirements must be met.
 - Provide the guaranteed SLA uptime.
 - Provide the hosting types available.
 - Provide information on the support packages available.
 - Provide the details on how upgrades and associated downtimes are scheduled.
 - Primary and backup hosting sites must be hosted the United States.
 - Primary and backup hosting sites must be located in different regions of the United States for redundancy and Disaster Recovery (DR).

6. Specialized Sections on Website:

The NSCS has several sections of the website that require specialized development or consideration

- **Policy Manual:** <https://www.nscs.edu/policy-manual>
This section must be searchable by all terms, categories, and policy numbers. Currently policies are uploaded as PDFs and maintained in a database. To improve functionality, these may need to be transitioned to a different format or to HTML. Please note the formatting of the policy PDF, as it is standardized and could be turned into a template.
- **Forms:**
 - i. Joint Enrollment (variables change depending on selection):
<https://www.nscs.edu/policy-manual>

- ii. Contact Us
<https://www.nscs.edu/contact-us>
- iii. Multi-Activity Scholarship
<https://www.nscs.edu/information-for/students/multi-activity-scholarship>
- iv. NeSMART Contact Us
<https://www.nscs.edu/nebraskasmart>
- v. NSCS Support Testimonial
<https://www.nscs.edu/testimonial>
- vi. CSC President Nomination
<https://www.nscs.edu/about/careers/old/csc-president-search/nomination>
- vii. PSC President Nomination
<https://www.nscs.edu/about/careers/old/psc-president-search/nomination>
- viii. State College Vehicle Reservation (variables change dependent on selections made)
<https://www.nscs.edu/information-for/system-resources/vehicle-reservation>
- ix. Certificate of Insurance Request – NO LONGER NEEDED
<https://www.nscs.edu/information-for/system-resources/insurance-request-form>
- **News Room**
<https://www.nscs.edu/news>
 - i. All news stories will be transferred to new site
- **Events**
<https://www.nscs.edu/events>
 - i. No past events need to be transferred
- **Careers**
<https://www.nscs.edu/careers>
 - i. When a presidential/chancellor search takes place, a special section is created on the website to share information regarding the search. There is a search for the Peru State President ongoing (<https://www.nscs.edu/peru-state-president-search>) and one for Chadron State is pending.
- **What is the NSCS** – contains Board information, mission, vision, and general information about the System
<https://www.nscs.edu/about>
 - i. **Board Materials and Past Board Materials**
<https://www.nscs.edu/board-materials> and <https://www.nscs.edu/board-materials/past-board-materials>
 - All materials and agendas must be transferred to the new site.
 - ii. **Awards**
<https://www.nscs.edu/awards>
 - The past winners of the Teaching Excellence Award have a photo gallery of the recipients. This same format is used for Student Trustees and Staff

- iii. **About**
<https://www.nscs.edu/about>
 - iv. **Board of Trustees**
<https://www.nscs.edu/board-of-trustees>
 - v. **System Staff**
<https://www.nscs.edu/system-staff>
- **For Nebraska**
<https://www.nscs.edu/for-nebraska>
 - i. **Dashboards** – Connect to Tableau
<https://www.nscs.edu/for-nebraska/dashboards>
 - ii. **Audit Reports** - All reports must be transferred to the new website
<https://www.nscs.edu/for-nebraska/audit-reports>
 - iii. **Strategic Plan**
 - iv. **Nebraska SMART**
- **Colleges** – A page on each of the Colleges, scholarship information, cost of attendance, and financial aid
- **Information For**
 - i. **Students** – Cost of Attendance, Scholarships, Financial Aid, State College Guarantee, Online Courses, Joint Enrollment, Study Abroad, Yellow Ribbon Program, and Organizational Management Program
<https://www.nscs.edu/information-for/students>
 - ii. **Employees** – Negotiated Employment Agreements, EEO, Benefits, Employment Opportunities, Travel Manual
<https://www.nscs.edu/information-for/employees>
 - iii. **Academic Affairs** – Academic Calendar & Critical Dates, Academic Program Approval & Review, Teaching Excellence Award (Guidelines, Nomination, Application, & Past Winners), Emeritus Faculty Nomination, Academic Offerings by College
<https://www.nscs.edu/information-for/academic-affairs>
 - iv. **Title IX** – general information and trainings (information must be transferred and maintained for 7 years)
<https://www.nscs.edu/information-for/title-ix>
 - v. **System Resources** – Standards, Contracts & Procurement, Facilities & Projects, Facility Design Guidelines, and Risk Management & Compliance
- **Templates:**
 The NSCS website utilizes multiple templates for web pages. It is anticipated that the same number of templates will be needed in the new website. An additional template could be needed for policies.
 - i. Home
 - ii. Colleges Template
 - iii. Default Section
 - iv. Information for Template
 - v. Interior – 2 sidebars

- vi. Interior – full
- vii. Interior – no right sidebar col
- viii. Landing Pages Template
- ix. Nebraska Smart main template
- x. Nebraska Smart interior page template

7. **Accessibility:**

Comply with ADA, 508 compliant and WCAG 2.1 AA standards.

Accessibility of the website continues to be a top concern for the NSCS. How will your CMS best assist the NSCS in providing a website that is accessible to all individuals from day one?

Feature	Description
Accessibility Compliance	CMS ensures all web visitors can utilize site regardless of abilities. Evaluates web pages for Section 508 and other guidelines and prescribes fixes.
Accessibility Check	Checks for accessibility errors / issues
Advanced Check	Offers an advanced accessibility checker that checks content for WCAG 2.1: Levels A, AA, and AAA
Reporting	Provides site-wide accessibility report and/or remediate accessibility issues.
Third Party Tools	Connects with a service like SiteImprove or similar tool
WCAG 2:1	CMS is WCAG 2:1 Level AA compliant

8. **Security:**

How does your CMS secure the data of the NSCS and its many website users – and continue to do so as security threats evolve?

Feature	Description
User Authentication	Provide a list of the available/preferred user authentication methods.
Backup Data Export	Can the institution extract a full backup of data? What extract formats are available.
Backup Data Export Restrictions	Is there a cost associated with exports, limits to scheduling or other restrictions to data exports?
Backup processes	Describe or provide a reference to the backup processes for the servers on which the service and/or data resides. Include the available data backup and retention policies.
Business Continuity Plan	Please provide your Business Continuity Plan(BCP)?

Data Encryption	Describe how the data is stored. Include all environments (test/development/production and backups) and encryption methodologies at rest and in transit.
Data Security Program	Use this area to share information about your environment that will assist those who are assessing your company data security program.
Disaster Recovery Plan	Provide your Disaster Recovery Plan (DRP)?
Hosting Provider	Will institution data be shared with or hosted by any third parties? (e.g. any entity not wholly-owned by your company is considered a third-party)
Information Security Staff	Do you have a dedicated Information Security staff or office?
Security Policy	Provide your Information Security Policies/Procedures.
User Authentication Setup Costs	Do you charge for configuring user authentication?
User Authorization	Provide a list of the user authorization methods available/preferred.
Web Application Firewall	Provide details on the web application firewall (WAF).
Multi Factor Authentication	Describe the multi-factor frameworks supported with authentication.
DDoS	Describe your denial-of-service (DDoS) mitigation
Virus and malware scanning	Describe your virus and malware scanning services
Email and Form Submission Scanning	Describe your email and form submission scanning services

IV. SCOPE OF WORK

The selected Vendor will be responsible for:

1. Discovery & Planning:
 - Review and analyze existing website content, structure, and functionality.
2. Design:
 - Create and deliver wireframes, mockups, and prototypes.
 - Deliver a visually appealing and brand-aligned design.
3. Development:

- Build the website on a CMS meeting the outlined requirements.
 - Ensure searchability within the site including PDF documents and provide search optimization consulting during and after implementation.
 - Ensure all features and functionality (e.g., forms, search, multimedia) are fully operational.
4. Migration:
 - Migrate existing content to the new site.
 - Provide content optimization and recommendations.
 5. Testing:
 - Conduct usability testing and quality assurance.
 - Verify accessibility compliance.
 - Conduct latency testing and optimization recommendations.
 6. Training & Documentation:
 - Train NSCS staff on CMS usage and website maintenance.
 - Deliver comprehensive user documentation.
 7. Launch & Support:
 - Provide technical support during and after the launch.
 - Offer ongoing maintenance and updates.

V. PROPOSAL REQUIREMENTS

Vendors responding to this RFP should include the following information:

1. Company Overview:
 - History, size, and capabilities.
 - Relevant experience with higher education institutions or similar organizations.
 - Verification there is no conflict with the State of Nebraska ban on contracts with China-based companies.
2. Project Approach:
 - Description of your process for discovery, design, development, and launch.
 - Timeline with key milestones and deliverables.
3. CMS Recommendation:
 - Identify the proposed CMS and justify its selection.
 - Highlight its user-friendly and flexible features.
4. Portfolio & References:
 - Examples of past website redesign projects.
 - References from at least three clients.
5. Pricing:

The contract period is Dec. 1, 2025 through Dec. 31, 2030 with the option to renew for five (5) additional one-year terms.

 - Detailed cost breakdown, including design, development, training, and ongoing support.

- All ongoing costs including, but not limited to hosting fees, SSL certificates, backups, add-on domains, upgrades, technical support, search optimization, additional consulting costs (should they be required).
 - Details on credits if SLA is not met.
6. Team:
- Resumes or bios of key project team members.
7. Additional Services:
- Any additional services offered that would enhance the project.

VI. EVALUATION CRITERIA

The NSCS will evaluate proposals based on the needs of the NSCS and its employees. The NSCS will choose the proposal that best fit its needs. The NSCS is not obligated to award the contract based on cost alone. The following criteria will be used in evaluating each of the Vendor responses:

1. Alignment with project goals and requirements.
2. Experience with similar projects.
3. CMS recommendation and ease of use.
4. Design and technical capabilities.
5. Proposed timeline, and cost of project.
6. Stability of rates and fees over time.
7. Ability to provide customer assistance to the NSCS as requested and to assist with the modifications and additions to the project over time.
8. References and portfolio quality.
9. Other criteria identified by the NSCS as important in the evaluation of submitted proposals.

VII. SUBMISSION INSTRUCTIONS

1. All Proposals shall be clearly identified as ***Website Redesign and Hosting Services Proposal for the Nebraska State College System and must be submitted by Sept. 12, 2025.***
2. One (1) hard copy marked as Original and one (1) digital copy (on flash drive) of your Proposal should be forwarded to the NSCS at the following address:

Nebraska State College System
Attn: Judi Yorges
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should NOT be provided. Information not marked as Proprietary will be subject to re-release pursuant to future public record requests. Proprietary information may only include specific parts of the proposal that are not subject to the Nebraska Public Records Act such as private company financial information.

VIII. TIMELINE

Milestone	Date
RFP Issued	July 21, 2025
Vendor Questions Due	Aug. 27, 2025
Responses to Questions Posted	Sept. 4, 2025
Proposal Must be Received No Later Than	Sept. 12, 2025 2:00 pm Central Time
Software Demonstrations and Presentations (if necessary) Demonstrations and presentations may be conducted at the NSCS Offices (1233 Lincoln Mall, Ste. 100, Lincoln, NE 68508), virtually, or through a combination of both. The NSCS will determine the format that best meets its needs.	Oct. 1 – 31, 2025
Vendor Selection	Nov. 4, 2025
Contract Execution Complete	Nov. 30, 2025
Contract Start Date	Dec. 1, 2025

IX. TERMS & CONDITIONS

You are invited to submit your Proposal based on the information contained in this Request for Proposal (RFP). Unless specifically noted in your submission, it will be understood that your Proposal fully complies with all NSCS Specifications.

Any proposed deviations from these specifications must be detailed in writing within the designated section of the Proposal Questionnaire and clearly identified. Proposals containing deviations that the NSCS, in its sole discretion, determines to be material may be disqualified. Failure to disclose any such deviations at the time of submission shall not prevent the NSCS from enforcing full compliance with the specifications.

You are invited to ask questions during the proposal process and to seek additional information, if needed. We want this to be an interactive process and will make every effort to provide sufficient data for your response. All questions should be submitted in writing to Judi Yorges, Director of Strategic Initiatives and Communications, at the mailing address or email address noted on the Request for Proposal Notice. Questions must be received no later than Aug. 27, 2025. Written responses to all questions will be provided on the NSCS web page on Sept. 4, 2025.

The Vendor awarded the contract must complete contract drafting and ensure full execution of the agreement by Nov. 30, 2025 and the project start date is Dec. 1, 2025.

An account representative must be available to the NSCS on an on-going basis.

The NSCS reserves the right to negotiate with the selected Vendor to obtain other related services not specifically covered herein. Further, the NSCS reserves the right to enter into negotiations with the selected Vendor even through these negotiations may result in changes to the NSCS specifications and/or to the Vendor's Proposal.

The Vendor will remain an independent contractor, not an employee of the NSCS, and is not entitled to unemployment or worker's compensation insurance benefits from the NSCS as a result of any contract.

This Request for Proposal does not obligate the NSCS to the eventual contract for any items described or implied until confirmed by written contract and may be terminated by the NSCS without penalty or obligation at any time prior to the signing of a contract.

All expenses for developing and presenting proposals shall be the entire responsibility of the Vendor and shall not be chargeable to the NSCS.

In the event of a dispute, the laws of the State of Nebraska shall prevail.

The NSCS uses the following [Contract for Service – long form template](#).

X. VENDOR QUESTIONNAIRE

Note: A complete response to this questionnaire must accompany all Requests for Proposals. A response such as "See Proposal" is **not** sufficient unless there is proper reference to the specific section of the proposal addressing the question. Please be specific in your answers.

Fees/Services

1. What pricing or multi-year discounts are available?
2. Are the fees quoted below firm and guaranteed for the term of the contract? The contract period is Dec. 1, 2025 through Dec. 31, 2030 with the option to renew for five (5) additional one-year terms.
3. Are additional services available beyond what is described within this RFP and/or your proposal? If so, what are the fees for these services?
4. As stated in the RFP, a non-technical CMS is required. Is coding required to update or edit in the CMS? If yes, please provide a detailed description of when it is required.
5. Please identify fees associated for each service identified below. If other charges are applicable, please note:
 - a. Design
Price:

- b. Development
Price:
- c. Training
Price:
- d. On-going Support
Price:
- e. Users
Price
- f. Hosting Fees
Price:
- g. SSL Certificates
Price:
- h. Backups
Price:
- i. Add-on Domains
Price:
- j. Upgrades
Price:
- k. Technical Support
Price:
- l. Search Optimization
Price:
- m. Other fees

6. What is the anticipated timeline to complete the migration, design and go-live date?.

Administration and Member Services

1. Who will assist the NSCS with user training and ongoing administration (i.e. account management)?

Contact Name:
Contact Phone Number:
2. Who will assist the NSCS with ongoing questions or issues?
Contact Name:
Contact Phone Number:
3. Do you outsource any of the services you provide? If so, please explain and identify the other Vendors that would be providing services.

Company Overview

1. What experience has your company had with public sector or higher education entities?
2. How long has your company been doing business in the US?
3. Briefly indicate the main attributes that differentiate your company from your competitors.
4. Is your company a subsidiary or affiliate of another company? If yes, please explain and provide full disclosure of any direct or indirect ownership or control by any administrative service agency.
5. Describe any pending arrangements to merge or sell your company.
6. Provide the names and telephone numbers of five (5) clients in the United States with whom you have had a working relationship, as a reference for the NSCS. Include two groups that recently stopped using your service.

Deviations

1. Does your Proposal contain **any** deviations from the scope of work? If yes, provide details in a separate cover letter. Otherwise, confirm that you have responded according to Proposal conditions.
2. What limitations, if any, exist for the scope of work that you are able to provide to the NSCS?

Printed Name - Provider Representative

Signature – Provider Representative

Title

Company

Telephone Number

Email

Date