

# Request for Proposal

Date: Monday, December 2, 2019

From: City of West Plains

Re: City Websites Redesign

You are invited to submit a proposal for the redesign and website hosting/maintenance for the following 5 websites: the City of West Plains, the Civic Center, the West Plains Fire Department, West Plains Police Department, and the West Plains Parks & Recreation Department websites. Each website will also host multiple email addresses.

The submittal consisting of an electronic copy of your proposal should be sent via email to [todd.shanks@westplains.net](mailto:todd.shanks@westplains.net) with the subject line: RFP New City of West Plains websites, and should be received no later than 5 p.m. CST on Friday, December 20.

The current website can be found at [westplains.net](http://westplains.net) as a reference. Others are [westplainsfd.org](http://westplainsfd.org), [westplainsparksandrec.com](http://westplainsparksandrec.com), and [civiccenter.net](http://civiccenter.net). (The Police Department site is currently not active).

Please contact Todd Shanks at 417-256-7176 or email [todd.shanks@westplains.net](mailto:todd.shanks@westplains.net) if you need assistance.

Proposals received after the date and time will not be considered. Proposals should be sent electronically, and if possible should also include links or any other examples of previous work done.

The scope of the project will entail:

- Simple user-friendly websites that are 100 percent mobile friendly, preferably in WordPress, that will be easily to train staff to use. The sites should all have the same look/feel to stay consistent with the City's branding, and include contact forms, clickable phone numbers, online utility bill pay, a search engine, photo gallery, social media integration, and an optional chat window that lets customers contact us immediately.

The City of West Plains reserves the right to accept or reject any to all proposals submitted.

Sincerely,

Todd Shanks

Community Services Director

City of West Plains