

**TOWN OF THOMPSON  
REQUEST FOR QUALIFICATIONS/PROPOSALS  
WEBSITE REDESIGN AND IT SERVICES**

The Town of Thompson requests qualifications/proposals from qualified firms or individuals for professional and technical services required to redesign the Town's website, including but not limited to redesign, train and provide periodic technical support to the Town, and for IT services, including but not limited to network, servers, computers, printers, data and phone maintenance/troubleshooting/repair. Please provide individual submissions for each project. Proposals for both projects is not required.

Four (4) hard copies and four (4) digital copies of the proposal must be submitted to the Selectman's Office at Thompson Town Hall, 815 Riverside Drive, N. Grosvenordale, CT 06255 no later than **Noon on June 14, 2017**. The following must be noted on the outside of the envelope: **RFQ/RFP – Website Redesign, IT Services**. Submissions will be publicly opened and read aloud at a special meeting of the Board of Selectman that same day at 1pm in the Merrill Seney Community Room at Thompson Town Hall. Submissions received late will not be opened. Submissions must include the following information:

- a) proposed scope of work and project approach;
- b) detailed information of the firm's background; experience and current web hosting
- c) key staff assigned to duties;
- d) for the website design, a description of where data is hosted and where stored;
- e) proposed fee approach including a list of per diem rates by category;
- f) proposed project timeline
- g) for the website design, proposed approach to training Town employees.

Development of the website will be done through multiple phases as funding is available. The current request will contain the following elements:

- a) POP3 email server;
- b) unlimited number of pages;
- c) ability to update all elements of the website independently;
- d) multiple levels of security and access;
- e) ability to post read-only documents easily;
- f) automated periodic dump of tax collection database.

Future phases of the development will include the following elements:

- a) on-line bill pay;
- b) embedding of the Vision Appraisal website or data;
- c) on-line fillable forms;
- d) interactive GIS mapping application
- e) web based service request system;
- f) instant messaging/texting capability with Town staff;
- g) email/text alerts to registered citizens.

The Town of Thompson reserves the right to reject any and all proposals, and to waive any informality in the process to serve the best interests of the Town of Thompson. All documents must be completely filled out when submitted. Prices must be firm for a period of sixty (60) days following the bid opening. Bid withdrawal may be made only with the consent of the Town of Thompson. Any questions should be directed to Ken Beausoleil, First Selectman via email only at [selectmenoffice@thompsonct.org](mailto:selectmenoffice@thompsonct.org).

AN EQUAL OPPORTUNITY EMPLOYER/AFFIRMATIVE ACTION EMPLOYER