



Ohio Colleges of Medicine Government Resource Center Website Design – Request for Quote

Quote Due Date: Friday, January 15, 2016, 5:00PM

Request for Quote

The Ohio Colleges of Medicine Government Resource Center (GRC) is seeking a vendor to create a unique website that will provide an interactive, dynamic and intuitive experience for a diverse audience, which will include providers, patients, and stakeholders. The website will serve as the main marketing and communication tool for the Ohio Gestational Diabetes Mellitus (GDM) Postpartum Care Learning Collaborative, which seeks to provide education and training for users interested in improving care both prenatally and during the postpartum period for women diagnosed with GDM.

GDM Project Website

Please find the list of desired elements below. All content has been developed by GRC and the vendor **will not be required** to create text for any component of the build. Please note that this list is not comprehensive and GRC welcomes suggestions about features, which would enhance the user's experience.

- Develop a creative brief that outlines the core functionality of the Gestational Diabetes Mellitus (GDM) project site, key audiences and actions audience will take on websites by February 17, 2016.
- Develop sitemap and wireframes for key page types by February 24, 2016.
- Design two versions of style tiles that build off of the existing project logos and established color themes and will include navigation style, typography choices, and photo treatments and iconography by March 2, 2016.
- Format existing consumer and provider resources in a multipage layout (e.g. magazine layout) which will be hosted on the website.
- GRC must have the ability to host the website in their network system and have ultimate control. The website will be a multi-site installation, must work with the GRC Drupal codebase, and should meet current HTML 5 standards. The vendor shall properly implement any module or changes and ensure they do not alter any existing sites on the GRC codebase.
- Implement a new, highly scalable open source Drupal content management system (CMS) (Version 8) with the ability to add and update content on a daily to weekly basis, including text, images, and audio/video, including Webex webinars. The responsive design must be mobile-, tablet-, and PC- friendly. The website should be compatible with Firefox, Chrome, and Internet Explorer browsers and include the following components:
 - Homepage
 - Internal menu with tabs
 - Internal Pages including:
 - About Us
 - GRC Overview
 - Quality Improvement Science



- Participating Sites
 - Project Resources
 - Introduction page for Providers
 - Provider Toolkit (includes a registration page to track usage)
 - Key Driver Diagram
 - Webinars (prework calls, technical assistance calls)
 - Measures
 - Data Collection (develop link to already existing data collection portal)
 - Consumer Resources
 - Introduction page for consumers
 - Consumer Toolkit (English and Spanish versions)
 - Contact Us
- Train key GRC staff on user specifications and content upload by March 25, 2016.
 - Test all site components and fix any identified errors by March 31, 2016.
 - Submit final project and launch site by April 8, 2016.
 - Submit final invoice by April 15, 2016.

Project resources with multiple pages should have the capability to be viewed as a spread on the website.

Deliverables

- Develop a creative brief that outlines the core functionality of the GDM project site, key audiences and actions audience will take on websites by February 17, 2016.
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- Design two versions of style tiles that build off of the existing project logos and established color themes and will include navigation style, typography choices, and photo treatments and iconography by March 2, 2016.
- Implement a new, highly scalable open source Drupal content management system (CMS) with the ability to add and update content on a daily to weekly basis, including text, images, and audio/video. The responsive design must be mobile-, tablet-, and PC- friendly. The website should be compatible with Firefox, Chrome, and Internet Explorer browsers.
- The selected vendor will submit content weekly for review detailing meaningful progress.
- The selected vendor agrees to meet with GRC staff for an initial planning session before work begins. The subsequent meeting schedule, including webinars, will be set and agreed upon before work begins.
- The selected vendor will conclude work and submit the final website by April 8, 2016.
- Submit final invoice by April 15, 2016.

Partner Expectations

- Provide full technical implementation of the GDM website and provide training and technical assistance to GRC staff.
- Create a fully capable main website that can grow, change, and expand in functionality and complexity over the next several years without the need to replace the content management system.
- Bring a creative, functional design that can complement our organization's and project's marketable brand and logo while respecting current program perspectives and historical priorities.



- Period of Performance:
 - Begin on February 1, 2016 and end by April 15, 2016.

Fee for Services

Total fee for services performed under this contract is up to \$30,000.

Eligible Applicants

Eligible vendors include only Minority Business Enterprise Programs (MBE) that are registered with the State of Ohio, Department of Administrative Services.

Response Requirements

Request for Quote Issued to Applicants	December 9, 2015
Question and Answer Period Ends	January 5, 2016
Request for Quote Due Date	January 15, 2016

RFQ Question and Answer Period: Questions regarding the RFQ process must be submitted by 5:00PM on January 5, 2016 in writing to Allison Lorenz, Program Director, at Allison.Lorenz@osumc.edu.

RFQ Response Format: Quotes must address all aspects of the project and not exceed the total allocated funding amount identified under Fee for Services section. The quote must include the following:

1. Detailed description of development plan for website and associated materials, including timeline of services.
2. Budget and budget narrative, including salary, fringe, hours to be worked, and any other project-related costs
3. Proposed meeting schedule

The document should not exceed 10 pages and be double-spaced, in Times New Roman 12 pt font, and include page numbers. All applicants should include at least 2 examples of previous website's developed in an appendices (not included in page count). Please submit your electronic quote as a searchable PDF file. Quotes must be emailed to Allison Lorenz, at Allison.Lorenz@osumc.edu by January 15, 2016.

