

**Request for Quotation for Creation and Installation of Drupal 8 Intranet Website for U.S.  
Probation and Pretrial Services – District of Minnesota  
Lowest Price, Technically Acceptable  
*Request for Quotation***

RFQ Number: 0864-20-Intranet

Request Date: May 22, 2020

This is a request for **Open Market Pricing**.

Quotes may be faxed or e-mailed to the below listed address by **June 5, 2020 at 4:00 Central Time**. Hand carried quotes must be delivered by the same time at U.S. Probation and Pretrial Services, 300 S. 4<sup>th</sup> Street, Ste. 406, Minneapolis, MN 55415, Attn: Jim Eernisse. Submit a technical proposal describing your approach and project management in accordance with the attached statement of work. Use the Vendor Proposed Pricing worksheet in Section 3 for a price quotation broken down into the line items listed. Our office is planning to award this by June 12, 2020. Any questions should be requested by June 1, 2020. All questions and their answers will be sent to all vendors solicited or inquiring about this solicitation.

**A firm, fixed price award from this RFQ will be made based on the lowest priced, technically acceptable offer. All travel and material costs should be included with your quote.**

Quotes and questions concerning this RFQ should be addressed to Jim Eernisse at:

U.S. Probation and Pretrial Services  
612-664-5358 (direct)  
james\_eernisse@mnd.uscourts.gov

Sincerely,

Jim Eernisse  
Contracting Officer

Attachments

## Request for Quotation (RFQ) Dated: 05/22/2020

### Statement of Work: Creation and Installation of Drupal 8 Intranet Website for U.S. Probation and Pretrial Services – District of Minnesota.

- Seeking quotes for website development from vendors. Quotes may be emailed to the below listed address by June 5, 2020 @ 4:00 pm Central Time. Hand carried quotes must be delivered by same time at 300 South 4<sup>th</sup> Street, Suite 406, Minneapolis, MN, to Attention: Jim Eernisse. Submit a technical proposal describing your approach and project management in accordance with the attached statement of work. Use the attached quote sheet for a price quotation break down according to line items listed. Submit any supporting documentation.
- A fixed price award from this RFQ will be made based on lowest price technically acceptable.
- Quotes and/or questions concerning this RFQ should be addressed to Jim Eernisse at U.S. Probation and Pretrial – District of Minnesota, 300 South 4<sup>th</sup> Street, Suite 406, Minneapolis, MN 55415 or email: [james\\_eernisse@mnd.uscourts.gov](mailto:james_eernisse@mnd.uscourts.gov)

#### SECTION 1: OVERVIEW OF PROCUREMENT

**Name of Website:**

New Drupal 8 Intranet Website hosted on a current version of Red Hat with a MySQL Database

**Purpose and/or Objectives of Website:**

The purpose of the internal intranet website will be to aid employee collaboration, disseminate information, and act as a link aggregator. Each department of the organization will have a unique department landing page that will provide a section for department content, news, links, forms, and documents.

The new intranet website will need to be able to be hosted on the judiciary's data cloud in order to take advantage of the Judiciary data center's availability and survivability to external events.

**Relevant Background Information:**

The U.S. Probation and Pretrial Office for the District of Minnesota (MNP) is in the discovery and quotation phase to replace their current intranet website: <http://intranet2.mnd.circ8.dcn/probation.shtml>. The current intranet design is getting old and is showing its age in design, functionality, and maintainability. The goal of this project is to receive a current well-designed website with an effective layout that will carry us forward into the next 10 years. We also require an easy to manage and update website that will not require a professional web developer to update or maintain. Updates should be able to occur frequently and with little effort by almost anyone with minimal training. The layout of the website should allow minimal navigation effort and allow a space to place links to local and national applications and reference materials. The website will consist mainly of two layouts: a "home page" where links are displayed in an easy to locate manner and department pages where links, documents, news, and resources are displayed.

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#### Scope of the Work:

Below is a general features implementation:

1. New Server and database infrastructure with today current version OS and database
2. Ability to be hosted in a cloud environment
3. Updated layout with easy to use and responsive navigation
4. Layman ability to edit and add content
5. Staff Directory pulled from custom Judiciary Directory Application "Infoweb"
6. Department landing pages that are easily editable.
7. Ability to upload documents easily
8. Home page to display quick links, compressed content, and general news.

#### Timeline and Work Period of Performance:

The website should be delivered in a timely fashion. Our expectation is that the website should be completed within six months of the award. Please address delivery timeline in your quote.

#### Experience and Qualifications:

Please describe your experience and qualifications with Drupal 8 development and Red Hat server setup. Please submit any other experience you feel is relevant regarding website development. Any experience working with the United States Courts or the Administrative Office is relevant and should be detailed. Of particular interest to our agency is any advantages your company may bring that will result in a reduction of discovery time working in the Judiciary's IT infrastructure.

#### References:

Provide relevant references for past web development work in Drupal 8 and Red Hat server setup. Screenshots and URLs of websites completed are requested. Please include Judiciary references if possible.

#### Evaluation Criteria

This procurement will be evaluated based on the following criteria:

Evaluation Criteria	Weight Assigned
Costs/Price	35%
Qualifications and experience of vendor staff (Judiciary Experience Included)	20%
Qualifications and experience of the vendor (Judiciary Experience Included)	20%
Approach, methodology and availability of proposed staff	10%
References	15%

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**Statement of Work: Creation and Installation of Drupal 8 Intranet Website for U.S. Probation and Pretrial Services – District of Minnesota.**

<b>SECTION 2: CUSTOMER REQUIREMENTS</b>		
<b>Description of Customer Requirement</b>	<b>Items checked apply to this procurement</b>	<b>Special Instructions to Vendor (if applicable)</b>
This section describes the Purchasers functional and technical requirements for this procurement.		
<b>PROJECT MANAGEMENT</b>		
<ul style="list-style-type: none"> <li>• Project management services to support website development projects                             <ul style="list-style-type: none"> <li>○ Initiating</li> <li>○ Planning</li> <li>○ Design</li> <li>○ Development</li> <li>○ Test</li> <li>○ Implementation</li> <li>○ Stabilization</li> </ul> </li> </ul>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Implementation services for website development projects                             <ul style="list-style-type: none"> <li>○ Support go live</li> <li>○ Support cutover activities</li> </ul> </li> </ul>	<input checked="" type="checkbox"/>	
<b>THEME DEVELOPMENT</b>		
<ul style="list-style-type: none"> <li>• Document detailed customer requirements and obtain acceptance of requirements by customer.</li> </ul>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Graphic design services                             <ul style="list-style-type: none"> <li>○ Develop custom website designs and interfaces, adhering to established standards and guidelines                                     <ul style="list-style-type: none"> <li>▪ Website layouts - homepage, landing pages, secondary and tertiary pages, etc.</li> </ul> </li> </ul> </li> </ul>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Design of the following website functionalities:                             <ul style="list-style-type: none"> <li>○ Mobile Friendly layout, Content types including - News, Locations, Infoweb sourced Staff Directory, Department Pages, Site Search, Customized landing page hero image, Four layout options per page.</li> </ul> </li> </ul>	<input checked="" type="checkbox"/>	

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<b>FUNCTIONAL DEVELOPMENT</b>		
Configure, install, administer and support the following content management systems.		
Red Hat (current version) Installation Drupal 8 Installation Setup LAMP Configure server with provided DNS Install Drush, Composer and required packages Fix any issues detected by SOC server assessment process	<input checked="" type="checkbox"/>	
Create MySQL Database and required user accounts Setup Required Accounts including Administrator Configure Site for MNP (site name, time zone, roles and permissions) Configure deployment script unique to MNP Configure system with new Gitlab repository Update Core or modules with critical updates Active Directory Integration Dropdown Navigation Setup backup schedule Outline deployment plan for future updates	<input checked="" type="checkbox"/>	
Staff Directory to display current contact information for staff - This is a custom web application that will pull data from a national web application that stores information on current Judiciary employees.  MNP Staff will need the ability to edit this Directory data if required.	<input checked="" type="checkbox"/>	
<b>FUNCTIONAL AND QUALITY ASSURANCE TESTING</b>		
• Conduct user acceptance testing	<input checked="" type="checkbox"/>	
• Functional and quality assurance testing on website. Includes: <ul style="list-style-type: none"> <li>○ Browser support</li> <li>○ Operating systems</li> <li>○ Screen resolutions including responsive for mobile</li> <li>○ Assistive technologies</li> <li>○ Color blindness</li> <li>○ Text sizing</li> </ul>	<input checked="" type="checkbox"/>	

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<b>POST TESTING DEVELOPMENT AND FIXES</b>		
<ul style="list-style-type: none"> <li>Provide resolution for all defects identified during the testing phase</li> </ul>	<input checked="" type="checkbox"/>	
<b>DOCUMENTATION DEVELOPMENT</b>		
<ul style="list-style-type: none"> <li>Document test results and provide final report to customer</li> </ul>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> <li>Content management user documentation</li> </ul>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> <li>Training documentation</li> </ul>	<input checked="" type="checkbox"/>	
<b>TRAINING</b>		
<ul style="list-style-type: none"> <li>Provide training to customer on maintaining website features and functions</li> </ul>	<input checked="" type="checkbox"/>	Provide basic training to person(s) in charge of content management
<b>WEBSITE MAINTENANCE</b>		
<ul style="list-style-type: none"> <li>Provide file and database backup and restore assistance</li> </ul>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> <li>Provide software upgrades to support customer website functionalities</li> </ul>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> <li>Provide content management system security updates and/or upgrades if needed</li> </ul>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> <li>Provide disaster recovery response times and assistance</li> </ul>	<input checked="" type="checkbox"/>	

<b>SECTION 3: DELIVERABLES</b>			
<b>This section identifies the deliverable requirements of the Purchaser.</b>			
<b>Name of Deliverable</b>	<b>Description of Deliverable</b>	<b>Items checked apply to this procurement</b>	<b>Special Instructions to Vendor (if applicable)</b>
<b>PROJECT MANAGEMENT</b>			
<b>Project Management Plan</b>	Details out how the project will be planned, executed, monitored and controlled, and closed. Includes but is not limited to project management approach and methodology of the vendor, project resources and organization, roles and responsibilities, issue and risk management, communications, stakeholder management, change request	<input checked="" type="checkbox"/>	

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	process, QA process, monitoring and reporting progress, etc.		
<b>Project Schedule/ Calendar of Events</b>	Provides a detailed list of the work activities to complete the project including but not limited to, planned start and finish dates, resource assignments and allocation, milestones, deliverables, etc.	<input checked="" type="checkbox"/>	
<b>Status Reports</b>	Vendor provides a detailed status report for reporting period(s) as agreed to by the vendor and the customer.	<input checked="" type="checkbox"/>	Bi-Weekly or Monthly (As Needed)
<b>Project Close Letter</b>	Represents final sign off on the solution provided by the vendor. Signed by both the vendor and the customer agreeing solution has been delivered to the satisfaction of both parties. Signals the start of maintenance (if applicable).	<input checked="" type="checkbox"/>	
<b>THEME DEVELOPMENT</b>			
<b>Design Document</b>	Provides a detailed design of the vendor's proposed solution with the customer business requirements clearly stated. This document details out how the vendor proposes to meet all of the customer's requirements.	<input checked="" type="checkbox"/>	
<b>Design Acceptance Letter</b>	This letter is an agreement between the vendor and the customer that the design of the system (as detailed in the design document) meets the business needs of the customer. Both the vendor and the customer sign accepting the design before development starts.	<input checked="" type="checkbox"/>	
<b>FUNCTIONALITY DEVELOPMENT</b>			
<b>Screen Mockups</b>	Provides a view to the customer of how their website will look when completed.	<input checked="" type="checkbox"/>	
<b>FUNCTIONAL AND QUALITY ASSURANCE TESTING</b>			
<b>Test Plan</b>	Details out the vendors testing approach and methodology for this engagement.	<input checked="" type="checkbox"/>	
<b>POST TESTING DEVELOPMENT AND FIXES</b>			
<b>Test Results/ Deficiencies Report</b>	Provides a detailed report of the testing results and any deficiencies that remain in the system. All deficiencies should have a document resolution and delivery date for resolution.	<input checked="" type="checkbox"/>	
<b>Test Acceptance Letter</b>	This letter is an agreement between the vendor and the customer to accept the test results and the deficiencies report as documented. Both the vendor and the customer sign the letter accepting the test	<input checked="" type="checkbox"/>	

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	results, the resolution for identified deficiencies and agreeing to move the solution into the production environment on a specified date.		
<b>DOCUMENTATION DEVELOPMENT</b>			
<b>Production Readiness Checklist/Plan</b>	Checklist/plan of all items that must be completed or in place before migrating to production. Includes cutover and back out strategies as well as stabilization tasks/monitoring activities.	<input checked="" type="checkbox"/>	
<b>TRAINING</b>			
<b>Training and/or Knowledge Transfer Plan</b>	Details out the vendors plan to train the customer end users and/or provide knowledge transfer to customer staff who will be performing some type of "administrator" functions for the solution.	<input checked="" type="checkbox"/>	
<b>Training and/or Knowledge Transfer Materials</b>	These are the training and/or knowledge transfer materials identified in the plan, provided by the vendor and are used by the vendor to train end users or administrators.	<input checked="" type="checkbox"/>	

**Definitions**

**Project Management:** includes the development of project plan, project point of contact, project oversight and support, customer meetings.

**Theme Development:** creating the custom theme based on requirements; ensuring that the theme meets accessibility requirements; developing template pages for different sections of the site and different functionalities.

**Functionality Development:** adding and customizing modules to meet functionality requirements.

**Functional and Quality Assurance Testing:** Includes accessibility testing and W3C validation. Post Testing Development and Fixes: troubleshooting and fixing any issues found in testing. Documentation Development: developing training documentation for technical support staff. Training: Technical training for technical staff on maintaining features and functionality.

**Website Maintenance:** may include technical maintenance and programming, graphic design and editing, troubleshooting and site assessments, assistance with HTML or building content, forms and surveys, etc.

**Additional Consulting Services:** may include change management, mobile development, cloud services, business intelligence, solutions architect, infrastructure, architecture, security, communication strategy, quality assurance, project manager, analyst, front end developer, technical developer, junior, journey, senior or expert level resources.



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<b>Section 3: Vendor Proposed Pricing</b>		
<b>Category of Service</b>	<b>Hourly Rate (\$)</b>	<b>Estimated Hours</b>
Project Management		
Theme Development		
Functionality Development		
Functional and Quality Assurance Testing		
Post Testing Development and Fixes		
Documentation Development		
Training		

**Total Cost:** \_\_\_\_\_

<b>Section 4: Instructions to Bidders</b>
<p><i>Seeking quotes for website development from vendors. Quotes may be emailed to the below listed address by June 5, 2020@ 4:00pm Central Time. Hand carried quotes must be delivered by same time at 300 South 4<sup>th</sup> Street, Ste 406, to Attention: Jim Eernisse. Submit a technical proposal describing your approach and project management in accordance with the attached statement of work. Use the attached <b>Vendor Proposed Pricing</b> worksheet (Section 3) for a price quotation break down according to line items listed. Submit any supporting documentation.</i></p> <p><i>A <u>firm fixed price award</u> from this RFQ will be made based on lowest price technically acceptable criteria.</i></p> <p><i>Quotes and/or questions concerning this RFQ should be addressed to Jim Eernisse at U.S. Probation and Pretrial Services, 300 South 4<sup>th</sup> Street, Ste 406, Minneapolis, MN 55415 or email: james_eernisse@mnd.uscourts.gov</i></p>

## APPLICABLE JUDICIARY TERMS AND CONDITIONS

1. Clause B-5, Clauses Incorporated by Reference (SEP 2010)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: <http://www.uscourts.gov/procurement.aspx>

(end)

2. The following judiciary clauses, that the Contracting Officer has indicated are applicable, are incorporated in this contract by reference:

Clause 3-3 Provisions, Clauses, Terms and Conditions - Small Purchases (JUN 2014)

Clause 3-175 Fair Labor Standards Act and Service Contract Act – Price Adjustment (Multiple Year and Option Contracts) (JUN 2012)

Clause 6-20 Insurance – Work on or Within a Judiciary Facility (APR 2011)

Clause 7-55 Contractor Use of Judiciary Networks (JUN 2014)

Clause 7-65 Protection of Judiciary Buildings, Equipment and Vegetation (APR 2013)

Clause 7-115 Availability of Funds (JAN 2003)

3. The following full text clauses are incorporated if the Contracting Officer has marked them as applicable (X):

Clause 2-90C Option to Extend Services (APR 2013)

The judiciary may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The contracting officer may exercise the option by written notice to the contractor no later than \_\_\_\_\_ calendar days prior to the contract's current expiration date [*insert the period of time within which the contracting officer may exercise the option*].

(end)

Clause 2-90D Option to Extend the Term of the Contract (APR 2013)

(a) The judiciary may extend the term of this contract by written notice to the contractor no later than \_\_\_\_\_ calendar days prior to the contract's current expiration date [*insert the period of time within which the contracting officer may exercise the option*]; provided that the judiciary gives the contractor a preliminary written notice of its intent to extend at least \_\_\_\_\_ calendar days [60 days unless a different number of days is inserted] before the contract expires. The preliminary notice does not commit the judiciary to an extension.

(b) If the judiciary exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed \_\_\_\_\_ (months) (years).

(end)

The following judiciary provisions, that the Contracting Officer has indicated are applicable, are incorporated in this solicitation:

X  Provision B-1, Solicitation Provisions Incorporated by Reference (SEP 2010)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this address: <http://www.uscourts.gov/procurement.aspx>.

(end)

**Additional Solicitation Provisions**

X  Provision 4-1, Type of Contract (JAN 2003)

The judiciary plans to award a firm-fixed-price type of contract under this solicitation, and all offers shall be submitted on this basis.

(end)

X  Provision 3-5, Taxpayer Identification and Other Offeror Information (APR 2011)

(a) *Definitions.*

“Taxpayer Identification (TIN),” as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a social security number or an employer identification number.

(b) All offerors shall submit the information required in paragraphs (d) and (e) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the government to collect and report on any delinquent amounts arising out of the offeror’s relationship with the government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to payment recording requirements, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror’s TIN.

(d) *Taxpayer Identification Number (TIN):* \_\_\_\_\_

TIN has been applied for.

TIN is not required, because:

Offeror is a nonresident alien, foreign corporation or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

Offeror is an agency or instrumentality of a foreign government;

Offeror is an agency or instrumentality of the federal government.

(e) *Type of organization:*

sole proprietorship;

partnership;

corporate entity (not tax-exempt);

corporate entity (tax-exempt);

- government entity (federal, state or local);
- foreign government;
- international organization per 26 CFR 1.6049-4;
- other \_\_\_\_\_.

(f) *Contractor representations.*

The offeror represents as part of its offer that it is  , is not,  51% owned and the management and daily operations are controlled by one or more members of the selected socio-economic group(s) below:

- Women Owned Business
- Minority Owned Business (if selected, then one sub-type is required)
  - Black American
  - Hispanic American
  - Native American (American Indians, Eskimos, Aleuts, or Native Hawaiians)
  - Asian-Pacific American (persons with origins from Burma, Thailand, Malaysia, Indonesia, Korea, The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru)
  - Subcontinent Asian (Asian-Indian) American (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal)
  - Individual/concern, other than one of the preceding.

(end)