**Request for Proposal (RFP)**
**First 5 Plumas – Help Me Grow**
**Resource Mapping and Webpage Development**

**Issue Date**: November 22, 2024
**Proposal Deadline**: December 6, 2024
**Contact Information**:
Pamela Becwar, Executive Director
First 5 Plumas
(503) 924-9140
First5Plumas @gmail.com

---

# 1. Introduction

First 5 Plumas is seeking proposals from qualified contractors to assist in the development of a comprehensive resource mapping system and a new, user-friendly website as part of its *Help Me Grow* initiative. This project aims to improve access to vital resources and services for families and children in Plumas County, with an emphasis on providing a centralized, easily navigable platform for community services, referrals, and resources.

# 2. Project Overview

The Help Me Grow resource mapping and website development project consists of two main components:

1. **Resource Mapping**: The contractor will develop a resource mapping tool that allows community members, service providers, and stakeholders to search for and find resources related to child development, parenting support, child health, child care and education, and other community services.
2. **Webpage Development**: The contractor will add to the existing First 5 Plumas website that integrates the resource map, provides detailed program information, and is responsive, accessible, and easy to navigate for all users.

# 3. Scope of Work

The scope of work includes, but is not limited to, the following:

**A. Resource Mapping Tool Development**

- **Assessment**: Collaborate with First 5 Plumas and other partners to identify key resource categories and data requirements.
- **Resource Mapping**: Collaborating to integrate early intervention services matrix, compile resource details and contact information including contact details, eligibility

requirements, location, why families would need the service, and disaster related information.

- **Database Design**: Develop a comprehensive, scalable database to house resource information.
- **Search Functionality**: Design and implement a user-friendly search function for users to filter resources by category, age group, service type, and location while possibly modeling the system on Lassen Links or Help Me Grow models.

## B. Webpage Development

- **Design & User Experience**: Develop a modern, accessible, and mobile-responsive website that aligns with First 5 Plumas's branding and mission.
- **Integration**: Ensure integration of the resource map with the webpage including a referral form.
- **Accessibility**: Ensure the webpage is ADA and Web Content Accessibility Guidelines compliant and accessible to individuals with disabilities.
- **SEO**: Optimize the website for search engines (SEO) to improve visibility.

## C. Support

- Provide a post-launch support plan for bug fixes, updates, and performance enhancements.

# 4. Project Timeline

The project is expected to be completed within 3 months from the date of contract award. The timeline for key milestones includes:

- **Proposal Review & Selection**: December 9, 2024
- **Contract Award**: December 10, 2024
- **Project Kickoff**: December 10, 2024
- **Resource Mapping Development**: December 10, 2024 to February 10, 2025
- **Website Development**: February 2025
- **Final Testing & Launch**: March 2025

# 5. Budget

First 5 Plumas has allocated a budget of $10,000 for the completion of the Help Me Grow resource mapping and webpage development project. Contractors should provide a detailed budget that includes cost breakdowns for the following:

- **Resource Mapping Development**
- **Webpage Development**
- **Testing and Quality Assurance**

## 6. Proposal Requirements

Interested contractors are required to submit a proposal that includes the following:

1. **Overview**: Brief description of the company or specialized contractor skills, including experience, qualifications, and relevant projects. Preference for contractors that know local resources and have a background in early intervention, child development, or special education, and/or community resource knowledge.
2. **Project Approach**: A detailed description of how the contractor will approach the development of the resource mapping and webpage, including process and milestones.
3. **Experience and References**: Relevant experience in resource mapping and websites, particularly in the public or non-profit sectors.
4. **Project Timeline**: A proposed project timeline outlining key milestones and deliverables.
5. **Budget Proposal**: A detailed budget breakdown.

## 7. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- **Experience and Qualifications**: Proven experience in local resource systems and website maintenance, with a strong understanding of family needs and accessibility requirements.
- **Project Approach**: A clear, feasible, and detailed approach to completing the project on time and within budget.
- **References**: Positive feedback from past clients on similar projects.
- **Cost**: Alignment of the proposed budget with First 5 Plumas's allocated funds.
- **Ongoing Support**: Availability of maintenance and support services post-launch, if needed.

## 8. Proposal Submission Instructions

All proposals must be submitted electronically to First5Plumas@gmail.com no later than **December 6, 2024**.  Late submissions will not be considered.

## 9. Questions and Clarifications

Questions regarding this RFP can be submitted via email to First5Plumas@gmail.com by **December 4, 2024**. All questions and answers will be posted on www.first5plumas.org, the day after they are received.

## 10. Terms and Conditions

- First 5 Plumas reserves the right to accept or reject any or all proposals.
- This RFP does not commit First 5 Plumas to award a contract or pay for any costs incurred in the preparation of proposals.

- The selected contractor will be required to sign a contract detailing the scope of work, timeline, and payment schedule.

**Contractor Bid Q & A**

**1. Concerning resource mapping, will you please identify First 5 Plumas' priority partnerships - meaning the agencies and organizations which must be included in the resource mapping? And, are agencies from neighboring counties in our region to be included?**
The Public Health Mapping and Gap exercise results, which will be provided to the contractor, will serve as a baseline for identified agencies and services to include in the resource database and on the webpage. If Plumas County is deficient in a service then agencies/services in neighboring counties who provide those services to Plumas County families will be prioritized and should be included.  Services for families with children prenatal to age 5 will be included.  Also, there are materials that are being developed for the Inclusive Early Education Workgroup that will need to be included in the webpage.

**2. Concerning webpage development, will you please specify First 5 Plumas' current web-based program for webpage development and editing that will be used for this project? And, are there contractor costs' involved in acquiring access to this program?**
The First 5 Plumas website uses Wix, website builder software.  There will be no additional cost to contractors.  You will be working with the First 5 Plumas ED for access to the existing website.

**3. Based on current data collection and dissemination by First 5 Plumas, are there any system preferences for development of a comprehensive and scalable database that will allow integration with First 5 Plumas' existing data?**
No, there are no system preferences.

**4. Other than the contractor's hourly rate, what other spending categories in the proposal's budget narrative are required to be included, or are allowable under this RFP?**
There are no required spending categories other than hourly rate. Other categories can be included in the budget narrative but those will only be included in the contract if they are allowable based on the First 5 Home Visiting - Regional Technical Assistance grant funding.  The contract terms can be negotiated.