

CONTENT MANAGEMENT SYSTEM
(Submission deadline is noon CDT on October 8, 2021)

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Purpose

Colby Community College is requesting prospective vendors to submit a proposal to supply a Content Management System (CMS). This request for proposals provides vendors with an overview, project timeline, scope of work, and specifications required.

Overview

CCC is searching for a new CMS that improves service to prospective and current students, donors, and partners with a personalized user experience through organization and high-end search capabilities. This will require a revision of the current layout and migration of content. The CCC website was last updated in June 2016 and renews with the current vendor annually in December.

Project Timeline

The following is a tentative schedule that will apply to this RFP but may change due to needs or unforeseen circumstances. Changes will be communicated by email to all invited bidders.

Issuance of RFP	September 17, 2021
Questions/Inquiries Due	October 1, 2021
RFP Closes	October 8, 2021
Complete Initial Evaluation	October 15, 2021
Final Award Notification	October 20, 2021
Project Completion Deadline	Feb. 25, 2022 (approx.)

Scope of Work, Specification and Requirements

Colby Community College is seeking the following features in a content management system:

- Secured SaaS environment with server redundancy and uptime guarantees
- Integration with Ellucian products for displaying catalog, course schedules, etc.
- Responsive design templates.
- ADA & WCAG 2.1 compliance
- Administrator quality control
 - Training sessions for admins and users
 - Generate defined, or custom reports
 - Global find and replace searches
 - Multiple user levels for content contributors
 - Create and customized WYSIWYG toolbars
 - Create reusable assets such as code, forms, and image galleries
 - Create pre-formatted HTML snippets that users can edit.
 - Checks for spelling, links, W3C validation, and Accessibility before publishing.
 - Define metadata tags, open graph, or structured content, and create search-friendly URLs for SEO.
 - Ability to schedule page publishes and cancel expired content.
 - Ability to recycle and restore files.
 - Third-party add-ons

Exclusions

Any project exclusions or any portion of the proposal that cannot be provided must be disclosed in an area labeled exclusions.

Communication

Verbal communication shall not be effective unless formally confirmed in writing by a specified

Statement of Disclosure

The board reserves the right to reject any or all bids, to accept that bid that appears to be in the best interest of the college, to waive any informalities in any part of any bid, and to reject any or all bids received after the date and time specified. Any bid may be withdrawn prior to the scheduled time for the opening of bids. The bidder to whom the award is made may be required to enter into a written contract with the college and provide a performance or public works bond as required by law or the Board of Trustees (where applicable).