Request for Quotes (RFQ) for New Section of Existing Website Development

Introduction:

The Environmental Law Institute and the Native American Rights Fund (NARF) are seeking quotes from qualified web development firms to design, develop, and launch a new website. This "Digital Consultation Hub" will be the first-of-its-kind dynamic online repository of Tribal consultation policies and related resources. The site will serve as a comprehensive platform to build the capacity of Tribal, state, and local policymakers in implementing best practices in government-to-government consultation. It should provide easy access to a wealth of resources, fostering collaboration and knowledge sharing among stakeholders.

Since 1969, ELI has played a pivotal role in shaping the fields of environmental law, policy, and management. We are an internationally recognized, non-partisan research, publishing, and education center working to strengthen environmental protection by improving law and governance worldwide. ELI has a long history of partnering with Tribes and Indigenous communities and has developed substantial expertise on government-to-government consultation and co-management. Examples include a four-year effort to strengthen the government-to-government consultation relating to the offshore subsistence resources management, and an endeavor culminating in a report on Inuit Role in Managing Arctic Marine Resources. ELI is currently collaborating with the Native American Rights Fund's Sacred Places Project to convene Indigenous practitioners and environmental legal professionals on incorporating an Indigenous worldview into their practice.

The Native American Rights Fund (NARF) is a non-profit law firm dedicated to asserting and defending the rights of Indian Tribes, organizations and individuals nationwide. It focuses on: the preservation of Tribal existence; the protection of Tribal natural resources; the promotion of Native American human rights; the accountability of governments to Native Americans; and the development of Indian law and educating the public about Indian rights, laws, and issues. The National Indian Law Library (NILL) of NARF is a law library devoted to federal Indian and Tribal law. NILL maintains a unique and valuable collection of Indian law resources and assists people with their Indian law-related research needs.

The purpose of this RFQ is to invite potential vendors to submit quotes outlining their capabilities, approach, and cost for developing our website.

Objectives:
The primary objectives of this website development project include:
- Enhancing the capacity of Tribal, state, and local policymakers to implement best practices in government-to-government consultation;
- Creating a new section on the existing ELI Drupal 9 website to host a digital repository of Tribal consultation policies and resources; and
- Providing a platform for continuous updates, additions, and improvements to the repository and website.

Scope of Work:

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

- Website architecture and wireframing, emphasizing a user-friendly interface;
- Custom website design and development;
- Responsive web pages for optimal display on desktop and mobile devices;
- Search functionality to enable efficient exploration and retrieval of consultation policies and related resources;
- Development of a comprehensive tagging and categorization system to organize resources effectively and enhance search results and reliability.
- Implementation of user registration for access control;
- Integration and categorization of multimedia content types, such as documents, podcasts, webinars/workshops, and training modules; and
- Social media integration to promote engagement and sharing.

Deliverables:

The expected deliverables for this project include:

- Web wireframes;
- Developed and fully functional web pages featuring Tribal consultation policies and resources;
- Responsive design for desktop and mobile devices;
- Implemented search functionality and resource tagging system; and
- Documentation and training materials.

Technical Requirements:

The website should be developed using the following technologies:

- Utilize Drupal 9 as the content management system for the new section;
- Define new content types with relevant fields to capture necessary information;
- Implement new taxonomies to categorize consultations and policies, as well as additional documents and media;
- Develop a search feature that enables users to search for consultations and policies based on keywords, topics, tags, or other relevant fields;
- Utilize the Paragraphs module to enhance content display by allowing flexible and customizable page layouts;
- Implement user roles and permissions to control access to the new section;
- Integrate the new section seamlessly with the existing website's design, layout, and navigation;
- Ensure the new section and search functionality are responsive and optimized for different devices; and
- Conduct thorough testing to ensure functionality, compatibility, and performance across various browsers and devices.

Design Requirements:

The website design should align with the purpose of the project and incorporate the following:

- Clean and modern design aesthetics with visual appeal related to the subject-matter;
- Consistent color schemes and typography with existing site;
- Intuitive user interface;
- High-quality imagery and multimedia integration; and
- Compliance with web accessibility standards.

Content Requirements:

The website should include the following:

    Content type(s):
- Tribal consultations, policies, and resources
- Others as necessary

    Sections and pages:
- Home
- About Us
- Search of Tribal Policies and Resources
- Tribal Consultation Policies
- Resources
- News and Updates
- Events
- Contact Us

    Tagging and categorization system vocabularies:
- Jurisdiction;
- Level of government;
- Type of government;
- Other factors such as federal recognition;
- Type of legal instrument (e.g., constitutional provision, statute or ordinance, treaty, regulation, resolution, executive action, policy, guidelines, handbook/manual, etc.);
- Strength and comprehensiveness;
- Effective date of policy/resource;
- Location by:
  - State;
  - Region;
  - Tribal territories; and
  - Country (potentially).
- Elements of policy; and
- Inclusion of Indigenous Knowledge

Planned Future Functionality

Phase 2 of the project will start post-launch and include the following functionality:
- User submission of tribal consultations, policies, and resources;
- Blogs;
- User feedback channels;
- Embedded surveys;

Project Timeline:

    Early
    March, 2024 - Start of Phase 2

Budget:

    $25,000

Quote Submission:

Interested vendors are requested to submit their proposals electronically by August 25, 2023. The proposal should include the following information:

- Company Overview: Provide a brief overview of your company, including its areas of expertise, and relevant experience in developing websites for non-profit organizations and/or Native American tribes, organizations, or companies.
- Proposed Solution: Present your proposed solution for the website development project. Outline the key features, functionalities, and technologies you would employ to achieve the project objectives. Include details on the content management system (CMS) and any potential AI capabilities or translation capabilities you recommend.
- Team Composition: Introduce the key members of your team who would be involved in the project, including their roles, expertise, and relevant experience. Highlight any team members who have worked with non-profits and/or Native American tribes, groups, or companies.
- Proposed Project Timeline: Provide a proposed timeline outlining major milestones, and estimated completion dates. Dates may be framed in relative terms such as "Start work date + 2 months."
- Cost Proposal: Present a comprehensive cost proposal that includes a breakdown of all anticipated costs associated with the website development project. Please specify any additional costs for ongoing support, maintenance, and/or hosting, if applicable.
- Portfolio: Showcase your portfolio of past website development projects, emphasizing those that demonstrate your experience in working with non-profits and/or Native American entities. Provide relevant links or documentation to support your portfolio.

Proposals should be submitted in PDF format or any other commonly accepted digital format. Please ensure that the proposal is well-organized, clear, and addresses all the requirements outlined in this RFQ.

Proposals should be submitted to:

Albert Mancilla
mancilla@eli.org

Evaluation Criteria:

The evaluation criteria for selecting the web development vendor will be based on: experience and expertise; understanding of project requirements; cost-effectiveness; portfolio; approach and methodology; and timelines.

Contact Information:

Any questions may be directed to Albert Mancilla at mancilla@eli.org, or 214-729-5510.

Environmental Law Institute
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We look forward to receiving your proposal and partnering with a skilled web development firm to bring our vision to life.

Environmental Law Institute