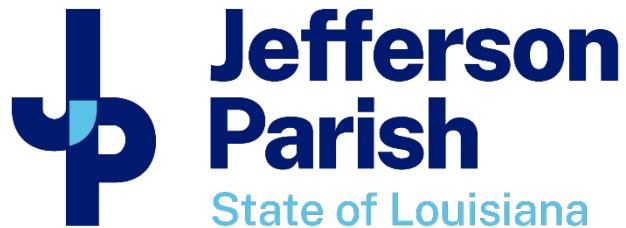


REQUEST FOR PROPOSAL

Provide Website Redesign services
for the Office of the Inspector General and
Ethics and Compliance Commission



RFP No.: **0511**

Proposal Receipt Date: **February 20, 2026**

Proposal Receipt Time: **3:30 pm**

Jefferson Parish
Department of Purchasing
200 Derbigny Street, Suite 4400
Gretna, LA 70053

(504) 364-2678

TABLE OF CONTENTS

PART I – ADMINISTRATIVE AND GENERAL INFORMATION.....	3
1.1 Background, Goals and Objectives	3
1.2 Purpose	3
1.3 Pre-proposal Conference	3
1.4 Proposal Guarantee	4
1.5 Performance Bond	4
1.6 Fidelity Bond Requirements	4
1.7 Scope of Work/Services	4
1.8 Proposer Minimum Requirements	7
1.9 Period of Agreement	8
1.10 Deliverables	8
1.11 Location.....	8
1.12 Proposal Submittal	8
1.13 Proposal Response Format.....	9
1.14 Schedule of Events	12
PART II – EVALUATION CRITERIA	12
2.1 Technical Proposal.....	13
2.2 Price Proposal.....	13
PART III – RFP INSTRUCTIONS, AND TERMS AND CONDITIONS	14
3.1 Number of Response Copies	14
3.2 Legibility/Clarity	14
3.3 Written Inquiries	14
3.4 Inquiry Periods	14
3.5 Required Signed and Notarized Affidavits.....	15
3.6 Proposal Validity.....	15
3.7 Revisions, Withdrawals, Protest Procedures.....	15
3.8 Cost of Offer Preparation	16
3.9 Acceptance of Proposal Content.....	16
3.10 Written or Oral Discussions/Presentations	16
3.11 Standard Terms and Conditions and Non-negotiable Contract Terms	17
3.12 Taxes	17
3.13 Selected Proposer's Responsibilities	17
3.14 Insurance Requirements	18
3.15 Sub-Contractor Requirements.....	18
3.16 No Guarantee of Quantities.....	18
3.17 Contract Negotiations	18
3.18 Cancellation of RFP or Rejection of Proposals	18
3.19 Evaluation and Selection.....	18

3.20 Indemnification.....	19
3.21 Payment for Services	20
3.22 Termination	20
3.23 Assignment	21
3.24 EEOC and ADA Compliance	21
3.25 Records.....	21
3.26 Content of Contract/Order of Precedence	22
3.27 Contract Changes	22
3.28 Substitution of Personnel	22
3.29 Force Majeure	22
3.30 Governing Law	22
3.31 Claims or Controversies	23
3.32 Ownership of Date and Transition.....	23
3.33 Date Privacy and Security.....	23
PART IV – FEDERAL CONTRACT PROVISIONS	24
PART V – PERFORMANCE STANDARDS.....	24
5.1 Performance Requirements	24
5.2 Performance Measurement/Evaluation.....	24
PART VI - APPENDICES.....	25
ATTACHMENT “A” Insurance Requirements	25
ATTACHMENT “B” Price Proposal.....	27
ATTACHMENT “C” Signature Page	28
ATTACHMENT “D” Evidence of Authority	29

REQUEST FOR PROPOSAL

Website Redesign for JPOIG.net (Office of Inspector General) and JPECC.net (Ethics and Compliance Commission)

PART I – ADMINISTRATIVE AND GENERAL INFORMATION

1.1 Background, Goals and Objectives

The Jefferson Parish Office of the Inspector General (JPOIG) and the Jefferson Parish Ethics and Compliance Commission (JPECC) seek a qualified vendor to redesign, develop, and prepare for deployment new public-facing websites. The current websites are hosted on Bluehost.com. The redesigned website can remain on Bluehost, but Proposers may recommend another hosting environment. **The hosting environment will be a separate cost proposal.** The selected Vendor will be responsible for the development of the sites and its successful migration/hand-off to the JPOIG. The goal is to create modern, transparent, and user-friendly websites which enhance awareness in ethics in government and the prevention of fraud, waste, and abuse. This RFP encompasses three key deliverables: (1) an assessment and recommendation of content management system (CMS); (2) a redesign of both websites, jpoig.net and jpecc.net, and (3) an assessment and recommendation regarding hosting environment. JPCO 2-155.10(15) permits the JPOIG to establish procurement procedures. These procedures may be similar but not identical to those otherwise utilized by Jefferson Parish (Parish) government.

Current websites are built upon Joomla with WordPress additions. It is outdated, not mobile-friendly, and not intuitive to navigate.

This is primarily, but not exclusively, a one-time development project, with an in-house team continuing to manage content updates. Option for subsequent support will be considered. The JPOIG Information Technology staff will be available for strategic, design, and content-related questions throughout the project.

The objectives are to redesign current websites: JPOIG.net and JPECC.net.

1.2 Purpose

The purpose of this Request for Proposal (RFP) is to obtain competitive proposals as allowed by Code of Ordinances, Parish of Jefferson, State of Louisiana (hereinafter “JPCO”) Section 2-895 from bona fide, qualified Proposers who are interested in providing Scope of Work as defined in Part II hereof. By submitting a proposal, Proposer agrees to comply with all provisions of Louisiana law as well as compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, and applicable Jefferson Parish ethical standards.

1.3 Pre-proposal Conference

NOT REQUIRED FOR THIS RFP

1.4 Proposal Guarantee

NOT REQUIRED FOR THIS RFP.

1.5 Performance Bond

NOT REQUIRED FOR THIS RFP.

1.6 Fidelity Bond Requirements

NOT REQUIRED FOR THIS RFP

1.7 Scope of Work/Services

a. Date for Deliverable:

The vendor must deliver a website that includes the following features and functionalities. The new website is expected to go live no later than October 2026; proposers must provide their projected schedule including but not limited to time for design, implementation and user training, if applicable.

b. New Website Objectives:

- **Usability:** The website must be built on a platform that is simple for both administrators and site visitors to update, change, and navigate. The backend must be simplified to enable more efficient operation by JPOIG team members.
- **Design:** The site's aesthetic should be functional, informative, and professional, without being visually overwhelming.
- **Content:** The amount of text and information on the site should be condensed based on user types and actions while retaining key content areas and functionalities.
- **User Experience (UX):** The top priority for this redesign is an improved user experience for both the front-end site visitor and the back-end administrator.

c. Hosting Strategy:

- The JPOIG and JPECC will separately evaluate for hosting (currently hosted on Bluehost, domain registered on Domain.com) Proposal may include hosting.
- The infrastructure supporting the current websites consists of a **Shared Hosting** environment through **Bluehost**. One of the goals of this RFP is to evaluate the current hosting platform, understand its performance, security protocols, and scalability, and determine its ability to meet the desired requirements described in this RFP.

Based on this detailed analysis, the JPOIG seeks recommendations for a hosting environment to meet the technical requirements and strategic goals and objectives outlined in this RFP.

- The hosting evaluation and recommendation should include:
- **A detailed justification for the recommended hosting solution** that includes references to the desired functionality, such as uptime SLAs, page load speed requirements, and scalability for interactive dashboards.
- If feasible, the JPOIG would like the vendor to include a high-level **Total Cost of Ownership (TCO)** estimate for the recommended hosting platform, including initial setup and recurring monthly costs.
- The Selected Proposer is responsible for ensuring environment compatibility and successful migration to the chosen environment.

d. Deployment Strategy:

- Vendor must develop solution using non-proprietary, open-standard technologies (e.g., standard WordPress) capable of running on any standard environment.
- The Scope of Work includes the full migration of the final approved websites.

e. Design, Usability, and Accessibility:

- Visual Design: The website must have a clean, intuitive, and professional design that reflects the authority and transparency of the JPOIG.
- Mobile-Responsiveness: It must be fully mobile-responsive, providing seamless experience on all devices.
- Content Management System (CMS): The site must be built on a user-friendly CMS that allows non-technical staff to easily manage content without coding knowledge. Should be WordPress or similar competitor.
- Accessibility: The entire website must be developed to meet WCAG 2.2 Level AA accessibility standards to ensure it is fully accessible to all citizens, including those with disabilities.

f. Interactive Features and Reporting:

- JPOIG Findings Tracker: A dynamic dashboard that documents the monetary value of the office's findings. It must include interactive charts visualizing amounts at risk, saved, and in question.
The data ideally would be input from our column case management software easily generate charts and graphs from data input by staff.
- JPOIG Parish Funds Tracker: An interactive dashboard that shows the expenditures and contracts of the Parish by district per year on an interactive map. The data would ideally be input by importing an Excel Spreadsheet with the information. Additional feature that would allow citizens to type in their address to bring them to their own district.
- JPOIG Fraud, Waste, and Abuse Reporting Form: A secure, interactive form that allows citizens to report issues.
- JPECC Ethics violations: A secure, interactive form that allows citizens to report issues.
- Security: The form must use TLS encryption to protect data during transmission.
- Data Handling: Submissions will be sent directly to the Deputy Investigator's email.
- Forms Management: The websites must be able to host multiple forms, including a "Submit a Complaint" form (managed by SeamlessDocs or other comparable management software) and a "Contact Us" form.

g. Content and Document Management:

- Content Uploads: OIG team members must have the ability to upload content to certain areas of the site, including making changes to copy, and uploading documents (e.g., annual reports), videos, and news stories.
- Document Repository: A comprehensive section for all official documents with the following categorization: Public Letters, Audits, Investigations, Evaluations, and Other.
- Integrated PDF Viewer: The website must include an embedded PDF viewer so users can read documents directly on the site without needing to download them.
- Keyword Search: A robust search function is required to allow users to search for keywords across all documents in the repository.
- JPOIG in the News: A dedicated section that links to or displays news stories and media mentions involving the JPOIG.

h. JPOIG Standard Pages and Links:

The website must include clear links to all of the following information:

- History of the Office
- Staff
- Policies and Procedures
- Job Openings
- Standards the office operates under
- Relevant laws (hyperlinks)
- Millage renewal information
- Frequently Asked Questions (FAQs)
- Annual & Monthly Reports
- Quality Assurance Reports
- Hyperlinks to other important related entities
- Contact link
- A large and obvious button (potentially encased in a flame animation) which takes site visitors to current Hot Button Issues

i. JPECC will be a similar format with the following Standard Pages and Links

Their website must include clear links to all of the following information:

- List of Commissioners
- News
- Meeting Dates & Locations
- Posted Agenda and Minutes
- Relevant Ordinance governing the office
- Report Waste, Fraud or Abuse to the ECC
- Reports of the ECC
- JPOIG Site
- General Contact via e-message

j. The proposed system shall be a complete solution that is user friendly, effectively utilizes "point and click" technology, menu driven, flexible and satisfies requirements listed below.

1.8 Proposer Minimum Requirements

Proposer Requirements:

A. A Proposer, to be selected, must be experienced at providing services similar in nature and complexity to the project outlined in this Request for Proposal and must demonstrate their ability to meet the following minimum requirements:

- A legally established business entity authorized to conduct business in the United States.
- Have been actively engaged in providing website design and development services for a minimum of **three (3) consecutive years** immediately preceding the date of this solicitation.
- Demonstrate it possesses sufficient personnel, technical resources, and organizational capacity to perform all required services.
- Have completed a minimum of **three (3) website design or redesign projects** within the past five (5) years that are comparable in scope, size, and complexity to the services solicited.
- At least one (1) referenced project shall include (1) implementation of a content management system, e.g., WordPress, Drupal, Craft CMS, or custom CMS; (2) mobile-responsiveness and accessibility-compliant design; and (3) integration of third-party services, data systems, or application programming interfaces.
- Demonstrated competency in (1) modern front-end technologies; (2) user experience and user interface; (3) website accessibility standards, e.g., WCAG 2.1 AA or higher; (4) secure website development, including adherence to recognized security practices; (5) performance optimization and search engine optimization (SEO) principles.
- Ability to provide information architecture, wireframes, prototypes, and design mockups as part of the development process.
- Demonstrated experience in deploying/migrating websites to client-owned hosting environments (e.g., cPanel, AWS, or Azure).

The Proposer may not satisfy these Minimum Requirements through the use of a subcontractor.

Proposers shall be evaluated on their responsiveness and responsibility. Responsiveness refers to the proposer's adequacy of response to the requirements of this RFP. In the JPOIG's sole discretion, immaterial errors or omissions related to mandatory criteria may be resolved without leading to the finding of an unresponsive proposal. However, material errors or omissions related to Price, Quality, or Quantity shall not be allowed. Responsibility refers to the proposer's ability to perform the Scope of Work stated herein.

References:

Proposers must provide a minimum of three (3) references (governmental and/or private), for whom equal or larger scope of services are either currently being provided or have been provided in recent past (department to define recent past but not to exceed past two years). Contact person(s), addresses and telephone numbers for each reference shall be included.

1.9 Period of Agreement

The Term relative to the implementation services shall be for one year from execution. Proposers shall include in their proposal all information necessary to evaluate on-going services and the Term associated therewith. See Attachment "B" re on-going service fees. DO NOT PROVIDE SUBSCRIPTION PRICING IN YOUR TECHNICAL PROPOSAL.

1.10 Deliverables

The deliverables listed in this section are the minimum desired from the successful proposer. Every proposer must describe what deliverables will be provided per their proposal, and how the proposed deliverables will be provided.

- Source Code: Full, uncompiled source code for the custom theme and any custom plugins.
- Database Export: A full SQL export of the database schema and content.
- Deployment Guide: A step-by-step "Runbook" documenting how to install and configure the site on a fresh server.
- Administrator Manual: Documentation on how to manage the site without Vendor assistance.

1.11 Location

The location(s) where service(s) are to be performed will be primarily remote. JPOIG does not anticipate the need for one-site services. If a proposer is proposing on-site services for any portion of the project that should be specified in their proposal. Whether on-site services will be deemed necessary or not will be in JPOIG's discretion.

1.12 Proposal Submittal

In accordance with JPCO Section 2-895, all proposals shall be received by the Jefferson Parish Purchasing Department no later than date and time shown in the Schedule of Events in order to be considered responsive.

Important – Clearly mark outside of electronic envelope, with the following information and format:

- Proposal Name: **Provide Website Redesign services for the Office of the Inspector General and Ethics and Compliance Commission**
- Proposal No. **0511**
- Proposal Receipt Date and Time: **February 20, 2026 3:30 PM**

Proposals will only be received online through the Jefferson Parish e-Procurement site, Central Bidding. Central Bidding can be accessed by visiting either <http://www.jeffparishbids.net> or www.centralbidding.com. Registration is required and free for Jefferson Parish Proposers by accessing the following link: www.centralauctionhouse.com/registration.php.

Proposer is solely responsible for the **timely submission** of its proposal. Late proposals will not be accepted.

Price Proposals and/or price schedules shall be submitted in a separate electronic sealed envelope as noted on the Central Bidding page as "**Pricing Attachments**". Price Proposals will remain sealed and shall not be read until the completion of the scoring of the Technical Proposal Evaluation during the RFP Evaluation Committee Meeting. Once read, the Price Proposals will be evaluated and scored in accordance with Part II. Price Proposals shall be worth twenty-five percent (25%) of the total scoring points assigned.

RFP Evaluation Committee Meetings are open to the public.

1.13 Proposal Response Format

Proposals submitted for consideration should follow the format and order of presentation described below:

Technical Proposals:

A. **Cover Letter:** Containing summary of proposer's ability to perform the services described in the RFP and confirms that proposer is willing to perform those services and negotiate a contract with the JPOIG. The letter shall be signed by a person having authority to negotiate and to commit the proposer to a contract. If proposer is a sole-proprietorship, proposer must include a statement that the company is a sole-proprietorship signed by the owner. If proposer is an agency, corporation, partnership or other legal entity, the president, vice-president, secretary or treasurer, or an authorized agent shall sign the proposal, and satisfactory **Evidence of the Authority** of the person signing for the agency, corporation, partnership or other legal entity shall be attached to the proposal. A sample corporate resolution is attached hereto and may also be downloaded from the Purchasing Department webpage of the Jefferson Parish website.

Proposers should exhibit their understanding and approach to the project and address how each element will be accomplished. Proposers are advised that except as otherwise provided by law, all documents submitted to JPOIG under this RFP are subject to the Louisiana Public Records Act, LSA-R.S. 44:1 et seq., and shall be released nine (9) working days from the date of the evaluation committee meeting when a public records request is made in accordance with the law. Any Confidential Information to which a Proposer wishes to remain confidential must be provided in a manner consistent with LRS 44:3.2, subject to review by JPOIG as provided for in that statute.

B. **Table of Contents:** Organized in the order cited in the format contained herein.

C. **Technical Proposal Elements:** Illustrating and describing compliance with the RFP requirements defined in the Section 1.8 Proposer Minimum Requirements, Section 1.7 Scope of Work/Services, and any other applicable section.

1. **Scope of Work:** Each Proposer shall address how the Proposer will achieve/meet the Scope of Work as stated in Section 1.7. Information demonstrating an affirmative statement shall be required that the Proposer has reviewed the Scope of Work, understands the nature thereof and is willing and capable of providing the services thereof.

2. Plans and implementation: Technical approach shall detail the following: Plans and/or schedule of implementation, orientation, and/or installation, etc. (whichever is relevant to the RFP requirements).
3. Case Management System (CMS): Each Proposer shall recommend a CMS and describe rationale for the recommendation, to include but not be limited to ease of use and flexibility to incorporate desired interactive dashboards.
4. Search Engine Optimization (SEO): Each Proposer shall discuss recommendations for SEO best practices and how best practices are incorporated into the proposal.
5. Accessibility and Compliance: Each Proposer shall demonstrate ability to comply with accessibility standards, and with applicable laws, regulations and policies.

D. Design Quality and User Experience: Describe and demonstrate the ability to present complex information clearly and professionally; the ease of navigation and intuitive user interface; the responsiveness across devices (desktop, tablet, mobile); and the quality and clarity of proposed design concepts. This includes a demonstrated ability to incorporate designed interactive dashboards.

E. Maintenance, Training and Post Launch Support: Describing and demonstrating access to long-term sustainability of the website to include documentation and knowledge transfer; the support options; the training for staff on content management system (CMS) use and content updates; and the demonstrated responsiveness and service level commitments.

F. Project Schedule: Detailed schedule of implementation plan for pilot (if applicable) and full implementation. This schedule is to include implementation actions, timelines, responsible parties, etc.

JPOIG requests that Proposers provide potential phase start and target completion dates in proposal responses. These dates should be estimates based on anticipated resource requirements and dependencies between functional areas. These dates are subject to negotiation.

G. Proposer Qualifications and Experience: History and background of Proposer, including but not limited to status with related services to government entities existing customer satisfaction, demonstrated volume of merchants, etc.

1. Proposers shall provide a detailed statement of related services to government entities or private entities which identifies customer satisfaction, demonstrated volume of merchants, etc. Proposer must provide a detailed description of customer service capabilities, including resumes of personnel assigned, total number of personnel and timeline of customer inquiries and complaints, as applicable.

2. Proposer shall provide resumes for account manager(s), designated customer service representative(s) and any and all key personnel anticipated to be assigned to this project, in addition to resumes of any and all subcontractors.

H. **Financial Profile:** Proposers are requested to submit documentation from the past three (3) years demonstrating proposer's financial stability. Documentation may include audited financial statements including balance sheets, income statements, documentation regarding retained earnings, assets, liabilities, etc. Proposer must include information demonstrating the proposer's financial stability and ability to obtain and maintain insurance requirements in order to be eligible to be assigned a higher score. Proposals which lack the description of the proposer's financial status or the required certification of bonding and insurance requirements may be assigned a lower score. **Such information should be included in the technical portion of the proposal submission and MUST NOT be included with the Price Proposals and/or price schedules.**

Price Proposals:

- A. Proposer's fees and other costs shall be submitted on Attachment B **in a separate electronic envelope (named "Pricing Attachments")** separated from Technical Proposal submission.
- B. **DO NOT CHANGE THE METRICS LISTED ON THE PRICE PROPOSAL.** Metrics used are estimated for evaluation purposes. If a proposer wishes to propose additional items please do so in the form of a resume, description and/or a **separate** rate sheet. These additional items may be negotiated with the Selected Proposer if the JPOIG decides in its sole discretion that additional items are necessary.
HOWEVER, only those metrics listed on the Price Proposal will be used for evaluation purposes. Additional items are not guaranteed and are subject to JPOIG's discretion.
- C. All proposed pricing shall be inclusive of all additional costs and expenses, including shipment. Prices submitted shall remain firm for the term of the contract, unless otherwise negotiated.
- D. Price Proposals will remain sealed and shall not be read until the completion of the scoring of the Technical Proposal Evaluation during the RFP Evaluation Committee Meeting. Once read, the Price Proposals will be evaluated and scored in accordance with Section 1.31.
- E. In accordance with JPCO Section 2-895, the Price Proposal shall be worth twenty-five percent (25%) of the total scoring points assigned. The maximum price proposal points shall be calculated by multiplying the number of price proposal points assigned to price in the evaluation criterion multiplied by the number of evaluators scoring the proposal. Evaluation of Price Proposal shall take place after Technical Proposal Evaluation has been completed.

1.14 Schedule of Events

	<u>Date</u>	<u>Time (CST)</u>
A. RFP posted online @ www.jeffparishbids.net	1-21-2026	At least 30 days prior to the last day that proposals will be accepted
B. Pre-Proposal Conference (if required)	N/A	
C. Deadline to receive written inquiries	2-6-2026	3:30 PM
D. Proposal Receipt Date and Time	2-20-2026	3:30 PM
E. RFP Evaluation Committee Meeting – Technical Proposals		TBD
F. Technical Interviews/Presentations/Demonstrations		TBD
G. RFP Evaluation Committee Meeting - Price Proposal		TBD
F. Council Selection via resolution		To be scheduled
G. Contract Ratification via resolution		To be scheduled

Proposers are encouraged to check the general information board in the General Government Building located at 200 Derbigny St., Gretna and the Joseph S. Yenni Building located at 1221 Elmwood Park Blvd., Jefferson. Additionally, proposers may check for meeting information posted on the Jefferson Parish website, www.jeffparish.gov.

F. Council Selection via resolution	To be scheduled
G. Contract Ratification via resolution	To be scheduled

NOTE: The JPOIG reserves the right to deviate from these dates.

PART II – EVALUATION CRITERIA

The proposed evaluation criteria shall be looked upon as standards which measure how well a Proposer's approach meets desired performance requirements, and which permit an evaluation of the differences between desired performance characteristics and what the Proposer proposes to do.

The proposed evaluation criteria shall measure how well a Proposer's approach meets desired minimum performance standards defined in the RFP and shall allow for the quantification of the differences between those stated minimum standards and what the Proposer intends to do. In accordance with JPCO Section 2-895, a scoring system must be devised and impartially applied to each proposal to assure objectivity and thoroughness in comparative analysis.

Price Proposal Evaluation shall constitute twenty-five percent (25%) of the total scoring points assigned. Price Proposal Evaluation shall take place after Technical Proposal Evaluation has been completed.

2.1 TECHNICAL PROPOSAL

(Maximum of 75 Points per Evaluator)

The following criteria shall measure the qualifications, technical capabilities and core competency of the proposers and their submissions:

2.1.1 Technical Proposal Evaluation: The JPOIG intends to utilize the following criteria for the Technical Proposal Evaluation.

Table 2.1.1: Short-List Identification Criteria

1. Technical Approach	10
2. Design Quality and User Experience	10
3. Maintenance, Training and Post Launch Support	5
4. Project Schedule	5
5. Proposer Experience: similar or larger scope of services currently being provided	5
6. Responsiveness to the RFP	5
7. Financial Profile of the Proposer	5
Total Written Technical Proposal	45

During the Technical Evaluation Committee Meeting for Technical Proposals, the Evaluation Committee reserves the right to vote to short-list vendors to move on to the demonstration round of scoring. See 3.11 *Written or Oral Discussions/Demonstrations*. If approved by the majority of the members of the Evaluation Committee present at the meeting, the Committee shall short-list in accordance with the Natural Break in scoring. A natural break refers to a statistically or logically evident separation in the total scores that distinguishes higher-ranked proposals from the rest. This break will be determined by examining the distribution of scores to identify a clear and non-subjective point at which there is a meaningful drop in scoring, rather than relying on a pre-set number of vendors or arbitrary cutoff. This approach ensures that the shortlist reflects a fair and merit-based distinction in proposal quality, and allows the Committee to focus subsequent evaluation phases—such as demonstrations—from those vendors who demonstrate the strongest alignment with the solicitation’s criteria.

2.1.2 Technical Demonstration: The JPOIG intends to utilize the criteria presented in Table 3.11.1 for the Technical Demonstration Evaluation.

2.2 PRICE PROPOSAL

(Maximum of 25 Points per Evaluator)

The proposer with the lowest price shall receive the highest Price Proposal Evaluation score.

Other proposers will receive a cost score computed as follows:

$$CS = (LPC/PC \times X)$$

Where:

CS = Computed cost score for Proposer

LPC = Lowest proposed cost submitted

PC = Proposer's cost

X = Maximum combined cost points available

TOTAL MAXIMUM POINTS FOR THIS RFP ARE 100 PER EVALUATOR.

PART III – RFP INSTRUCTIONS, AND TERMS AND CONDITIONS

3.1 Number of Response Copies

Each Proposer shall submit one (1) original **electronic** signed proposal. PDF files are preferred. Price Proposals **shall not** be included in the Technical Proposal of the proposal.

3.2 Legibility/Clarity

Proposals submitted in response to the requirements of this RFP in the formats requested are desirable with all questions answered in as much detail as practicable. The proposal shall demonstrate an understanding of the requirements. Proposals shall be prepared simply and economically, providing straightforward, concise descriptions of the Proposer's ability to meet the requirements of the RFP. Each Proposer is solely responsible for the accuracy and completeness of its proposal.

3.3 Written Inquiries

The JPOIG shall only consider written and timely communications from Prospective Proposers. No negotiations, decisions, or actions shall be binding as a result of any oral discussions with any JPOIG employee or JPOIG consultant. Answers to questions that materially change or substantially clarify the RFP shall be addressed by addendum and provided to all Prospective Proposers.

After the inquiry period, no further inquiries will be entertained.

3.4 Inquiry Periods

An initial inquiry period is hereby firmly set for all Prospective Proposers to perform a detailed review of the RFP documents and to submit any written questions relative thereto. **Without exception, all questions MUST be in writing** (even if an answer has already been given to an oral question during the pre-proposal conference) **and received by the close of business on the Inquiry Deadline date set forth in the Schedule of Events**. Inquiries shall not be entertained thereafter. All official responses to inquiries will be communicated in the form of an addendum.

The JPOIG shall not and cannot permit an open-ended inquiry period, as this creates an unwarranted delay in the procurement cycle and operations of our agency and departments. The JPOIG reasonably expects and requires responsible and Prospective Proposers to conduct their in-depth proposal review and submit initial inquiries in a timely manner.

A final 3-day inquiry period may be granted, if additional questions or requests for clarification are received as a result of an addendum. Questions relative to the addendum shall be submitted no later than 3:30 p.m., three (3) full business days from the date the addendum is posted. If necessary, another addendum will be issued to address any final questions received. Thereafter, all proposal documents, including but not limited to the specifications, terms, conditions, plans, etc., will stand as written and/or amended clarified by any addendum issued as a result of the final inquiry period.

Said written inquiries submitted by the Prospective Proposer shall clearly cross-reference the relevant RFP section. **The JPOIG shall only respond to those inquiries received by the established deadline.** Answers to questions that change or substantially clarify the solicitation shall be issued by addendum and provided to all Prospective Proposers.

Inquiries in accordance with this section may be delivered by e-mail or **posted on the Central Bidding site:**

Phone: **(504) 364-2680**

Purchasing Specialist Email: shanna.folse@jeffparish.gov

Purchasing Specialist Name: **Shanna Folse**

3.5 Required Signed and Notarized Affidavits

NOT REQUIRED FOR THIS RFP

3.6 Proposal Validity

All proposals shall be irrevocable and considered valid from the date of receipt until such time as a contract is executed. However, those items, which by its nature, should survive beyond contract execution shall be included in the contract by reference.

The Proposal shall be properly signed with ink by the Proposer, unless submitted electronically. An electronic signature as defined in LSA-R.S. 9:2602(8) is acceptable. Signatures must be a **secured digital signature**, and provide proof thereof. If a firm, partnership, or other legal entity is submitting the proposal, a copy of a corporate resolution or other signature authorization shall be required for submission of the proposal.

3.7 Revisions, Withdrawals, Protest Procedures

Changes or revisions may be made to submitted proposals, prior to the Proposal Receipt Date and Time, through the Jefferson Parish e-Procurement System. All addenda and changes must cross-reference the relevant RFP section.

Proposer(s) request(s) for withdrawal of proposal(s) to this RFP must be submitted in writing and received prior to the Proposal Receipt Date and Time as set forth in Section 1.14, Schedule of Events.

Any Proposer that submitted a proposal in response to this Requests for Proposals may protest in writing to the Director of Purchasing within 48 hours of the evaluation committee meeting. The Purchasing Director will review the complaint in conjunction with the Parish Attorney's Office who will then respond as soon as possible in writing to the Proposer.

3.8 Cost of Offer Preparation

All proposals submitted in response to this RFP shall be at the sole cost and expense of the Proposer and shall not be subject to reimbursement by the JPOIG.

3.9 Acceptance of Proposal Content

Proposer's submission to this RFP, as evidenced by its signature on the signature page, shall be construed as an acceptance to be bound by the terms and conditions stated herein, including the non-negotiable terms as set forth in Section 3.12. Any action in contradiction of this acceptance may result in rejection by the Council or may be grounds for a new selection upon failure of any selected proposer to execute their contract on such terms.

3.10 Written or Oral Discussions/Demonstrations

The JPOIG may conduct written or oral discussions with Proposer(s) to clarify and/or enhance the JPOIG's understanding of submitted material. Any commitments or representations made during these discussions, if conducted, may become formally recorded in the final contract. Conversely, the JPOIG may make awards based on initial offers. Neither negotiations nor changes to proposals will be allowed during these discussions.

The JPOIG and/or JPECC, at its sole discretion, reserves the right to have system demonstrations with those Proposers on the Vendor Shortlist, or any other Proposer. Demonstrations may be conducted at Parish offices or via web conference, subject to then-current public health guidance. Demonstrations will involve a scripted demonstration. The schedule, scripts, and demonstration requirements will be provided with the invitation to participate in demonstrations. A Pre-Demonstration Vendor Teleconference will take place for those Vendors that have been shortlisted, and Proposers will have an opportunity to review the format of the demonstrations and ask questions related to procedure and specific demonstration scenarios. Vendors that are invited to participate in demonstrations are advised that the provided scripts must be strictly adhered to while presenting. Optional modules or functionality shall not be presented if they fall outside the scope of requested functionality or that functionality which has been proposed by the Proposers. The proposed version of the software must be shown and must not include any software that is under development or in beta testing. Evaluation Committee members will view the demonstrations, and additional staff may also be in attendance to observe and provide informal feedback.

3.11.1 Technical Proposal Evaluation: The JPOIG intends to utilize the criteria presented in Table 3.11.1 for the Demonstration Evaluation criteria.

Table 3.11.1: Demonstration Criteria

This will occur after the technical proposal is scored and before cost opened.

1. Technical Approach Demonstrated	10
2. Design Quality and User Experience Demonstrated	10
3. Approach Discussions	10
Total Oral Technical Proposal	30

3.11 Standard Terms and Conditions and Non-negotiable Contract Terms

- A. Non-negotiable contract terms include but are not limited to taxes, assignment of contract, audit of records, EEOC and ADA compliance, record retention, content of contract/order of precedence, contract changes, force majeure, governing law, including ethics statements, claims or controversies, and termination based on contingency of appropriation of funds.
- B. **Inspector General:** It shall be the duty of every parish officer, employee, department, agency, special district, board, and commission and the duty of every contractor, subcontractor, and licensee of the parish, and the duty of every applicant for certification of eligibility for a parish contract or program, to cooperate with the inspector general in any investigation, audit, inspection, performance review, or hearing pursuant to JPCO 2-155.10(19). By signing this document, every corporation, partnership, or person contracting with the Parish of Jefferson, whether by cooperative endeavor, intergovernmental agreement, bid, proposal, application or solicitation for a parish contract, and every application for certification of eligibility for a parish contract or program, attests that it understands and will abide by all provisions of JPCO 2-155.10.
- C. In accordance with L.R.S. 38:2216.1, Jefferson Parish is prohibited from entering into a contract with a value of \$100,000 or more with a company for the purchase of goods or services unless the contract contains a written verification from the company of both of the following: 1) The company does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association based solely on the entity's or association's status as a firearm entity or firearm trade association. 2) The company will not discriminate against a firearm entity or firearm trade association during the term of the contract based solely on the entity's or association's status as a firearm entity or firearm trade association. As a result, the Selected Proposer will be required to verify the above in the ensuing contract.

3.12 Taxes

Jefferson Parish is exempt from paying sales taxes under Louisiana State Revised Statute 47:301(8)(c). All prices for purchases of supplies and materials by Jefferson Parish shall be quoted exclusive of State and Parish taxes.

3.13 Selected Proposer's Responsibilities

The Selected Proposer shall be required to provide all items and services offered in their proposal. The Selected Proposer shall be the sole point of contact for all contractual matters, including payment of any and all charges resulting under the contract.

3.14 Insurance Requirements

Selected Proposer shall furnish the JPOIG with certificates of insurance evidencing mandated coverage(s) pursuant to Attachment "A" prior to contract execution.

3.15 Sub-Contractor Requirements

SUBCONTRACTORS NOT ALLOWED FOR THIS RFP

3.16 No Guarantee of Quantities

The JPOIG does not guaranty quantity of services required in the Scope of Work defined in Part II. The Proposer shall provide all materials, labor, and equipment, whether specified or not, to provide a complete working system.

The quantities of items or extent of Scope of Work, including those listed in the Price Proposal by JPOIG are estimated values. In the event that a greater or lesser quantity is required, JPOIG reserves the right to increase, or decrease said values in accordance with the Price Proposal. The quantities used in the Price Proposal are for evaluation purposes and are not guaranteed.

3.17 Contract Negotiations

JPOIG shall negotiate the details of service delivery, the terms of the contract, and the contract price most advantageous to the JPOIG. Contract negotiations are limited by Section 1.22(B) Non-negotiable Contract Terms in this RFP. In the event a contract cannot be successfully negotiated, JPOIG reserves the right to negotiate a contract with another Proposer under this RFP.

3.18 Cancellation of RFP or Rejection of Proposals

JPOIG reserves the right to reject any or all proposals received in response to this RFP or cancel this RFP prior to proposal Receipt Date and Time if in their best interest.

3.19 Evaluation and Selection

In conformity with JPCO Section 2-895, all proposals will be evaluated by the RFP Evaluation Committee. Before beginning the evaluation process, the Evaluation Committee must review the RFP concerning not only the task of description, but also the qualifications and the evaluation criteria. The Evaluation Committee shall be comprised of representative from the JPOIG, representative from the JPECC, representative from Parish EIS MIS Department, JPOIG/JPECC Data Analyst, and Legal Counsel who will be a non-evaluating member and shall act as secretary of the Evaluation Committee. The secretary shall act as liaison between the evaluation committee and any proposer(s). Any correspondence from proposers shall be directed to the secretary of the evaluation committee. Also, if deemed necessary additional employees may be appointed as members of the RFP Evaluation Committee.

The maximum Technical Proposal points shall be calculated by multiplying the number of Technical Proposal points assigned to the technical criterion multiplied by the number of evaluators scoring the proposal. After completion and tallying of the Technical Proposal Evaluation scores, each RFP Evaluation Committee member shall sign and date his/her individual score sheet. After the secretary of the Evaluation Committee collects all individual technical score sheets, the Purchasing Department representative and the representative of the requesting department(s) shall tally the individual scores to obtain a total Technical Proposal evaluation score for each Proposer. Following the tabulation of Technical Proposal scores, the Purchasing Department representative shall open the sealed Price Proposals and shall read the pertinent portions of those Price Proposals aloud. To the extent necessary, the Evaluation Committee may further review and analyze the Price Proposals and/or request and receive clarification of the pricing information provided by the Proposers for submission to the Council. After discussion of all Price Proposals, the Finance Department representative shall calculate the price proposal evaluation portion of the scoring sheet, using the Price Proposals submitted by Proposers and the formula below. The Price Proposal evaluation shall constitute twenty-five percent (25%) of the total scoring points assigned. The maximum Price Proposal points shall be calculated by multiplying the number of cost points assigned to price in the evaluation criterion multiplied by the number of evaluators scoring the proposal. The Proposer with the lowest price shall receive the highest Price Proposal evaluation score.

Other Proposers will receive a cost evaluation score computed as follows:

$$CS = (LPC/PC \times X)$$

Where:

CS = Computed cost score for Proposer

LPC = Lowest proposed cost submitted

PC = Proposer's cost

X = Maximum combined cost points available.

Responsibility of a Proposer shall be determined in accordance with competitive sealed bids in the Revised Statutes of the State of Louisiana. Responsiveness shall be determined considering the materials that the Proposer has submitted as required under the RFP and the core requirements of the RFP. Proposers are invited to attend the Evaluation Committee Meeting(s) and are encouraged to check the Jefferson Parish website, www.jeffparish.gov, for meeting details.

Award of the contract may be made without discussion after proposals are received and evaluated. Proposals should, therefore, be submitted on the most favorable terms which the Proposer can submit, from a technical standpoint, and from a price standpoint. If the Evaluation Committee determines that discussions are necessary, written submissions or oral discussions/presentations may be required from all Proposers.

3.20 Indemnification

Selected Proposer shall agree to indemnify and hold harmless the JPOIG, its departments, agencies, boards and commissions, officers, agents, servants and employees, including volunteers, against any and all claims, demands, suits, costs, liabilities or judgments for sums of money, and fines or penalties asserted by any party, firm or organization for loss of life or injury or damages to person or property, growing out of, resulting from, or by reason of any negligent acts, errors, and/or omissions by Selected proposer, its agents, servants or employees, while engaged upon or in connection with the services required to be performed by Selected Proposer under this RFP.

Further, Selected Proposer shall agree to indemnify the JPOIG, its departments, agencies, boards and commissions, officers, agents, servants and employees, including volunteers for all reasonable expenses and attorney's fees incurred by or imposed in connection therewith for any loss, damage, injury or other casualty pursuant to the services required to be performed by Selected Proposer under this RFP. Selected Proposer additionally shall agree to pay all reasonable expenses and attorney's fees incurred by the JPOIG, its departments, agencies, boards and commissions, officers, agents, servants and employees, including volunteers in establishing the right to indemnity pursuant to the provisions stated herein.

3.21 Payment for Services

The Selected Proposer shall address and send the invoice to **Jefferson Parish Office of Inspector General** to the payment terms negotiated in the contract. Payments will be made by the **Jefferson Parish Office of Inspector General** no earlier than thirty (30) days after receipt of a properly executed invoice, and approval by the **Jefferson Parish Office of Inspector General**. Invoices shall include the contract and order number, using department and product or service purchased. Invoices submitted without the referenced documentation will not be approved for payment until the required information is provided.

In accordance with JPCO Section 2-923, with each invoice submitted, the Selected Proposer holding said non-bid contract shall acknowledge that no subcontractors or other persons have been added to the contract without prior Council approval by resolution. Failure to comply with this section shall result in penalties imposed by JPCO Section 2-935.1.

3.22 Termination

The Proposer affirmatively acknowledges and agrees that the terms of any ensuing contract shall be binding upon the parties thereto until the work has been completed and accepted by the JPOIG; but said contract may be terminated under any or all of the following conditions:

- A. By mutual agreement and consent of the parties thereto.
- B. By the JPOIG as a consequence of the failure of Selected Proposer(s) to comply with the terms or quality of work in a satisfactory manner, proper allowance being made for circumstances beyond the control of Selected Proposer(s) provided the JPOIG will give Selected Proposer(s) written notice of any such failure and ten (10) days (or more if authorized in writing by the JPOIG) to cure any such failure.
- C. By either party upon failure of the other party to fulfill its obligation as set forth in the contract.
- D. By the JPOIG for convenience by issuing Selected Proposer(s) thirty (30) days written notice.
- E. By the JPOIG for any act of discrimination committed by the Proposer, or failure to comply with the statutory obligations, when applicable, of Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistant Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination in Employment Act of 1972, and the Contracting Party agrees to abide by the requirements of the American with Disabilities Act of 1990.

F. By JPOIG, in accordance with its Appropriation Dependency. The continuance of the contract is contingent upon the appropriation of funds to fulfill the requirements of the contract. If funding is reduced or eliminated such that there is insufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Parish President to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

3.23 Assignment

The Proposer affirmatively acknowledges and agrees that any ensuing contract shall be binding upon the successors and assigns for the parties thereto. The ensuing contract being for the personal services of the Selected Proposer(s) shall not be assigned or subcontracted in whole or in part by said Selected Proposer(s) as to the services to be performed hereunder without the written consent of the JPOIG.

3.24 EEOC and ADA Compliance

The Proposer agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistant Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination in Employment Act of 1972, and the Contracting Party agrees to abide by the requirements of the American with Disabilities Act of 1990.

The Proposer shall keep informed of and comply with all federal, state and local laws, ordinances and regulations which affect their employees or prospective employees.

Any act of discrimination committed by the Proposer, or failure to comply with these statutory obligations, when applicable, shall be grounds for termination of the contract.

3.25 Records

A. **Right to Audit.** Proposer(s) affirmatively acknowledges and agrees that pursuant to any ensuing contract, Selected Proposer shall maintain adequate books of account with respect to its services, in accordance with generally accepted accounting principles (GAAP) in a form and method acceptable to the Parish. Selected Proposer(s) shall permit Parish and Parish's agents from time-to-time within forty-eight (48) hours written notice, to inspect, copy and audit during Selected Proposer(s) normal business office hours, the books and records pertaining to the services provided under the contract. Parish's right to audit, inspect, and make copies of Selected Proposer's records shall be at the sole expense of Parish.

B. **Periodic and/or Annual Reports.** At any time, the Parish may request that the Selected Proposer(s) with the minimum of thirty (30) days written notice, prepare and/or produce a report of the results of operations, as it pertains to any ensuing contract, in the previous fiscal year prepared in accordance with generally accepted accounting principles (GAAP). The report must be prepared and certified by an independent certified public accounting firm.

(For purposes of said contract, each “fiscal year” begins on January 1 and ends on December 31 of the same year.)

- C. **Record Retention.** The Selected Proposer shall maintain all records in relation to the proposed contract at its location for a period of at least five (5) years upon expiration or earlier termination of the contract or for a period stipulated by the governing State and Federal regulations, whichever is longer.
- D. **Record Ownership.** The Proposer acknowledges and agrees that all records, reports, documents, or other material(s) developed or resulting from this RFP shall be the sole property of the JPOIG and shall be returned to the Parish by Proposer upon request at expiration or earlier termination of a contract.

3.26 Content of Contract/Order of Precedence

In the event of a conflict among documents, the order of precedence which shall govern is as follows: 1) the final contract; and, 2) the Request for Proposal (RFP) and addenda (if any); and, 3) the Proposer’s proposal and any amendments thereto.

3.27 Contract Changes

Upon negotiation of a bona-fide contract between the parties, no additional changes, amendments, or modifications may be completed without the prior ratification of the Council.

3.28 Substitution of Personnel

Substitution of personnel shall be approved by JPOIG, prior to any replacements. In addition to the foregoing, if during the term of the contract, the Selected Proposer cannot provide the personnel or subcontractor as stated in its proposal, Selected Proposer shall submit a written request for substitution supported by resume of qualifications and written certification that said substitution shall meet or exceed the requirements stated herein. Said substitution shall be at the Parish’s sole discretion.

3.29 Force Majeure

The Selected Proposer or JPOIG shall be exempted from performance under the terms and conditions of the negotiated contract if the Selected Proposer or JPOIG is prevented from performing any services in whole or in part as a result of any act of God, strike, war, civil disturbance, or court order; provided the Selected Proposer or JPOIG has prudently and promptly acted to undertake any and all corrective steps that the respective parties can perform. Subject to this provision, such nonperformance shall not be construed as cause or grounds for early termination of the contract.

3.30 Governing Law

All activities associated with this RFP process and any subsequent contract shall be interpreted under the laws of the State of Louisiana. All proposal submissions shall be governed in accordance with provisions of Louisiana State laws and Jefferson Parish Code of Ordinances. It shall also be governed by the standard terms and conditions; Resolution No. 136353.

3.31 Claims or Controversies

See Section 3.8 re Protest Procedure.

Proposer, as evidenced by his/her signature on the signature page, agrees that the ensuing contract shall be made in accordance with the laws of the State of Louisiana. The Proposer hereby agrees as evidenced by his/her signature on the signature page, to the exclusive jurisdiction and venue of the 24th Judicial District Court for the Parish of Jefferson, State of Louisiana.

3.32 Ownership of Data and Transition

Any and all JPOIG data stored on the Selected Proposer's servers or within the Selected Proposer custody is the sole property of the JPOIG. The Selected Proposer, its subcontractor(s), officers, agents, and assigns shall not make use of, disclose, sell, copy or reproduce JPOIG's data in any manner, or provide to any entity or person outside of the JPOIG without the express written authorization of JPOIG.

In the event resulting Agreement is terminated for any reason, or upon expiration, and in addition to all other rights to property set forth, the Selected Proposer shall:

- a. Incur no further financial obligations for materials, Services, or facilities under the Agreement without prior written approval of JPOIG;
- b. Terminate all purchase orders or procurements and any subcontractors and cease all work, except as JPOIG may direct, for orderly completion and transition; and
- c. Make available to JPOIG, at no cost, all JPOIG data stored within the system, stored on the Selected Proposer's servers, or within the Selected Proposer's custody, within fifteen (15) days of termination or JPOIG request. Such data shall be provided in a machine-readable format as agreed-upon by the parties.

In the event resulting Agreement is terminated for any reason, or upon expiration, and in addition to all other rights to property set forth, JPOIG shall:

- a. Retain ownership of all data, work products, and documentation, created pursuant to the resulting Agreement.

3.33 Data Privacy and Security

Selected Proposer shall comply with all relevant federal, state, and local laws and regulations on security and privacy. Selected Proposer shall have and follow a disaster recovery plan. Selected Proposer shall only store and process JPOIG data within the continental United States. If applicable to the Contract, the Selected Proposer shall back up all JPOIG data daily to an offsite hardened facility.

PART IV – FEDERAL CONTRACT PROVISIONS

NOT APPLICABLE TO THIS RFP

PART V – PERFORMANCE STANDARDS

5.1 Performance Requirements

- Website must load in under 2.0 seconds on standard connections
- Website must be error-free and fully functional on all standard mobile devices (no horizontal scrolling).
- Website must pass all automated checks for WCAG 2.2 Level AA compliance.
- Final code must have zero "Critical" or "High" severity vulnerabilities in security scans.
- Website must successfully deploy and function on the JPOIG's chosen hosting environment without errors.
- 100% of historical reports and documents must be successfully migrated, searchable, and intact.
- Submission of a complete "System Administrator Runbook" allowing JPOIG to manage the site independently
- Proposer's submission of accurate and itemized invoices
- Proposer's adherence to project schedule/meet completion date
- Proposer's ability to provide key personnel with knowledge and technical expertise

5.2 Performance Measurement/Evaluation

- Did the proposer finish ahead of schedule?
- Did the proposer respond to Parish correspondence in a timely manner?
- Were complaints/problems resolved in a reasonable and cooperative manner?
- Was the proposer reasonable and responsive to Parish needs?
- Was the final product usable for the purpose intended?
- Were changes in key personnel made? How often? With or without notice?

PART VI - APPENDICES

ATTACHMENT "A"

INSURANCE REQUIREMENTS

All insurance requirements **should** conform to Jefferson Parish Resolution No. 136353, stated in pertinent part below. The proposer shall not commence work under this contract until it has obtained all insurance and complied with the insurance requirements of the specifications and Resolution No. 136353. **The Jefferson Parish Office of Inspector General and the Jefferson Parish Ethics and Compliance Commission reserve the right to waive in part conformity with cited Resolutions.**

Proposers must provide with proposal submission a current (valid) insurance certificate evidencing required coverages. The current insurance certificate will be used for proof of insurance at time of evaluation. Thereafter, and prior to contract execution, the selected proposer will be required to provide final insurance certificates to the Parish which shall name **the JPOIG** as additional insured on the Commercial General Liability, and the Comprehensive Automobile Liability policies to protect against negligence by the contractor as provided by contract. Additionally, said certificates should reflect the name of the Parish Department receiving goods and services and reference the respective Jefferson Parish RFP solicitation number

COMMERCIAL GENERAL LIABILITY

Commercial General Liability Form CG 00 01, or pre-approved equivalent; Minimal acceptable limits: \$1,000,000 per occurrence; \$1,000,000 personal & advertising injury; \$2,000,000 general aggregate; and \$2,000,000 products/completed operations aggregate.

Waiver of Transfer of Rights of Recovery Against Others to Us endorsement in favor of the JPOIG, its Districts, Departments, Agencies and Employees under the direction of the Parish President and the Parish Council.

BUSINESS AUTOMOBILE LIABILITY

Minimal acceptable limit for bodily injury and property damage liability: \$1,000,000 Combined Single Limit.

Liability coverage to be provided for Any Auto OR for ALL Owned Autos and Hired and Non-owned Autos. **If contractor owns no vehicles, then a Hired and Non-owned Auto Liability policy is required.**

Waiver of Transfer of Rights of Recovery Against Others to Us endorsement in favor of the JPOIG, its Districts, Departments, Agencies and Employees under the direction of the Parish President and the Parish Council.

DEDUCTIBLES

The Parish Attorney with concurrence of the Director of Risk Management have waived the deductible section of the Terms and Conditions, until further notice.

UMBRELLA LIABILITY COVERAGE

An umbrella policy or excess may be used to meet minimum requirements. If you are purporting to use an umbrella policy or excess to meet minimum requirements, then you must provide the Umbrella Schedule of Underlying Policies with the Certificate of Insurance evidencing which policies the Umbrella sits over.

ADDITIONAL COVERAGE REQUIREMENTS APPLICABLE TO THIS RFP:

CYBER LIABILITY

Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Contractor in this Agreement and shall include, but not be limited to the following:

- Minimal acceptable aggregate limit: \$3,000,000 policy aggregate
- Minimal acceptable limit for Data and Network Liability: \$3,000,000 each claim;
- Minimal acceptable limit for Media Liability: \$3,000,000 each claim;
- Minimal acceptable limit for Regulatory Defense & Penalties: \$3,000,000 each claim;
- Minimal acceptable limit for Cyber Extortion: \$3,000,000 each incident; and

Any retrospective date applicable to coverage will be maintained or an extended discovery period will be exercised for a period of three (3) years beginning when the Work is completed. This insurance shall provide primary coverage for claims and/or suits which may arise out of or result from the Contractor's Scope of Work as described in the Contract and its amendments.

ATTACHMENT "B"**Price Proposal**

Firm Name: _____

The undersigned having carefully read and considered the terms and conditions of the RFP Documents to provide the aforementioned services, does hereby offer to perform such services on behalf of JPOIG, of the type and quality and conditions set forth in the RFP Documents at the rates (expressed in words and figures) hereinafter set forth:

The following scope of work/project tasks are the minimum to provide these services. Please provide a rate for all requested, and **DO NOT CHANGE THE TASKS**. If you wish to provide alternative Tasks to align with your proposal you may do so on a **SEPARATE SHEET (in addition and not in lieu of this sheet)** to be negotiated if you're the selected proposer. **However, there is no guarantee for any of these alternative tasks**. For each Task JPOIG has estimated the amount of hours it should take to complete. **These estimated hours are estimates to be used for evaluation purposes - DO NOT CHANGE THE ESTIMATED HOURS**. Please include overtime costs and other associated costs into one estimated hourly rate. The hourly rates must be inclusive of all travel, lodging, per diem and other miscellaneous charges. However, given the nature of this work on-site staff will not be required.

Scope of Work/Project Task* Websites Redesign and Deployment	Estimated Hours for this project task (Hrs)**	Rate	Estimated Total (Estimated Hrs x Rate)
Design	#	\$	Hourly Rate
Implementation/Migration	#	\$	Hourly Rate
Training	#	\$	Hourly Rate
Grand Total			

Websites Hosting***			
Reoccurring Fees i.e., Subscription or Hosting Fees	N/A	\$	Monthly rate
One-time Fee	N/A	\$	

Signed: _____

* These are intended to be minimum Tasks for completing this Project. DO NOT ADD TASKS. This is for evaluation purposes only.

** These estimated hours are estimates to be used for evaluation purposes - DO NOT CHANGE THE ESTIMATED HOURS.

*** Cost of website hosting IS NOT included in the Grand Total. The Grand Total relates only to website design, implementation, and post deployment support. Hosting will be separately evaluated.

ATTACHMENT "C"

Request for Proposals #0511

Provide Website Redesign services for the Office of the Inspector General and Ethics and Compliance Commission

SIGNATURE PAGE

The Jefferson Parish Department of Purchasing is soliciting Request for Proposals (RFP'S) from qualified proposers who are interested in providing Provide Website Redesign services for the for the Jefferson Parish Inspector General and Ethics and Compliance Commission.

Request for Proposals will be received until 3:30 p.m. Local Time on: February 20, 2026.

Acknowledge Receipt of Addenda: Number: _____

Number: _____

Number: _____

Number: _____

Number: _____

Number: _____

Name of Proposer: _____

Address: _____

Phone Number: _____

Signature of Person Authorized to Sign: _____

Type Name of Person Authorized to Sign: _____

Title of Person Authorized to Sign: _____

Email Address of Person Authorized to Sign: _____

Date: _____

This RFP signature page must be signed by an authorized Representative of the Company/Firm for proposal to be valid in accordance with Section(s) 1.12 and 3.7. Failure to sign will result in your submission being deemed un-responsive. Signing indicates you have read and comply with the Instructions and the Terms and Conditions of this RFP including but not limited to those discussed in Part III.

ATTACHMENT "D"

Evidence of Authority Instructions

Only an authorized Agent shall sign this proposal. Each Proposer is required to provide satisfactory evidence of the authority of the person signing for the agency, corporation, partnership or other legal entity, which shall be attached to the proposal.

The following page is a sample Corporate Resolution. This sample is supplied as a courtesy to Proposers, but it is the responsibility of the Proposer to insure the evidence of authority they submit to Jefferson Parish complies, in both form and content, with federal, state and Parish laws. Additionally, a sample Sole Proprietorship Certification may be found at <https://www.jeffparish.gov/466/Document-Library>

Instruction sheet may be omitted when submitting.

CORPORATE RESOLUTION

Excerpt from minutes of meeting of the Board of Directors of

At the meeting of directors of _____ duly noticed and held on _____ . A quorum being there present, on motion duly made and seconded.

It was: Resolved that _____, be and is hereby appointed, constituted and designated as Agent and Attorney-In-Fact of the corporation with full power and authority to act on behalf of this corporation in all negotiations, bidding, concerns and transactions with the JPOIG or any of its agencies, departments, employees or agents, including but not limited to, the execution of all proposals, papers, documents, affidavits, bonds, sureties, contracts and acts and to receive all purchase orders and notices issued pursuant to the provisions of any such proposal or contract, this corporation hereby ratifying, approving, confirming, and accepting each and every such act performed by said Agent and Attorney-In-Fact.

I hereby certify the foregoing to be a true and correct copy of an excerpt of the minutes of the above dated meeting of the Board of Directors of said Corporation, and the same has not been revoked or rescinded.

Secretary-Treasurer

Date