



REQUEST FOR PROPOSALS

Website Development for the Prairie Island Indian Community

OPENING DATE: July 20, 2020

SUBMISSION DEADLINE: August 16, 2020

The Prairie Island Indian Community (PIIC), a federally-recognized Indian tribe, is seeking proposals from qualified individuals or agencies to build a website for PIIC.

PRAIRIE ISLAND INDIAN COMMUNITY:

PIIC is a sovereign nation of Dakota people in southeastern Minnesota. PIIC has more than 1000 enrolled members, more than 70% of those members live off of the reservation. As the largest employer in Goodhue County, PIIC plays an important role in the economic strength and success of the region. To support tribal government programs, PIIC operates a variety of businesses including Treasure Island Resort & Casino, Mount Frontenac Golf Course, and Tinta Wita Tipi Senior Living. We are looking to transform the PIIC's digital infrastructure to tell the PIIC story. PIIC's current website is prairieisland.org, and was last updated in 2015.

SCOPE OF SERVICES:

We are seeking a partner to design and launch a new PIIC website, including a public-facing section and a secure environment for engaging Tribal members. The partner will detail the required steps needed for discovery, design, development, launch, and maintenance of the new site. Additionally, the partner will need to provide an overview of hosting options.

The partner is not required to create original content for the new site. The partner will be required to provide initial training to PIIC staff on uploading and maintaining content on the site, as well as utilizing site analytics.

In a future phase 2 of this project, the partner could be engaged to explore and develop PIIC e-commerce, e-learning, searchable tribal court case law database, and any other new feature developments.

PROJECT GOALS:

PIIC is looking for a complete overhaul of the current website; the Treasure Island Resort & Casino website is not part of this project. We are looking to create an effective site that helps us tell the PIIC story in new, interactive ways.

TARGET AUDIENCES:

- Primary: Tribal members, policy makers (state and federal), media, and individuals seeking employment
- Secondary: Neighboring communities and other interested stakeholders

SITE REQUIREMENTS:

The site will have two primary functions: a public facing site to educate people about PIIC and a secure environment to engage Tribal members. We are interested in your ideas for the approach of redesigning the PIIC website. For your planning purposes, some of the elements we believe are important in telling our story and engaging our Tribal members, include:

- Public facing site to educate and tell the PIIC story.
 - Content hub
 - Culture
 - History
 - Buffalo Project
 - Wacipi
 - Government
 - Legislative issues
 - PIPD
 - Tribal Court
 - Enterprises
 - Newsroom
 - Good neighbor
 - Donations
 - Community relations
 - Partners
 - Careers/Opportunities
 - Working for PIIC
 - Employment opportunities
 - RFP/Bids
 - FAQ, Myths & Facts
 - Contact Us
 - Tribal Council
 - Staff
 - Schedule a speaking engagement
 - Unique experiences (Buffalo cam, eagle cam)
 - Social sharing for content pages. At a minimum: Facebook, Twitter, Instagram, LinkedIn
 - Payment gateway for PIPD citations, Tribal Court fees, Softball registration fees, etc.
- A secure environment to engage Tribal members and to foster increased participation with the Tribal government.
 - Event calendar where events can be added to users personal calendars. All users can access all events, but events can be sorted by relevance to specific users
 - Community archives of event photos in the form of a gallery in which photos can be downloaded

- Ability to view and download current and past issues of Tinta Wita (The Tribe's monthly newsletter in PDF form)
- Ability to download, fill out, and submit financial and court forms (not necessary to archive submitted forms)
- Payment gateway for PIPD citations, Tribal Court fees, Softball registration fees, etc. There is no need to store credit card info

Technical Requirements-

- PIIC's current website is running on WordPress, and hosted by WP Oven. These are not requirements for the new site.
- Ability to create secure user accounts for all Tribal members
- Design and functionality should consider and adhere to WCAG 2.0 compliance guidelines
- Mobile responsive design for a variety of different sized devices
- Analytics capabilities
- Payment Gateway

PIIC RESPONSIBILITIES

- Provide a single point of contact who will coordinate PIIC feedback
- Provide responses in a timely manner based on the agreed-upon contract
- Provide PIIC brand guidelines
- Provide access to PIIC digital assets library
- Provide editorial content

TIMELINE:

We would like the new site to be operational by the end of March 2021.

BUDGET:

We recognize budgets for web projects can be wide ranging. Rather than limiting ideas by providing a specific budget number or range, we can say that sufficient funding for this project is included in our approved 2020 Communications budget.

PROPOSALS:

Candidates must submit a proposal for executing the Scope of Work, and should include samples of past work, a project plan that demonstrates the expertise and technical skills to complete the project, and a cost of services.

Submitted proposals should clearly indicate specific fees, costs and/or billing rate(s) for work conducted under the Scope of Work, including varying rates, if any, for the individuals who will be performing any services.

PIIC HANDLING OF PROPOSALS:

Proposals furnished to the PIIC will be evaluated by a proposal evaluation team. Based on this evaluation, a firm(s) or individual(s) will be contacted for in person interviews. The PIIC may select firms or individuals for interview from among those submitting proposals and reserves the right, prior to awarding a contract, to request additional information if warranted, including, but not limited to, a listing of current clients and their interests in order to determine if they conflict with the interests of the PIIC. Upon selection, the firm or individual will confer with relevant PIIC staff to work out a service contract. Final issuance of this contract will be subject to the negotiation of mutually-agreeable terms. Preference will be given to firms registered to conduct business In the State of Minnesota. PIIC tribal member and Native American preference applies.

Proposal review August 17-21, 2020
Interviews August 24- September 3, 2020
Selection/ notification September 4, 2020

IMPORTANT CONTRACT INFORMATION:

Work under this contract and scope of work is scheduled to begin during September of 2020. The deadline for submitting a proposal is August 16, 2020. Proposals, with the requested information, must be received by mail prior to this deadline.

Submissions and inquiries regarding this RFP may be directed to:

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