

Bid Specifications: PSC Website Redesign Contractual Services
11:00 AM, March 11, 2022 Room 2112

Item #	Specifications	Quantity	Unit Cost	Total Cost
1	Website design	1		
	<p>Scope of Work:</p> <p>The proposer will redesign Prairie State College’s website, including a new design, a new website structure and the options for a new content management system (CMS). The final scope of work will be developed by agreement with the College and the proposer. The following acts only as a preliminary scope to generally communicate the College’s expectations.</p> <p>Proposals for the redesign of the website and CMS should include or account for, but not be limited to, the following:</p> <ol style="list-style-type: none"> 1. Creation of a highly useable website using dynamic design and organization that will allow users to easily find information 2. Convey a sense of place and organizational culture consistent with the College brand 3. Demonstrate the College’s commitment to its values–Learning, Excellence, Accessibility, Respect, Integrity–and high-quality customer service by increasing measurable public self-service option 4. Act as a marketing tool for Prairie State College, providing users with information about College programs 5. Consolidate and migrate existing content to the new website 6. Incorporate various specific needs of each department and the College as a whole into the overall design <p>General Requirements Include:</p> <ul style="list-style-type: none"> ● Intuitive, mobile responsive design for simple navigation – easy to find and use tabs and drop down boxes – two-three clicks to find desired information – WAI-ARIA compliant ADA compliant ● A photo slideshow header on the home page, with ability to change out photos as needed ● Photo header on other sections of the webpage with ability to have different photos for each division/department and the ability change out photos as desired ● Integration of audio and video ● Standard website features while maintaining a unique and consistent look ● Easy maintenance by Web Content/Site Specialist, including making programmable changes internally without having to contact vendor. Preference would be to have the new site built using the Bootstrap css library (preferably version 5, the latest version), as the college website at present currently uses version 3. (3.0.17, to be exact) ● Ability to plug in future technologies ● Search engine and web crawler optimized ● Detailed analytics reporting ● Multiple redundant backups for transparent downtime recovery ● Fully functional, both viewing and editing, with the major browsers and operating systems on PC and Mac ● Prairie State College will own the website code 			
	<p>‘Must Have’ Features Include:</p> <ul style="list-style-type: none"> ● Robust, Google-like, intuitive search functionality 			

	<ul style="list-style-type: none">● Current events, announcements and RSS feed on the home page● Ability to post and download forms and securely submit online● Employee intranet with plug-in capability for current systems● Indexed document archiving and retrieval system
	Delivery: Jul 5, 2022
	Direct all questions to: Crystal Alston-Nobles (calston@prairiestate.edu) and cc: Cristina Lazard (clazard@prairiestate.edu)
FOB: Prairie State College, 202 S. Halsted St., Chicago Heights, IL 60411	
Company Name: _____ Signature: _____ Phone Number: _____ Date: _____	