REQUEST FOR QUOTES FOR A WEBSITE DASHBOARD
RFQ #13240202

The Heart of Texas Workforce Development Board, Inc., dba Workforce Solutions for the Heart of Texas is soliciting quotes for the development, design, and construction of a data dashboard to be displayed on the Board's website.

BACKGROUND:
The Heart of Texas Workforce Development Board, Inc. (the Board) serves as the administrative entity for federal and state workforce programs and funds allocated to the six-county Heart of Texas workforce development area that serves the Bosque, Falls, Freestone, Hill, Limestone, and McLennan counties. The Board is a non-profit corporation in the State of Texas and maintains a 501(c)(3) tax-exempt status from the IRS. The Board's primary responsibility is to provide policy and program guidance and to exercise independent oversight and evaluation of workforce development programs and services that affect area employers, job seekers and residents. An essential goal of the Board is the development and implementation of coordinated activities among local workforce system programs.

GENERAL INFORMATION
- The Board's website is https://www.hotworkforce.com/.
- The website is based on WordPress 6.6.1
- The Board has staff that routinely make minor updates to the website.
- The Board will provide all data to be included in the dashboard.
- The Board will provide all website maintenance and operations. Please do not include these services in your quote.
- The Board will create any web pages or microsites needed to host the dashboard.

GENERAL QUALIFICATIONS
The selected bidder must have the necessary skills and expertise to complete the requested work and be able to complete the project within the Board's timelines.

SCOPE OF WORK:
The Board is soliciting quotes for the development, design, and construction of a data dashboard to be displayed on the Board's website. The scope of work may include the following tasks and deliverables:

- Develop, design, and construct a dashboard that communicates the following types of data in a user-friendly, aesthetically pleasing manner.
  - data regarding strategic plan metrics related to building career and education pathways;
  - data regarding career and technical education in the Heart of Texas region; and

- career progression lattices and occupation profiles for 34 occupations and each entry level occupation, including possible license or certification opportunities, median wage, projections, available job postings, etc.
- The dashboard must be attuned to capturing and holding the attention of the intended audiences which include:
  - middle and high school teachers and staff;
  - middle and high school students;
  - parents and guardians of middle and high school students;
  - university and college teachers and staff;
  - university and college students;
  - economic and workforce development professionals; and
  - community-based organizations and other stakeholders.
- The dashboard must be designed so that Board staff can update the data as needed.
- Any additional software, applications, widgets, plug-ins that the project will require must be included in the project budget.
- The Project must be completed before January 31, 2025.

QUESTIONS:
Questions can be emailed to procurement@hotworkforce.com anytime before the response deadline.

RESPONSE:
Interested entities must respond by **Thursday, October 3, 2024, 1:00 PM (CST)**. All responses must be received by that date and time to be considered. No exceptions will be made. Interested entities must complete and submit the application located below.

Upload quotes in PDF format, by Thursday, October 3, 2024, 1:00 p.m. (CST) to https://hotwdb.app.box.com/f/d1f53a9cde7440e19005469029321e0e.

For technical assistance please contact procurement@hotworkforce.com. Please allow plenty of time to send documents. Documents received after the due date and time will not be counted as submitted on time and will not be considered responsive.

ATTACHMENT A – APPLICATION

Contact Information

1. Name:

2. Mailing Address:

3. Email Address:

4. Phone Number:

5. Contact Person:

Experience – 35 points

1. Briefly describe your experience working with similar projects.

2. Provide 2-3 references from past clients for whom you have completed similar work.

3. Provide 2-3 examples of similar work you have completed.

Process – 15 points

1. Briefly describe the process you will use to complete the project.

2. Provide a project timeline including start and completion dates.

Timeline – 15 points

1. Briefly describe your timeline for completing the project.

Cost Reasonableness – 35 points

1. Provide the total cost for the project with details, including a line-item budget.

Historically Under-Utilized Business (HUB) – 5 points

1. If you qualify as a Certified HUB, please provide a current copy of your HUB certificate.