

1. DESCRIPTION, PURPOSE AND OBJECTIVES

The Michigan Advocacy Program (MAP) is issuing this RFP to hire a vendor to migrate four legal aid websites from the Plone platform to the Drupal 8 platform with a minimal amount of disruption. The four websites are:

- www.mplp.org
- www.lsscm.org
- www.farmworkerlaw.org, and
- www.cortls.org.

This project entails replicating the four sites in Drupal 8, updating the design of each, and migrating all content while maintaining current functionality. Design and build to be done in consultation with MAP staff who will be handling all long-term maintenance of the new Drupal sites. Design/functionality to be consistent with other Drupal sites built and maintained by MAP, including www.michiganimmigrant.org, www.welcomingmichigan.org, www.miadvocacy.org, www.meji.org, www.mhlo.org, and www.miforeclosure.mplp.org.

The successful vendor will contract with MAP and consult with the content managers of each of the four websites to discuss needed functionality and what content will be migrated, and also consult with MAP staff and each site's content manager to discuss design updates prior to building the new Drupal sites.

2. BACKGROUND OF ORGANIZATION

The Michigan Advocacy Program (MAP) is a non-profit organization that provides free legal assistance to qualifying individuals in thirteen counties in Michigan, and supports statewide programs such as the Michigan Poverty Law Program (MPLP), Farmworker Legal Services (FLS), and the Michigan Foreclosure Prevention Project (MFPP).

3. BUDGET AND TIMELINE

Work on this project is scheduled to begin by August 1, 2017. Beta versions of all sites should be complete by September 15, 2017, and full content migration complete (and tested by MAP staff to ensure migration was successful) by November 1, 2017.

Our maximum budget for this contractor is \$12,000. Payment will be made in three installments as agreed upon milestones are met. Proposals should be "total cost" bids covering all aspects of the project.

4. TERMS AND CONDITIONS

All work done on this project is “work for hire” and all intellectual property rights shall be owned by MAP, its successors and assigns.

DEADLINE: Proposals must be delivered to Scott Ellis by email at scoellis@mplp.org no later than 5 p.m. (EST) on 7/21/17. All proposals must include a statement of authorization to bid signed by a principal of the bidding company. All proposals must use the proposal format outlined in this RFP. Bidders must disclose any relevant conflicts of interest and/or pending lawsuits.

5. FORMAT FOR PROPOSALS

RFP responses may be delivered electronically via email in to Scott Ellis at scoellis@mplp.org. Proposals should adhere to the format below.

1. Introduction/executive summary, including:

- Project understanding, recommendations & objectives

2. Detailed timeline for project.

3. Project Budget Estimates and Cost Projections, including:

- Provide a breakdown of all costs associated the project
- Please identify any additional expenses, fees, etc. that you will require to complete the project

4. Company or Agency Profile, including:

- background, capabilities, experience with Drupal 8 web design and other relevant experience/skills
- customer communication and evaluation procedures

5. Provide two (2) references (with phone and email contact) for other Drupal web design projects you have completed or participated in. If you have not completed or participated in any Drupal web design projects, please indicate this and provide two (2) references for other related projects you have completed.

6. The selected vendor must be willing to provide the tool as a “work for hire” and to assign all right, title, and interest in and to the tool to MAP. If vendor has employees or proposes to use

subcontractors for this project, vendor must affirm that all employees and subcontractors will be bound by this agreement. Proposals should indicate understanding that this contract is for a “work for hire” and agreement that vendor’s work product produced in its services and the creation of the tool shall be and at all times remain the exclusive property of MAP; that vendor will not sell, transfer, publish, disclose, or otherwise make the work product available to third parties without MAP’s prior written consent; and that with regard to any works that vendor acquires ownership of from third parties, vendor hereby irrevocably assigns to MAP all right, title, and interest (including any copyright) in such works in perpetuity.

7. Attachments:

- Resumes/CVs for all who will work on the account
- Professional references.

6. EVALUATION PROCESS

This RFP will be released on July 6th, 2017. Proposals are due by 5:00 pm EST on 7/21/17. Between now and then, we will respond via email and phone to any questions you may have. Our staff will review proposals, conduct interviews, and select a final vendor by 7/28/2017, with work to begin shortly thereafter. The selected vendor will be expected to enter into a contract with MAP. Vendors whose responses have not been selected for further negotiations or award will be notified via email.

7. THE SMALL PRINT – MISCELLANEOUS OTHER TERMS

1. **Costs of Preparing Responses:** MAP will not pay any vendor costs associated with preparing responses submitted in response to this RFP.
2. **Responses Property of MAP:** All responses, accompanying documentation and other materials submitted in response to this RFP shall become the property of MAP and will not be returned.
3. **Proprietary Information/Public Disclosure:** To the fullest extent possible, all responses received shall remain confidential.
4. **RFP Amendments/Cancellation/Reissue/Reopen:** MAP reserves the right to change the RFP Schedule or issue amendments to this RFP at any time. MAP also reserves the right to cancel or reissue the RFP. All such actions will be posted on mplp.org.
5. **Minor Administrative Irregularities:** MAP reserves the right to waive minor administrative

irregularities contained in any response.

6. Inability to Enter Contract: MAP reserves the right to eliminate from further consideration any vendor that MAP, because of legal or other considerations, is unable to contract with at the time responses are due in accordance with the project timeline outlined above.

7. No Obligation to Enter a Contract:

- The release of this RFP does not compel MAP to enter any contract.
- MAP reserves the right to refrain from contracting with any vendor that has responded to this RFP whether or not the vendor's response has been evaluated and whether or not the vendor has been determined to be qualified. Exercise of this reserved right does not affect MAP's right to contract with any other vendor.
- MAP reserves the right to request an interview with any vendor and/or a demonstration from any vendor prior to entering a contract with that vendor. If a vendor declines the request for an interview or demonstration for any reason, the vendor may be eliminated from further consideration.

8. Multiple Contracts: MAP reserves the right to enter contracts with more than one vendor as a result of this RFP.

9. Non-Endorsement: The selection of a vendor pursuant to this RFP does not constitute an endorsement of the vendor's services. The vendor agrees to make no reference to MAP in any literature, promotional material, brochures, sales presentations, or the like without MAP's express written consent.

10. Contract Payment Limitations: The contract may provide for periodic payments based on completion of agreed upon milestones. Vendors should anticipate payment at the end of the invoice period in which they provide services or after they submit any deliverable for which a payment is due.

Questions regarding this RFP should be emailed to Scott Ellis at scoellis@mplp.org.