



## **Request for Proposals (RFP)**

### **Website Redesign & Hosting**

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**RFP Issue Date: December 5, 2025**

**RFP Response Deadline: December 22, 2025 by 5 p.m. CT**

### **ORGANIZATION OVERVIEW**

The North Central Regional Planning Commission (NCRPC) is committed to providing comprehensive planning and development services, with a strong focus on innovative and community-led solutions. Based in Beloit, Kansas, we support member cities, counties, and area nonprofits through a wide range of programs and services, including Community Development, Business Finance, Housing, the Weatherization Assistance Program, and fiscal agent services for the Homeland Security Program. The NCRPC is designated as an Economic Development District by the U.S. Department of Commerce's Economic Development Administration (EDA). Serving a 12-county area in North Central Kansas, our impact also extends statewide through various programs and initiatives. We routinely assist elected officials and local volunteers in envisioning and completing projects vital to their communities and collaborate with nonprofits and other stakeholders to help achieve shared goals.

### **PROJECT GOAL**

The North Central Regional Planning Commission (NCRPC) is soliciting proposals from qualified Firms to redesign and host or set up hosting for its website ([www.ncrpc.org](http://www.ncrpc.org)). The end goal is a clean and modern website that effectively communicates who we are and what we do, makes it easy for stakeholders and clients to find information, and is easily modified by non-technical users. NCRPC currently uses WordPress and the site is hosted on our own server, but we need to transition to an external hosting provider.

We want to strengthen the website's overall value proposition by ensuring it more effectively:

- Provides clear, accessible, and relevant information to stakeholders.
- Reinforces North Central Kansas as a vibrant, high-quality place to live and work.
- Encourages dialogue around collaborative and regional projects.
- Highlights NCRPC as a trusted resource and valued partner in community and economic success.

### **CURRENT CHALLENGES AND/OR NEEDS**

- **Modernization:** The NCRPC is in need of a clean, modern, user-friendly, and visually appealing website redesign.
- **Hosting Transition:** The current website is hosted internally on NCRPC servers. As part of this project, NCRPC intends to transition to an external hosting provider. Firms should provide recommendations and detailed cost estimates for secure, reliable, and scalable hosting solutions.

- **Board Member Portal:** The organization needs improved functionality for a password-protected board member portal with appropriate access controls and ease of use.
- **Organization:** The current website structure presents challenges in maintaining and delivering clear, up-to-date information. Some examples include:
  - Funding Resources: The existing funding resources section ([www.ncrpc.org/resources/funding/](http://www.ncrpc.org/resources/funding/)) requires a more efficient content management approach. Several funding sources appear in multiple locations, resulting in duplicated entries and repeated updates when changes occur.
  - Housing Programs: Multiple housing programs are listed across various pages. If budget allows, a more user-friendly system, such as a filter allowing users to select their county and view available programs, would improve navigation and help residents quickly identify relevant opportunities.
- **Wide Range of Services:** NCRPC's broad scope of services creates challenges in clearly communicating our full impact. We continually strive to better tell our story.
- **Target Audience:** Because the NCRPC provides a wide array of services, its target audience is varied. The following groups represent a broad categorization of key audiences and examples:
  - Member Services: Elected officials, engaged local volunteers, city and county clerks, other municipal staff, economic development directors, and NCRPC Executive Board members.
  - Consumer Group Services: Funding agencies, partner organizations, and key stakeholders.
  - Business Finance Services: Small business owners, lenders, and business service providers.
  - Resident Services: Clients of the Weatherization Assistance Program and beneficiaries of housing rehabilitation or demolition programs.

## INNOVATION AND COMMENT

This RFP is intended to guide interested Firms in understanding the project goals and desired outcomes. Firms may include additional information, innovative ideas, alternative approaches, or cost-effective solutions that may enhance the final product, even if not specifically requested in this RFP.

## SCOPE OF WORK

Assessment: Because we are not experts in this area, this is not an exhaustive scope of work. We anticipate that initial conversations with the chosen Firm and their assessment of the existing NCRPC website will help inform the final approach to the project's tasks and deliverables.

- 1.) Hosting: The NCRPC website is currently hosted internally on NCRPC servers, but needs to transition to an external hosting provider. We are open to suggestions based on our specific needs.
- 2.) Website Development: Redesign the website. NCRPC has a large amount of content, but other content may need to be rewritten or added. The chosen Firm will advise on this process, and our internal team can assist with drafting, rewriting, and reorganizing content if appropriate.
- 3.) Functionality:
  - a. The website must be built in a way that allows for all areas of the site to be easily updated by non-technical users.

- b. User-friendly way to search and update funding opportunities
  - c. Password protected NCRPC Board Portal
  - d. Maintain a method of newsletter signup, email contact forms, etc.
  - e. Proficiency in Search Engine Optimization
  - f. Website analytics
  - g. Reliable, built-in search tool
  - h. An overall safe, secure, and ADA compliant website
- 4.) Visually appealing:
- a. A clean, modern website that is user friendly for desktop and mobile access

While not an exhaustive list, below are some example websites that we find easy to navigate, visually appealing, and informative.

[NADO](https://www.nado.org/) - <https://www.nado.org/>

[KS Infrastructure Hub](https://www.kshub.gov/home) - <https://www.kshub.gov/home>

[Orton Family Foundation](https://www.communityheartandsoul.org/) - <https://www.communityheartandsoul.org/>

[Independent Connection](https://indconnectinc.com/) - <https://indconnectinc.com/>

## PROJECT BUDGET

Price is a factor. The North Central Regional Planning Commission, as a quasi-governmental organization, operates within a conservative fiscal framework. **Firms are encouraged to provide cost-effective options, including alternative approaches or a phased implementation plan, where appropriate.** Preference will be given to proposals that keep the project cost under \$20,000.

## RFP REQUIREMENTS

The proposal shall include, at a minimum:

1. Individual or Company Overview
  - Brief overview of the Firm or individual, including primary contact information.
2. Qualifications / Professional Competence
  - Qualifications of the Firm and relevant experience of key personnel.
  - Identification of the proposed project manager and all staff who will work on the project.
3. Detailed Scope of Work
  - Description of the Firm's proposed approach to the project, including those tasks or aspects that you believe require special attention, alternate approaches or revisions suggested based on experience, and descriptions of work elements presented in the scope of work that should be expanded and/or modified to address any special considerations or approaches.
4. User Training
  - Description of the Firm's approach to training NCRPC users.
5. Technical Support
  - Description of technical support services available to NCRPC after project completion.
6. Project Budget
  - A detailed project budget, including:

- Breakdown of website hosting costs
  - First-year pricing
  - Ongoing fees such as proposed maintenance fee schedule, additional fee schedule for any optimizations/add-ons, etc. The budget can include separate line items and any phased approaches or cost alternatives, if applicable.
  - See “Project Budget” section of this RFP.
7. Detailed Timeline
- Proposed project timeline with key milestones.
8. Previous Work Experience
- Description of comparable project experience, including project status and URLs when applicable.
9. References
- A minimum of three (3) references from comparable projects completed within the last five years.
  - Include project names and locations; client contact names; phone numbers and email addresses; the Firm’s role in each project; and each project’s completion date.

The NCRPC will interview the top two Firms.

## **FIRM QUALIFICATIONS**

Proposals will be considered only from Firms who have experienced personnel and necessary equipment to provide the required services. NCRPC may request information substantiating the ability to meet requirements. Failure to provide this information by a given deadline may result in a Firm’s proposal being declared non-responsive.

## **WRITTEN CONTRACT**

The selected Firm shall be required to enter into a written Contract with NCRPC. *Signature (may be electronically signed or scanned and emailed) on the proposal cover sheet shall serve as an acknowledgement that the Firm is willing to enter into a contract with NCRPC if their proposal is accepted.*

## **EVALUATION AND CONTRACT AWARD**

The NCRPC will evaluate and select a Firm to provide the required services based on the completed proposal responses. The NCRPC will be the sole judge in determining how the evaluation process shall be conducted and what Firm shall be considered for award.

## **PREPARATION OF PROPOSALS**

*The proposal must be signed on the front page (may be electronically signed or scanned and emailed) by a Firm representative authorized to bind the Firm contractually.* Failure to read the RFP and these instructions will be at the Firm’s own risk. Corrections and/or modifications received after the closing time specified will not be accepted.

## **OMISSIONS**

Should NCRPC omit information from this RFP that is necessary for a clear understanding of the work, or should it appear that various instructions are in conflict, then the Firm shall secure written instructions from NCRPC at least seventy-two (72) hours prior to the time and date of the proposal opening.

## **DEBARMENT**

By submitting this proposal, the Firm certifies that neither the company nor its principals is presently debarred, suspended, in the process of debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal state department or agency.

## **EQUAL OPPORTUNITY**

NCRPC adheres to a policy of equal opportunity and non-discrimination and will ensure that all Firms will be treated fairly and equitably throughout the procurement process, including the advertisement, evaluation and selection stages.

## **COST OF DEVELOPING PROPOSALS**

All costs related to the preparation of the proposals and any related activities are the sole responsibility of the Firm. NCRPC assumes no liability for any costs incurred by the Firm throughout the entire selection process.

## **PROPOSAL OWNERSHIP**

All proposals shall become the property of NCRPC and will not be returned to the Firm.

## **TERMS AND CONDITIONS**

Late proposals will not be accepted or considered.

NCRPC will notify unsuccessful Firms in writing or by telephone within approximately thirty (30) days following the closing date for receiving proposals. NCRPC's silence does not imply any acceptance or rejection of any offer.

Issuance of this RFP does not constitute a commitment by NCRPC to award a contract. NCRPC reserves the right to reject any or all Proposals received in response to this RFP, to waive minor irregularities and informalities in Proposals received, or to cancel this RFP if it is in the best interest of NCRPC to do so.

## **EVALUATION CRITERIA**

The NCRPC will analyze information provided by all Firms. Criteria considered by the NCRPC in ranking the proposals will be as follows:

- Individual or Company Overview, including contact information
- Qualifications / Professional Competence
- Scope of Work
- User Training
- Technical Support
- Project Budget
- Timeline
- Previous Work Experience

- References (*NCRPC may contact all submitted references to obtain information regarding past performance.*)
- Interview (*NCRPC will interview the top two Firms*)

All things being equal, preference will be given to firms located within the areas we serve (State of Kansas).

See RFP Rating Matrix.

## **ANTICIPATED TIMELINE**

- December 5, 2025: Request for Proposals for website
- December 22, 2025: RFPs due to NCRPC by 5 p.m. CT
- January 2026: Notification of successful proposal
- Late January 2026: Contract language finalized, selected Firm may begin work
- February 2026 to June 2026: Website Development
- July 2026: Project Completed

## **INQUIRIES**

General questions regarding this RFP should be directed to Lori Thielen, Communications Director:

Email: [communications@ncrpc.org](mailto:communications@ncrpc.org)

Office Phone: 785-738-2218

## **SUBMISSION**

Proposals are due on Monday, December 22, 2025 by 5 p.m. Central Time. Proposals should be submitted electronically in pdf format to Lori Thielen, NCRPC Communications Director, at [communications@ncrpc.org](mailto:communications@ncrpc.org). The subject line should read "NCRPC Website Proposal." Proposals received after the above date and time will not be considered.