



**CITY OF FOUNTAIN
REQUEST FOR PROPOSAL CODIFICATION &
ONLINE CITY CODE PUBLISHING SERVICE**

The City of Fountain is seeking proposals from online code publishing companies. Please submit your proposal in response to this request to the attention of Silvia Mascarenas, City Clerk, 116 S. Main Street, Fountain, Colorado 80817. If you have any questions regarding this request feel free to contact Silvia Mascarenas at 719-322-2038 or silvia@fountaincolorado.org

Currently, the City of Fountain needs codification of its current Code Book and publication on the City's website in a searchable format. The City would like to enter into a contractual agreement with an established online municipal publishing service so that a link to the online municipal code may be accessed via the city's website in various locations. The Fountain Municipal Code includes its reference to various uniform codes such as the international Building Code and Model Traffic Code; however those uniform codes would not be uploaded to the city's online publication. There are approximately 55 ordinances needing codification. A completion timeline is requested.

The City is seeking proposals for online publication and codification. Your proposal should include your charges for initial setup including loading and conversion of the current ordinances that are in Word format, use of a custom user interface, creation of the appropriate website location, and implementation of searchable data base features, hyperlinks to various sections, setup of various graphics, maps, tables and the like. The quote should also identify any charges for continued uploading of new ordinances as the same are enacted, any annual (or periodic) charges for hosting and any charges for any supplemental services including support service.

Because of the criticality of the City's information infrastructure, the proposed solution must be capable of providing sufficient security measures to prevent compromise and fraudulent use. The solution proposed shall provide granular permissions for user and administrative tasks, and all default passwords for the system shall be changed upon implementation.

The City of Fountain reserves the right to:

1. Accept or reject any and all proposals received in response to this RFP, and to re-advertise for new submittals.
2. Request clarification and additional information from the vendor during the evaluation process.
3. In the event of termination of negotiations with the successful vendor, to enter into negotiations with other qualified firms that submitted acceptable proposals, rather than restarting the proposal process for the project.
4. Negotiate with the selected vendor to include further services not identified in this RFP.
5. The final decision is the sole decision of the City of Fountain, and the respondents to this formal request have no appeal rights or procedures guaranteed to them.

Deadline for submission: By Friday at 5:00 P.M. March 20, 2015

The decision will be based on a combination of factors including experience, qualifications, user friendly interface, and price. The winning proposal will be notified by the City Clerk's office.