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Request for Proposals (RFP)  
Website Design/Re-design and Hosting Services for  
The Kansas Association of City/County Managers

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**Background**

The Kansas Association of City/County Management (KACM) is seeking proposals for web design and hosting services for the KACM website. KACM is an organization of local government management officials working together since 1951 to support and promote professional management and high ethical standards for effective democracy in local city and county governments in Kansas. The website is used by members and includes a member directory, conference information, job listings and other membership information.

**Purpose**

The Kansas Association of City/County Management (KACM) current website (<http://www.kacm.us/>) is hosted by The League of Kansas Municipalities (LKM). LKM staff updates and manages content, but the current website does not have a user friendly content management system. While the current website provides much of the information that KACM would like to see in our new website, the current management and functional difficulties mean the website does not effectively meet the current needs of our members.

**Request**

KACM requests that interested vendors submit a proposal that includes the following:

1. A list (including contact information) of clients and a brief overview of features for the websites you have developed for them;
2. An outline of your ability to provide hosting capabilities for websites similar to that of KACM;
3. Examples of past website design artwork, content and functionality so that we may gauge your design capabilities;
4. A proposal that provides the services and cost of web design and hosting services that KACM requires based on your review of our current website
5. Timeframe to complete the project and estimated start date

**Procedure**

Please respond to this Request for Proposal by submitting the above information in writing (fax, letter or email) to:

Trey Cocking  
Deputy Director  
League of Kansas Municipalities  
300 SW 8<sup>th</sup> Street  
Topeka, Kansas 66603

tcocking@lkm.org  
Fax: (785) 354-4186

Proposals must be received by 4 p.m. central, Friday, April 6, 2018. From the responses, a Selection Committee will select two proposals for demonstrations and interviews. These will all be completed by April 20, 2018.

For questions concerning the RFP, contact Deputy Director, Trey Cocking at (785) 354-9565.