

**Village of South Glens Falls
Request for Proposals (RFP)
Website Redesign & Migration to .GOV Domain**

The Village of South Glens Falls is seeking proposals from qualified web development firms or consultants to redesign and modernize the Village's official website and assist in transitioning to a .gov domain. The goal is to create an accessible, secure, mobile-friendly, and easy-to-navigate website that improves access to municipal services and public information for residents, businesses, and visitors.

Project Goals

- A. Redesign the Village website to improve usability, accessibility, and responsiveness across devices.
 - B. Ensure compliance with accessibility standards (WCAG 2.1 AA or better).
 - C. Provide a user-friendly content management system (CMS) for Village staff to update content.
 - D. Implement strong security features and best practices.
 - E. Migrate to a .gov domain, including necessary coordination with federal agencies.
 - F. Improve overall website performance, navigation, and searchability.
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Current Website

- A. URL: www.sgfny.com
 - B. Platform: WordPress
 - C. Content: Municipal services, meeting minutes, forms, announcements, contact information, etc.
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Scope of Work

The selected vendor will be responsible for:

A. Discovery & Planning:

- 1. Conduct meetings with Village Board and personnel.
- 2. Audit existing content and structure.
- 3. Identify user needs and pain points.

B. Website Redesign

- 1. Develop a clean, modern, accessible design.
- 2. Ensure responsive design for desktop, tablet, and mobile devices.
- 3. Integrate Village branding, colors, and logo.
- 4. Design clear navigation and user pathways.
- 5. Implement interactive features (e.g., forms, calendars, alerts).

C. Technical Requirements

- 1. Migrate or rebuild content on a new CMS platform (e.g., WordPress, Drupal, or custom).
- 2. Implement SEO best practices.
- 3. Ensure compliance with ADA and Section 508 accessibility standards.
- 4. Integrate Google Analytics or alternative analytics tools.
- 5. Provide search functionality across the website.

D. Security & Hosting

- 1. Propose secure hosting solution.
- 2. Ensure data security and SSL encryption.
- 3. Ensure compliance with applicable government data privacy and security policies.

E. .GOV Domain Migration

- 1. Ensure technical configuration (DNS, SSL, email, etc.) of the .gov domain.
- 2. Update all references and links to reflect new domain.

F. Training & Documentation

- 1. Provide training for Village staff on CMS usage.
 - 2. Deliver user manuals or documentation.
 - 3. Offer post-launch support and maintenance options.
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Deliverables

1. Fully redesigned, live website under the new .gov domain.
 2. CMS access and admin credentials.
 3. Website user guide and training materials.
 4. Maintenance and support plan (optional but encouraged).
 5. Documentation of domain migration and technical configurations.
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Proposal Requirements

Proposals must include the following:

1. Company overview and relevant experience.
 2. Project team bios and roles.
 3. At least 3 examples of municipal or government website projects.
 4. Detailed project approach and timeline.
 5. Breakdown of costs (design, development, domain migration, hosting, training, support).
 6. References from past clients.
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Evaluation Criteria

Proposals will be evaluated based on:

1. Relevant experience and quality of past work.
 2. Understanding of the Village's needs.
 3. Technical capabilities and proposed CMS.
 4. Accessibility and security compliance.
 5. Cost and value.
 6. Proposed timeline.
 7. Client references.
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Budget

Vendors should provide a detailed pricing structure. The Village has allocated funds for this project and encourages cost-effective solutions without compromising quality or security.

Submission Instructions

Please submit one (1) digital copy of your proposal via email in PDF format by **1:00pm on November 4, 2025** to:

Samantha Berg
Clerk Treasurer
Village of South Glens Falls
info@sgfny.com
(518) 793-1455

****Late submissions will not be considered****

Terms and Conditions: The Village reserves the right to reject any or all proposals. This RFP does not commit the Village to award a contract or pay any costs incurred in the preparation of a proposal. All submitted materials become property of the Village of South Glens Falls.