

# **REQUEST FOR PROPOSAL**

## **Town of Claverack Web Site**

The Town of Claverack will receive and publicly open proposals at the Town Offices, 91 Church Street, Mellenville, New York on December 13, 2016 at 1:00 P.M.

The Town of Claverack is requesting proposals for a new website that is mobile-friendly to replace the current website ([www.townofclaverack.com](http://www.townofclaverack.com)). The proposals should allow for the site to be updated by town staff (not html), and make the site easier to read on mobile devices, including adjustment of the screen size to the user's device, making it easy to read and use. Proposals should include a content management system and basic onsite and offsite search engine optimization that allows town staff to generate analytics on website views and usage. The proposals must also include the transfer of at least one-year of current website content, including minutes, forms, pictures and office/department pages. The proposals also must retain the ability of town staff to access all information from the current website beyond one-year, to respond to requests from the public. All costs associated with the design, implementation, training, hosting and maintenance should be included in the proposal.

The Town of Claverack reserves the right to reject in whole or in part any and all proposals.

All proposals are to be submitted to:

**Town of Claverack  
91 Church Street  
Mellenville, New York 12544**

**Contact Number: (518) 672-7911**

Proposals mailed or otherwise submitted must be received no later than the stated date and time.

Proposals submitted later than the above-mentioned time will not be considered.

**ATTENTION:** Failure to indicate "**Request for Proposal - Town of Claverack Web Site**" on the outside of the proposal envelope might necessitate the premature opening of the proposal which might compromise its confidentiality.

Dated: November 16, 2016

By: Mary Hoose, Town Clerk