



PUBLIC/PRIVATE PARTNERSHIPS FOR PHILADELPHIA'S FUTURE

**SMALL PURCHASE PROFESSIONAL SERVICES OPPORTUNITY
REQUEST FOR BIDS**

OPPORTUNITY SUMMARY	
Opportunity name	Citizens Planning Institute Website Support
Department Seeking Services	<p>The Philadelphia City Fund (the Fund) works in close partnership with the City of Philadelphia and private sector partners to develop and run initiatives that reflect City priorities and seek to improve the quality of life for all Philadelphians.</p> <p>The Fund will serve as the fiscal administrator for this contract opportunity. The Citizens Planning Institute, a program of the Planning Department, will serve as the project manager for this effort on behalf of the Fund.</p> <p>The Department of Planning and Development (DPD) includes the city's housing agencies, planning commission, art commission, historical commission, zoning board of adjustment, developer services, and more. These divisions work hand in hand to promote the economic health of all neighborhoods and the City. The Philadelphia City Planning Commission (PCPC) is one agency within the department and includes the Citizens Planning Institute (CPI) as a means of educating and empowering the public. PCPC staff updates the city's comprehensive plan and weighs in on decisions related to the built environment of the city, all with continued engagement with the public.</p> <p>The Citizens Planning Institute (CPI) is a vital community initiative that has been making a positive impact in our neighborhoods throughout Philadelphia since 2010. The CPI is an eight-week course offered biannually in the spring and fall, with each cohort consisting of a diverse group of thirty residents. The participants gain valuable insights into city planning and development projects, enabling them to</p>

	<p>play a more effective and active role in shaping the future of their neighborhoods and communities. For over a decade CPI has seen significant success, with over 730 “graduates”, representing more than 130 distinct neighborhoods. The impact of this program has been profound in promoting civic responsibility, community engagement, and sustainable development.</p> <p>CPI staff also coordinates efforts within PCPC to offer training and other programming that educates community members to engage with city, to have a voice in decisions that affect their neighborhoods, and to collaborate with their neighbors to lead their own successful projects.</p>
Budget/Compensation	<p>As compensation for services rendered, The Fund shall pay Vendor a fee not to exceed \$2,000.</p>
Summary of Services	<p>Through this RFP, the Fund and the Planning Department are seeking a web support contractor to perform ongoing maintenance and support services to the Citizen’s Planning Institute website.</p>
Tasks, milestones, deliverables	<p>Vendor will provide ongoing maintenance and support services to the Citizen’s Planning Institute website on an as-needed basis, as requested by the Project Manager. These Services <i>may</i> include the following:</p> <ul style="list-style-type: none"> a. All project management, scheduling and tracking of support tasks. b. Ongoing enhancements. c. Training and evaluation of current site. d. Strategic recommendations for other web tools. e. Association Management System/Customer Relationship Management System consulting and review. f. Content updates, updates to Content Management System templates and style sheets. g. Minor database additions. h. Modifications to graphics and/or photos. i. Alterations to page layout, linking pages and URLs. j. General troubleshooting and bug fixing on new CMS modules. k. Section 508 review and compliance. l. CMS Module enhancements

	m. Ad hoc remediation or support for 3rd party module security updates/upgrades.
Technological requirements	WordPress

BID INSTRUCTIONS	
Response Deadline	Submissions must be emailed to cpi@phila.gov by September 6, 2024 at 11:59 p.m. EST.
Submission Requirements	<p>Please include the following sections in your submission:</p> <ol style="list-style-type: none"> 1. Company Overview: <ul style="list-style-type: none"> ○ Background: Include a brief description of the company and relevant experience. 2. Technical Proposal: <ul style="list-style-type: none"> ○ Scope of Work: Detailed description of the services and support offered. ○ Approach: Methodology and processes for delivering website support, including any tools or platforms used. 3. Cost Proposal: <ul style="list-style-type: none"> ○ Pricing: Detailed breakdown of costs, including hourly rates or fixed pricing, and any additional fees. ○ Payment Terms: Payment schedule and terms. 4. References and Case Studies: <ul style="list-style-type: none"> ○ References: Contact information for previous clients who can provide feedback on the vendor’s performance. ○ Case Studies: Examples of similar projects completed successfully. 5. Support and Maintenance: <ul style="list-style-type: none"> ○ Details on response times, issue resolution times, and any guarantees provided. 6. Communication Plan: <ul style="list-style-type: none"> ○ Contact Points: Main points of contact and communication procedures.