



**REQUEST FOR PROPOSALS FOR THE DESIGN AND IMPLEMENTATION OF A
NEW WEBSITE FOR WHITE EARTH TRIBAL & COMMUNITY COLLEGE**

This request for proposal (RFP) is issued by the White Earth Tribal and Community College (WETCC) in Mahanomen, Minnesota. WETCC seeks qualified vendors to design and develop a modern, responsive, accessible, user-intuitive, fully functioning website.

The successful bidder will deliver the final product, including an initial round of training, to WETCC on or before August 30, 2026. In addition, one hundred hours of ongoing training/support for the website must be made available to WETCC after implementation at no additional charge. The final acceptance will be made by WETCC personnel upon completion of the initial training.

GENERAL SPECIFICATIONS

WETCC requires the design, development, implementation, training, and launch of a secure, scalable, and accessible website. This solution will enhance WETCC's operational efficiency, ensure clear navigation for multiple audiences, thereby improving user experience, effectiveness, and timeliness.

1. Project Objectives

- a. Provide clear navigation for multiple audiences.
 - Prospective Students: Admissions, programs, financial aid, campus life.
 - Current Students: Class schedules, student portal, academic resources.
 - Employees: HR resources, internal announcements, staff directory.
 - Community Members: Cultural events, outreach programs, partnerships.
- b. Ensure Americans with Disabilities Act (ADA) and Web Content Accessibility Guidelines (WCAG) compliance.
- c. Optimize for Mobile SEO.
- d. Easy and intuitive, informative, and visually pleasing.
- e. Safe and secure.
- f. Integrate WETCC branding and cultural elements.

2. Scope of Work

- a. Discovery & Plan: Stakeholder meetings, site architecture, branding alignment.
- b. Design: Custom responsive design, accessibility compliance, cultural integration.
- c. Develop: Built with a CMS tool with role-based permissions, reusable components, revision history, WYSIWYG editing, forms, events/calendar, search, media library, and analytics. The Website will
 - Allow assigned employees the ability to create new pages, tabs, and content, which carries over the same template.
 - Be fully customized and editable content, pages, and transfer of existing content.
 - Display and integrate social media posts from WETCC social media sites.
 - Integration of managed online calendar
 - Be able to host media and video content

- Link to WETCC’s SIS (Populi) and LMS (Canvas)
 - Contact us options for each department
 - Link to employee email.
 - Link to Square for donation requests
 - Allow WETCC to integrate Adobe InDesign or similar software to view PDFs
 - Implementation of Google Analytics
 - Optimize the website for search engines to generate site traffic
 - Provide a robust site search indexing HTML and PDF content
 - Security & Privacy: Apply secure development practices.
- d. Test and Implement: Functional, performance, cross-browser/device testing, and security checks.
 - e. Train & Launch: Provide two role-based training sessions (editors; admins), recorded with step-by-step guides. Include two 1-hour office-hours sessions within 30 days post-launch.
 - f. Ongoing Support: Six months or one hundred hours, whichever one comes first, of post-launch technical support at no additional cost.
 - g. Optional Features: WETCC is interested in incorporating these additional features into the Website. If one or more of these features should be included at this time, please make that argument:
 - Virtual campus tour
 - Event registration system
 - Vendor suggested, suggest one or more features that WETCC might consider incorporating into its website

3. Deliverables

- a. Fully functional website that meets the project objectives, scope of work, and deliverables described in this document.
- b. Design, develop, implement, provide initial training/support, launch, and one hundred hours of ongoing training/support.
- c. CMS training for staff, inclusive of user manuals and training materials
- d. Documentation for maintenance
- e. Maintenance and ongoing support plan

4. Timeline

Phase	Duration	Completion Date
Discovery & Planning	X weeks	[Date]
Design	X weeks	[Date]
Development	X weeks	[Date]
Testing & Implementation	X weeks	[Date]
Training & Launch	X weeks	August 30, 2026
Support – no additional charge	Up to 100 hours used within six months of the launch	2/28/2027

5. Relevant Experience & Reputation

- a. Include your company’s profile and relevant experience.
- b. Three professional references outlining similar efforts, particularly at higher education institutions.
- c. Contact information

- Name
- Title
- Contact Information
- Address

6. Terms, Payments, & Conditions

Proposal must include the following:

- Payment schedule: 40% upfront, 30% at implementation, 30% upon completion.
- Warranty period: describe the website's comprehensive warranty.
- Technical Support: (6 months post-deployment) to include 6 months or one hundred hours of support at no additional charge.
- Additional support rate (e.g., ongoing training, support with system upgrades beyond the no-cost period outlined above.
- Confidentiality and data protection clauses (e.g., FERPA, HR), if needed.

THE RIGHT OF WETCC TO AWARD OR REJECT ANY AND ALL RESPONSES

WETCC reserves the exclusive right to reject, for any reason at its sole discretion, the response of any bidder.

WETCC will award this contract to the proposal that is deemed the most responsible and responsive. Price is important, but price alone will not be the sole determinant for the award. The determination for the award is the absolute and complete responsibility of WETCC personnel. WETCC will rate proposals based on **the following factors**. By submitting a bid to this RFP, you agree to the award criteria and process stated in this paragraph and the following table. WETCC reserves the right to waive omissions in responses that it deems immaterial

Factor	Points Available
Design & Accessibility	25
Technical Approach	25
Experience & Reputation	10
Timeline & Deliverables	20
Price	20
Total	100

RFP SUBMISSION DEADLINE

Monday, March 16, 2026, at 4:30 p.m. CT. Submit bids to finance@wetcc.edu with the subject line: NEW WEBSITE-YOUR COMPANY'S NAME. Late submissions will not be considered.

RFP OPENING DATE

Tuesday, March 17, 2026, at 9:00 a.m. CT at WETCC, 2250 College Road, Mahnomon, Minnesota.

SUBMISSION INSTRUCTIONS

This RFP is solicited on a Design-Develop-Implement-Train-Support basis. This RFP may be responded to in any written format you feel appropriate. Answers are clear and concise, with the corresponding number listed. Each submission should include the following information **in this order and numbered as such**.

1. Brief biography and history of experience

2. Project timeline
3. Three client references
4. Detailed description of SEO plan, including CMS information and details
5. Explain your testing and support plan
6. Description of plan for user ability to navigate the system (data collection, user accessibility, etc.)
7. Description of offered graphic/design/branding concepts
8. Explanation of the handover process from Bidder to WETCC
9. Ideas for interactive website features
10. Outline price for this project and potential subsequent years, if applicable. The price you quote should be inclusive. If your price includes certain fees or charges, you must provide a detailed list of excluded fees with a complete explanation of the nature of those fees.
11. Explain your service level agreement structure
12. Explain your security and privacy systems
13. Include terms and conditions
14. Provide alternative solutions and justification if you are unable to meet any requirements/

Questions regarding this project can be directed to:

Laura Driscoll

Provost

218-935-0417

Laura.driscoll@wetcc.edu

Questions regarding this RFP must be submitted no later than Wednesday, March 11, by 4:00 p.m. CT.

ELIGIBILITY

A contract will not be awarded to any party on the government exclusions list in the System for Award Management (SAM).

FEDERAL PARTICIPATION DISCLOSURE

This federally funded project is subject to the Federal laws and regulations associated with that program.

CONTRACT AND TERMS

- **Contract Terms:** This contract is effective upon the date the final required signature is obtained by WETCC and in effect until all obligations outlined in this contract have been satisfactorily fulfilled, including a validity period.
- **Liability.** The successful Proposer shall indemnify, save, and hold WETCC, its representatives, and employees, harmless from any and all claims or causes of action, including all attorneys' fees incurred by WETCC, arising from the performance of this contract. This clause may not be construed to bar any legal remedies the Proposer may have for the failure of WETCC to fulfill its obligations pursuant to this contract.
- **Jurisdiction and Venue.** This contract, and amendments and supplements thereto, are governed in accordance with the laws of the State of Minnesota.

- **Clerical Error.** Notwithstanding Clauses “Assignment, Amendments, and Entire Agreement” of this contract, WETCC reserves the right to unilaterally fix clerical errors, defined as misspellings, minor grammatical or typographical mistakes, or omissions, which do not have a substantive impact on the terms of this contract without executing an amendment. WETCC will inform the Proposer of clerical errors that have been fixed pursuant to this paragraph within a reasonable period.
- **Tax Exempt Status.** WETCC is a tax-exempt organization.

END