

REQUEST FOR PROPOSALS NEWTON COUNTY WEBSITE DESIGN, DEVELOPMENT, AND IMPLEMENTATION

Newton County, Missouri

RFP No. 2026-29 | Proposal Deadline: November 12, 2026,
at 10:00am Central Time

Notice to Prospective Proposers. Newton County, Missouri (“County”) invites qualified firms to submit sealed proposals to design, develop, implement, host, and support a modern, secure, accessible, and user-friendly County website. Proposals must be received no later than **November 12th, 2026, at 10am Central Time** at Newton County Commission 101 South Wood St Neosho MO. 64850. Proposals received after the deadline may not be considered.

Issuing Office: Newton County Commission

Procurement Contact: Daniel Swem

Email: commission@newtoncountymo.gov | **Telephone:** 417-451-8223

County Address: 101 South Wood St., Neosho, Missouri 64850

All questions concerning this solicitation must be directed in writing to the Procurement Contact. Proposers should not contact other County officials or employees regarding this RFP except as authorized in writing.

1. Project Overview

The County seeks a qualified website design and development partner to replace its current public website with a responsive, reliable, and easy-to-manage platform. The new site should improve access to County information and services, support efficient publishing by authorized staff, work well on mobile devices, and provide consistent experience across County departments and offices.

Project Objectives

- Deliver a modern, professional design reflecting Newton County and its residents.
- Make frequently requested information and online services easy to find.
- Provide an intuitive content management system for nontechnical County staff.
- Meet applicable accessibility standards, including WCAG 2.1 Level AA or a current successor standard specified by the County.

- Provide strong security, privacy, performance, backup, and disaster-recovery practices.
- Support scalable integrations, forms, search, calendars, alerts, and departmental content.
- Provide training, documentation, warranty support, and optional ongoing maintenance.

2. Scope of Services

- **Discovery and planning:** stakeholder interviews, audience and content review, site architecture, project schedule, and implementation plan.
- **User experience and visual design:** responsive page templates, navigation, wireframes, prototypes, and design revisions.
- **Content strategy and migration:** content inventory, cleanup recommendations, migration from the existing website, redirect plan, and quality assurance.
- **Content management system:** role-based permissions, approval workflows, reusable components, version control, and staff-friendly editing tools.
- **Core functionality:** site search, online forms, calendars, news and notices, emergency alerts, document management, department directories, elected-official pages, meeting information, and social-media links.
- **Integration:** integration with existing third-party systems and services identified during discovery, with all assumptions and additional costs clearly stated.
- **Accessibility and usability:** accessible templates and components, keyboard navigation, color contrast, alternative text workflows, testing, and remediation documentation.
- **Security and hosting:** secure hosting architecture, encryption, patching, monitoring, backups, incident response, uptime commitments, and recovery objectives.
- **Testing and launch:** browser and device testing, accessibility testing, performance testing, user acceptance testing, launch support, and post-launch stabilization.
- **Training and support:** administrator and editor training, written documentation, service levels, warranty, maintenance options, and escalation procedures.
- **Ownership and portability:** identify ownership and licensing terms for content, custom work, themes, code, data, domains, and third-party products; describe exit assistance and data-export capabilities.

3. Minimum Qualifications

- Demonstrated experience completing comparable government, public-sector, or service-oriented website projects.
- Examples of at least three relevant websites launched within the past five years.
- Personnel with documented expertise in project management, design, development, accessibility, cybersecurity, content migration, and training.
- Ability to meet the County’s proposed schedule and provide responsive support after launch.
- Appropriate business licenses, insurance, and legal authority to perform the work.

4. Proposal Requirements

1. **Cover letter:** legal name, address, primary contact, signature of an authorized representative, and acknowledgment of addenda.
2. **Executive summary:** understanding of the project and reasons the firm is suited to perform the work.
3. **Firm qualifications:** history, ownership, location, staffing, relevant certifications, and subcontractors.
4. **Project team:** roles, biographies, availability, and responsibilities of key personnel.
5. **Technical approach:** discovery, design, accessibility, development, migration, testing, security, hosting, launch, training, and support methodology.
6. **Work plan and schedule** milestones, County responsibilities, anticipated start date, and estimated launch date.
7. **Relevant experience:** three or more comparable projects, website addresses, project descriptions, completion dates, and client references.
8. **Cost proposal:** itemized one-time costs, recurring costs, optional services, hourly rates, travel, licenses, hosting, support, and any assumptions. State the total not-to-exceed implementation price.
9. **Exceptions:** clearly identify any exceptions to the RFP or proposed contract terms.
10. **Required forms:** submit all affidavits, certifications, insurance information, and other forms included in the final solicitation package.

5. Evaluation and Selection

Evaluation Criterion	Weight
Understanding of County needs and proposed technical approach	25%

Relevant experience, qualifications, and references	20%
Accessibility, security, hosting, and support approach	20%
Project team, work plan, and implementation schedule	15%
Total cost and overall value	20%

The County may request clarifications, conduct interviews or demonstrations, verify references, and negotiate with one or more proposers. The County intends to select the proposal determined to provide the best overall value; the lowest-priced proposal will not necessarily be selected. Final weights may be adjusted in the issued solicitation and should total 100%.

6. Anticipated Schedule

Milestone	Date/Time
RFP 2026-29 advertised and issued	October 5 th 2026
Deadline for written questions	10/29/2026, 4pm
County response/addenda issued	[DATE]
Proposal submission deadline	11/12/2026, 10am
Interviews or demonstrations, if requested	TBD
Notice of intended selection	TBD
Contract approval and anticipated kickoff	TBD
Target website launch	TBD

7. Submission Instructions

Submit **4** bound paper copies, as specified by the County. The outside of each sealed package: **“RFP No. 2026-29 – Newton County Website Proposal – Do Not Open.”** Proposals must remain **valid for at least 120 days** after the submission deadline. The proposer is responsible for confirming timely delivery.

8. General Terms and Conditions

- The County reserves the right to reject any or all proposals, waive informalities or irregularities, request additional information, modify or cancel the solicitation, and award a contract in the County's best interest, subject to applicable law and County policy.
- All costs of preparing and submitting a proposal are the proposer's responsibility.
- Proposal materials may become public records subject to applicable Missouri law. A proposer claiming that specific information is confidential must clearly identify it and state the legal basis for the claim; the County cannot guarantee confidentiality.
- The selected firm must comply with applicable federal, state, and local laws, County policies, nondiscrimination requirements, and contract provisions.
- The selected firm may be required to provide proof of insurance, tax compliance, business registration, authorization to conduct business in Missouri, and any affidavits or certifications required by the County.
- No work may begin until a written contract is approved and executed by authorized County representatives. Any award is subject to lawful appropriation and availability of funds.

9. Public Advertisement

NOTICE OF REQUEST FOR PROPOSALS

NEWTON COUNTY, MISSOURI – WEBSITE DESIGN, DEVELOPMENT, AND IMPLEMENTATION

Newton County, Missouri, is accepting proposals from qualified firms to design, develop, implement, host, and support a modern County website. The project includes discovery, responsive design, content migration, an accessible content management system, security and hosting services, testing, training, launch support, and optional ongoing maintenance.

Sealed proposals must be received by **10am Central Time on November 12th, 2026**, at **101 South Wood Street, Neosho Missouri 64850**. The complete RFP, submission requirements, and addenda are available at **Newton County Courthouse (Commissioners Office)** CONTACT NAME: **Daniel Swem**, EMAIL: commission@newtoncountymo.gov PHONE **417-451-8223**. Questions must be submitted in writing by **October 29th, 2026**. Newton County reserves the right to reject any or all proposals, waive informalities, and accept the proposal determined to be in the County's best interest, subject to applicable law.