



Request for Proposal (RFP)
Municipal Website Redesign and Hosting Services

Project Timeline:

RFP Released: November 24, 2025

Questions Due: December 15, 2025

Proposals Due: January 8, 2026

Vendor Selection: February 2, 2026

Project Kickoff: February 16, 2026

Target Launch Date: October 1, 2026

City of Mulvane, Kansas

Request for Proposal (RFP) – Municipal Website Redesign and Hosting Services

Issued by: City of Mulvane, Kansas

Website: www.mulvanekansas.com

Issued on: November 24, 2025

Proposal Due Date: January 8, 2026

Contact: Austin St. John, City Administrator

Email: astjohn@mulvane.us

Mailing Address: City of Mulvane, 211 N Second Ave, Mulvane, KS 67110

1. Introduction

The City of Mulvane, Kansas, is seeking proposals from qualified website development and hosting firms to design, build, and support a new official city website. The project will transition the City's web presence from www.mulvanekansas.com to www.mulvaneks.gov, ensuring full compliance with **ADA and WCAG 2.1 AA accessibility standards**, and encouraging design alignment with **WCAG 2.2 AA** for long-term accessibility and compliance, while prioritizing **mobile compatibility, user-friendly navigation, and modern design**.

2. Project Objectives

- Transition the City's website domain from .com to .gov with appropriate technical setup and migration support.
- Ensure the new site is fully ADA and WCAG 2.1 compliant, with planning toward WCAG 2.2.
- Develop a modern, responsive, and mobile-friendly design accessible across devices and browsers.
- Improve navigation and searchability of City information, services, and departments.
- Provide an easy-to-use content management system (CMS) for City staff.
- Enhance transparency and citizen engagement through clear communication tools.
- Integrate tools such as online forms, bill payment links, meeting agendas, calendars, and news updates.

3. Scope of Work

A. Design & Development

- Create a fresh, professional website design consistent with the City's branding.
- Provide at least two (2) design mockups for City review before final selection.

- Implement a responsive design that performs seamlessly on mobile, tablet, and desktop devices.
- Incorporate ADA/WCAG 2.1 AA compliance throughout design and content, with consideration for WCAG 2.2 AA standards.
- Include an intuitive navigation structure and user-friendly homepage layout.

B. Content Management System (CMS)

- Implement a secure, cloud-based CMS that allows non-technical staff to easily update content.
- Include features such as drag-and-drop editing, document uploads, event management, and page templates.
- Provide role-based user access for staff.

C. Migration & Transition

- Migrate all relevant content from www.mulvanekansas.com.
- Manage domain transition to www.mulvaneks.gov, including DNS setup and redirects.
- Conduct quality assurance testing prior to launch.
- Integrate and migrate relevant content, documents, and information from www.mulvaneemergencyservices.org into the new City website.

D. Accessibility & Compliance

- Ensure compliance with **ADA Title II** and **WCAG 2.1 AA standards**, with consideration and planning for **WCAG 2.2 AA conformance** to ensure future compliance as accessibility requirements evolve.
- Provide ongoing accessibility monitoring tools or reports.
- Provide documentation outlining how the website design and CMS will accommodate future updates to WCAG 2.2 or later accessibility guidelines.
- Conduct staff training on maintaining accessible content.

E. Hosting, Security & Maintenance

- Provide secure website hosting with 99.9% uptime.
- Include SSL certification, data encryption, and malware protection.
- Offer technical support and maintenance services (e.g., software updates, backups, troubleshooting).
- Ensure compliance with .gov domain security requirements.

F. Training & Support

- Provide training sessions for designated City staff on CMS usage and content management.
- Supply written documentation and ongoing technical support.

4. Proposal Requirements

- **Company Information** – Background, years in business, relevant experience with municipal clients.
- **Project Team** – Names, roles, and qualifications of key personnel.
- **Project Approach & Timeline** – Description of proposed design and development process, including estimated completion time.
- **Accessibility & Compliance Plan** – Describe your approach for achieving ADA/WCAG 2.1 AA compliance and your strategy for incorporating or transitioning to WCAG 2.2 AA standards as part of ongoing accessibility improvement.
- **Sample Work** – URLs and screenshots of at least three (3) comparable municipal or government websites.
- **Cost Proposal** – Detailed pricing for design, development, hosting, maintenance, and optional services.
- **References** – Contact information for at least three (3) recent or current municipal clients.

5. Evaluation Criteria

Criteria	Weight
Experience with municipal/government websites	20%
ADA/WCAG compliance approach	20%
Mobile responsiveness and design quality	20%
CMS functionality and ease of use	15%
Project cost and value	15%
Implementation timeline	10%

6. Timeline

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7. Submission Instructions

Proposals must be submitted electronically in PDF format to:

Austin St. John, City Administrator
City of Mulvane
astjohn@mulvane.us

Subject Line: RFP – Website Redesign Proposal

Proposals must be received no later than **January 8, 2026**. Late submissions will not be considered.

8. Additional Information

- The City reserves the right to accept or reject any or all proposals, and the contract award will be made in the best interest of the City, in accordance with City policy and applicable procurement laws.
- All materials submitted become the property of the City of Mulvane and are subject to the Kansas Open Records Act.
- The selected vendor must enter into a professional services agreement with the City. Questions regarding this RFP may be directed to Austin St. John, City Administrator at astjohn@mulvane.us by **December 15, 2025**.