



**Montgomery Housing Authority
525 South Lawrence Street
Montgomery, Alabama 36104**

**REQUEST FOR PROPOSALS RFP 2017-04
WEBSITE DEVELOPMENT AND REDESIGN**

DATE ISSUED: October 3, 2017

TYPE OF PROJECT: Website Development and Redesign

CONTACT PERSON: Martha Groomster
mgroomster@mhatoday.org

LAST DAY FOR QUESTIONS: Thursday, October 19, 2017 @ 3:00p.m. (CST)

SUBMISSION DEADLINE: Thursday, October 26, 2017 @ 3:00p.m. (CST)

SUBMISSION ADDRESS: Procurement/Contract Office
Montgomery Housing Authority
525 South Lawrence Street
Montgomery, Alabama 36104

Separate sealed proposals will be accepted at the Montgomery Housing Authority (MHA), Procurement/Contract Office, 525 South Lawrence Street, Montgomery, Alabama 36104, until the date and time noted above. Proposals will be held in confidence and not released in any manner until after contract award.

The responsibility for submitting a response to this RFP at the Montgomery Housing Authority on or before the stated time and date will be solely and strictly the responsibility of the respondent. The Housing Authority is not liable for any costs incurred by the offeror prior to issuance of a contract. The offeror shall wholly absorb all costs incurred in the preparation and presentation of the proposal.

TABLE OF CONTENTS

PART I — GENERAL INFORMATION

- 1.1 Introduction
- 1.2 Method of Solicitation
- 1.3 Obtain Copies of this Solicitation

PART II — SUPPLEMENTAL INSTRUCTIONS TO RESPONDENTS

- 2.1 Submission of Proposals
- 2.2 Interpretation/Questions
- 2.3 Addendum and Update Procedures for the RFP
- 2.4 Proposal Format
- 2.5 Insurance
- 2.6 Acceptance of Proposals
- 2.7 Time for Reviewing Proposals
- 2.8 Withdrawal of Proposals
- 2.9 Award of Contract
- 2.10 HUD Debarment and Suspension List
- 2.11 Certification of Legal Entity
- 2.12 Cost Borne by Respondent
- 2.13 Best Available Data
- 2.14 Contact with MHA, Staff, Board Members and Residents
- 2.15 Licenses
- 2.16 Respondent Responsibilities
- 2.17 No Claim Against MHA

PART III — SUBMISSION REQUIREMENTS

- 3.1 Company Information
- 3.2 Staffing and Qualifications
- 3.3 Relevant Experience and Past Performance
- 3.4 References
- 3.5 Respondent's Approach and Response to Scope of Services
- 3.6 Proposal Cost
- 3.7 Required Certifications/Forms

PART IV — SCOPE OF SERVICES

PART V — PROCUREMENT PROCESS

- 5.1 Proposal Evaluation/Contract Award
- 5.2 Evaluation Criteria
- 5.3 Summary of Evaluation Criteria

PART I - GENERAL INFORMATION

Introduction

In compliance with 24 CFR 85.36, The Housing Authority of the City of Montgomery Alabama (MHA) hereby request proposals from qualified contractors to perform website development and redesign services for MHA. The selected Contractor shall enter into a two (2) year contract with MHA for this listed service. MHA will have the option to renew the contract, at MHA's discretion, for one (1) additional year. The selected Contractor shall be required to complete a vendor registration package. All contractors doing business with MHA shall be required to register with MHA for direct deposit payments.

1.2 Method of Solicitation

MHA is soliciting competitive proposals from qualified firms with a documented track record of providing the required services through a formal Request for Proposal (RFP) process. Proposals should demonstrate detailed plans on how the respondent intends to provide the required services in a manner that will result in the successful and timely completion of the service(s). In addition, the proposal should demonstrate the respondent's capacity and readiness to perform the scope of services immediately upon execution of a contract with MHA. Finally, the proposal should include evidence of the respondent's previous experience and qualifications relative to the provision of such services.

1.3 Obtain Copies of this Solicitation

Single copies of the RFP package may be obtained at no cost by visiting the MHA website at: www.mhatoday.org/procurement.

Copies may also be picked up in person at:

**Montgomery Housing Authority
Procurement/Contract Office
525 South Lawrence Street
Montgomery, Alabama 36104**

Persons wishing to be mailed copies may request via email: mgroomster@mhatoday.org.

PART II - SUPPLEMENTAL INSTRUCTIONS TO RESPONDENTS

2.1 Submission of Proposals

Offerors should submit **four (4) complete sets, (one {1} original and three {3} copies) and a digital file on a CD in PDF format** of their proposal, dated and signed by an official of the company. Proposals must be submitted in a *sealed envelope* that shows the company's name and address, and **clearly** written on the outside of the sealed envelope must be the words “**Website Development and Redesign Service**” (RFP 2017-04) - **DEADLINE Thursday, October 26, 2017 @ 3:00 p.m. (CST)**

Submittals received after deadline date and time will be determined unacceptable and remain unopened. Refer to form **HUD 5369-B, Section 6** regarding late submissions and withdrawals.

Proposals are not publicly opened

All proposals must be submitted in accordance with the conditions and instructions provided herein and must remain open for acceptance for one hundred and eighty days (180) from the due date.

2.2 Interpretations/Questions

During the period between issuance of this RFP and the proposal due date, no oral interpretation of the RFP's requirements will be given to any prospective respondent. Requests for interpretation must be made, in writing, at least five (5) days before the submission due date and time via email to: _mgroomster@mhatoday.org or fax to (334) 206-7164.

2.3 Addendum and Update Procedures for the RFP

During the period of advertisement for this RFP, MHA may wish to amend, add to, or delete from, the contents of this RFP. In such situations, MHA will issue an addendum to the RFP setting forth the nature of the modification(s). MHA will email (or send via regular postal mail or fax upon written request of respondents) any addenda to respondents of this RFP Solicitation. Interested parties may also view addenda on MHA's website www.mhatoday.org/procurement. It shall be the responsibility of each respondent to ensure; they have any/all additional addenda relative to this RFP.

2.4 Proposal Format

All proposals shall be submitted in 8 ½ x11 inch format, preferably in three (3) ring binders. Larger size pages or inserts may be used if able to fold into 8 ½ x 11 inches. All copies of the submittal must be identical in content organizations. The format of the respondents proposal should be structured the same as the format of the RFP. Proposals should be organized into sections and tabbed for ease of review. Provide a comprehensive Table of Contents at the front of the proposal. Organize the proposal in response to the Submission Requirements, taking care to address all issues identified in the Scope of Services. The front cover of the proposal should bear the name and number of the RFP, date, and respondent's name, address, phone, fax number, and email address.

2.5 Insurance

All forms that require a signature or initials must bear an original initial or signature. **Respondents shall enforce and maintain throughout the term of the contract:**

1. **Comprehensive General Liability Limits:** \$1,000,000 combined single limit with the Montgomery Housing Authority named as additional insured with respect to the services being procured.

2. **Workers Compensation:** Please note that MHA required all contractors, regardless of the State law, that perform services on MHA properties to carry the State minimum coverage amount for workers compensation insurance coverage.
3. **Automobile Liability Limits:** \$1,000,000

2.6 Acceptance of Proposals

Proposals must be signed, sealed, and received in completed form at the MHA, no later than the proposal closing date and time. Proposals submitted after the designated closing date and time will not be accepted for any reason, and will be returned unopened to the originator.

MHA reserves the right to accept or reject any or all proposals, to take exception to these RFP specifications or to waive any formalities. Respondents may be excluded from further considerations for failure to comply with the specifications of this RFP.

MHA also reserves the right to reject the proposal of respondents, who have previously failed to perform properly or to complete on time, a contract of similar nature; not in a position to perform the contract. Alternatively, who habitually without just cause neglected the payment of bills or disregarded its obligations to subcontractors, providers of materials, or employees.

2.7 Time for Reviewing Proposals

Proposals received prior to the closing date and time will be securely kept, unopened. No proposals received after the closing date and time will be considered. All proposals properly received will be evaluated by MHA's Evaluation Committee appointed by the Executive Director. The Evaluation Committee will analyze proposals within the 180 days of the date and time due and provide a recommendation for award of contract or not to award to the MHA Executive Director.

2.8 Withdrawal of Proposals

Proposals may be withdrawn, by means of a written request, or faxed requests dispatched by the respondent in time for delivery in the normal course of business prior to the time fixed for receipt, if written confirmation of withdrawal has the signature of the respondent. In addition, withdrawals must be postmarked prior to the date and time set for proposal opening. Negligence on the part to the respondent in preparing their proposal confers no right to make modifications or withdraw proposal after the due date and time.

2.9 Award of Contract

A contract shall be awarded to the respondent submitting a proposal according to the evaluation criteria contained herein, provided the proposal is in the best interest of MHA. The respondent to whom the award is made will be notified at the earliest practical date.

2.10 HUD Debarment and Suspension List

The respondents and all subcontractors' names or businesses must not appear on the HUD's Debarment and Suspension list.

2.11 Certification of Legal Entity

Prior to execution of the contract agreement, the respondent shall certify that joint ventures, partnerships, team agreements, new corporations, or other entities that either exist or will be formally structured are, or will be, legal and binding under the Alabama State Law and the City of Montgomery, Alabama.

2.12 Cost Borne by Respondent

All cost related to the preparation of this RFP and any related activities are the responsibility of the respondent. MHA assumes no liability for any costs incurred by the respondent throughout the entire selection process.

2.13 Best Available Data

All information contained in this RFP is the best data available to MHA at the time the RFP was prepared. The information given in the RFP is not intended as representation having binding legal effect. This information is furnished for the convenience of respondents and MHA assume no liability for any errors or omissions.

2.14 Contact with MHA Staff, Board Members, and Residents

Beyond the above referenced written communications, respondents and their representatives may not make any other form of contact with MHA Staff, Board Members, or Residents. Any improper contact by or on behalf of respondents may be grounds for disqualification.

2.15 Licenses

The awarded individual/firm shall have and maintain all required licenses necessary to conduct business in the City of Montgomery and the State of Alabama. All licenses must be kept up to date for the duration of this contract. Copies of all licenses must be in the Procurement/Contract Office prior to contract execution.

2.16 Respondent Responsibilities

Each respondent is presumed by MHA to have thoroughly studied this RFP and become familiar with the contents, locations, nature of requests, covered by the RFP. Any failure to understand completely any aspect of this RFP is the responsibility of the respondent.

2.17 No Claim Against MHA

The respondent shall not obtain, by submitting a proposal in response to this RFP, any claim against MHA or MHA's property for reason of all or any part of the following: the selection process; the rejection of any or all offers; the acceptance of any offer; entering into any agreements or the failure to enter any agreements; any statement, representations, acts or omissions of MHA or any person or entity acting on its behalf; the exercise of any discretion set forth in or concerning any of the foregoing; and any other matters arising out of the foregoing.

PART III - SUBMISSION REQUIREMENTS

Listed below are the sections that must be included in respondent's proposal. Each section must be clearly labeled using the bold-faced titles listed below. The required submission must be bound and each section tabbed.

3.1 Company Information

Please furnish a brief history of your company including how long you have been in business, major offices located in Montgomery and/or major offices located in the southeast United States.

3.2 Staffing and Qualifications

Provide information regarding staff experience and qualifications that demonstrates the respondent's capacity to perform the required services. Include an organizational chart that illustrates respondent's overall staffing approach for completing the required work. Include in the chart, all key personnel, specialists, and consultants who will be assigned work under a contract potentially resulting from this RFP.

3.3 Relevant Experience and Past Performance

- A. Identify similar or related work performed for public housing authorities or other agencies that have been completed to date, or is currently active. Include projects completed or currently underway by the responding entity and/or each major participant in the proposal. For each project identified provide:
 1. Project name and address
 2. Contact person, title, phone number, email, fax and address
 3. Detailed description of Scope of Services
 4. The client(s) for whom the respondent's services were performed
 5. The size of the project(s)
 6. The services performed by the respondent on the project(s)
 7. The dollar value of the contract for the services
 8. The duration of the project including start and completion dates, or projected completion date, if still active
 9. A reference contact for the project with name, address, email and phone number
- B. Identify past experience in performing work for public housing authorities or other similar agencies by the respondent and/or its participants.
- C. Demonstrate ability to perform the services that are well regarded in the industry in terms of content, timeliness, and responsiveness.
- D. If the respondent is a joint venture, or another entity formed solely for responding to this RFP, provide evidence of prior successful collaborations.

3.4 References

Provide a list of clients, previous and current. This list must include the name and title of the contact person, with an address, email, phone number, and fax number.

3.5 Respondent's Approach and Response to Scope of Services

- A. Provide a detailed narrative that demonstrates the approach intended for use by the respondent.
- B. The respondent should outline its anticipated approach for each element of work identified in the Scope of Services.
- C. The approach outlined should be consistent with the objectives and requirements set forth in the RFP, and should address how services will be immediately provided upon execution of a contract.
- D. Provide a narrative and bar graph type schedule indicating on how the work will proceed under the contract.

3.6 Proposal Cost

Respondents shall provide a firm total cost along with a detailed itemized breakdown of total cost. Please show all expected expenditures to include all anticipated travel. Total cost must be all-inclusive.

3.7 Required Certifications/Forms

Each proposal must contain a copy of the following HUD forms, which may be downloaded from the Procurement page of MHA web site: www.mhatoday.org/procurement.

- A. [HUD 5369-B](#) Instructions to Offerors, Non-construction
- B. [HUD 5369-C](#) Representations/Certification of Offerors, Non-construction
- C. [HUD SF-LLL](#) Disclosure of Lobbying Activities
- D. [HUD 50070](#) Drug-Free Workplace Certification
- E. [HUD 50071](#) Certification of Payments to Influence Federal Transactions
- F. Proposals should be written in a concise, straightforward and forthright manner. Superficial marketing statements and materials should be avoided.

Please tab and submit documents/information in the following order:

- A. Company Information
- B. Staffing and Qualifications
- C. Relevant Experience and Past Performance
- D. Three references (previous or current clients) including the name and title of the contact person, with an address, email, phone number and fax number
- E. Approach and Response to Scope of Services
- F. Proposal Cost (**Cost Proposal form enclosed**)

- G. Required **HUD** Forms (see section 3.7 for a list of required forms)
- H. Business License and other necessary certificates
- I. Statement that the proposal constitutes a firm offer of pricing, which may be accepted at any time **within one hundred eighty (180) days** from and after the date of proposal opening
- J. Name, address and telephone number of the person to answer questions or provide clarification concerning the offeror's proposal

PART IV - SCOPE OF SERVICES

The existing **internet website** for Montgomery Housing Authority (MHA) <http://www.mhatoday.org> is hosted externally and contains general organization information including its related managed properties. MHA is requesting quotes from web designers to redesign the existing website.

DESIGN SPECIFICATIONS & REQUIREMENTS

The website redesign must contain the following core components:

- The website must be editable using a Content Management System (CMS)
- The website must also be usable on smartphones and tablets
- The basic structure of the website must follow MHA's proposed design concept (*see below*) with the addition of online fillable forms related to housing applications and qualifications
- The website must be user friendly, easy to navigate and have a sophisticated professional appearance
- Upon completion of project and payment, the website and all supporting documentation and original artwork (pictures, graphics, etc.) must be under ownership of MHA

The basic structure of the website

The complete MHA website will contain approximately 30 pages

Home Page

Total Pages: 1

- Vibrant colors that complement the agency's logo (orange, blue, green, gold, and burgundy)
- Rotating pictures of families, individuals, children and construction projects
- MHA motto
- Navigation bar listing departments
- Access buttons linking to department pages
Apply for Housing, Pay Rent, Submit Work Order, Application Status, Calendar, News, Sign-up for Newsletter, Columbus Square Housing Application
- Social media icons (Facebook, LinkedIn, YouTube, Instagram)

Additional Wording

Weather and Translate (display at top of the page)

Department Pages

Public Housing

Total Pages: 5

- New Resident
- Properties
- Current Residents
- Applicants
- Forms (no display of hyperlinks)

Housing Choice Voucher Programs

Total Pages: 4

- Assisted Housing Programs department description
- Rent Cafe
- Homeownership
- Housing Specialist Contacts
- PDF fillable forms and instructions

Resident Services

Total Pages: 8

- About Resident Services (FSS and ROSS) *spell out acronyms*
- Youth Programs
- Educational Opportunities (Scholarship Announcements)
- Senior Programs
- Resident Advisory Board
- Photo Gallery
- Partnership 8
- Contacts: (FSS and ROSS Coordinators)

Include pictures and sign up form for program participation

Real Estate Development (RED)

Total Pages: 6

- Department description
- Completed Projects, Current Projects, Upcoming Projects displayed in the form of colorful high quality pictures and/or videos (including web cam)
- Each project page will include a separate description page consisting *project title, three photos, construction timeline and construction summary*

Sample layout will be provided.

Procurement

Total Pages: 1

- Department description
- What is an RFQ? | What is RFP | Potential Vendors
- Reorganize links and embed behind access buttons
- Include image and required forms

- Department contact: procurement@mhatoday.org

Careers

Total Pages: 2

- Employment Opportunities
- Internship

Accounting

Total Page: 1

- Department description
- Contact information (accounting email)

DESIGN SERVICES

The design firm shall provide the following services:

- Provide full project concept to design service to ensure that MHA receives a high quality, interactive user friendly website with diverse functions including, but not limited to rotating photos, quick links, social media connections, data recovery features, stakeholder engagement opportunities, unique department brands and consistent messages across media.
- Design and develop templates consistent with logo, mission and vision statement
- Provide a **minimum** of three (3) different design templates for review and consideration by MHA. (**Note-this does not mean different version of one wireframe, we need to consider different designs based on unique wireframe models*)
- Build the site and migrate existing and updated content onto new platform
- Provide all native files of design, artwork and supporting documentation upon project completion.
- MHA will provide input on consultation and direction on desired features, functionality, assistance with mapping of existing content and technical specs needed for maintenance and hosting

PROGRAM DEVELOPMENT SCHEDULE

The selected qualified firm will be expected to complete work on the websites in three (3) months from the date of contract initiation unless there has been an alternate due date negotiated between contractor(s) and agency.

PART V – PROCUREMENT PROCESS

5.1 Proposal Evaluation/Contract Award

Proposals received in response to this solicitation will be evaluated using the following evaluation process.

- A. The evaluation process will be used to determine the firms that will comprise the short list, from which final selection for contract award will ultimately be made.
 1. During the evaluation process, technical proposals will be evaluated and scored by an Evaluation Committee appointed by the Executive Director.

2. Each member of the selection committee will score each proposal.
 3. Scoring will be based on predetermined Evaluation Criteria. The available points associated with each area of consideration are shown below in Item 5.2.
 4. The results of the evaluation of both technical and cost proposals will be used to determine those proposals to be considered in the competitive range.
 5. Proposals will be considered acceptable if they have a minimum score of **85 points** or above.
 6. The Authority may request that proposers whose submittals are in the competitive range make oral presentations concerning their qualifications to the Authority's Evaluation Committee.
 7. Cost proposals will be considered acceptable if the proposed cost is clearly not excessive compared to the proposed costs of other respondents with acceptable technical proposals.
 8. Respondents with acceptable technical and cost proposals may be requested to supply additional information to assist in completing the due diligence review. Failure to satisfactorily complete the due diligence review within the timeframe established by MHA will result in disqualification of respondent's proposal.
- B. Scoring will be based upon how well the proposal meets the criteria established in this RFP.
- C. MHA reserves the right to make no award, or decline to enter negotiations should it believe that no respondent to this RFP would be capable of delivering the necessary level of service within an acceptable price range and/or the time period.
- D. The Evaluation Committee will evaluate the merits of proposals received in accordance with the evaluation factors stated in the RFP and formulate a recommendation. However, while a numerical rating system may be used to assist the Evaluation Committee in selecting the competitive range (if necessary) and making an award recommendation decision, the award decision is ultimately a business decision that will reflect an integrated assessment of the relative merits of the proposal using the factors and their relative weights disclosed in the RFP.

5.2 Evaluation Criteria

A. Organizational Capacity:

30 Points

1. Respondent's organizational capacity will be evaluated through an assessment of the respondent's staff, specialists, and consultants' experiences and qualifications. In addition, the respondent's ability to perform the work in a timely manner will be evaluated through a review of previous performance on similar projects, as well as current and projected capacity and workload.
2. Maximum consideration will be given to those respondents having staff with the greatest amount of experience in performing work as required herein, and who can demonstrate sufficient capacity to perform the work timely given current and

projected workload.

B. Relevant Experience and Past Performance: 25 Points

1. Relevant experience and past performance will be evaluated through an assessment of previous, similarly related projects completed to date.
2. Maximum consideration will be given to those respondents, who demonstrate through their submittal, a documented track record of successfully completing projects of the same type required by this RFP.
3. Maximum consideration will also be given to those respondents who exhibit a successful track record of performing similar services for public housing authorities.

C. Respondent's Approach and Response to Scope of Service: 25 Points

1. The respondent's approach and response to the Scope of Services will be evaluated through an assessment of the proposed approach for each element of work identified in the Scope of Services.
2. Maximum consideration will be given to those respondents, who demonstrate through their submittal, a clear and prudent plan for performing the required work within the established timeframe.

D. Proposal Cost: 20 Points

1. Proposal cost will be evaluated through a careful analysis of cost compared to the other respondent's proposals.
2. Maximum consideration will be given to those respondents, who demonstrate through their submittals, the ability to perform the required work at minimum cost to MHA.

Additional Points:

Disadvantaged Business Enterprise (DBE) and Section 3 Participation Plan:

DBE/WBE Participation: 5 Points

Section 3 participation : 5 Points

1. The level of Disadvantaged Business Enterprise (DBE), Woman Business Enterprise (WBE) and Section 3 participation will be evaluated through an assessment of the action plans and participation schedules submitted.
2. Maximum consideration will be given to those Respondents, who demonstrate through their submittals, that MHA's stated participation goals, in terms of DBE, WBE, and Section 3 business enterprise contracting, and Section 3 resident employment and training, will be met.

5.3 Summary of Evaluation Criteria

Evaluation Criteria Points

TECHNICAL POINTS:

Organizational Capacity	30 Points
Relevant Experience and Past Performance	25 Points
Respondent's Approach/Response to Scope of Services	25 Points
Proposal Cost	20 Points
Total	100 Points

ADDITIONAL POINTS:

DBE and WBE Participation Plan	5 Points
Section 3 Participation Plan	5 Points
TOTAL	10 Points

TOTAL POSSIBLE POINTS	110 Points
------------------------------	-------------------

**Montgomery Housing Authority
525 South Lawrence Street
Montgomery, Alabama 36104**

**REQUEST FOR PROPOSALS (RFP 2017-02)
LAWN AND LANDSCAPING MAINTENANCE**

DATE ISSUED: October 3, 2017

TYPE OF PROJECT: WEBSITE DEVELOPMENT AND REDESIGN

CONTACT PERSON: Martha Groomster
mgroomster@mhatoday.org

LAST DAY FOR QUESTIONS: Thursday, October 19, 2017 @ 3:00p.m. (CST)

SUBMISSION DEADLINE: Thursday, October 26, 2017 @ 3:00p.m. (CST)

SUBMISSION ADDRESS: **Procurement/Contract Office**
Montgomery Housing Authority
525 South Lawrence Street
Montgomery, Alabama 36104

_____ Signature	_____ Date	_____ Title
_____ Printed Name	_____ Telephone Number	_____ Email Address
_____ Company Name		_____ Web Address
_____ Mailing Address		_____ City, State, Zip

ATTACH A COST BREAKDOWN SHOWING EXPENDITURES

Cost Breakdown

<p style="text-align: center;">The basic structure of the website</p> <p>The complete MHA website will contain approximately 30 pages</p> <p>Home Page</p> <p>Total Pages: 1</p> <ul style="list-style-type: none">● Vibrant colors that complement the agency’s logo (orange, blue, green, gold, and burgundy)● Rotating pictures of families, individuals, children and construction projects● MHA motto● Navigation bar listing departments● Access buttons linking to department pages <i>Apply for Housing, Pay Rent, Submit Work Order, Application Status, Calendar, News, Sign-up for Newsletter, Columbus Square Housing Application</i>● Social media icons (Facebook, LinkedIn, YouTube, Instagram) <p>Additional Wording</p> <p style="padding-left: 20px;">Weather and Translate (display at top of the page)</p> <p>Department Pages</p> <p style="padding-left: 20px;">Public Housing</p> <p style="padding-left: 40px;">Total Pages: 5</p> <ul style="list-style-type: none">● New Resident● Properties● Current Residents● Applicants● Forms (no display of hyperlinks) <p>Housing Choice Voucher Programs</p> <p>Total Pages: 4</p> <ul style="list-style-type: none">● Assisted Housing Programs department description● Rent Cafe● Homeownership● Housing Specialist Contacts● PDF fillable forms and instructions <p>Resident Services</p> <p style="padding-left: 20px;">Total Pages: 8</p> <ul style="list-style-type: none">● About Resident Services (FSS and ROSS) <i>spell out acronyms</i>● Youth Programs● Educational Opportunities (Scholarship Announcements)● Senior Programs● Resident Advisory Board● Photo Gallery● Partnership 8	
---	--

<ul style="list-style-type: none"> ● Contacts: (FSS and ROSS Coordinators) <p><i>Include pictures and sign up form for program participation</i></p> <p>Real Estate Development (RED)</p> <p>Total Pages: 6</p> <ul style="list-style-type: none"> ● Department description ● Completed Projects, Current Projects, Upcoming Projects displayed in the form of colorful high quality pictures and/or videos (including web cam) ● Each project page will include a separate description page consisting <i>project title</i>, <i>three photos, construction timeline</i> and <i>construction summary</i> <i>Sample layout will be provided.</i> <p>Procurement</p> <p>Total Pages: 1</p> <ul style="list-style-type: none"> ● Department description ● What is an RFQ? What is RFP Potential Vendors ● Reorganize links and embed behind access buttons ● Include image and required forms ● Department contact: procurement@mhatoday.org <p>Careers</p> <p>Total Pages: 2</p> <ul style="list-style-type: none"> ● Employment Opportunities ● Internship <p>Accounting</p> <ul style="list-style-type: none"> ● Department description <p>Total Page: 1</p> <ul style="list-style-type: none"> ● Contact information (accounting email) 	
TOTAL COST	