REQUEST FOR PROPOSALS

Website Modernization & Digital Presence Overhaul

Issued By:

Hampton Roads Workforce Council (HRWC)

999 Waterside Drive, Suite 1314, Norfolk, VA 23510

Phone: 757.314.2370 | www.theworkforcecouncil.org

RFP Number:

HRWC-2026-WEB-001

Issue Date: May 25, 2026

Revision Date: June 22, 2026

Proposal Due Date: July 14, 2026, 5:00 PM ET

FEDERAL FUNDING NOTICE

This procurement is funded through the Workforce Innovation and Opportunity Act (WIOA), Title I, administered by the U.S. Department of Labor, Employment and Training Administration. All procurement activities are subject to 2 CFR Part 200 (Uniform Guidance), applicable DOL regulations, and the Commonwealth of Virginia procurement standards under the Virginia Public Procurement Act (Va. Code § 2.2-4300 et seq.).

Equal Opportunity Employer / Program. Auxiliary aids and services available upon request. VA Relay: 711.

Procurement Contact:

Hampton Roads Workforce Council

rfpsubmissions@theworkforcecouncil.org

HAMPTONROADS WORKFORCECOUNCIL

ONE REGION. ONE WORKFORCE. ONE ECONOMY.

SECTION 1: INTRODUCTION AND BACKGROUND

1.1 Issuing Organization

The Hampton Roads Workforce Council (HRWC) is a special-purpose unit of local government established pursuant to the Workforce Innovation and Opportunity Act of 2014 (WIOA), Pub. L. 113-128, and the Code of Virginia. The HRWC oversees federally-funded workforce development programs and initiatives for a fifteen-jurisdiction region encompassing the Cities of Chesapeake, Franklin, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach, and Williamsburg, and the Counties of Gloucester, Isle of Wight, James City, Southampton, and York.

The HRWC operates a network of Virginia Career Works (VCW) centers, Hampton Roads Veterans Employment Centers (HRVEC), and multiple workforce and training initiatives that collectively support thousands of jobseekers, workers, employers, and students each year. Through its Business Services division, the HRWC also provides direct support to employers to help recruit, train, and retain the skilled talent needed to grow the regional economy.

As a trusted regional convener and labor market intermediary, the HRWC works closely with employers, education partners, and community stakeholders to align workforce strategies with industry demand in critical sectors such as maritime, healthcare, logistics, defense, and advanced manufacturing. Through collaborative initiatives such as the Hampton Roads Maritime Training System, the Regional Infrastructure Training System, and the Hampton Roads Partnership for Health Sciences, the HRWC is helping build sustainable talent pipelines that support the growth of the region’s most critical and in-demand industries.

1.2 Purpose of This RFP

The HRWC hereby solicits proposals from qualified vendors to provide a comprehensive website modernization and digital presence overhaul for **www.theworkforcecouncil.org**. The existing site was developed on a WordPress platform and has not undergone a substantive redesign since 2021. The HRWC requires a modern, accessible, mobile-optimized, and strategically structured digital presence that:

- Effectively serves three distinct primary audiences: job seekers, employers/businesses, and community/government partners
- Complies fully with Section 508 of the Rehabilitation Act and WCAG 2.1 Level AA accessibility standards
- Meets all applicable Virginia state cybersecurity and data governance requirements (VA CISA and SEC524)
- Demonstrates measurable impact and program outcomes to the public and funding partners
- Positions the HRWC as the definitive regional hub for workforce intelligence, employer connectivity, and career pathway navigation
- Integrates with existing third-party platforms including the Jobs Board, Events Calendar, and Regional Demographics Dashboard

1.3 Estimated Contract Value & Funding Source

Estimated Contract Value	$75,000 - $150,000 (total, all phases)
Funding Source	WIOA Title I, U.S. Department of Labor, Employment and Training Administration
CFDA Number	17.258, 17.259, 17.278
Contract Type	Firm Fixed Price with defined milestone deliverables
Contract Period	12 months from Notice to Proceed, with optional 12-month maintenance renewal

Any subcontractor performing services under the resulting contract must comply with applicable federal requirements and may be required to maintain active SAM.gov registration prior to contract execution.

Per the Stevens Amendment (31 U.S.C. § 6301 note), this project is funded in whole or in part by federal resources. The HRWC is required to acknowledge federal funding in all resulting work products and website footers.

SECTION 2: SCOPE OF WORK

2.1 Overview

The selected vendor shall deliver a complete website modernization encompassing strategic UX architecture, visual design, content migration, platform development, accessibility compliance, SEO optimization, performance benchmarking, staff training, and post-launch support. The work is organized into five phases as described below.

2.2 Phase 1 — Discovery, Research & Strategy (Weeks 1–4)

The vendor shall conduct a structured discovery process including:

- Stakeholder interviews with the HRWC leadership, program directors, employer partners, and a cross-section of job seeker users (minimum 10 interviews)
- Competitive analysis of at least five comparable regional workforce board websites
- User persona development for three primary audiences: (a) job seekers, (b) employers, (c) government/partner stakeholders
- Heuristic evaluation of the current site identifying UX deficiencies, navigation failures, and content gaps
- Technical audit of current WordPress installation including plugins, page speed scores, mobile responsiveness, and security vulnerabilities
- SEO audit including current keyword rankings, backlink profile, and crawlability assessment

Deliverables: Discovery Report, Audience Personas, Competitive Analysis Summary, Technical Audit, and a Strategic Recommendations Deck approved by the HRWC leadership prior to proceeding to Phase 2.

2.3 Phase 2 — Information Architecture & UX Design (Weeks 5–9)

Based on Phase 1 findings, the vendor shall develop:

- A revised site map with audience-segmented navigation architecture
- User flow diagrams for each primary audience persona
- Wireframes for all primary page templates (minimum 8 distinct templates): Homepage, Audience Landing Page, Program Page, Events/Calendar, Jobs Board Integration, News/Media, Contact/Intake Form, About/Impact Dashboard
- Interactive prototype (Figma or equivalent) for stakeholder review and user testing
- Two rounds of stakeholder feedback incorporated with documented revision log

Deliverables: Approved Site Map, Wireframe Set, Interactive Prototype, User Testing Summary (minimum 5 testers per audience segment).

2.4 Phase 3 — Visual Design & Brand Application (Weeks 8–12)

The vendor shall develop a refreshed visual design language including:

- Full visual design system: typography scale, color palette, component library, iconography, and photography/imagery guidelines consistent with the HRWC brand identity
- High-fidelity mockups for all page templates in both desktop and mobile breakpoints

- Design of an Impact Dashboard component displaying key outcome metrics (placements, employers served, training completions, wage gains) with placeholder data structures ready for CMS integration
- Design of employer-facing landing pages and intake flow
- Accessibility review of all design assets against WCAG 2.1 Level AA prior to development handoff

Deliverables: Approved Design System Documentation, High-Fidelity Mockup Set (desktop + mobile), Accessibility Compliance Checklist.

2.5 Phase 4 — Development, Migration & Integration (Weeks 12–22)

The vendor shall build the approved designs into a production-ready website. Requirements include:

2.5.1 Platform Requirements

- Platform: WordPress or equivalent open-source CMS with documented rationale
- Hosting: Virginia-based or FedRAMP-authorized cloud infrastructure strongly preferred; must comply with Virginia Information Technologies Agency (VITA) cloud security standards
- SSL/TLS encryption required on all pages
- Government-grade security hardening including Web Application Firewall (WAF) configuration
- Automated daily backups with 30-day retention minimum
- Content Delivery Network (CDN) integration for performance optimization

2.5.2 Functional Requirements

- Audience segmentation on homepage routing job seekers, employers, and veterans/special populations to differentiated pathways
- Full integration with existing Jobs Board (engage.theworkforcecouncil.org/portal/jobs_board) via API or iframe with responsive wrapper
- Full integration with existing Events Calendar platform
- Integration with Regional Demographics Dashboard (demographics.theworkforcecouncil.org)
- Dynamic Impact Dashboard with CMS-editable data fields for quarterly outcome updates
- Employer intake/inquiry form with spam protection (reCAPTCHA or equivalent) and CRM/email routing
- Multilingual support: English and Spanish at minimum, with architecture supporting additional languages
- SMTP-authenticated email forms compliant with CAN-SPAM Act
- Google Analytics 4 (GA4) and Google Tag Manager implementation with a custom dashboard for HRWC staff
- Social media meta tags (Open Graph, Twitter Card) on all pages
- XML sitemap and robots.txt configuration
- Schema.org structured data markup for organization, events, and job postings

2.5.3 Accessibility & Compliance Requirements

- Full WCAG 2.1 Level AA conformance
- Section 508 of the Rehabilitation Act compliance
- ADA Title II compliance for public-facing government program information
- Keyboard navigation support throughout
- Screen reader compatibility tested with NVDA and JAWS
- Color contrast ratios meeting WCAG AA minimums (4.5:1 for normal text, 3:1 for large text)
- Alt text standards for all images with CMS editor guidance
- Accessible PDF and document download pages
- Virginia Accessibility Initiative certification pursued post-launch

2.5.4 Content Migration

- Migration of all existing content from www.theworkforcecouncil.org — vendor responsible for 100% content inventory and selective migration per HRWC content decisions
- Content audit deliverable identifying pages to migrate, consolidate, rewrite, or retire
- Minimum 301-redirect mapping for all retired URLs to preserve SEO equity
- Staff-editable CMS with role-based permissions (admin, editor, contributor)

2.6 Phase 5 — Testing, Launch & Knowledge Transfer (Weeks 22–26)

- Full cross-browser testing: Chrome, Firefox, Safari, Edge (latest two versions each)
- Cross-device testing: desktop, tablet, iOS mobile, Android mobile
- Load testing to 500 concurrent users minimum
- Accessibility audit by independent third-party tool (axe, WAVE, or Deque) with documented remediation
- UAT (User Acceptance Testing) period with the HRWC staff — minimum two weeks
- Staff training: minimum 4-hour live CMS training session with recorded video and written documentation
- Vendor to provide 90-day post-launch warranty support at no additional cost
- Optional: 12-month maintenance and support retainer (to be priced separately in proposal)

SECTION 3: PROCUREMENT REQUIREMENTS & COMPLIANCE

3.1 Legal Authorities & Regulatory Framework

This procurement is governed by the following authorities. Vendors must demonstrate familiarity and agree to comply with all applicable regulations:

3.1.1 Federal Requirements

- Workforce Innovation and Opportunity Act of 2014, Pub. L. 113-128
- 2 CFR Part 200 — Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)
- 2 CFR Part 200.320 — Methods of Procurement / Competitive Procurement Standards
- Section 508 of the Rehabilitation Act (29 U.S.C. § 794d)
- Americans with Disabilities Act (ADA), Title II
- CAN-SPAM Act of 2003
- NIST Cybersecurity Framework (CSF) 2.0 — recommended baseline
- Stevens Amendment (31 U.S.C. § 6301 note) — federal funding attribution

3.1.2 Commonwealth of Virginia Requirements

- Virginia Public Procurement Act (VPPA), Va. Code § 2.2-4300 et seq.
- Virginia Information Technologies Agency (VITA) security standards and cloud policy
- Virginia Cybersecurity Framework (aligned with NIST CSF)
- Commonwealth Security and Risk Management (CSAM) data classification standards
- Virginia Consumer Data Protection Act (CDPA), Va. Code § 59.1-571 et seq. — applicable to any user data collected

3.2 Required Vendor Certifications & Representations

By submitting a proposal, the vendor certifies and represents that:

1. The vendor is NOT debarred, suspended, or otherwise excluded from federal procurement per System for Award Management (SAM.gov) — The vendor must maintain active SAM.gov registration and provide a valid Unique Entity Identifier (UEI)
2. The vendor complies with the Drug-Free Workplace Act (41 U.S.C. §§ 8101-8106)
3. The vendor does not engage in trafficking in persons (22 U.S.C. § 7104(g))
4. The vendor certifies compliance with the Buy American Act where applicable
5. The vendor is registered with the Virginia State Corporation Commission (SCC) to do business in Virginia (or will register prior to contract execution)
6. The vendor maintains appropriate business licenses under applicable Virginia locality requirements
7. The vendor will execute the HRWC's standard Non-Disclosure Agreement (NDA) prior to receiving access to internal systems or data
8. The vendor agrees to flow-down applicable federal requirements to any subcontractors
9. No principal of the vendor's firm is a current HRWC employee or immediate family member of an HRWC employee (conflict of interest certification)

3.3 Insurance Requirements

The selected vendor shall maintain the following minimum insurance coverage throughout the contract term:

Commercial General Liability	$1,000,000 per occurrence / $2,000,000 aggregate
Professional Liability (E&O)	$1,000,000 per occurrence
Cyber Liability / Tech E&O	$1,000,000 per occurrence
Workers' Compensation	As required by Virginia law (Va. Code § 65.2-100 et seq.)
Employer's Liability	$500,000 per occurrence

The HRWC shall be named as an additional insured on all applicable policies. Certificates of insurance must be provided within 10 business days of contract award.

3.4 Data Privacy & Security

Given that the website will collect personally identifiable information (PII) via employer intake forms and contact forms, the vendor must:

- Comply with the Virginia Consumer Data Protection Act (CDPA) requirements for data minimization, purpose limitation, and individual rights
- Not sell, share, or monetize any user data collected through the HRWC's website
- Implement HTTPS/TLS 1.2+ site-wide; TLS 1.0 and 1.1 must be disabled
- Provide a compliant Privacy Policy and Cookie Consent mechanism (GDPR-aligned best practice)
- Submit a Data Flow Diagram documenting all data collection points and storage locations
- Report any data breach or security incident to the HRWC within 24 hours of discovery
- Upon contract termination, certify destruction or return of all HRWC data within 30 days

SECTION 4: PROPOSAL SUBMISSION REQUIREMENTS

4.1 Proposal Format

Proposals shall be submitted electronically in PDF format to RFPsubmissions@theworkforcecouncil.org with the subject line: 'RFP HRWC-2026-WEB-001 — [Firm Name]'. Physical copies are not required.

4.2 Technical Proposal (Maximum 40 Pages, Excluding Appendices)

A. Executive Summary (Max 2 Pages)

- Brief overview of the vendor's understanding of the HRWC's needs and the proposed approach
- Statement of why the vendor is qualified for this engagement

B. Firm Qualifications & Experience (Max 8 Pages)

- Firm history, legal structure, and primary office location
- Resumes of proposed key personnel (Project Manager, Lead UX Designer, Lead Developer, Accessibility Specialist) — resumes do not count toward page limit
- Minimum three (3) comparable project case studies within the past five (5) years. Each case study must include: client name and contact (for reference), project scope, technology stack, accessibility compliance approach, outcomes/metrics, and live URL
- Description of the firm's experience with public sector, government, or federally-funded nonprofit clients
- Disclosure of any subcontractors and their roles

C. Technical Approach & Methodology (Max 20 Pages)

- Phase-by-phase description of the proposed approach to all five project phases
- Proposed technology stack with justification (CMS platform, hosting, security tools, analytics)
- Accessibility compliance methodology — how WCAG 2.1 AA will be achieved and verified
- Content migration strategy
- SEO strategy and expected deliverables
- Integration approach for Jobs Board, Events Calendar, and Regional Dashboard
- Quality assurance and testing methodology
- Post-launch support and knowledge transfer plan
- Risk identification and mitigation strategies

D. Project Management Plan (Max 6 Pages)

- Detailed project timeline with milestones and deliverable dates
- Staffing plan with allocation percentages per phase
- Communication plan: proposed meeting cadence, reporting format, escalation procedures
- Change management process

E. References (Max 2 Pages)

- Minimum three (3) professional references from comparable engagements. Must include: organization name, primary contact, phone number, email, project description, and contract value

F. Certifications & Representations

- Signed Certifications form (Attachment A, provided herein)
- Conflict of interest disclosure
- SAM.gov UEI number and confirmation of active registration
- Virginia SCC registration confirmation
- Acknowledgment of all RFP addenda (if any)

4.3 Price Proposal (Submitted as Separate PDF)

The Price Proposal must be submitted as a separate PDF document and must include:

- Fixed price per phase (Phases 1–5) itemized with labor categories, hours, and rates
- Optional: Annual maintenance/support retainer pricing (Year 1 and Year 2)
- Optional: Add-on pricing for scope items identified in the RFP as optional
- Total Not-to-Exceed (NTE) contract price for base scope
- Payment schedule proposed by vendor tied to milestone deliverables

Note: Price proposals will be evaluated separately from technical proposals and will not be shared with the technical evaluation committee until technical scoring is complete, consistent with best-value procurement practices.

Vendors should clearly identify whether hosting costs are included within the proposed pricing structure or proposed separately.

SECTION 5: EVALUATION CRITERIA & AWARD

5.1 Evaluation Process

The HRWC will conduct a best-value, source selection evaluation consistent with 2 CFR Part 200.320 competitive procurement requirements and the Virginia Public Procurement Act. An Evaluation Committee composed of the HRWC staff and subject matter advisors will score all responsive proposals using the weighted criteria below.

5.2 Evaluation Criteria

Evaluation Criterion	Weight	Description
Technical Approach & Methodology	35%	Quality, creativity, and completeness of proposed methodology. Clarity of accessibility and security strategies.
Relevant Experience & Qualifications	25%	Demonstrated experience with comparable public-sector or workforce-related website projects. Strength of case studies and references.
Key Personnel Qualifications	15%	Qualifications of Project Manager, UX Lead, Developer, and Accessibility Specialist. Relevant certifications (e.g., WAS, CPACC).
Project Management Plan	10%	Realism of timeline, staffing adequacy, and soundness of communication and change management approach.
Price / Cost Reasonableness	15%	Competitiveness and reasonableness of pricing relative to scope. Value delivered per dollar. Price realism analysis.

5.3 Selection Process & Award

1. The HRWC will review all proposals for responsiveness (compliance with submission requirements)
2. Responsive proposals will be scored by the Evaluation Committee using the weighted criteria above
3. The HRWC reserves the right to conduct oral presentations/interviews with shortlisted vendors (top 2–3 scorers)
4. The HRWC reserves the right to request Best and Final Offers (BAFOs) from shortlisted vendors
5. Contract will be awarded to the responsible offeror whose proposal represents the best value to the HRWC
6. The HRWC reserves the right to reject any or all proposals, waive informalities, and to cancel this RFP at any time without obligation
7. Award notice will be posted on the HRWC website

SECTION 6: PROCUREMENT SCHEDULE

Milestone	Target Date	Description
RFP Issued	May 25, 2026	RFP published on the HRWC website
Written Questions Deadline	June 5, 2026, 5:00 PM ET	Questions submitted to RFPsubmissions@theworkforcecouncil.org
HRWC Responses to Questions	June 22, 2026	Posted as Addendum No. 1 on the HRWC website
Proposals Due	July 14, 2026, 5:00 PM ET	Electronic submission; late proposals will not be accepted
Evaluation Period	July 15 – August 14, 2026	Evaluation Committee scoring of technical proposals
Oral Presentations (if held)	August 17 – August 28, 2026	Shortlisted vendors; virtual or in-person at the HRWC's discretion
Intent to Award Notice	September 1, 2026	Sent to all proposers
Contract Negotiation	September 7 – September 14, 2026	Final contract terms negotiated with selected vendor
Contract Execution & Notice to Proceed	September 15, 2026	Anticipated contract start date and Project kickoff — Phase 1 begins
Anticipated Site Launch	April 2027	Production launch following completion of all phases

All dates are targets and subject to change. Any changes will be communicated via addendum posted on the HRWC website. It is the vendor's responsibility to monitor for addenda.

SECTION 7: CONTRACT TERMS & CONDITIONS

7.1 Contract Type

The resulting contract will be a Firm Fixed Price contract with milestone-based payment schedule. Payments will be made within 30 days of the HRWC acceptance of each milestone deliverable.

7.2 Intellectual Property

All work products, deliverables, source code, design files, documentation, and content created under this contract shall be the sole property of the Hampton Roads Workforce Council upon full payment. The vendor shall provide all source files, design assets (including layered Figma/Sketch files), database exports, and documentation in formats specified by the HRWC. Vendor retains no license to HRWC intellectual property post-termination. Vendor may reference the HRWC as a client in marketing materials with prior written approval.

7.3 Conflict of Interest

Vendors must disclose any actual or potential conflicts of interest. The HRWC reserves the right to disqualify any vendor with an unmitigated conflict. All vendor personnel with access to HRWC systems must execute a conflict of interest disclosure prior to system access.

7.4 Records Retention

Consistent with 2 CFR Part 200.333, the contractor shall retain all project records, financial records, and supporting documentation for a minimum of three (3) years following final payment under this contract, or as otherwise required by federal or Virginia law, whichever is longer. Records shall be made available to the HRWC, the Virginia Workforce Development Board, the U.S. Department of Labor, the U.S. Government Accountability Office, or their authorized representatives upon request.

7.5 Federal Award Identification

Per 2 CFR Part 200.332, the contract will identify the applicable WIOA grant, CFDA numbers, and federal award identification number. Any subcontractor engaged by the selected vendor must be informed of and comply with all applicable federal requirements under the prime award.

7.6 Audit Rights

The HRWC, the Virginia Workforce Development Board, the U.S. Department of Labor, and their authorized representatives shall have the right to audit, examine, and copy all records related to this contract at any time during the contract period and for three years following final payment.

7.7 Termination

The HRWC reserves the right to terminate this contract for convenience with 30 days written notice, or for cause immediately upon written notice of material breach. In the event of termination for convenience, the vendor shall be compensated for work satisfactorily completed through the date of termination. No lost profits or anticipatory damages shall be payable.

7.8 Governing Law

This contract shall be governed by and construed in accordance with the laws of the Commonwealth of Virginia. Disputes shall be resolved pursuant to the Virginia Public Procurement Act dispute resolution provisions (Va. Code § 2.2-4363).

7.9 Non-Discrimination

The contractor shall comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, and all applicable regulations. The contractor shall not discriminate against any employee or applicant on the basis of race, color, religion, sex, national origin, age, disability, or any other protected characteristic.

SECTION 8: QUESTIONS, COMMUNICATIONS & CONTACT

8.1 Procurement Point of Contact

All questions, communications, and submissions related to this RFP must be directed exclusively to the Procurement Point of Contact below. Contact with any other HRWC staff member regarding this procurement during the competitive period may result in disqualification.

Organization	Hampton Roads Workforce Council
Contact Role	Procurement Officer
Email	RFPsubmissions@theworkforcecouncil.org
Phone	757.314.2370
Mailing Address	999 Waterside Drive, Suite 1314, Norfolk, VA 23510
Submission Method	Electronic (PDF via email) — preferred; physical copies accepted

8.2 Questions

All questions must be submitted in writing via email by June 5, 2026, 5:00 PM ET. Questions will be answered collectively in Addendum No. 1, posted by June 22, 2026. The HRWC will not respond to questions submitted after the deadline or to questions submitted by telephone. Addenda will be posted at www.theworkforcecouncil.org.

ATTACHMENT A: CERTIFICATIONS AND REPRESENTATIONS

The undersigned, an authorized representative of the Offeror, hereby certifies and represents that all statements made in this proposal are true, accurate, and complete, and that the Offeror understands and agrees to comply with all applicable federal, state, and local requirements as set forth in this RFP.

A.1 Federal Certifications

- Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion — Lower Tier Covered Transactions (2 CFR Part 180): The Offeror certifies that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- Drug-Free Workplace Act Certification (41 U.S.C. §§ 8101-8106): The Offeror certifies it will provide a drug-free workplace.
- Anti-Trafficking Certification (22 U.S.C. § 7104(g)): The Offeror certifies it does not engage in trafficking in persons.
- Lobbying Certification (31 U.S.C. § 1352): No federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency or a Member of Congress in connection with the award of any federal contract.
- Equal Opportunity (Executive Order 11246): The Offeror agrees not to discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin.

A.2 Virginia Certifications

- Virginia Public Procurement Act Compliance: The Offeror certifies compliance with the Virginia Public Procurement Act (Va. Code § 2.2-4300 et seq.)
- Virginia SCC Registration: The Offeror is registered or will register with the Virginia State Corporation Commission prior to contract execution.

A.3 Conflict of Interest

Disclose any actual, potential, or perceived conflicts of interest below. If none, state 'None.'

Conflict of Interest Disclosure: _____

_____

_____

A.4 Signature Block

Legal Name of Firm: _____

SAM.gov UEI Number: _____

Virginia SCC Registration Number: _____

Address: _____

Authorized Signatory Name (Print): _____

Title: _____

Signature: _____ Date: _____

Email: _____ Phone: _____

ATTACHMENT B: PRICE PROPOSAL TEMPLATE

Vendors are encouraged (not required) to use this template. All pricing must be fixed price per phase.

Phase / Item	Est. Hours	Blended Rate	Fixed Price	Milestone
Phase 1 — Discovery & Strategy				
Phase 2 — UX Architecture & Wireframes				
Phase 3 — Visual Design				
Phase 4 — Development & Migration				
Phase 5 — Testing, Launch & Training				
Optional: 12-Mo Maintenance Retainer				
TOTAL BASE CONTRACT				

CLOSING STATEMENT

The Hampton Roads Workforce Council thanks all prospective vendors for their interest in this procurement. The HRWC is committed to a fair, transparent, and competitive procurement process consistent with federal Uniform Guidance, the Virginia Public Procurement Act, and WIOA requirements.

The HRWC's mission — to provide the talent employers need to grow the economy that helps everyone thrive — depends on a digital presence worthy of the communities we serve. We look forward to partnering with a vendor who shares that commitment.

Hampton Roads Workforce Council | 999 Waterside Drive, Suite 1314, Norfolk, VA 23510 | 757.314.2370 | www.theworkforcecouncil.org

Funded by the U.S. Department of Labor, Employment and Training Administration, Workforce Innovation and Opportunity Act. Equal Opportunity Employer/Program. Auxiliary aids and services available upon request to individuals with disabilities. VA Relay: 711.