Montana Educational Technologists Association

ADA Website Compliance Proposal

Background:

Throughout Montana, districts are feeling the challenges of both understanding the expectations of website ADA compliance as well as finding short and long term solutions to ensure their school's website adheres to the guidelines recommended from MTSBA.   Many schools in our states have already been actively addressing complaints issued on behalf of the Office of Civil Rights. Others are quickly trying navigate these expectations to ensure their district does not become the next school to receive a complaint.

School Administrators of Montana (SAM) reached out to META to see what kind of support could be provided for those school districts with questions. The executive committee held a meeting to try to come up with some options. However, the committee was concerned with the fact that most of us felt we were currently navigating the same challenges ourselves, and also didn't feel comfortable trying to provide recommendations on this topic due to the current lack of resources available. Instead we reached out to CoSN to see if there was any support at the national level. Unfortunately, at this time there does not seem to be any definitive direction that could be provided from CoSN or other national agencies.

In a follow-up call with SAM, the META executive committee discussed the concerns expressed by many of our members that are trying to navigate these issues on our own. With the current workloads felt by most school IT professionals, finding accurate and dependable data is a challenge, and some felt some misinformation was being circulated. Therefore, SAM and META felt some sort of guidance was necessary.

We believe the information is out there, and doesn't necessarily need to be recreated. The challenge is finding the time to research, gather and compile it into language that can be easily understand by technologists and administrators throughout Montana.

Proposal:

META has decided to model the success we had during the rollout of the first SBAC test in Montana. That process was to hire a project manager to oversee the communication of technology requirements to every district in Montana. While these projects are fundamentally different, the concept of hiring a project manager to research, compile and distribute information in regards to website ADA requirements should be very helpful to Montana school districts.

As a result, META is soliciting proposals from companies that are interested in developing a plan on how to address ADA website compliance challenges in school districts within Montana. These proposals should address/accomplish the following:

- **RELIABLE INFORMATION** - Gather accurate information on the specifics of ADA website compliance from reliable resources throughout Montana and the United States.

- **CLARITY** - Compile that information into easily understood language for both IT professionals to follow, and school administrators to understand and act upon.
- **COMPLIANCE** - Provide information on how to bring school websites into compliance, and also on how to ensure schools understand what is necessary to continue to keep their websites compliant moving forward. This component should provide insight into applicable professional development for staff and website content creators.
- **DATA STORAGE** - Provide recommendations on where information will be stored electronically and how this will be available to our members. This could be housed within the META website if applicable.
- **PROPOSED TIMELINE** –Provide an overview of the proposed timeline for completion. Preferred project implementation timeline is as follows:
  - By December 1st, offerors shall provide META an overview of the ADA Website compliance project and timeline for distribution to our members. This overview should include any immediate information needed to be distributed as well as a timeline for when and what information will be distributed in the coming months.
  - META will notify success offeror by December 8th.
  - By January 1st, 2018, offerors shall provide META with a draft overview of content related to website ADA compliance.
  - By January 15th, 2018, offerors shall provide META with a final documentation for this project.
- **REFERENCES** - Proposals are required to include 2-3 professional references.
- OPTIONAL - Provide links and contacts to potential vendors and/or organizations that can help districts that choose to outsource tasks regarding ADA website compliance.

Compensation:

- Project award value will be between $500 - $5,000.
- Proposals should include a clear cost breakdown for the entire amount of their project including estimates for each section of the proposal.
- Hourly rate for additional work should be included.
- OPTIONAL – Proposal can include estimated costs for districts to hire on-site consultation and/or presentations of ADA website compliance requirements.

Timeline:

- Proposals should be submitted electronically to the SAM offices by December 1st, 2017 by emailing them to Kirk Miller, samkm@sammt.org.
- Proposals should include a clear cost breakdown for the entire amount of their project including estimates for each section of the proposal.
- The META executive committee will score proposals independently using the scoring criteria below. Following the independent scoring, this committee will hold an executive meeting to discuss the proposals, including possible interviews with the offerors to clarify any questions, to determine the winning proposals.
- META intends to contact the winning offeror by December 8th, 2017.

- By January 1st, 2018, offerors shall provide META with a draft overview of content related to website ADA compliance.
- By January 15th, 2018, offerors shall provide META with a final documentation for this project.

RFP Scoring Criteria:

- Scoring will be based on the criteria described in the "Proposal" section above plus a cost value explained below. Proposals will be scored on a 100 point scale:
    - Total Cost – 40 pts
        - Cost will be based on the total value of the proposal. Lowest cost will not necessary receive the highest points. Point value will be determined by justification and value of the total cost proposed in relation to the total scope of the project proposed.
    - Reliability – 10 pts
    - Clarity – 10 pts
    - Compliance – 10 pts
    - Data Storage – 10 pts
    - Proposed Timeline – 10 pts
    - References – 10 pts
- Upon selection of winning offeror, META reserves the right to adjust and/or modify the requirements of the RFP to better fit the needs of the project in conjunction with the winning offeror.