



**Executive Office of the Governor
Request for Quotes**

**Website Domain Acquisition, Static Website Development, and Complementary
Graphic Materials
EOG-RFQ-26-03**

Introduction

Contractor agrees to provide services in accordance with the terms and conditions of this Request for Quote (RFQ);

1.0 Term

The Agency intends to enter into a Purchase Order (PO) as a result of this RFQ. The PO will have an anticipated start date of May 19, 2026, and anticipated end date of June 30, 2026. A PO will be created on a fiscal year basis (July 1 – June 30) in MyFloridaMarketPlace (MFMP) for the services resulting from this RFQ. Renewals may be available, which are contingent on satisfactory performance by the vendor and availability of funds.

2.0 Scope of Work

Details of the services, information, and items to be furnished by the Vendor are described in Attachment A, Scope of Services.

3.0 Submission of Quote

Interested Vendors should respond to this RFQ by submitting a quote that includes, at a minimum, the requirements listed in Attachment A, Scope of Services and the total cost of each deliverable.

Responses are due per the schedule below:

Activity	Anticipated Date
Issue RFQ	05/01/2026
Deadline to submit questions	05/08/2026 by 1:00pm EDT
Deadline to submit Proposals	05/15/2026 by 3:00pm EDT
Anticipated award	05/19/2026

EOG assumes no responsibility for missing or delayed Proposals. Deadlines will not be extended.

3.1 RFQ Point of Contact

Jacob Hershberger, Purchasing Director
Executive Office of the Governor
Administration Services
400 S Monroe St.
Tallahassee, FL 32399
EOGPurchasing@eog.myflorida.com

4.0 Cost Proposal

This section must include supporting information and/or documentation that will provide EOG insight into Vendor’s method of determining proposed pricing. The deliverables must be addressed in the Cost Proposal to consider the proposal complete.

4.1 Deliverable Based Pricing

Format for the Deliverables in the Quote:

The Vendors are encouraged to submit the major deliverables in the following general format; specify the proposed deadline given the tasks assigned; and the evidence to document completion of the deliverable.

<u>Deliverable 1:</u>		
Proposed Description	Documentation	
Deliverable 1 - \$ Proposed Cost: _____		
<u>Deliverable 2:</u>		
Description	Documentation	
Deliverable 2 - \$ Proposed Cost: _____		
<u>Deliverable 3:</u>		
Description	Documentation	
Deliverable 3 - \$ Proposed Cost: _____		
Grant Total: Shall not exceed the total amount of the appropriated amount of \$75,000.00		

5.0 Staffing Qualifications and Performance Criteria

Contractor shall possess the professional qualifications as described in Attachment A, Scope of Services.

6.0 Staffing Changes

7.0 Prohibition Against Contracting with Scrutinized Companies; Contractor Certifications

Contractor is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew this contract with EOG if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.4725, F.S., or is engaged in a boycott of Israel. At the time Contractor submits a bid or proposal for this contract, Contractor must certify that it is not participating in a boycott of Israel. EOG may terminate this contract at its option if Contractor is found to have been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel.

The State Board of Administrative maintains the “quarterly list of scrutinized companies that boycott Israel at the following link:

https://www.sbafla.com/media/mqodaonn/2025_06_10_-israel-scrutinized-companies-list-for-web.pdf

8.0 Invoicing Instructions

Payment shall be made only after receipt and approval of deliverables by the appropriate project team member(s). Appropriate backup documentation shall be submitted with all invoices. The Vendor will be paid on a fixed cost basis for each deliverable and are subject to the following conditions:

1. No travel expenses will be paid

2. Invoicing must be in arrears after acceptance and approval of deliverable by EOG
3. Invoices are submitted to the Contract Manager
4. Invoices must include the following when submitted for payment:
 - a. Purchase Order Number
 - b. Invoice Number
 - c. Invoice Date
 - d. Service Dates
 - e. Description of Deliverable/Services Provided
 - f. Company Name and Address to remit payments

Bills for fees or other compensation for services or expenses shall be submitted in detail sufficient for a proper preaudit and post-audit thereof.

9.0 Contract Manager

The Contract Manager may be responsible for, but not limited to, the performance of the following functions, some of which may be delegated to other EOG staff:

1. Resolve any contractual problems
2. Process, submit for payment, and track invoice expenditures
3. Develop and maintain purchase orders associated with the contract
4. The designated Contract Manager for this engagement will be:

Dawn Hanson
Executive Office of the Governor
400 S Monroe St.
Tallahassee, FL 32399
Phone Number (850) 717-9246

All final invoices, and performance reports must be submitted electronically to the Contract Manager at:

EOGPurchasing@eog.myflorida.com

10.0 Contract Period

The Contract effective date shall be the issue date of the purchase order and shall remain in effect until the Purchase Order end date.

11.0 Terms and Conditions

11.1 Addenda

During the advertisement period, Addenda may be issued in writing to change, add, alter, correct, or revise the RFQ. The original RFQ and any previously issued Addenda remain in effect. The Vendor must take all Addenda into consideration for their quote. Only changes issued by EOG in an Addendum will be honored.

11.2 Change Orders

The Vendor shall contact the Contract Manager or designee(s) to request any changes to the PO via the EOG change order process. If the Vendor fails to notify and obtain approval before beginning performance of the related change order activities, the Vendor will not have any right thereafter to assert any claim for additional compensation or time extension for the performance of such activities.

11.3 Conflict of Interest

To prevent any bias, unfair competitive advantage, conflict of interest, or the appearance of any type of impropriety, Vendor personnel must not have been directly or indirectly involved in the development of the Scope of Services or related solicitation documentation by EOG. If Vendor personnel worked in conjunction with EOG on the development of the RFQ, the Vendor is prohibited from submitting a bid for this solicitation.

11.4 Confidential Information

If the Vendor considers any part of its response to the RFQ to be trade secret or otherwise confidential or exempt from disclosure under Florida or federal law (Confidential Information), it shall provide the EOG with a copy of its response with such confidential information redacted. The redacted copy shall be provided to the EOG at the same time the Vendor submits its response, and the Vendor must only redact those portions which are claimed as "Confidential Information". For each portion redacted, the Vendor should briefly describe in writing the grounds for claiming exemption, including specific statutory citation for such exemption. In the event of a public records request for the response, the EOG will provide the Vendor-redacted response and, if the EOG becomes subject to a demand for discovery or disclosure of the redacted portions, the EOG will give the Vendor notice of the demand or request. The Vendor shall take the appropriate legal actions in response to the demand and defend its claims of confidentiality. If the Vendor fails to take appropriate and timely action to protect the records it has designated as Confidential Information, the EOG will provide the unredacted records to the requester. The Vendor shall be responsible for defending its determination that the redacted portions of its response are Confidential Information. Further, the Vendor shall protect, defend, indemnify, and hold harmless the EOG for any and all claims, costs, and fines, and attorney's fees arising from or relating to the Vendor's determination that the redacted portions of its response are Confidential Information. If the Vendor(s) fails to submit a redacted copy of its response, the EOG is authorized to produce the entire response in response to a public records request for these records.

11.5 Costs Incurred in Responding

This RFQ does not require EOG or any other public agency to pay any costs incurred by an individual firm, partnership, or corporation in the submission of a quote or to make necessary studies or designs for the preparation thereof, nor to procure or contract for any articles or services.

11.6 Default

EOG reserves the right to perform the services or activities, directly or with another Vendor, if the Vendor fails to maintain required service levels. EOG may, in addition to other options available to them at law or equity and upon notice to the Vendor, retain such monies from amounts due the Vendor as may be necessary to satisfy any claim for damages, costs and the like asserted by or against EOG.

11.7 Employment Verification (E-Verify)

A. Section 448.095, F.S., the State of Florida requires the following:

- (1) Every public employer, contractor, and subcontractor shall register with and use the E-Verify system to verify the work authorization status of all newly hired

employees. A public employer, contractor, or subcontractor may not enter into a contract unless each party to the contract registers with and uses the E-Verify system.

(2) A private employer shall, after making an offer of employment which has been accepted by a person, verify such person's employment eligibility. A private employer is not required to verify the employment eligibility of a continuing employee hired before January 1, 2021. However, if a person is a contract employee retained by a private employer, the private employer must verify the employee's employment eligibility upon the renewal or extension of his or her contract.

B. E-Verify is an Internet-based system that allows an employer, using information reported on an employee's Form I-9, Employment Eligibility Verification, to determine the eligibility of all new employees hired to work in the United States. There is no charge to employers to use E-Verify. The Department of Homeland Security's E-Verify system can be found at: <https://www.e-verify.gov/>.

C. If Contractor does not use E-Verify, Contractor shall enroll in the E-Verify system prior to hiring any new employee or retaining any contract employee after the effective date of this Agreement.

11.8 Facilities and Equipment

Upon completion of Security Awareness Training by the Vendor's employee, EOG shall provide necessary access to the EOG network. Any property furnished by EOG for use by the Vendor employee during this contract will remain the property of the State of Florida.

11.9 Financial Consequences Against the State

Financial consequences, penalties, charges, etc. may not be imposed on EOG by the Vendor for project deliverables, as part of quotes for change orders, for work delays resulting from EOG action or inaction, or subsequent work performed following the expiration of this Contract.

11.10 Financial Consequences Against the Vendor

The Vendor's failure to submit any deliverables as specified in Attachment A, Scope of Services, will result in the assessment by EOG of the financial consequences listed in Section 4 of Attachment A – Deliverables, Tasks, Minimum Level of Service, and Financial Consequences

Additional Financial consequences may be imposed on the Vendor by EOG for delays or problems encountered with project deliverables. If EOG determines that the performance of the Vendor is unsatisfactory due to failure to meet the requirements of this Contract, EOG shall notify the Vendor of the deficiency to be corrected. The Vendor shall, within five days after notice from EOG, provide EOG with a corrective action plan describing how the Vendor will address all issues of contract non-performance, unacceptable performance, failure to meet the minimum performance levels, or contract non-compliance. If the corrective action plan is unacceptable to EOG, the Vendor shall be assessed a non-performance retainage equivalent to 10% of the total invoice amount. The retainage shall be applied to the invoice for the then-current billing period. The retainage shall be withheld until

the vendor resolves the deficiency. If the deficiency is subsequently resolved, the Vendor will bill EOG for the retained amount during the next billing period. If the Vendor is unable to resolve the deficiency, the funds retained will be forfeited by the Vendor.

11.11 Governing Law

The Vendor and all its agents must comply with all federal, state and local regulations applicable to this contract. With regard to limitation of actions, section [95.11](#), F.S., will govern. Florida law shall govern the contract and the Vendor agrees to venue in Leon County, FL.

11.12 Limitation of Liability and Data Security Indemnification

No provision in this contract shall require EOG to hold harmless or indemnify the Vendor, insure or assume liability for the Vendor's negligence, waive EOG's sovereign immunity under the laws of Florida, or otherwise impose liability on EOG.

11.13 Ownership and Rights

Notwithstanding any federal law, the following warranty shall apply: The material delivered to the Agency by the Vendor contains pre-existing material developed by the Vendor or its licensors. As such the Vendor will own it and will retain all right, title and interest in all such pre-existing material. However, the Agency will have a non-exclusive, world-wide royalty- free license to use, copy and authorize others to use such pre-existing material solely as part of the project for which such material was delivered and in accordance with the terms of this Contract. Except as otherwise expressly provided in this Contract the Vendor grants no other license(s) to any of its intellectual property and no other transfer of the Vendor's intellectual property is made hereunder.

12.0 Quote Disqualification

Any quotes received after the due date specified in the timeline will be disqualified. A responsive quote is an offer to perform the Scope of Services in accordance with all the requirements of this RFQ. Any conditions, stipulations and exceptions made must be clearly stated in the Vendor's quote and may result in the quote being disqualified. Quotes may be disqualified if found to be irregular or not in conformance with the requirements and instructions outlined in the RFQ. Irregularities or non-responsiveness include but are not limited to:

1. Failure to utilize or complete prescribed forms; conditional quotes; incomplete, indefinite, or ambiguous quotes, penalties against the State
2. Improper and undated signatures
3. Evidence of unfair practices
4. Obvious lack of experience or expertise to perform the required work
5. Unsatisfactory performance of previous contracts
6. Quotes that do not accurately reflect the capability, integrity, or reliability necessary to perform the work.

13.0 Termination

13.1 Termination for Convenience

EOG may terminate the Contract in whole or in part by written notice to the Vendor when EOG determines in its sole discretion to do so. The Vendor shall not furnish any product after it receives the notice of termination.

The Vendor shall not be entitled to recover any early cancellation charges or claims for lost profits against EOG.

13.2 Termination for Cause

EOG may terminate the Contract if the Vendor fails to deliver the product within the time specified in the Contract or any extension, maintain adequate progress, thus endangering performance of the Contract. The Vendor shall continue work on any portion of the Contract not terminated by EOG. If, after termination, it is determined that the Vendor was not in default, or that the default was excusable, the rights and obligations of the parties shall be the same as if EOG terminated the Contract for convenience. The rights and remedies of EOG in this clause are in addition to any other rights and remedies provided by law or under the Contract.

14.0 Quote Disqualification

Any quotes received after the due date specified in the timeline will be disqualified. A responsive quote is an offer to perform the Scope of Services in accordance with all the requirements of this RFQ. Any conditions, stipulations and exceptions made must be clearly stated in the Vendor's quote and may result in the quote being disqualified. Quotes may be disqualified if found to be irregular or not in conformance with the requirements and instructions outlined in the RFQ. Irregularities or non-responsiveness include but are not limited to:

7. Failure to utilize or complete prescribed forms; conditional quotes; incomplete, indefinite, or ambiguous quotes, penalties against the State
8. Improper and undated signatures
9. Evidence of unfair practices
10. Obvious lack of experience or expertise to perform the required work
11. Unsatisfactory performance of previous contracts
12. Quotes that do not accurately reflect the capability, integrity, or reliability necessary to perform the work.

15.0 Selection of Contractor

The Agency intends to select a Contractor for this RFQ that provides the overall best value to the State. The Agency will consider all aspects of submitted proposals when making a selection, including the proposed staff experience, availability, references, and price.

Attachment A – Scope of Services

Deliverables, Tasks, and Minimal Level of Services:

The Vendor will include in the Quote the following deliverables, tasks, minimal level of services, any evidence to demonstrate completion of the deliverable, and proposed costs. The penalties for failure to deliver the associated deliverables will be based on the information herein.

Listed below are the major deliverables as part of this contract. Each deliverable should include the evidence required to demonstrate meeting or exceeding the deliverables, compliance with professional auditing standards, and general adherence to best practices for procurement.

Deliverable 1: securing and preparing the project’s domain. Tasks include:

- Identifying available domain name options that align with naming guidance provided by the Executive Office of the Governor (EOG).
- Recommending the best available domain(s) based on availability, clarity, security, and alignment with State of Florida standards.
- Purchasing and registering the approved domain on behalf of the EOG.
- Providing full documentation of domain ownership, registrar details, renewal timelines, and administrative access credentials.
- Completing initial domain configuration, including DNS setup, hosting linkage, SSL certificate procurement and installation, and any required security configurations.

Deliverable 2: Static Website Design & Development:

The vendor will design, develop, and deploy a static website that meets the functional and branding needs of the EOG. Deliverables include:

- A clean, modern layout consistent with State of Florida branding standards, typography, and color guidelines.
- Integration of written content, images, and graphics provided by the EOG.
- Responsive design optimized for desktop, tablet, and mobile devices.
- A streamlined navigation structure supporting approximately 3–6 pages (e.g., Home, About, Resources, Contact).
- ADA-compliant design and content formatting meeting WCAG 2.1 AA accessibility requirements.
- Secure hosting configuration, including environment setup, deployment, and verification of site performance and uptime.
- Implementation of a simple content update mechanism, such as:
 - A static site generator workflow (e.g., Hugo, Jekyll, Eleventy), or
 - Vendor-provided content update support with defined turnaround expectations.
- Basic analytics setup (e.g., Google Analytics or equivalent) if requested by the EOG.
- Quality assurance testing, including browser compatibility, mobile responsiveness, accessibility validation, and security checks.

Note: Within this RFQ, the term “static” denotes materials or components that are expected to require minimal modification after implementation.

Deliverable 3: Graphic Design & Complementary Materials:

The vendor may be asked to produce supplemental visual materials that support the website and related

communications. These may include:

- Infographic-style one-pagers summarizing key information or program highlights.
- Simple visual assets such as icons, banners, or section headers that complement the website's design.
- Graphics formatted for both web and print use, including appropriate file types, resolutions, and color profiles.
- Revisions to graphics based on EOG feedback to ensure clarity, accuracy, and brand alignment.

All materials must maintain consistency with the website's visual identity, messaging, and State of Florida branding standards.