1198 W. Victory Way, Suite 104
Craig, CO 81625

REQUEST FOR PROPOSALS (RFP)

RFP #2026-3

Website Development for the Moffat Economic Development Authority (MEDA)

RFP Issued: Monday, October 19, 2026
Question Deadline: Thursday, November 12, 2026, 12:00 PM (Noon)
Proposal Deadline: Thursday, November 19, 2026, 12:00 PM (Noon)
Project Contact: Jeff Comstock – jcomstock@moffatcounty.net, (970) 826-3400
Submission Email: jcomstock@moffatcounty.net

1. Introduction and Purpose

The Moffat Economic Development Authority (MEDA) is seeking proposals from qualified website developers, particularly local independent developers and small businesses, to create and maintain a professional online presence for the organization. The Authority is a political subdivision and public corporation of the State of Colorado created pursuant to an Establishment Agreement entered in accordance to C.R.S. §§ 29-1-203 & 203.5 between the City of Craig, Colorado (the "City") and Moffat County, Colorado (the "County") for the purpose of managing and investing certain settlement funds granted to the City and the County to offset the closure of a coal power generation station, and other funds which may from time to time be received by the Authority, and deploying the returns of those funds for economic development initiatives benefitting the communities of the City and the County and to cover the operational costs of the Authority. The Authority is governed by a volunteer board of directors (the "Board") appointed by the Craig City Council, the Moffat County Board of County Commissioners, and the Moffat County School District RE 1.

MEDA is taking a phased approach to website development. MEDA's immediate priority is to establish a simple, professional, and affordable website that provides basic organizational information, public access to meeting minutes, and a dedicated contact email address. Completed by February 2027.

A second phase may expand the website and introduce digital marketing efforts designed to attract businesses, investment, and economic development opportunities to Moffat County. Starting January 2028.

MEDA is looking for a dependable development partner who can meet its immediate needs while providing a flexible foundation for future growth.

2. Project Goals

MEDA's primary goals of this project are to:

- Establish a professional online presence for MEDA.
- Provide public access to meeting minutes and organizational documents.
- Create a dedicated email address for MEDA inquiries.
- Keep initial development and ongoing operating costs affordable.
- Ensure MEDA can update routine website content without relying on a developer for every change.
- Build a website that can be expanded without requiring a complete redesign.
- Establish a foundation for future business recruitment and economic development marketing.

3. Phase 1: Basic Website Development To be Completed by February 2027

Phase 1 is the immediate priority and the primary focus of this RFP.

A. Landing Page

The selected developer will create a clean, professional, easy-to-navigate landing page that introduces MEDA and its purpose.

The landing page should include:

- MEDA's name and organizational purpose.
- A brief description of MEDA mission and role in economic development.
- Basic contact information.
- A clearly visible section for meeting minutes and public documents.
- A dedicated MEDA email address.
- Host meeting minutes and other public documents.
- A responsive layout that works on desktop computers, tablets, and mobile devices.

The design should be professional and welcoming without unnecessary features or complexity. MEDA will provide available organizational information, branding, and content, with the developer assisting with layout and presentation.

Phase 1 Deliverables

At the completion of Phase 1, MEDA expects:

1. A functioning, publicly accessible landing page.

2. A meeting minutes and public document section. That contains by laws, founding documents and organizational policies and procedures
3. A working organizational email address or completed email setup.
4. Administrative access to the website and related accounts.
5. Basic instructions or training for uploading documents and updating website content.
6. A written summary of hosting, maintenance, email, and other ongoing costs.

The developer should provide an estimated project timeline and identify any items needed from MEDA to complete the work.

4. Phase 2: Website Expansion and Economic Development Marketing. Start Jan 2028

Phase 2 represents a potential future project and is not an immediate requirement.

MEDA would like the selected developer to explain how the initial website could be expanded as organizational needs and available funding allow.

Phase 2 will focus on future business recruitment and marketing and may include the below potential future content. MEDA will determine which pages are necessary and establish priorities before authorizing Phase 2, and will require separate approval by the MEDA Board

- About MEDA and its leadership.
- Board information, meeting agendas, minutes, and public documents.
- Business resources and economic development programs.
- Available commercial and industrial properties.
- Workforce information and training resources.
- Community information and quality-of-life highlights.
- Infrastructure, utilities, and transportation information relevant to businesses.
- Business incentives and development opportunities.
- News, announcements, and success stories.
- Business inquiry forms and other contact options.

5. Vendor Qualifications

MEDA welcomes proposals from local independent website developers, small businesses, and firms with relevant experience.

Proposals should include:

- A brief description of the developer or business.
- Examples of previously completed websites.
- Experience with website maintenance and content management.
- Experience creating public-facing document libraries, if applicable.
- Relevant experience working with small businesses, nonprofits, public organizations, or economic development groups.
- Two client references, if available.
- An explanation of how ongoing questions, updates, and technical issues will be handled.

Local vendors and vendors familiar with Moffat County are encouraged to apply. However, proposals will be evaluated based on qualifications, value, service, and the ability to meet MEDA's needs.

6. Required Proposal and Pricing

To make proposals easy to compare, vendors should provide itemized pricing using the following format.

Service	Proposed cost
Landing page design and development	$
Meeting minutes/document section	$
Email setup	$
Domain registration, if applicable	$
Annual website hosting	$
Annual maintenance and support	$
Other required costs	$
Total initial Phase 1 cost	$
Estimated annual recurring costs	$

Vendors should also provide:

- Estimated time required to complete Phase 1.
- Any optional features and their costs.
- An hourly rate for updates or services not covered by a maintenance agreement.
- Estimated pricing for adding pages during Phase 2.
- An optional estimate for future marketing assistance, listed separately from website development.
- Any assumptions or exclusions that may affect the final cost.

MEDA is seeking the best overall value rather than the most elaborate or expensive website.

7. Website Ownership and Accessibility

An important requirement of this project is that MEDA retain control of its online presence.

The selected developer must ensure that:

- MEDA owns or directly controls its domain registration.
- MEDA has administrative access to its website and hosting accounts.
- MEDA retains ownership of its content, documents, and organizational materials.
- Website content and documents can be exported or transferred if MEDA changes providers.
- Any third-party software, licensing restrictions, or transfer fees are disclosed before work begins.
- The website can be maintained by another qualified provider if necessary.

The developer should explain any limitations on transferring the website to another provider.

8. Evaluation Criteria

The 5-member MEDA Board of Directors, shall review responses to this RFP after the bid deadline at a regularly scheduled Board meeting and select the of winning bidder. MEDA may request additional information or clarification before making a selection and the Board may decide to conduct face-to-face interviews if additional analysis beyond the RFP response is necessary to select the winning bid.

MEDA intends to evaluate proposals based on the following criteria:

Evaluation category	Weight
Ability to meet Phase 1 requirements	25%
Overall cost and long-term affordability	25%
Website quality, usability, and ease of maintenance	20%
Relevant experience and references	10%
Response to Phase II proposal	10%
Communication, ongoing support, and future flexibility	10%
Total	**100%**

9. Anticipated Schedule

- RFP issued: October 19, 2026
- Deadline for vendor questions: November 12, 2026
- Proposal deadline: November 19, 2026
- Vendor selection: December 2026
- Anticipated project start: December 2026
- Target website launch: February 2027

Vendors should propose a realistic timeline based on the requirements outlined in this document.

10. Proposal Submission

Proposals should be submitted electronically in PDF format to:
Moffat Economic Development Authority (MEDA), 1198 W. Victory Way, Suite 104, Craig, CO 81625
Attn: Jeff Comstock
Email: jcomstock@moffatcounty.net
Phone: 970.826.3400
Subject: MEDA Website Development Proposal

Question Deadline: Any Questions regarding the RFP must be asked by Thursday November 12, 2026. 12:00 PM (Noon) Questions about the RFP should be submitted to the contact above.

Proposal Deadline: All proposals must be received by Thursday, November 19th, 2026. 12:00 PM (Noon)

11. General Conditions

- MEDA reserves the right to accept or reject any proposal.
- MEDA reserves the right to negotiate scope, cost, and project terms.
- No work outside the approved scope may be billed without prior written authorization.
- Phase 2 is optional and subject to separate approval and funding.
- All recurring fees and third-party costs must be disclosed.
- The selected developer will be expected to establish a clear understanding of deliverables, payment terms, ownership, and ongoing support before work begins.
- Any resulting agreement will be subject to mutually agreed-upon contract terms and applicable requirements.

12. Closing Statement

MEDA is seeking a local or small-business development partner who can provide a professional, affordable, and manageable website that meets the organization's immediate needs.

The ideal solution will establish a strong online foundation, make public information easily accessible, and allow MEDA to grow its digital presence over time as it works to strengthen the local economy and attract future business investment to Moffat County.

MEDA appreciates the time and effort vendors invest in preparing proposals and looks forward to reviewing potential solutions.