

**REQUEST FOR STATEMENT OF  
QUALIFICATIONS  
FOR  
WEBSITE DESIGN AND MAINTENANCE  
SERVICES**

**RFQ Number: 2026-04**



**Chino Basin Water Conservation District**

**Thursday, April 16, 2026**

- Questions regarding RFQ due **Thursday, April 30, 2026 at 4:00 p.m.**
- Response to Questions due **Friday, May 15, 2026 by 5:00 p.m.**
- Statements of Qualifications due by **Thursday, May 21, 2026 by 2:00 p.m.**
- Interviews will be tentatively scheduled **Thursday, June 11, 2026**
- Selection by **July 2026**

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## **NOTICE TO RESPONDENTS & FOR PUBLICATION**

### **REQUEST FOR QUALIFICATIONS (RFQ NO. 2026-04) FOR WEBSITE DESIGN AND MAINTENANCE SERVICES**

The **CHINO BASIN WATER CONSERVATION DISTRICT**, hereinafter referred to as the **DISTRICT**, will accept responses for **Request for Qualifications for WEBSITE DESIGN AND MAINTENANCE SERVICES** until **Thursday, May 21, 2026 by 2:00 p.m.** at the Chino Basin Water Conservation District, located at 4594 San Bernardino Street, Montclair, California 91763. **Qualifications received after the deadline will be considered late. Late qualifications will not be accepted. Faxed qualification submittals are not acceptable.**

The RFQ document is available on the District's website at <https://cbwcd.org/bids>. The District reserves the right to amend this RFQ prior to the deadline for submission of qualifications. **In order to receive copies or notices of any such amendments/addenda, you must complete the "Prospective Bidder Contact Information" form available on the District's website at <https://cbwcd.org/bids>.** The submission of this information will place your firm on the Prospective Bidders List. All amendments/addenda will be issued via email only to those listed in the Prospective Bidders List and will be posted on the District's website.

For submittals via *mail*, the envelope containing the Response to RFQ must be sealed and contain the words "**WEBSITE DESIGN AND MAINTENANCE SERVICES: Statement of Qualifications Submittal.**" For submittals via *email*, one (1) PDF version of the qualifications should be emailed with the same words in the subject line. Please refer to Section 4, "Submittal of Statements of Qualifications" for submittal instructions.

**Scope of Services:** The Chino Basin Water Conservation District ("District") is seeking Statements of Qualifications from qualified firms to provide comprehensive website design and maintenance services for the District's WordPress websites. Services include ongoing technical support, troubleshooting, and bi-weekly system updates to ensure functionality and security. The Consultant will manage and update website content, maintain brand consistency, and implement minor design and UX/UI improvements. Services also include performance monitoring, reporting, security maintenance, and adherence to defined service level agreements (SLAs).

**See Appendix "A" for further requirements.**

**REQUEST FOR STATEMENTS OF QUALIFICATIONS ("RFQ NO. 2026-04") FOR WEBSITE DESIGN AND MAINTENANCE SERVICES**

The Chino Basin Water Conservation District (District) is inviting qualified firms to submit statements of qualifications to provide **WEBSITE DESIGN AND MAINTENANCE SERVICES** with the preliminary scope of services, as set forth in **APPENDIX A – PRELIMINARY SCOPE OF SERVICES**.

The qualified respondent shall be an independent Consultant capable of providing experienced, knowledgeable, and professional staff, and shall provide adequate staffing levels at all times and adhere to established schedules.

The qualified respondent shall comply with all federal, state, and local laws, rules, regulations, ordinances, and statutes.

**1. INTRODUCTION**

This RFQ is intended to procure contracted services for **WEBSITE DESIGN AND MAINTENANCE SERVICES** for the District which is a public agency whose goal is the protection of the Chino Groundwater Basin (Basin) in order to guarantee that current and future water needs will be met.

**2. SCHEDULE OF RFQ EVENTS**

It is the goal of the District to select the Consultant by the end of **July 2026**. In preparation for that action, the following *tentative* schedule of events has been prepared.

<u>Schedule Item</u>	<u>Date**</u>
Release of RFQ	<b>Thursday, April 16, 2026</b>
Deadline for Written Questions	<b>Thursday, April 30, 2026 at 4:00 p.m.</b>
Responses to Questions	<b>Friday, May 15, 2026 by 5:00 p.m.</b>
Statements of Qualifications are Due	<b>Thursday, May 21, 2026 by 2:00 p.m.</b>
Interviews	<b>Thursday, June 11, 2026</b>
Approval of Agreement	<b>July 2026</b>

\*\*All dates are subject to change at the discretion of the District.

All questions, requests for clarifications, changes, exceptions or deviations to the Scope of Services set forth in this RFQ must be submitted **via email**:

**Maia Dean, Community Engagement Manager**

Chino Basin Water Conservation District

Email: **procurement@cbwcd.org**

The District will respond to all written questions, if applicable, by issuing a written addendum.

Addendums will be emailed to respondents who complete the “Prospective Bidder Contact Information” form available on the District’s website at <https://cbwcd.org/bids>

### 3. PERIOD OF PERFORMANCE

Performance under any resulting Professional Services Agreement is anticipated to commence following Board approval of the **WEBSITE DESIGN AND MAINTENANCE SERVICES** and execution of a Professional Services Agreement (PSA) and will continue for an initial term of up to 3 years, if deemed necessary.

The District will have two optional one-year agreement extensions. **The annual fee shall remain fixed during the initial term unless otherwise negotiated and approved by the District.**

### 4. SUBMITTAL OF STATEMENTS OF QUALIFICATIONS

**Three (3) hard copies or one (1) emailed PDF version of the qualification submission must be provided no later than Thursday, May 21, 2026 by 2:00 p.m.** Submittals received after this time will not be accepted. If submitting by email, please send one email with two PDF attachments, the first PDF attachment shall be the Statement of Qualifications with all Appendices except Appendix B (cost) and the second PDF shall include pricing per Appendix B only. Appendix B (cost) shall NOT appear in the main Statement of Qualifications PDF.

All qualifications should be clearly marked with the submittal address as follows:

Chino Basin Water Conservation District  
Attention: **Maia Dean, Community Engagement Manager**  
4594 San Bernardino Street  
Montclair, CA 91763  
Email: **procurement@cbwcd.org**

**RFQ Submittal for:  
WEBSITE DESIGN AND MAINTENANCE SERVICES**

### 5. COST OF RFQ PREPARATION

The District reserves the right to amend, withdraw and cancel this RFQ; to reject all responses to this RFQ at any time prior to the agreement execution; and to request or obtain additional information about Respondents and their statements of qualifications.

The District shall not be liable for any pre-contractual expenses incurred by any Respondent who prepares a submittal or portions thereof. Pre-contractual expenses are defined as including, without limitation, expenses incurred by respondents, if any, in:

- Preparing the qualifications and related information in response to this RFQ
- Negotiations with the District or any matter related to this procurement
- Costs associated with interviews, meetings, travel or presentations

- All other expenses incurred by a respondent prior to the date of award and a formal notice to proceed.

## 6. WITHDRAWAL OF STATEMENTS OF QUALIFICATIONS

Qualification submissions may be withdrawn by written notice received by the District at any time prior to the submittal deadline.

## 7. GENERAL TERMS AND CONDITIONS

The District's Professional Services Agreement (PSA) Sample template may be found on the District's website at: <https://cbwcd.org/bids/>, by clicking on "Related Documents" of the subject RFQ. Each Respondent is expected to review the general terms and conditions of the sample PSA and acknowledge, in its proposal cover letter, its acceptance of the conditions and terms set forth in that sample Agreement. The District reserves the right to further clarify the terms and conditions of the PSA. **Respondents may suggest changes during the written questions period during the RFQ process, for review by legal counsel. The selected Respondent will be required to enter into the District's standard Agreement, including provisions related to insurance, indemnification, and ownership of work product, as set forth in the sample Agreement.**

## 8. KEY PERSONNEL

It is imperative that the key personnel providing the requested services have the background, experience, and qualifications to provide the services described in this RFQ. The District reserves the right to approve all key personnel individually and all sub-consultants for work on this agreement. The response shall include key personnel showing their availability to provide various **WEBSITE DESIGN AND MAINTENANCE SERVICES**. Refer to the sample PSA for additional information regarding key personnel requirements.

## 9. COMPENSATION

Compensation for services performed under any resulting Professional Services Agreement (PSA) will be based on negotiated **fixed annual fee** and/or task order pricing, subject to an overall agreement not-to-exceed amount. As part of this RFQ, respondents are required to submit a proposed hourly fee schedule (**Appendix B**) for reference purposes only. Fee schedules will not be used to rank or score respondents. Consistent with a qualifications-based selection process, fees will be reviewed and negotiated with the most qualified firm(s) prior to execution of a PSA.

Allowable reimbursable expenses, with appropriate documentation, may include mileage at the current IRS mileage rate and other direct project expenses (e.g., permit fees, specialized subconsultants, and similar costs). Reimbursable expenses must be pre-approved by the District and will be reimbursed at cost without mark-up unless otherwise agreed to in writing. These reimbursable expenses should be included in the overall not-to-exceed amount of the agreement. Final compensation terms, including billing rates where applicable, will be

established in the executed PSA and/or any authorized individual task orders. **Any adjustments to agreed-upon rates shall be subject to the District's review and prior written approval.**

## **10. SCOPE OF SERVICES**

The scope of services shall include the requested services and work described in **Appendix A** of this RFQ, which each Respondent should review carefully.

## **11. RIGHT TO TERMINATE THIS SOLICITATION**

The District reserves the right to terminate this solicitation at any time and for any reason.

## **12. PREPARATION OF STATEMENTS OF QUALIFICATIONS**

Statements of Qualifications must be signed by a duly authorized official of the respondent and include an acknowledgment of receipt of all amendments and/or addenda to the RFQ.

## **13. REQUIREMENTS**

The District will seek to award the agreement to the respondent that demonstrates the ability to best meet the needs of the District for the **Website design and ongoing maintenance** in this RFQ. Past experience in performing similar services will be a heavily weighted factor in the selection process.

Quality of performance on previous agreements; ability to meet schedules and budgets; ability to communicate well with District staff, other agencies, and other consultants, will be some of the attributes and factors considered.

All firms participating in this RFQ process will be required to submit the following information:

- The legal name of your firm, address, and telephone number.
- The year your present firm was established as currently operated.
- The firm's current annual dollar volume of work.
- A list of agreements that the firm has had with public agencies during the past five years.
- Contact information for principal contact person.
- A representative listing of clients with up-to-date contact information that have received similar services for **WEBSITE DESIGN AND MAINTENANCE SERVICES** as described in this RFQ during the last 3 years, along with website URL's and email address of clients the District may contact for reference checks. Listings should include notes as to which websites use WordPress and/or the Elementor WordPress plugin.
- Resumes of key staff employees who will provide the requested services.

**Additional Requirements & Preferred Qualifications:** The contracted firm shall have extensive knowledge and background in utilizing WordPress content management system to manage websites and shall provide comprehensive website maintenance, technical support, content management, and strategic advisory services for the District's websites.

Experience with Elementor WordPress plugin is preferred.

## **14. STATEMENTS OF QUALIFICATIONS CONTENT AND FORMAT**

The District requires a specific format for the qualification submissions. The statement of qualifications, *not including Appendices*, shall not exceed **25 pages in length**. Submission of a folded 11x17 sheet will be allowable and be counted as one (1) page towards the 25-page limitation requirement.

### **14.1 Cover Letter**

The cover letter shall be limited to two (2) pages maximum and will not be counted as part of the total pages count for the submittal. The cover letter shall identify a single contact person for this RFQ; *and include a commitment to accept the terms and conditions in the RFQ and the Professional Services Agreement (PSA)*.

### **14.2 Project Understanding and Approach**

This section should demonstrate an understanding of the scope of services. It should describe the general approach, organization, and staffing required for the services requested. All sub-consultants and their roles should be identified.

### **14.3 Qualifications of Respondent and Sub-consultant Staff**

This section shall identify the qualifications and related experience of key staff assigned to perform the requested services.

This section shall also include resumes of all staff identified above, including a summary of relevant work experience, and a statement of availability. Should any firm submitting a proposal consider subcontracting portions of the engagement, that fact must be clearly identified in the proposal along with the name of the proposed subcontracting firms.

### **14.4 Experience of Firm**

Relevant experience of the firm shall be identified. The focus shall be on experience, analysis and documentation for similar **Website design and ongoing maintenance** projects and/or services. Identify current clients for whom similar services have been provided during the past three years by the key staff who will be assigned to perform the requested services.

### **14.5 Appendices**

Full resumes of proposed key staff shall be included in this section, along with Appendices C through H (*Appendix B is submitted per the instructions outlined in Section 14.6*). Relevant firm project information may also be included in this section. However,

other than key staff resumes, firm information and general marketing materials will not be considered in the ranking of the firms submitting qualifications. ***There is no page limit in this section.***

#### **14.6 Cost Proposal (Fee Schedule)**

***See Appendix B for Cost Proposal Requirements.***

Hourly fee schedules are requested for informational purposes only and will not be used to rank or score respondents. In accordance with a qualifications-based selection process, the District will complete its evaluation and ranking of the most qualified firms prior to reviewing fee schedules.

Respondents shall submit a sealed fee schedule (or separate PDF attachment if submitting the SOQ electronically) identifying proposed staff titles or labor categories and corresponding hourly billing rates applicable to the services described in the Scope of Services (**Appendix A attached hereto**). Hourly rates may apply to any future task orders requested by the District and issued under the Professional Services Agreement. Requirements for cost information, including whether a total cost estimate, not-to-exceed amount, breakdown of hours, or milestone schedule is required, shall be specified in **Appendix A and/or Appendix B**, as applicable. The submitted hourly rates will serve as a basis for future negotiations.

In addition, respondents shall provide a proposed annual lump sum or fixed fee to perform the base Scope of Services described in the Scope of Services (**Appendix A attached hereto**). The proposed fee shall represent the cost for all services included within the Scope of Services, while hourly rates shall apply only to additional services authorized by the District. The proposed fee shall serve as the basis for negotiation of the services under the Professional Services Agreement.

Final compensation terms, including not-to-exceed amounts and any agreed-upon rates and any subsequent adjustments thereto, will be established through negotiation and set forth in the executed Professional Services Agreement and, where applicable, individual task orders. Any allowable reimbursable expenses shall be governed by the terms of the Professional Services Agreement. Respondents may identify specialized service categories, if any, separately. The District reserves the right to negotiate scope and fees with the highest-ranked firm(s) and to proceed to the next ranked firm if an agreement on compensation cannot be reached.

### **15. EVALUATION PROCESS AND CRITERIA**

The District will seek to award the agreement to the respondent whose statements of qualifications is determined to be the most advantageous to the District, based on demonstrated competence, professional qualifications, and responsiveness to the requirements of this RFQ. Cost will not be considered as part of the qualifications review process.

All submittals will be initially evaluated by the Assistant General Manager for completeness and quality of the content. Only those providing complete information as required will be considered for evaluation. The ability to follow the instructions in this RFQ demonstrates attention to detail. **Qualification Appendices are included as part of this RFQ (*Appendices B through H only, as Appendix A is for reference only*) and are required to be completed by each respondent in compliance with this RFQ.** Respondents submitting incomplete statements of qualifications may be deemed nonresponsive and their qualification submissions rejected in the sole discretion of the District.

The top-ranked firms may be invited to respond to questions about their submittals at an oral interview.

Following the evaluation and ranking of qualifications, the District intends to enter into negotiations with the highest-ranked firm to finalize a scope of services and to establish a fair and reasonable annual fixed fee and associated hourly rates for additional services. If the District is unable to negotiate a satisfactory agreement with the highest-ranked firm, the District may, in its sole discretion, terminate negotiations and proceed to negotiate with the next highest-ranked firm, and so forth until an agreement is reached or the District cancels the solicitation. The District reserves the right to reject any and all proposals, to waive informalities and minor irregularities, and to award the agreement in the best interests of the District.

If a qualification submission is accepted, the respondent will be required to enter into a Professional Services Agreement with the District. A sample of the standard District agreement to be used for this project may be found in the “Related Documents” of the subject RFQ on the District’s website: <https://cbwcd.org/bids>. The District reserves the right to amend the PSA based on the information provided by the respondent in its response to the RFQ.

Upon selection of the successful firm and prior to the execution of the Agreement, the firm is required to submit to the District the required insurance certificates for the Consultant, and if appropriate its sub-consultants or sub-contractors.

## **16. ADDITIONAL INFORMATION**

### **16.1 EQUAL EMPLOYMENT OPPORTUNITY**

The District is an equal opportunity employer and requires all firms to comply with policies and regulations concerning equal employment opportunity.

### **16.2 PUBLIC INFORMATION ACT REQUESTS**

All information contained in submitted statements of qualifications in response to this solicitation may be subject to the California Public Records Act (Government Code Section 6250 et seq.), and the use and disclosure of all information submitted to the District will be governed by this Act.

## **APPENDIX A**

### **PRELIMINARY SCOPE OF SERVICES**

**APPENDIX A  
PRELIMINARY SCOPE OF SERVICES**

The District is inviting qualified firms to submit statements of qualifications to provide **WEBSITE DESIGN AND MAINTENANCE SERVICES** for both “cbwcd.org” and “waterwisegardenplanner.org” websites. Both websites are on the Wordpress platform and extensively use the Elementor plugin plus various other plugins. Respondents shall provide a proposed annual lump sum or fixed fee to perform the services described in the base Scope of Services.

The District may choose to request the contracted firm provide additional services beyond the base scope of services listed below. Services not expressly included within the Scope of Services below shall be considered additional (out-of-scope) services and will be performed only upon prior written authorization by the District through a task order, amendment, or other written authorization. Such services shall be separately scoped, negotiated, and authorized, and may be compensated on either a time-and-materials, lump sum, or other basis as agreed to by the District and the firm. No additional services shall proceed without District approval.

The base Scope of Services includes the following tasks:

**1. Technical Support & Issue Resolution**

The Consultant shall provide ongoing troubleshooting, maintenance, and technical support services to ensure continuous website functionality and security.

Services include, but are not limited to:

- Diagnosis and resolution of website errors, outages, and performance issues.
- Remediation of issues resulting from WordPress core, plugin, or theme updates.
- Resolution of plugin conflicts, bugs, and broken functionality.
- Proactive monitoring and mitigation of security threats, including spam, malware, and unauthorized access.

**Service Level Agreements (SLAs)**

The Consultant shall meet or exceed the following response and resolution targets:

<b>Priority Level</b>	<b>Description</b>	<b>Initial Response Time</b>	<b>Target Resolution Time</b>
<b>Critical (Urgent)</b>	Website down, major functionality unavailable, security breach	≤ 2 hours	≤ 8 hours or workaround within 24 hours
<b>High</b>	Significant feature impairment affecting users	≤ 4 hours	≤ 2 business days
<b>Medium</b>	Minor functionality issues or errors	≤ 1 business day	≤ 3 business days
<b>Low (Non-Urgent)</b>	General support requests, minor fixes	≤ 2 business days	As mutually agreed

## **2. Website Maintenance & Administration**

The Consultant shall perform routine and preventive maintenance to ensure optimal website performance.

### Services include:

- Bi-weekly updates of CMS (WordPress), plugins, and themes
- Management of user accounts and permissions
- Installation and standard configuration of plugins and widgets
- Coordination and administration of hosting, domain, and third-party services (accounts retained and paid by CBWCD)
- Ensuring all site components (including navigation and menus) function properly

## **3. Content Management & Updates**

The Consultant shall provide ongoing content management and publishing support.

### Services include:

- Publishing and updating website content, including posts, pages, and events
- Editing and updating website copy
- Uploading and managing files, documents, and links
- Configuring temporary content elements (e.g., pop-ups, alerts)
- Ensure all content aligns with CBWCD branding, identity, and mission
- Collaborate with District staff to gather and develop content
- Proactively review content to ensure accuracy, relevance, and timeliness
- Maintain link integrity with partners and stakeholders

The District anticipates a low volume of content changes; however, the Consultant shall provide unlimited routine content updates of a minor and non-complex nature as part of the maintenance services.

## **4. Design, Branding & UX/UI**

The Consultant shall provide ongoing design support and art direction to maintain a high-quality user experience.

### Services include:

- Ensuring brand consistency across all website elements
- Updating layouts and visual components as needed
- Creating and editing graphics for web use (e.g., resizing, cropping, optimization)
- Improving site navigation and usability
- Applying industry best practices for UX/UI and accessibility
- Integrating social media platforms where appropriate

## **5. Project Coordination & Communication**

The Consultant shall coordinate with District staff and external vendors as needed.

### Services include:

- Managing minor design and development updates

- Coordinating technical and administrative tasks required for website operations
- Participating in meetings with District staff, as requested
- Collaborating with third-party consultants

## **6. Quality Assurance & Performance Optimization**

The Consultant shall ensure websites are functional, accessible, and optimized.

### Services include:

- Cross-browser and cross-device testing
- Monitoring and improving website performance and load times
- Ensuring proper site structure, navigation, and crawlability
- Providing recommendations for functionality, UX/UI, and performance improvements

## **7. Analytics, Reporting & Monitoring**

The Consultant shall implement and maintain website analytics and reporting.

### Services include:

- Configuration and maintenance of analytics and conversion tracking tools
- Monitoring key performance indicators (KPIs), including:
  - Traffic sources and user behavior
  - Top pages and keywords
  - Referrals and engagement metrics
- Preparation and submission of **quarterly reports** summarizing:
  - Website performance and usage trends
  - Effectiveness and insights
  - Recommendations for improvement

## **8. Strategic Advisory & Continuous Improvement**

The Consultant shall provide ongoing strategic guidance to enhance website effectiveness.

### Services include:

- Identifying opportunities for improvement and optimization
- Recommending enhancements to increase usability, accessibility, and online presence
- Advising on emerging best practices and technologies

## **General Requirements**

- All services shall be performed in a professional and timely manner consistent with industry standards.
- The Consultant shall communicate regularly with CBWCD and provide status updates as requested.
- Work shall be performed without disruption to website availability whenever possible.

**APPENDIX B**

**COST PROPOSAL**



## **APPENDIX C**

# **DISQUALIFICATION QUESTIONNAIRE**



## **APPENDIX D**

### **DISCLOSURE OF GOVERNMENT POSITIONS**



## **APPENDIX E**

# **EX PARTE COMMUNICATIONS CERTIFICATION**

**APPENDIX E  
EX PARTE COMMUNICATIONS CERTIFICATION**

Please indicate by signing below one of the following two statements. **Only sign one statement.**

I certify that Respondent and Respondent’s representatives have not had any communication with a member of the District’s Board of Directors concerning **RFQ FOR WEBSITE DESIGN AND MAINTENANCE SERVICES**.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print**

**OR**

I certify that Respondent and Respondent’s representatives have communicated after **Thursday, April 16, 2026** with a member of the District’s Board of Directors concerning the **RFQ FOR WEBSITE DESIGN AND MAINTENANCE SERVICES**. A copy of all such communications is attached to this form for public distribution.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print**

## **APPENDIX F**

## **REFERENCES**

**APPENDIX F  
REFERENCES**

Respondent: \_\_\_\_\_

Provide firm name, address, contact person, telephone number, and appropriate information on the service(s) provided to customers similar to those requested in this solicitation document. Respondent must provide requested number of references, or the statements of qualifications may be considered "non-responsive." References should be current or former customers for which Respondent is performing, or has performed, similar services within the last **three (3) years**. Potential subconsultants cannot be references. Any subconsultant arrangement for the completion of this work shall be listed on a separate page.

**Reference #1:**

Firm Name: \_\_\_\_\_

Address (include Zip + 4) \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone No. \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Project Award & Completion Date: \_\_\_\_\_

Product(s) Used and/or Service(s) Provided:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Reference #2:**

Firm Name: \_\_\_\_\_

Address (include Zip + 4) \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone No. \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Project Award & Completion Date: \_\_\_\_\_

Product(s) Used and/or Service(s) Provided:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Reference #3:**

Firm Name: \_\_\_\_\_

Address (include Zip + 4) \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone No. \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Project Award & Completion Date: \_\_\_\_\_

Product(s) Used and/or Service(s) Provided:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **APPENDIX G**

### **ADDENDA ACKNOWLEDGEMENT FORM**

**APPENDIX G  
ADDENDA ACKNOWLEDGEMENT FORM**

As required by the RFQ, Respondent must submit this acknowledgement form with its response. One acknowledgement form per response, listing all addenda, is appropriate.

Addendum No.: \_\_\_\_\_

Addendum No.: \_\_\_\_\_

Addendum No.: \_\_\_\_\_

Addendum No.: \_\_\_\_\_

Addendum No.: \_\_\_\_\_

Addendum No.: \_\_\_\_\_

**Respondent:** \_\_\_\_\_

**Representative's Name:** \_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**